



THE ST JOSEPH AND ST THOMAS MORE CATHOLIC PRIMARY FEDERATION

**MINUTES OF THE MEETING OF THE GOVERNING BODY HELD IN JOSEPH'S CHURCH HALL
ON THURSDAY 6 FEBRUARY 2020 AT 6.00PM**

Present:

Mr D Murray (Chair), Mr L Addison-Smyth, Mr M Blake, Mrs M Clark, Professor S Clark, Mrs P Conway, Mrs L E Donachie, Miss K Haggart, Mrs H Haywood, Ms C Lawlor, Mr P Norman (Acting Executive Headteacher), Mr C Savage, Mrs J Smith, Mr C Tate, Mrs S Walmsley

Also present:

Mrs J Nicholson, Clerk to the Governing Body

The meeting was opened with a prayer

Action

30	<p><u>Introduction and Welcome</u></p> <p>The Chair welcomed Governors to the meeting.</p>	
31	<p><u>Declaration of Interest</u></p> <p>The Clerk invited Governors to declare any interests in agenda items at this or any point during the meeting.</p> <p>There were no declarations of interest recorded at this point.</p>	
32	<p><u>Membership of the Governing Body</u></p> <p>There was a full complement of Governors.</p>	
33	<p><u>Apologies for Absence</u></p> <p>Governors considered and accepted an apology for absence from Reverend Hayden.</p>	
34	<p><u>Minutes</u></p> <p>Governors received and agreed the minutes of the full Governing Body meeting held on 24 October, which were signed by the Chair as a true record.</p> <p>Minutes of the following Committee meetings were received for information:</p> <p>Curriculum and Standards Committee held on 5 November and 10 December 2019</p> <p>Finance and Premises Committee held on 7 November 2019</p> <p>Admissions Committee held on 10 January 2020</p>	

<p>35</p>	<p><u>Matters Arising including Action Points</u></p> <p>Curriculum and Standards Committee – 5 November 2019 Minute No 5 – End of Year Data 2019 The data training was still to be arranged.</p> <p>Finance and Premises Committee – 7 November 2019 Minute No 4 – Budget Update A Governor queried if the cost of the additional time that the Educational Psychologist had spent at St Joseph’s would be credited to St Thomas More. This service was provided across The Federation and was shared according to the needs of pupils.</p> <p>The Action Points relating to the Autumn Term 2019 full Governing Body meeting had been circulated and updates provided.</p>	<p>Headteacher</p>
<p>36</p>	<p><u>Chair’s Emergency Powers</u></p> <p>The Chair reported that he had taken the following action since the last meeting and this action was agreed by the Governing Body:</p> <p>Approved the appointment of additional Governors on to the Admissions Committee as there were insufficient for a meeting to go ahead.</p>	
<p>37</p>	<p><u>Headteacher’s Report</u></p> <p>The Headteacher presented his previously circulated reports to Governors.</p> <p><u>St Joseph’s</u></p> <p>The following areas were highlighted:</p> <p>An update on staffing was provided and a breakdown of the changes to the teaching staff (which had been anonymised in the report) was included. It was queried if there would be any budget implications as a result of the changes. They would be ‘like for like’ and, if anything, there would be some savings made as a result.</p> <p>Areas for whole school development were noted and the training which had been provided from TenTen on their relationship resource ‘Life to the Full’ was outlined. This resource, which had been recommended by the Diocese, would assist in fulfilling the ‘Relationships Education, Relationships and Sex Education, and Health Education (England) Regulations 2019’. The cost of the training was £390 per year and it was hoped that negotiations could take place to get a price for both schools.</p> <p>A data summary overview had been included in the report. Reception data showed a good level of development across all subjects, either in line or slightly above national average.</p> <p>It was expected that 92% of pupils would meet the expected standards in the phonics test and the training staff had received on phonics from the English Hub had been beneficial. It was asked what would be put in place</p>	

for the remaining 8% to enable them to pass the test and the Headteacher advised that they would be receiving intervention sessions. The 8% related to one pupil who, if they did not pass this year, could resit in Y2.

Reading was a priority focus for the school and progress meetings had been scheduled in to identify any interventions needed.

KS2 data indicated that writing was on track however writing and maths were targeted areas within the School Improvement Plan.

Following a query regarding the current assessment data, these had been made before Christmas and the Headteacher advised that if the assessment had taken place now, they would have portrayed a more accurate picture. It was questioned if Governors should be concerned with the data predictions and the Headteacher did not feel this was necessary at this point in time and went on to explain the transformation throughout the year from emerging, developing and secure

Updated data would be brought to the next Curriculum and Standards Committee to enable Governors to see where improvements had been made and what interventions had been put in place to assist those identified in progress meetings.

Safeguarding

Policies were up to date and an additional member of staff had completed level two safeguarding training to become a designated safeguarding lead bringing the number in school up to three.

Budget

The heating system had broken in KS1 and would need to be repaired at a cost of £600.

The school had been successful in its two bids for SEND top up funding and the £8,033.35 would be used to temporarily increase the hours of two Teaching Assistants until the summer to support two pupils with SEND.

Inspection Data Summary Report

The Headteacher talked Governors through the report. Reading seemed to vary in cohorts but was in line with national average.

Maths was below national average and was currently being looked at in detail with support being received from the Maths Hub.

St Thomas More

The Assistant Headteacher was currently on maternity leave and this post had been covered initially until Easter. Clarity was sought that there were sufficient staff in school and Governors were assured that, if necessary, the cover would continue after the Easter break.

Staff had also attended the RSE training as outlined in the update in St Joseph's report.

School Inspection Areas for Improvement

Areas for improvement which had been identified at the previous Ofsted inspection were outlined along with an evaluation of work which had been carried out to address these.

An update on the data summary for the autumn term was provided:

It was expected that 100% of pupils in Reception were on track to meet age related expectation by the end of the year. Currently the prediction was that 78% of pupils would achieve in maths however this was expected to increase to 100% following additional maths training which staff would be receiving.

90% of pupils were expected to pass the phonics test, the remaining 10% equated to one pupil who was not likely to pass the test however teachers had received training on Read, Write Inc so there was still potential for this pupil to pass.

Y2 writing would be a focus area however KS2 look strong across all subject areas.

Reading, as a focus area, was discussed and the Headteacher explained that reading was better at St Thomas More however volunteers were coming into both schools to support with reading and these volunteers were able to access online training and video tutorials.

Safeguarding

Policies had been updated and an additional member of staff had also completed level two safeguarding training to become a designated safeguarding lead (DSL) resulting in three DSLs at both schools.

School Budget

A replacement water heater had been purchased and fitted by DCC at a cost of £662.31 after the KS1 water heater broke with no repair possible.

The Morning Club continued a trial basis and an overview of costings was included in the report. The pupil numbers had increased in Spring 1 and income had risen to £762 resulting in a slight increase in the overall balance to £53.44.

A Governor questioned the higher than expected projected intake for both schools and whether this would be included in the financial projections. The Chair explained that this would not be done until after the September census when the actual numbers would be known. Further information would be shared on admissions across the federation and the Admissions Committee would look at pupil choices.

	<p><u>Inspection Data Summary Report</u></p> <p>Writing progress was highlighted as particularly high in 2018 but showed a decline in 2019 as a result. The school was still in the average progress band and above Local Authority average progress score so there were no concerns to address.</p>	
38	<p><u>LA Monitoring and Intervention for Improvement</u></p> <p>The school continued to be at Level T3 within the Local Authority's Scheme for Monitoring and Intervention for Improvement to provide additional support following the change in the Senior Leadership Team.</p>	
39	<p><u>School Funding Update</u></p> <p>Governors received an update from the School Funding Team on a range of financial issues.</p> <p>AGREED ACTIONS:</p> <p>(a) Send copies of relevant agreements, now or in the future, to the School Accounting Team;</p> <p>(b) Seek advice from the Link Helpdesk with regards to leases or hire agreements in excess of one year;</p> <p>(c) Ensure the SFVS was completed and returned to the Local Authority by the 31 March 2020 deadline.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher / F&P Committee / Chair</p>
40	<p><u>Finance Update and LCVAP Spend</u></p> <p>The Chair confirmed that although there were no budget updates to share from the Local Authority, there had been a marginal improvement for St Joseph's however St Thomas Moore currently had a negative of -£37,000 which would need to be discussed at the next Finance and Premises Committee meeting.</p> <p>The feasibility study for both schools was still awaited, and a request had been made to the Local Authority for an update on the current state of both school buildings.</p> <p>Governors expressed their concern that money had been allocated to upgrade a staff car park when they were being asked to consult on closing a school and questioned priority areas for spend and whether the funding allocated to upgrade the staff car park at St Joseph's could be used for alternative work. The Chair explained how the funding had been allocated specifically for that work and if it wasn't used for the car park it would be reallocated to another school.</p> <p>Funding had also been identified by the Diocese for Early Years and the Chair proposed that the funding be accepted with the caveat that the funding</p>	

	<p>be directed towards the aims of the pupils with greater investment for Early Years if agreed. Governors agreed that they should accept the funding and the Chair was asked to find out if the car park could be more modest.</p> <p style="text-align: center;">Mrs Walmsley left the meeting</p>	
41	<p><u>SFVS Update</u></p> <p>The SFVS documentation would be completed and sent to the Local Authority prior to the 31 March 2020 deadline.</p>	
42	<p><u>Policy Review</u></p> <p>Governors agreed the following policies circulated in advance of the meeting be adopted for use in school:</p> <ul style="list-style-type: none"> • Charging and Remissions Policies • Management of Behaviour Policies <p>AGREED ACTION:</p> <p>Staff to be made aware of the updated policies.</p>	Headteacher
43	<p><u>Monitoring Link Governor Reports</u></p> <p>Governors reported on recent formal monitoring visits to the school as follows:</p> <ul style="list-style-type: none"> • Mrs Walmsley and Ms Lawlor had been into school to monitor maths in EYFS. They had been provided with information on how maths mastery was being taught, how assessments were being conducted and had the opportunity to talk to staff about the Ofsted visit. • Mr Savage had carried out a monitoring visit to look at the SEND provision. • Mr Tate had been into school to monitor GDPR and the ICT curriculum. A RAG rated GDPR Audit Sheet was attached to the monitoring report which would be used to identify training and processes to be reviewed. <p>AGREED ACTION:</p> <p>Written reports be forwarded to the headteacher for inclusion in the Governor Pack and retention in the Governor Monitoring File.</p>	Monitoring Governors
44	<p><u>Governor Training Planning, Feedback and Impact</u></p> <p>A number of Governors had attended the Governor Diocesan Briefing update and all Governors were to attend Level 1 Safeguarding Training.</p>	Governors

<p>45</p>	<p><u>Academy Update</u></p> <p>The Headteacher and Chair had received updates from the Trinity MAT regarding timescales for academisation. It was the Bishop's expectation that all schools would academise by July 2022. Most of the schools in the cluster were currently in the process of starting the process however it was unclear whether both schools would be allowed to join the MAT as a federation and clarity would need to be sought.</p> <p>AGREED ACTION:</p> <p>The PDF on academisation which had been shared at the meeting would be circulated by the Headteacher.</p>	<p>Headteacher</p>
<p>46</p>	<p><u>Consultation of Governor Involvement</u></p> <p>Consideration as to whether Governors would prefer to have additional full Governor meetings to draft consultation papers or delegate it to a smaller group was proposed by the Chair. Governors discussed their involvement and the Chair agreed to produce a draft consultation document as a starting point.</p> <p>AGREED ACTION:</p> <p>Copies of model consultations and how they had been carried out would be shared with Governors.</p>	<p>Chair</p>
<p>47</p>	<p><u>Governance Update</u></p> <p>Governors received the Governance Update briefing paper which included information on a range of national and local issues.</p> <p>AGREED ACTIONS:</p> <p>(a) Governor details to be updated on Get Information About Schools (GIAS);</p> <p>(b) Code of Conduct to be reviewed and considered at the Summer Term meeting;</p> <p>(c) Complete a Skills Audit annually and have regard for the outcomes when confirming training and/or appointments to the Governing Body;</p> <p>(d) Access the Ofsted podcast;</p> <p>(e) Consider the LA Governor Induction Policy when available;</p> <p>(f) Consider purchase of The Key Support Services;</p>	<p>Chair</p> <p>All Governors</p> <p>All Governors</p> <p>All Governors</p> <p>Governing Body</p> <p>T&D Governor / F&P Committee</p>

	(g) Attend termly Chairs' briefings;	Chair/Vice Chair
	(h) Staffing Committee to ensure Governor responsibilities in relation to the employment of NQTs were met.	Staffing Committee
48	<p><u>Report of the Schools Advice and Support Team</u></p> <p>Governors received a briefing paper from the Schools' HR Advice and Support Team which provided information on training for Governors and staff available during the Spring and Summer Terms.</p> <p>AGREED ACTION:</p> <p>Review training needs and attend training courses as required.</p>	T&D Governor / All Governors
49	<p><u>Opportunities for Young People</u></p> <p>Governors received a briefing paper which confirmed the results from the 'Make Your Mark' campaign and provided further information regarding the first Youth Summit and Youth Awards to be hosted by Education Durham in July 2020.</p> <p>AGREED ACTIONS:</p> <p>(a) Staff to be encouraged to nominate pupils to receive a Youth Award;</p> <p>(b) Schools to be encouraged to take pupils to the Youth Summit event in July.</p>	<p>Headteacher</p> <p>Headteacher</p>
50	<p><u>Child Poverty Update</u></p> <p>Governors received a briefing paper which raised awareness of child poverty and provided information regarding the 'Cutting the Cost of the School Day' training course which was available to Governors and school leaders.</p> <p>AGREED ACTIONS:</p> <p>(a) Identify 2 members of staff/Governors to attend the training;</p> <p>(b) Develop a Cutting the Cost of the School Day Action Plan.</p>	<p>Headteacher / Governing Body</p> <p>Headteacher</p>
51	<p><u>Dates of Future Meetings</u></p> <p>The following dates for meetings of the full Governing Body were agreed:</p> <p>Summer Term 2020: Thursday 25 June at 6.00pm</p> <p>Autumn Term 2020: Thursday 22 October at 6.00pm</p>	

	<p>Spring Term 2021: Thursday 4 February at 6.00pm</p> <p>Committee dates were to be circulated by email.</p>	
<p>52</p>	<p><u>Other Business</u></p> <p>A Governor queried if it was recommended that the Teatime Club be registered with Ofsted. The Headteacher agreed to clarify this and report back at the next meeting.</p> <p>AGREED ACTION:</p> <p>The Headteacher would confirm whether it was a recommendation to register the Teatime Club with Ofsted.</p>	<p>Headteacher</p>

There being no further business the meeting closed at 8.05pm

Signed

Date

Chair