



St. Mary's Catholic Primary School, Isleworth Governing Body Meeting

At a meeting held at the School on
Wednesday 6 December 2017 at 6.00 pm

- Present:** Mrs J Corley (Chair)
Dr J Park (Vice Chair)
- Ms S Corry, Ms C Giglio (arrived late), Mr F Marsh
(Headteacher), Miss M Martin, Mrs A Mason (left early), Ms M
O'Donaghue and
Mrs J Williams
- In attendance:** Mrs M Hooper
- Clerk:** Mrs I Bowles

- 1. Opening Prayer**
The meeting was opened with prayer.
- 2. Apologies**
There were no apologies; all Governors were present.
- 3. Declaration of Personal Interests**
There were no declarations of personal interests, relating to the agenda.

[Mrs Giglio arrived at 8.07pm]

- 4. Headteacher's Update**
 - a) SEF**
Governors were directed to the summary of key actions for 2017-18 (page 9)
This page, with some changes to vocabulary to make it pupil-friendly, would
be displayed in every classroom, following an assembly in which the
Headteacher would explain the plan. Governors **approved** the SEF.

The Headteacher reminded Governors that Andrew Best would be leading a
training session for staff on the new Analyse School Performance (ASP) tool,
on 6 March 2018 from 3.30pm to 5pm. Governors were welcome to attend.
Whilst the new dashboard appeared complicated, the school showed no

stated weaknesses. As numbers of pupils in various groups were small, this skewed charts.

ACTION: ALL GOVERNORS

b) RE Advisor's Report

The Headteacher advised Governors that there were two documents, one of which related to a second visit carried out on 6 December 2017. Governors were delighted to note the rapid improvement between the two visits.

Q: How could subject knowledge be improved?

A: Miss Scott, Spirituality Lead, would lead CPD for teachers, and would assist in half-termly topic planning.

Q: Was that sufficient?

A: This would include twilight sessions, and would allow about 3 hours in the first half of the Spring Term 2018.

Ms O'Donoghue reminded Governors that the school used a difficult and challenging scheme of work for pupils, which focused on scripture. Although teachers were teaching content, not faith, many non-Catholic staff were daunted, perhaps feeling that they had to embrace the faith aspect, instead of treating it as any other subject.

c) Peer Challenge Report

The Headteacher highlighted the following points:

- Y5/Y6 pupils had been interviewed, and had been obviously proud of their learning.
- Levels had been removed in all subjects except RE, although it had come to light that many schools had already stopped using them in RE. Levels in RE would officially cease in the next couple of years.
- There would be an RE Peer Challenge in March 2018 in the six local Catholic Primary Schools.
- The Peer Challenge judgement had been that the school was "good and improving". Partners (Strand on the Green and Reach) had felt that the school was very strong in the areas of resilience, building better learners, and Middle Leaders.
- There was some mis-match on evidence seen against books in Y1 and Y2. Mrs Williams was to work more closely with Y1/Y2, undertaking less sickness cover across the school. She would ensure that teachers worked more cohesively, to improve learning outcomes, especially for those working at greater depth. Teachers had already started to look at this, and recognised what was needed. This would be reviewed each half term.
- There was an issue with a few boys in one Y2 class; they would benefit from an additional TA in the classroom, but this was not possible due to financial constraints. The Educational Psychologist had observed the class: some statutory assessments would be made in due course. Mrs Williams advised that she regularly worked with one of these pupils, who needed firm boundaries, generally working well once these were established.

Q: What was the time frame for statutory assessment?

A: It usually took about one year for the whole process. The first step was to identify how the school spent the £6K they were obliged to do in order to meet a pupil's needs. The school purchases a great deal of external professional resources, in addition to the time of Mrs Williams

d) Early Years Moderation Visit

Governors noted that this had taken place, and were concerned that there was over-assessment of this group. The Headteacher advised that there was a new Early Years framework expected in 2019. He reminded Governors that EY developmental outcomes at the school were very high. Anna Ephgrave, Early Years Consultant, had visited the school and made the following suggestions:

- Child-centred activities inside should be duplicated outside
- English and Maths activities should be signposted more to make them a more central part of the experience.

At the last OfSTED inspection, EY was not included, as it was not a trail of enquiry; however if the school wished to convert to an outstanding school at the next inspection, EY would have its own report section.

e) Staff Disciplinary Investigation

This is minuted under confidential business.

f) Headteacher's Report

The Headteacher led Governors through his report, highlighting the following:

- EAL numbers and stages: Numbers were above the National average, but below the LA.
- Pupil Premium (PP): Numbers of pupils eligible for PP funding had increased to 31, although this would not be received until the next financial year. One third of disadvantaged pupils were on the SEN register,
- Attendance: The school was trialling a system of authorising five days leave per year if attendance was in excess of 97%.

Q: What had been the uptake on this?

A: It had been huge – no complaints had been received for those families whose children had lower attendance rates.

Q: What qualifying time was applied?

A: It had initially been three terms; now it was just this term.

- Raise on a Page: This was a snapshot of the school in the Summer Term, produced by the LA. This identified that the school needed to work on increasing outcomes for those pupils working at greater depth, especially in writing. Staff had to ensure that the framework was covered – some pupils had not produced enough work. Each Y6 child had represented 3.7%. Governors were advised to be cautious about KS1 results for FSM and SEN, as there was just one child in each group.
- Summer Term Data: Governors were reminded that Y2 and Y6 undertook SATs; Y3, Y4 and Y5 carried out the NFER suite of tests. At the end of this academic year, Y1 would also sit the NFER tests.
- Current Y5 classes: The Headteacher reported that there had been some issues with these pupils last year, and they had been mixed-up.

- Autumn 2 Data: had been completed on 6 December 2017; SLT were positive that pupils were at the point that they should be.
- Target tracker: Governors examined the data presented, recognising the areas in which pupils were not secure, so needed interventions to move on. Points to note were:
 - the majority of pupils should be at ARE or slightly above;
 - Pupils eligible for PP in EY were not included in the data (Y1-Y6 only)
 - On the whole, data looked strong, with only small pockets of pupils at risk or working below ARE. Teachers were looking at appropriate interventions for these pupils.
- Pupil Premium (PP): Miss Martin reported that she had met with the SENCo on 6 December 2017 to discuss how the PP grant was spent. She had been advised that:
 - a Reading Recovery teacher had been employed to work with 4 PP pupils. these pupils made slow progress;
 - Q:** was the Reading Recovery programme a short intervention?
 - A:** It was one session per week over 8 weeks, although the programme could be extended. Key assessments for pupils could also be conducted – this was especially useful as Educational Psychologist time was very limited;
 - there were good relationships with Behaviour Support professionals;
 - Kate Corner was a teacher working 1:1 with PP pupils.
- Curriculum Update: The Headteacher thanked Mrs Williams for the update, which had been considered by the Achievements and Standards Committee. Middle leaders would be encouraged to contribute sections in future, where these were key drivers. Governors felt that there was good evidence of a broad and successful curriculum.
- Interventions: Some interventions were listed – others were in place for those working at greater depth. Governors were reminded that these were not interventions carried out by class teachers.
- Enterprise: The Headteacher informed Governors that the pupils had really enjoyed the whole school Enterprise Day. Y1 Enterprise were to run an event, which staff would oversee.
 - Q:** How was the day driven?
 - A:** Enabling Enterprise had run the day, but teachers felt that they could have led the day.
 - Q:** Should there be an Enterprise Middle Leader?
 - A:** That could be considered; if there were more funds available, Enabling Enterprise could be re-engaged.
- PE:
 - The Headteacher was very pleased to announce that the School was one of only 104 in the country to receive a Platinum Award. Governors congratulated staff, acknowledging that this was evidence that the Sports Premium Grant was being appropriately used. Sam Lawlor was continuing to build and expand on previous good practice;
 - Parents had organised the Sports Day;
 - Students from Gumley worked with pupils three times per week;
 - Older pupils coached younger pupils.

- The Arts: The Arts Co-ordinator was preparing evidence to apply for The Arts Mark for schools. Pupils were able to access various genres of Arts, including dance and music. They regularly participated in wider events, eg Young Voices at the O2. The Headteacher had seen a School Art Gallery at Fairholme School in the summer; he advised Governors that he would like to replicate this at the school, selling the art pieces.
- Primary Sports Funding: Governors noted that the Sports Premium Grant would be doubled in the next financial year to £19K. This would be used to subscribe to Enabling Enterprise, and to improve the school environment.
- Staffing: Appraisal targets had been set for all phase teachers in accordance with the School Improvement Plan. Triangulation monitoring had been increased: there would be more learning walks, book looks, informal classroom visits and talking to children. INSET attended by teachers in the Autumn term was noted; Governors were advised that the programme for the Spring Term had been finalised – they were invited to attend any of the sessions. Governors congratulated staff on the number and diversity of courses attended.
- Budget Plan Summary: The Headteacher explained that the three year plan (2017/18 – 2019/20) assumed that the Friday afternoon closure and consequential redundancies would go ahead. The projected underspend for 2017/18 was £20.5K. By the end of the third year a healthy underspend was projected, which would enable Governors to consider reinstating music, enterprise, etc. Governors were grateful to parents for the phenomenal financial support given during the year.
- Staffing costs: The Headteacher advised Governors that he had attended a Diocesan meeting, where it had been suggested that the Government would remove the teachers' pay cap in Spring 2018, but it would not be funded. If there was then (say) a 2% increase, this would be added to teachers' pay, but would not be Performance Management related; it would become more important for the school to generate funds. Governors recognised that National Insurance and Pension contributions would increase in 2018 and 2019 – the combined costs were approximately £273K pa.
- Leadership and Management: The Headteacher confirmed that Rebecca Scott-Saunders had been appointed as the External Adviser. They had discussed the current Leadership structure, and questions raised that the Headteacher would consider with the Deputy Headteacher, Chair and Vice-Chair:
 - Phase Leaders had been relevant in the past, but were they the best model now? It was important to look at staff strengths and establish which roles key people should fulfil.
 - There were many different strands of leadership that could be considered; there was a risk of having too many leaders. The priority would be to find the right model to take the school forward towards outstanding.
 - If the school was to become outstanding, adults need to do less; children should do more, ie teachers intervene when appropriate.
 - These questions would be discussed in greater depth at Personnel Committee meetings.

Q: What was meant by “the enhancement of Governor monitoring processes”?

A: Governors knew the school well, and were in a good position to respond to OfSTED. This was because Governors were frequently in the school, visiting in a focussed way, getting to know specific year groups and classes as much as possible. Children and staff have a good relationship with Governors.

Governors:

- Understand the areas on which the school is working;
- Have attended Analyse School Performance training;
- Have informed and challenging discussions in Committees;
- Acknowledged that “Taste and See” was important.

5. Consultation on changes to the school day

The Headteacher thanked Dr Park for collating the responses to the consultation. Dr Park explained that the analysis had been greatly aided by the clarity of questions in both the letter to parents and the survey. There were some themes that had been identified, which would be useful for Governors to consider. Some well-meaning parents had wanted more information in able to make better suggestions; however this was neither possible nor appropriate, as future action was the responsibility of Governors.

Two main strands coming out from the results were:

- i) Many parents had indicated that they could make a financial contribution to the Friday afternoon provision. Governors had not proposed this, as they did not think it would be welcomed. If a contribution was requested, it would be £350 per child for the year.
- ii) There had been many offers of parental help – this had a precedent in school clubs. However, this would be a risk to the financial certainty that the school needed.

a) School Finances

Nick Gibb MP had met with a group from Hounslow, including 3 Headteachers of which Mr Marsh was one, in early in November 2017, denying any cuts in school budgets. Although he had assured Headteachers that he was fighting with Treasury on behalf of schools, he clearly did not understand schools' positions.

Dr Park reminded Governors that the LA had made a cut to the Age Weighted Pupil Unit (AWPU) to help fund the High Needs SEN budget. Governors noted that some SEN pupils were sent to residential schools out-of-Borough. The Headteacher advised Governors that the National Funding Formula would probably result in a cut of approximately 0.5%.

b) Other schools

Q: What were other schools in Hounslow doing? Were any proposing to cut the school week?

A: The Headteacher reported that most Hounslow schools were cutting teaching and administrative staff. No other Hounslow schools were proposing to cut the school week at the moment.

c) Consultation documentation

Dr Park advised that he had:

- The Consultation letter
- The summary of responses
- The full account of responses, anonymised
- The FAQs and Response documents

Dr Park reported that he had not yet cross-referenced these documents, and still needed to check the figures. LMS insisted that a balanced budget was set; this hides the savings made: £58K in 2016/17, £45K in 2015/16.

d) Savings made

The School had made all possible savings. Expenditure on furniture and buildings maintenance had been incurred on expansion, but the school was in a better situation than when huts had formed part of the site. Furniture for Y6 in September 2018 had already been purchased.

Dr Park reminded Governors that the school was funded for 27, not 30, pupils in each class; the LA had then cut the AWPU by 10%. Governors had to consider the principles of moving forward, and drop anything that was seen to significantly change options.

e) Questions raised

- 53% of respondents were not in favour of Option B, but 60% of respondents agreed that the school had placed the best education for pupils at the core of the strategy.
- Parents were concerned that the amount of teaching time was being reduced, leading to less learning. The Headteacher reminded Governors that the teaching time would remain constant. The system would be trialled for two weeks in January 2018. Sports activities were good quality, as shown by the award of the Platinum Sports Mark.
- Governors did not have a good feel for the number of places that would be needed at the Friday pm activities; further discussion with parents was needed.
- Option B would allow the school to retain TAs; if these were reduced, disruptive behaviour could increase.
- Governors were reminded that teachers had not yet been consulted on the options.
- Why was the school considering this option, when it appeared to be the only local school doing so? The Headteacher reminded Governors that some schools still had large reserves; as a one form entry school, funding had been spent each year on pupils – the expansion had been expensive to the school. There was a stable staff, who were therefore more expensive than in many schools. Many schools were reducing their classroom support staff. This option was believed to be the best for the children.

[Mrs Mason left the meeting at 8.05pm]

- How would the Headteacher ensure that places at the Friday pm provision were allocated to those who needed it? There were many ways in which the allocation could be made: there could be no guarantee that every child who wanted a place would be allocated one. Pupil Premium children would not be charged; other pupils would be charged at £4 per week for one child, £7.50 for two children, £10.00 for three.

f) Next steps

- It was important to communicate with parents: either individually or a set meeting. Governors acknowledged that a meeting could be difficult, and would need to be strongly chaired.
- The Headteacher confirmed that nothing in the consultation responses had convinced him that Option B was not the best way forward. Governors raised the following points:
 - How would this affect prospective parents? A Friday lunchtime finish could have an impact on work options for parents.
 - Some parents are not happy, and would be difficult to convince; some have already requested a lot more financial information.
 - There could be issues with Unions, as the teaching time for teachers will be extended (PPA time will be additional to pupil contact), even if it is in directed time. The Headteacher agreed that this would amount to 20 minutes per day more for Junior teachers and 30 minutes for Infant teachers. However, they would also have non-contact time for music (1 hour), Italian/Mandarin (45 minutes), Enterprise work taken by TAs (1 hour) and assemblies.
- It was vital to begin to get a feel for how many parents would wish to use the Friday pm provision, including those who would be required to pay for their place.
- Governors had to take the financial risk for the programme.
- Parents need to understand how expensive the workforce is: eg Pension and National Insurance costs are approximately £270K. The Headteacher recognised that this was the strongest set of teachers and TAs in his seven years at the school.
- The Headteacher was meeting with staff at risk of redundancy for September 2018; there would be good offers for those staff.

g) Conclusion

Option B would give a predicted underspend of £170K in Year 3, which would help Governors to meet their responsibilities for the maintenance of the buildings.

Governors recognised that the school is in a good financial position due to responsible budget management; the buildings are new or have been refurbished. There was a strong team of committed teachers who were working to move the school to outstanding.

In order to move forward, it was agreed that:

- The Headteacher would consult teachers and unions (if appropriate);
- The Chair, Dr Park and the Headteacher would review the consultation results further. Full details would be uploaded to Dropbox; other Governors were welcome to contribute to the review.
- Dr Park would build a picture of the overall funding and financial commitment required for the Friday pm provision.
- Feedback would be given to parents, with further consultation if necessary to clarify initial responses.

6. Any Other Urgent Business to be considered

There were no items of urgent business.

7. GB Self Evaluation, Governor Training & Development Needs

This item was deferred to the March 2018 meeting.

ACTION: CLERK

8. Policy Reviews

There were no policies to be reviewed. Governors had considered the SEND policy through the shared web areas. It would be reviewed at the Achievement and Standards Committee at their Spring 2018 meeting.

ACTION: MS GARDNER

9. Committees and Panels

Dr Park reminded Governors that much of the information from Committees was contained in the Headteacher's Report. An updated Committee membership list had been circulated: Ms Martin had joined the Finance Committee.

There had been a delay in producing Committee meeting minutes, due to staff shortages, but these had now been uploaded to Dropbox.

a) Headteacher's Performance Management Panel

Governors **ratified** the appointment of Rebecca Scott-Saunders as External Adviser.

10. Financial Items

a) Budget Monitor

The Finance Committee had monitored the budget at their last meeting.

b) SFVS Update

Governors noted that this would be discussed at the Spring Term 2018 Finance Committee meeting.

11. Safeguarding

a) Governor check of Single Central Record

The Chair confirmed that this would be carried out on 7 December 2017.

b) Safeguarding Policy

The policy would be brought to the Spring Term FGB meeting.

c) Lockdown Procedures

The Headteacher advised Governors that he was working with other Catholic schools on this. Consideration was being given to using air horns for the lockdown alarm; it had to be a very different sound to the fire alarm.

d) Any other safeguarding issues

There were no other safeguarding issues.

12. Named Governor Reports / Governor Visit Reports

a) Miss Martin had attended a Y5 curriculum meeting in September 2017. She had met with the SENCo in November 2017, and had accompanied Y5 on a trip to the Science Museum.

b) Mrs Corley had accompanied Y6 on a citizenship trip, as well as visiting Lampton School with Y6 Able Writers.

c) Mrs Corley had accompanied Y6 on a British Values trip to the Houses of Parliament, as well as a Y5/Y6 trip to the theatre. She had also visited her new Reception and Nursery linked classes.

d) Mrs Hooper had visited a Y4 Maths lesson.

13. Hounslow Education Partnership (HEP) Proposal

The Headteacher advised Governors that the Education Improvement Partnership (EIP) within the Borough had been subsidised by the LA: that funding had now been removed. Schools had therefore decided to form a Limited Company to ensure that services continued. Each Governing Body would have to decide whether to join the new HEP, for which there would be a fee. This fee was roughly in line with the costs of the current Hounslow Learning Partnership. Full documentation would be circulated in February, but Governors recognised that the deadline for making a firm decision was prior to their next Governing Body meeting.

Governors **agreed** to make a decision in principle to join the HEP, subject to review of the full case in the Spring Term. Governors would discuss the proposal by e-mail, and delegated the final decision to the Chair.

ACTION: CLERK, ALL GOVERNORS

14. Admission Appeals: Procedure from September 2018

Governors had noted that the LA would not process Admission Appeals for any non-LA schools with effect from 1 September 2018. The six local Catholic Primary Schools had received an outline proposal from Irene Bowles and Carol Stiles to replace this service. A full proposal was requested for further consideration.

ACTION: CLERK

15. Premises Report

The Headteacher reported that the work on the roof was ongoing. Solar panels would be installed before the end of the Autumn Term, following which cameras would be installed and a new fascia erected. It was hoped that the work would be completed in January 2018.

16. Membership

a) Foundation Governors

Mrs Mason had been re-appointed as a Foundation Governor with effect from 19 October 2017. However, the process for re-appointing Mrs Hooper was still ongoing. The Chair would follow this up.

b) Parent Governor

It was noted that Ms Corry's term of office would end on 4 February 2018. The Headteacher would arrange a Parent Governor election in the Spring Term. Governors thanked Ms Corry for her hard work and commitment to the Governing Body.

c) Changes in Membership

Fr Stewart was no longer an Associate Governor. The Headteacher and Chair agreed to formally approach Fr Nico and Fr Kieran to join the Governing Body as a Foundation Governor (Governors had agreed to ring-fence on position for a Parish Priest).

ACTION: CHAIR, HEAD

d) Vacancies

Governors noted that there were currently vacancies for three Foundation Governors, although this included Mary Hooper's place.

17. Minutes of the meeting held on 20 September 2017

The minutes of the meeting held on 20 September 2017 were **agreed** as a true and accurate record, and were signed by the Chair.

18. Matters arising from the minutes of the meeting held on 20 September

a) Item 3 – Register of Interest and Disqualification forms

The Clerk was asked to re-send forms to Mrs Giglio, Miss Martin and Ms O'Donoghue.

ACTION: CLERK

b) Item 5(a) – Colin Lucas Award Cup

No action had yet been taken on this award. There would be a focus on a spiritual, non-academic contribution to the school.

c) Item 5(b) – Foundation Governor vacancy

The Headteacher would write to the three Parish priests to see potential candidates, and would also place a notice in the school newsletter. The Chair had also had an initial conversation with a candidate who was based in a Special School in Hounslow; Governors expressed a preference for a non-school based person.

ACTION: HEAD

d) Item 7(c) – Terms of Reference for Panels

Governors noted that it was a requirement that Terms of Reference were in place for Governor Panels; the Clerk was asked to draft these before the next meeting.

ACTION: CLERK

19. Confidential business

a) Item 4(e) Staff Disciplinary Investigation

This item is minuted on a separate sheet.

20. Issues to focus on for the next meeting

- Section 48 RE Inspection
- Management and Leadership Team

21. Dates of meetings in the Spring Term 2018

19 February 2018	– Finance Committee
19 February 2018	– Premises Committee
26 February 2018	– Achievements and Standards Committee
26 February 2018	– Personnel and Pay Committee
15 March 2018	- Full Governing Body

22. Closing Prayer

The meeting was closed in prayer by the Headteacher at 9.05pm

These minutes were signed by the Chair at the meeting on 15 March 2018, following agreement by Governors that they were a true and accurate record of the meeting, with the following amendments:

- Ms Giglio arrived at 6.07pm, not 8.07pm
- Page 5, Budget Plan Summary, line 4: 207/18 should read 2017/18.