



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

At a meeting held at the School on
Wednesday 19 June 2019 at 6.00 pm

Present: Dr J Park (Chair)

Mrs M Hooper (arrived late), Mr F Marsh (Headteacher),
Mrs A Mason, Miss M Martin, Mrs J Williams

In Attendance: Mrs J Corley (Associate Member)

Clerk: Mrs I Bowles

1. Opening Prayer

The Chair read a bible verse; the Headteacher opened the meeting in prayer.

2. Apologies

Apologies had been received from Ms C Giglio, Ms M O'Donoghue and Fr N Labo Ratu. Mrs M Hooper had sent apologies for lateness.

3. Declaration of Personal Interests

There were no declarations of personal interest.

4. Membership

a) Changes in Membership

Mrs East had resigned on 26 April 2019; Mr Motha had resigned on 3 May 2019. Both had been Parent Governors.

b) Governor Vacancies

➤ Two Parent Governors

A Parent Governor election was currently being conducted. There had been three nominations. A further potential nominee had met with the Chair for an informal discussion, and had then decided not to stand. The Chair would meet with the three nominees individually over the course of the next week, to explain the role, expectations and required time commitment involved. If all three nominees are happy to stand, a secret ballot will be actioned once the Headteacher has returned from the Y6 residential trip to Rome.

Mrs Hooper arrived at 6.23pm.

➤ One Foundation Governor

It had been hoped that Ms Corley would be re-appointed by the Diocese as a Foundation Governor. However, the process had been very protracted, with papers being mislaid and unacceptable delays. Ms Corley had decided that she no longer wished to continue with her application, and would end her term as an Associate Member at the end of August 2019. The Chair thanked Ms Corley for all her hard work on the Governing Body for more than twelve years, much of which had been as Chair of Governors. Her knowledge and experience would be hugely missed.

c) Governors nearing the end of their term of office

The following Governors were nearing the end of their term of office:

- Mrs Williams – Staff Governor – 7 July 2019. Mrs Williams would retire as Deputy Headteacher (DHT) at the end of the Summer Term, and would be greatly missed, both as a DHT and a Governor.

The Headteacher confirmed that an election for a new Staff Governor would take place in September 2019.

ACTION: HEADTEACHER

- Miss Martin and Ms O'Donoghue – Foundation Governors – 31 August 2019

The Clerk continued to monitor the progress of these applications with the Diocese.

ACTION: CLERK

Governors remembered Ms O'Donoghue on the recent loss of her father, and **agreed** to send flowers to her, from the Governors' Fund. It was agreed to check on the correct address for Ms O'Donoghue for delivery of the flowers.

ACTION: MS CORLEY

5. School Improvement Plan (SIP)

a) Progress against the SIP

The Headteacher led Governors through the SDP priorities, highlighting the following:

Pupils' Achievement:

- ❖ The percentage of children achieving exceeding at the end of EYFS had increased.
- ❖ It would not be known if all children had made at least average progress from KS1 to KS2 until the national data was released. However, Mr Cobbold's work using PiXL's therapies in Y5 had worked really well.
Q: Was anyone other than Mr Cobbold using this?
A: Not at the moment. It involved additional data input, so caution had to be exercised in respect of teacher workload.
- ❖ Mrs Millett continued to work towards the Arts Awards and Arts Mark. She would participate in the Cultural Improvement Programme in 2019/20, which would require around seven days out of school.

Leadership and Management:

- ❖ There had been turnover in Parent Governors, with an election currently in progress. The appointment of Foundation Governors by the Diocese continued to be a protracted and frustrating process.

- ❖ Middle Leadership appointments had been made. By the end of the 2019/20 academic year, all non-NQTs would have undertaken middle leadership training through Hounslow.
- ❖ Immediate feedback and a feedback policy had not been completed by the Headteacher.
- ❖ The Workload Chartermark was almost complete.
 - Q:** Was there a policy template?
 - A:** There were, but they were not detailed enough; it had to be specific to ensure consistency.
 - The workload charter was really important, and would help to transform teachers and retain them. The school expected to be the first school to achieve the Workload Chartermark. Miss Lloyd had attended a meeting on 14 June 2019, and had been amazed at how far ahead of other schools St Mary's was.
- ❖ Governors' knowledge of the school would be enhanced by continued visits to the school.

Teaching, Learning and Assessment:

- ❖ Lesson studies with The Blue School (Y3) had gone well.
- ❖ The behaviour policy had been changed to reflect pupils' outstanding attitude to learning.
- ❖ The school would continue to work with the Reach Academy in the Autumn Term 2019. The DfE had visited the school, spoken to children and looked at the learning across subjects covered by the trial. Middle Leaders would begin to write lesson plans, and have some Curriculum topics ready for the Spring Term 2020, that would have a Catholic/Christian ethos. Topics could include the Reformation, China, Water. The curriculum would continue to be aspirational, retaining the structure of learning: learn....remember....demonstrate.
 - Q:** Was it a major project to write cross-curricular topics?
 - A:** Yes. Teachers have to know what has been taught previously, as well as a wide scope of subject knowledge.
 - Q:** The school could expect an OfSTED inspection in 2021 or 2022 – would the curriculum be in place by then?
 - A:** Yes.

Personal Development, Behaviour and Welfare:

- ❖ Attendance of disadvantaged pupils and those with SEN continued to be above national average.
- ❖ Pupil planned and led collective worship has continued to be developed.
- ❖ The PTA had not yet developed the prayer area: there had been personnel changes in the PTA, and time was needed for them to rebuild their networks.
- ❖ Mini Vinnies were in place.
- ❖ The behaviour policy had been agreed, and would be effective from September 2019.
- ❖ Work towards the mental health mark was in progress, and was related to the Workload Charter. It was hoped to achieve the mental health mark in the Autumn Term 2019. The school had contact with a Hounslow Outreach worker (Domestic Violence), who was working with children who had experienced domestic violence.
 - Q:** Were the parents aware of this?
 - A:** The Outreach Worker first made contact with the parents.

Q: How were the school made aware that there was a domestic violence issue?

A: They were informed by the parents or social services.

b) Consideration of a GB strategy statement

The Chair explained that he felt it would be helpful for Governors to draw up a clear strategy statement to cover a specific time period. This would build on the SEF and SDP – it would not be independent of school documents, but run in parallel. It would give a clear structure for new Governors and would set goals for Governors and measures for progress. **Q:** Would the statement give details of what evidence would be required to show success?

A: It would bring everything together, with summaries. It would be beneficial for Governors to identify elements that should be captured in the statement before the Self-Review training in September 2019. There was no need for a long statement – it should be a summary with key points.

The Chair asked Governors to send any thoughts on what should be included to him. He confirmed that he had also spoken to Ms O'Donoghue about this.

ACTION: ALL GOVERNORS

6. Reports from Committees

The Chair reminded Governors that minutes from all the Committees had been available on DropBox for Governors to consider. He asked Chairs of Committee to highlight any key items.

a) Premises and H&S Committee (met on 21 May 2019) – Miss Martin

- Mr Pipola was sending regular maintenance updates.
- There had been an injury to a child on one of the planter seats in the playground. The seat had been inspected as part of the H&S walk.

Q: Should there be a change to the seats?

A: The Headteacher had asked the Caretaker to obtain quotes to replace the wooden seats with plastic.

b) Achievement and Standards Committee (met on 21 May 2019) – Ms Mason

- The Committee had received a detailed report from Mr Lawlor on Kick London and the impact of the provision.

c) Finance Committee (met on 6 June 2019) – Ms Corley

- John Bowden had attended the Committee and led Governors through the proposed budget, which had been approved by Governors.
- John Bowden supported the school well, and now provided Governors with a summary document of the budget against actual spend.
- The School Balances return had been reviewed – much of this was committed to the Air Conditioning project – and represented 3.4%; this had been submitted to the LA. Governors could view the return on DropBox.

d) Personnel and Pay Committee (met on 6 June 2019) – Ms Corley

- The staffing list for September 2019 was circulated to Governors. Parents would be advised in the newsletter on 21 June 2019 about teachers who were leaving, as well as the appointment of Mr Cobbold as Deputy

Headteacher. The following newsletter would give details of which teachers would be taking each class.

- On 4 July teachers would inform pupils of their classes for September 2019. The following year groups would be mixed: Reception → Y1, Y2→Y3 and Y4→Y5. Letters would be sent home on the same day.

e) Admissions Committee – Miss Martin

- The Committee had gone through all the applications for Reception, of which there had been a healthy number. However, a significant number of families who were on a high priority category had not accepted places. Offers of places had since been made to all applicants; there were currently two vacancies. There had been a couple of issues.

Q: What percentage of Reception children in September 2019 would be practising Catholics?

A: That was not yet known.

Governors discussed the general situation of school numbers, including:

- The school was virtually full: there were four vacancies in Y3 and four vacancies in Y5.
- There had been no Reception Admission Appeals across the Catholic Primary Schools in Hounslow; some of these had a high number of vacant places.
- The Polish economy was growing, providing a high standard of living. Many Polish families were returning to Poland.
- Some families were not able to obtain a priest statement to support their Reception place application, although they were “culturally catholic”. Although the admission criteria had been agreed for the new few years, the Headteacher felt that a discussion should take place with parish priests, as the school would be the “church” for some of these children. Ms Mason agreed to talk to Fr Nico about this. Fr Nico would visit the school early in the academic year to see Reception classes and discuss numbers.

ACTION: MS MASON

As Ms Corley was standing down at the end of the academic year, it was **agreed** to appoint Miss Martin as Chair of the Admissions Committee. Ms Corley would liaise with Miss Martin to effect a smooth handover.

ACTION: MISS MARTIN, MS CORLEY

Whilst it was the practice of the Governing Body that Governors who were parents in the school did not take part in the consideration of admission applications, Ms Mason agreed to assist in the update of the Admissions Policy. This had to be carried out early in the academic year.

ACTION: ADMISSIONS COMMITTEE

7. Governor Panels – Terms of Reference

Governors **approved** the Terms of Reference Documents for the Governor Panels:

- Complaints Panel
- Disciplinary/Grievance Panel
- Headteacher Performance Management Panel
- Pupil Exclusion/Discipline Panel.

The Clerk would upload the documents to DropBox.

ACTION: CLERK

8. Financial Items

a) Ratification of approval of the Budget 2019/20 by the Finance Committee at their meeting on 6 June 2019

The Finance Committee had approved the 2019/20 budget at their meeting on 6 June 2019; Governors ratified this decision.

b) Governors' Funds

- Governors **agreed** to make a donation of £500 towards an end-of-year staff social, in appreciation of their hard work throughout the year.

ACTION: MS CORLEY

- Governors acknowledged that Ms Corley had effectively managed the two Governor accounts (one school based, one with the Diocese) for more than six years. During that time, the number of families making contributions had doubled. The Chair reminded Governors that Ms Corley would be leaving the Governing Body at the end of the academic year, and this task would have to be re-allocated. If no Governor (who was not a parent) volunteered, outsourcing the task would have to be considered.
- The Chair advised Governors that the adjustments to bank signatories for the accounts was in progress.

c) Any other financial items

Governors noted that they could make any personal contributions towards Mrs Williams' leaving gift direct to Mrs Formby.

ACTION: ALL GOVERNORS

9. Safeguarding

a) Any training attended

No safeguarding training had been attended since the last meeting.

b) Safeguarding (incorporating Child Protection) Policy for approval

Some changes had been made to the policy, which was **approved** by Governors.

c) Any Safeguarding issues

There were no safeguarding issues to report.

10. Impact of new OfSTED framework for September 2019

The Headteacher reminded Governors that a document detailing the changes to the framework had recently been circulated.

11. Attendance Trial Update

Q: What had been the impact of the attendance trial?

A: The Headteacher agreed to circulate a report of this to Governors by the end of the week.

ACTION: HEADTEACHER

Q: Had it been popular with parents? Was it working?

A: The Headteacher confirmed that it had.

12. Policies

a) Safeguarding (incorporating Child Protection) Policy for approval
Governors **approved** this policy.

b) Behaviour and Discipline Policy

The Headteacher confirmed that significant changes had been made to this policy. The element of individual incentives had been added. Much more detail had been included for both rewards and consequences. There would be a far greater emphasis on positive behaviour from September 2019.

Q: Had staff received CPD on the new policy?

A: SLT had gone through the policy with staff and would do so again in September. The policy would be effective from 1 September 2019.

Governors **approved** the policy.

13. Update on actions from Parent Survey – Summer 2018 (LKMCo)

Ms Mason advised that she had read through the information, and had arranged to meet with two other Governors to discuss this. She also wanted to obtain input from Mrs Williams before the end of the summer term.

The Headteacher reported that one action from the survey had been to encourage lots of parental engagement. This had proved to have varying levels of success.

The Chair reminded Ms Mason that the aim was to explore the broad areas in the survey, including:

- Clubs
- How to engage parental involvement
- How to communicate effectively with parents.

Governors were encouraged to be in school at key events, to raise their profile. They were reminded that the Summer Fair would take place on Saturday 22 June 2019 from 3pm to 6pm.

ACTION: ALL GOVERNORS

14. Governor Training

a) Training attended

Miss Martin had attended SEND training in **school; she** and the Chair had attended training provided by LBH. She reported that either Mrs Winchester or Miss Martin would give a report at the next Achievements and Standards Committee.

ACTION: MISS MARTIN, CLERK

Miss Martin had attended H&S training.

b) Admission Appeal Refresher Training – led by Carol Stiles and Irene Bowles) – 1 May 2019 – feedback

Governors agreed that the training had been worthwhile. The Headteacher advised Governors that no charge had initially been made by Ms Stiles and Mrs Bowles for the set-up work or training by them for the administration of admission appeals. The Headteachers of the five Catholic Primary Schools involved had agreed to make a payment of £40 per school to cover this work.

c) Whole Governing Body Training – Governing Body Self-Review, led by Andrew Dodge – 25 September 2019

Governors were reminded that this session would take place following a short business meeting on 25 September 2019.

d) Any training identified

A number of Governors had not been able to complete the tasks for the set-up of Google Drive. Adam Pearce would be available from 5pm on 25 September 2019 to provide assistance to Governors. There were some questions on why the school was moving away from DropBox; the Headteacher suggested that any Governor who was unhappy with the move to Google Drive should contact him.

15. Reports of School Visits made by Governors

There were no reports.

16. Minutes of the meeting held on 20 March 2019

a) Accuracy of minutes

The minutes of the meeting held on 20 March 2019 were **agreed** as a true and accurate record and were signed by the Chair.

b) Matters arising from the minutes

i) Item 14 – DropBox folder for actions from LKMCo survey 2018

This had been actioned.

ACTION: HEADTEACHER, ALL GOVERNORS

ii) Item 15(b)(ii) RSE Policy

This item was still outstanding.

ACTION: MS O'DONOGHUE

17. Any Other Urgent Business

a) Change of early May Bank Holiday 2020 (from Monday 4th to Friday 8th)

The Headteacher reminded Governors that the early May Bank Holiday in 2020 had been moved to Friday 8th, in celebration of the 75th anniversary of VE Day. The Headteacher proposed moving the INSET Day – currently scheduled for Friday 1 May 2020 – to Thursday 7 May, to retain the long weekend for parents. Governors **agreed** this decision, asking that parents receive an explanation of the reason for the move.

ACTION: HEADTEACHER

b) Governors' End of Year Social Event

Governors confirmed that they would meet for a social event on Thursday 18 July 2019. Names of those attending should be given to Miss Martin as soon as possible.

ACTION: ALL GOVERNORS

18. Confidential Business

There were no items of confidential business.

19. Issues to focus on for the next meeting

- Adam Pearce (Strawberry7) would be available from 5pm to assist Governors to access GoogleDrive on their devices.
- Election of Chair and Vice Chair
- Committees/Panels – structure and membership review
- Confirm named Governors
- Training- Self-Review with Andrew Dodge

20. Dates of future FGB meetings

Wednesday 25 September 2019 (followed by GB Self-Review training with Andrew Dodge)

Wednesday 20 November 2019

21. Closing Prayer

The meeting was closed in prayer at 8.07pm by the Headteacher.

These minutes were signed by the Chair (Dr J Park) at the full Governing Body meeting held on 20 November 2019, following agreement by Governors that they were a true and accurate record of the meeting.

Summary of Action Points Resulting from the Meeting

Item No	By Whom	Action	When
4(c)	Clerk	Continue to monitor and pursue the Foundation Governor re-appointments of Miss Martin and Ms O'Donoghue	ongoing
4(c)	Chair	Check on correct address for Ms O'Donoghue, and send flowers from Governors	asap
5(b)	All Governors	Consider items for a Governor Strategy statement; send thoughts to Chair	By beginning of September 2019
6(e)	Ms Mason	Arrange meeting in school with Fr Nico to discuss "cultural catholic" families	By next meeting
6(e)	Miss Martin, Ms Corley	Liaise on handover for Chair of Admissions Committee	Before end of Summer term
6(e)	Admissions Cttee	Review Admissions Policy	Early in Autumn Term 2019
7	Clerk	Upload Panel Terms of Reference to DropBox	asap
8(b)	Ms Corley	Make contribution of £500 from Governors' Fund account to staff end-of-year social event	asap
8(c)	All Governors	Make personal donation, if wished, for Mrs Williams' leaving gift, to Mrs Formby	asap
11	Head	Send report on Attendance trial to all Governors	By 22 June 2019
13	All Governors	Attend the Summer Fair if possible	Saturday 22 June from 3pm
13	All governors	Discuss issues raised from parent survey via e-mail	By 1 September
14	Miss Martin or Mrs Winchester	Give a report on SEND in School	Next A&S Committee
14	Clerk	A&S Committee: Agenda Item: Report on SEND in school	28 October 2019
16(b)(ii)	Ms O'Donoghue	Send revised RSE Policy to Mr Pipola	When available
17(a)	Head	Write to parents (and LA/Diocese if appropriate) explaining change of date and reason for it	Asap
17(b)	All Governors	Give name to Miss Martin if able to attend the Governor Social event on 18 July 2019	asap