



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

At a meeting held at the School on  
Thursday 15 March 2018 at 6.00 pm

- Present:** Mrs J Corley (Chair)  
Dr J Park (Vice Chair)
- Ms C Giglio, Mr F Marsh (Headteacher), Mrs M Hooper,  
Miss M Martin and Mrs J Williams
- In Attendance:** Ms S Corry (Associate Member)
- Clerk:** Mrs I Bowles

- 1. Opening Prayer**  
The Headteacher opened the meeting with prayer.
- 2. Apologies**  
Apologies had been received from Mrs A Mason and Ms M O'Donaghue.
- 3. Declaration of Personal Interests**  
There were no declarations of personal interests, relating to the agenda.
- 4. Membership**
  - a) Update on Mary Hooper (Foundation Governor)**  
The Chair confirmed that Mrs Hooper had been reappointed as a Foundation Governor with effect from 1 February 2018; her term of office would end on 30 August 2021.
  - b) Appointment of Associate Member**  
Governors had agreed, via e-mail, to appoint Ms Sara Corry as an Associate Member with effect from 10 February 2018 for a period of one year.
  - c) Parent Governor Election**  
The Headteacher advised that there had been three nominations for the Parent Governor vacancy; the election process had been followed and voting was currently happening; this would close on 19 March 2018.

#### **d) Update on two Foundation Governor Vacancies**

The Headteacher had requested a meeting with Fr Nico and/or Fr Kieran three times, but had not received any response. He would contact them again after the Easter break.

**ACTION: HEADTEACHER**

### **5. Consultation on changes to the school day: update and discussion, including staff consultation**

#### **i) Parents**

The Headteacher informed Governors that Ruth Cadbury MP was meeting with parents in the Church Hall at 6.30pm. She had spoken to him earlier in the day. The Headteacher confirmed that Ruth Cadbury, the Diocese and the LA were all keen that the school was seen to be listening to parents.

Governors acknowledged that they had changed parts of the original proposal following feedback. They had organised two meetings with parents (28 March 2018 from 2pm-3pm and 7pm-8pm), which they wanted to be mutually constructive. Governors made the following points:

- Governors wanted to be open and would listen to the views of parents; Governors believed that the school's position was in the best interest of the education of pupils: this was the main driver.
- Governors had made the proposal to close the school on Friday afternoons, as they did not want to make TAs redundant. Doing this, they believed, would have a drastic effect on outcomes for all children.
- Some parents were very keen to have all financial information about the school, as they wanted to see if they could help to bridge the financial gap.
- Governors recognised that some parents were prepared to volunteer time and services, but agreed that it was not realistic to rely on volunteer labour in the long term.
- Parent volunteers were not always reliable – eg parents who had committed to accompany some classes did not turn up, often at very short notice.
- Due to staff leaving and expansion all those at risk of redundancy had been found jobs. Governors felt this was a hugely positive development. Changes in September 2018 arising from the proposal would save £100K per year. There would be an average surplus of £40K pa over the next three years (£39K, £68K, £4K). Although the third year surplus would be only £4K, due to another increase in staff on-costs in that year, Governors noted that year 3 of any three year plan always looked worse.
- The savings included moving staff to other posts within the school.
- Overall balances had changed again as the result of expected staff changes or no changes: Mrs Quainoo would be leaving; Mrs Williams was now not taking early retirement until Summer 2019.
- The majority of parents have not shown any concerns.

**Q:** Why doesn't the school have any reserves?

**A:** The school had made many cutbacks over recent years, but had ensured that sufficient resources had been provided year on year to maintain high educational outcomes and progress during the expansion, including the use of Pupil Premium funding. This had exhausted the

school's reserves. The Headteacher advised that some schools began to underspend when Pupil Premium Grant funding was introduced in 2011. There was a total balance of £12m in Hounslow School reserves.

Governors considered the format of the Parents' meetings on 28 March 2018:

- Parents thought that their expertise and suggestions were not being used; however Governors questioned whether enough money would be saved by their suggestions – it would require the equivalent of £400 per child per year – year on year.
- Open the meeting with the context:
  - How the school should respond to the funding shortfall
  - Explain the options that were explored
  - Many schools are cutting TAs
  - SMI Governors did not want cuts to staff, in order to maintain the high standards of education
  - Governors want to re-instate provision (like music) which has been removed.
- The afternoon meeting has to finish at 3pm, as Sunny Smiles start then; the evening meeting, starting at 7pm, will allow working parents to attend.
- The meetings have to allow sufficient time for a meaningful exchange of views between parents and Governors
- There will be a presentation, which will be placed on the website, so that all parents can access it.
- These will be meetings with Governors – the Headteacher and Staff Governor will be there as Governors, not staff.
- The Chair or Vice Chair should take the lead
- Governors should take questions and observations from parents, responding as far as they were able.
- Governors had taken suggestions made to date on board, and made some changes to the original proposal. These have included:
  - The number of children who can participate in activities
  - Teaching time would be kept the same as now or increased. Governors noted that Directed Time limit would not be exceeded.
  - The Headteacher was working on providing some concessions for teachers
  - There was the potential for 280 – 300 places for pupils to remain on site – this would be free for a trial period for the first year. The cost to the school would be in the region of £23K.
- Governors agreed that they would have to review and learn as they went along.
- The majority of parents had not expressed any views, although there was some anecdotal evidence.
- Governors had to establish which children would need a place on Friday afternoons and how the places should be allocated in the event of oversubscription. This would have to be agreed before the end of the summer term.
- Governors recognised that they needed to have a dialogue with a wider group of parents.

- Governors wanted to move their proposal forward, but in an open and transparent way.
- A draft Agenda for the meeting would be placed on Dropbox. Governors would be presenting as a corporate body; they wanted to have lots of parent participation.
- Governors agreed that it would be useful if an external facilitator could attend the meeting. The Chair would explore possibilities.

## ii) Staff

This section is minuted under Confidential business.

## 6. Section 48 SEF

The Headteacher reminded Governors that the inspection had taken place at the beginning of March 2018. It had been a challenging day, with an inspection under a tight framework. Governors noted the following points:

- Spending in RE over three years must match expenditure in English and Maths. The school had not met this requirement in three of the last four years.
- Children had led and planned collective worship in the school; however, during the inspection, teachers interrupted and this had the effect of reducing the children's leadership. Mrs Williams advised that children would model good practice at a staff meeting.
- There was a need to improve engagement, by using other types of liturgy: eg class masses with the priests in school more often than at present.
- There had been a parent questionnaire in this academic year.
- The report was currently being quality assured; the final report would be with the school in the near future and would be published on both the Diocese of Westminster's and the school's websites.

## 7. Policy Reviews

### a) Equality Information and Objectives Statement

Governors noted that there had been no changes, other than updating the school logo. Governors asked that the heading "Closing the gap" should be changed to "Diminishing the difference".

Governors **approved** the statement with the change.

**ACTION: CLERK**

### b) Freedom of Information

Governors **approved** this policy.

### c) Safeguarding Policy incorporating Child Protection

Governors **approved** this policy with the following amendment:

Page 4, change title of Mrs Williams from Acting Deputy Headteacher to Deputy Headteacher.

**ACTION: CLERK**

**d) SEND Policy – Local Offer (SEN Report)**

Governors **approved** the SEND Policy. They **approved** the Local Offer with one amendment: page 4, item 3 – change “disabled” to “accessible”.

**ACTION: CLERK**

**e) Relationship and Sex Education Policy**

Governors were aware of the Government consultation on this, and noted that there would be new schemes of work in the future. There had been items in the policy that had needed to be updated.

Governors **approved** the policy.

**f) Lockdown Policy**

The Headteacher advised that an INSET session was needed for the lockdown procedures - it was counter-intuitive to keep pupils in school in an emergency. Air Klaxon horns would be purchased to provide a very different alarm sound to the fire alarm. The policy was deferred to the Summer Term.

**ACTION: CLERK**

**g) Admissions Policy**

In order to meet statutory deadlines, the Admissions Policy had been agreed by Governors by e-mail outside the meeting. Governors **ratified** the decision to **approve** the policy.

**8. Financial Items**

**a) Schools Financial Value Standards (SFVS) Update**

Governors were advised that the SFVS had been completed, signed by the Chair and submitted to the LA.

**9. Committees and Panels**

**a) Admissions Committee**

Dr Park advised Governors that there had been approximately 120 applications for Reception places; this has been constant for the last few years. There were a healthy number of in-parish siblings and applicants. There had been some issues with siblings; some children in Reception this year were not in a Catholic category; offers of places had been extended further down the criteria categories. Governors noted that this was likely to happen more frequently, due to the diversity of the local population; Governors might wish to revisit the admission criteria in the future. There were still a significant number of applications in the catholic groups' categories.

The Headteacher informed Governors that he had attended a place planning meeting with Sheena Poley (Head of Admissions and Place Planning) and other Central Hounslow Headteachers. Ms Poley had explained that there were a surplus of Reception places in September 2018. Hounslow Heath Infant and Ivybridge Primary plus one other school would reduce places by one form of entry to accommodate this. There had been changes in birth

rates since 2012, but numbers were also affected by families moving out of the area.

Ms Poley had confirmed that there was no need for any further Free Schools in Hounslow; there was an Academy and Free School Reference Group at the Council which advised on any potential applications made; Reach 2 had made their application without any discussion with the LA.

## 10. Safeguarding

### a) Safeguarding Policy (see item 7(c))

### b) Governor Check of Single Central Record

The Chair had checked this in the Autumn Term 2017, and would do so again before the end of the Spring Term 2018.

#### **ACTION: CHAIR**

### c) Any Safeguarding Training undertaken by Governors

There had been no training undertaken since the last FGB meeting.

### d) Any other Safeguarding issues

There were no other issues.

## 11. Named Governor Reports / Governor Visit Reports

a) **Miss Martin** had met with Mrs Winchester (SENCo) on 17 November 2017 and 30 January 2018. She had also accompanied Y5 on a trip to the Science Museum in the Autumn Term 2017.

b) **Dr Park** had been scheduled to go on a trip with Y1 to the Tower of London, but it had been necessary for a parent to accompany their child, so had not done so.

c) **Ms O'Donaghue and Mrs Corley** had attended the RE Inspection; Ms O'Donaghue had been interviewed. The inspection had gone well.

d) **Miss Martin** had attended training in school on Analyse School Performance (ASP) and the Inspection Data Summary Report (IDSR).

## 12. GB Self Evaluation, Governor Training & Development Needs

### a) Identify training needs

Governors agreed to arrange training on Admission Appeals as a whole GB session, inviting Governors from other Hounslow Catholic Primary Schools, to establish a wide pool of trained Governors to hear admission appeals across the schools from 1 September 2018. The Clerk would contact the Diocese Governor Training section to organise a suitable date in the Summer Term 2018.

#### **ACTION: CLERK**

*[Afterminute: Training had been arranged for Tuesday 26 June 2018 at 4pm; this would be led by the Diocese.]*

### 13. Hounslow Education Partnership (HEP) Proposal

The Headteacher explained that the EIP would be disbanded; to join the HEP would cost £3.50 per pupil, plus £2.50 per pupil to continue with Peer Challenge reviews. There could be additional costs for other services that the school might wish to purchase.

**Q:** Did the school have to consult the Diocese before joining?

**A:** The Headteacher advised that the school would probably not wish to join a Catholic Academy Trust (CAT), if joining the HEP.

The Headteacher recommended that Governors agree to join the HEP. Governors **agreed** to do so; the Chair would sign the Deed of Adherence and forward it to the relevant parties.

**ACTION: CHAIR**

### 14. Admission Appeals: Procedure from September 2018 - update

Governors noted the proposed provision for Admission Appeals from September 2018 required that as many Governors as possible undertake training (as discussed at item 12). The group of six local Catholic Primary Schools would share this provision, using each other's Governors to sit on Appeal Panels.

### 15. Premises Report

The Headteacher confirmed that:

- Work on the roof had been completed.
- Work to be undertaken during the Easter break would include:
  - A chemical jet-wash of the bricks in the old building;
  - Black paintwork in the Victorian parts of the school, including the window surrounds.
- All old electrical cables had been removed.
- An engineer had visited the school today to look at the ovens. The small top oven had been repaired; there had been a problem with the gas flow to the bottom oven, which would be resolved on Saturday 17 March 2018. Governors were pleased to learn that the LA would pay for the oven repairs.

### 16. Minutes of the meeting held on 6 December 2017

The minutes of the meeting held on 6 December 2017 were **agreed** as a true and accurate record, with the following amendments, and were signed by the Chair:

- a) Ms Giglio had arrived at 6.07pm, not 8.07pm.
- b) Item 4(f) Budget Plan Summary, Line 4: 207/18 should read 2017/18.

### 17. Matters arising from the minutes of the meeting held on 6 December 2017

#### a) Item 18(d) – Terms of Reference for Governor Panels

The Clerk had not yet drafted these; it was deferred to the next meeting.

**ACTION: CLERK**

## **18. Confidential business**

### **a) Update on Staff Disciplinary Investigation**

### **b) Item 5(ii) - Consultation on changes to the school day: update and discussion: staff consultation**

These items are minuted on a separate sheet.

## **19. Any Other Urgent Business to be considered**

### **a) Publication of Governing Body minutes on the school website**

The Headteacher recommended that Governing Body minutes should be published on the website; the documents (less the Confidential items) had to be available to anyone who requested them; this would make them readily available. Governors **agreed** that this should be done.

### **b) Letter received from the LA**

Governors acknowledged receipt of a letter dated 11 December 2017 from Akwal Gill, Senior Primary Adviser at the LA. This confirmed that:

- The current LA view of the school's overall effectiveness is GOOD
- The current LA support category of St Mary's Primary School Isleworth is LIGHT TOUCH.

## **20. Issues to focus on for the next meeting**

Governors **agreed** to hold an additional FGB in the Summer Term, with a single Agenda item: "The School Day – Decision and Implementation Process".

There would be meetings with Parents and Staff on 28<sup>th</sup> and 29<sup>th</sup> March 2018 respectively, for information and discussion. Governors agreed that final information should be given to staff and parents before the May 2018 half term.

## **21. Dates of meetings in the Summer Term 2018**

9 May 2018 - Full Governing Body - ***NB note additional meeting***

21 June 2018 - Full Governing Body

26 June 2018 - Training on Admissions Appeals – with other Catholic Primary School Governors

## **22. Closing Prayer**

The meeting was closed in prayer by the Headteacher at 8.22pm

**These minutes were signed by the Chair at the meeting on 9 May 2018, following agreement by Governors that they were a true and accurate record of the meeting.**