



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

At a meeting held at the School on
Wednesday 21 November 2018 at 6.00 pm

- Present:** Dr J Park (Chair)
- Mrs T East, Mrs M Hooper, Mr F Marsh (Headteacher),
Miss M Martin, Mrs A Mason (left early), Ms M O'Donaghue,
Mrs J Williams
- In Attendance:** Mrs J Corley (Associate Member)
Ms C Giglio (Associate Member from item 4)
- Clerk:** Mrs I Bowles

The Chair welcomed everyone to the meeting, reminding Governors that the Complaints Panel had met earlier in the day. He read 2 Timothy 2 v1: "*Be strong in the grace that is Christ Jesus*".

1. **Opening Prayer**
The Headteacher opened the meeting in prayer.
2. **Apologies**
All Governors were present; there were no apologies.
3. **Declaration of Personal Interests**
There were no declarations of personal interests, relating to the agenda.
4. **Membership**
 - a) **Changes in Membership**
The term of office of Ms Giglio (Parent Governor) had ended on 23 October 2018.
 - b) **Governor Vacancies**
There were currently vacancies for three Foundation Governors and one Parent Governor.
 - **Parent Governor** – Nominations had closed at 3.15pm on 20 November 2018; there had been 7 nominations, so an election would take place.

- **Foundation Governors** – three applications had been submitted to the Diocese: Fr Nico, Mrs Corley and Ms Giglio. The Diocese had advised that they were awaiting references from Fr Nico; the Clerk agreed to pursue this.

ACTION: CLERK

Governors voiced their concerns at the length of time the Diocese took to process applications, which impeded the effective working of the Governing Body. It was noted that Miss Martin and Ms O'Donoghue's terms of office would end on 31 August 2019; the Chair asked that the re-appointment process should begin in March 2019.

ACTION: CLERK

- **Associate Member appointment**

In light of the delay in the appointment of Ms Giglio as a Foundation Governor, it was **agreed** to appoint her as an Associate Member until such time as the Foundation Governor appointment was resolved. Governors confirmed that Ms Giglio would be granted full voting rights at all Committees, and could take the Chair at these if required.

5. **Reports from Committees**

Governors were reminded that copies of Committee meeting minutes had been uploaded to Dropbox.

a) **Finance Committee**

The Chair reminded Governors that Mrs East had been elected Chair of the Committee, with Mrs Mason as Vice Chair. Terms of Reference had been reviewed.

Mrs East tabled in-depth discussion points to accompany the latest minutes. John Bowden, from LMS Ltd, had attended the whole of the Finance Committee meeting, and had gone through the 3 year budget plan with Governors.

Q: What percentage of parents had contributed to the Sundries Fund?

A: 51%, although this was increasing all the time. The balance currently stood at £13,859; it had been hoped to raise £10K, so the target had been exceeded. The Headteacher would provide more detail to Governors before the end of the Autumn Term.

ACTION: HEADTEACHER

Mrs East reminded governors that we have adopted a no accumulation of reserves policy. Mr Bowden indicated that the usual contingency sum was approximately £40k. Mrs East stated that she felt the current budget plan was more detailed than governors needed, and considered that the current budget sheet, with a comparison with outturns from previous years, could be more useful, accompanied by notes on assumptions. These points had been discussed with Mr Bowden at the Finance Committee and would be further developed in advance of the next meeting of the committee. Mrs East

anticipated that these simplifications would assist governors in making decisions about resource utilisation.

b) Premises and H&S Committee

The Chair reminded Governors that Miss Martin had been elected Chair of the Committee, with Mrs East as Vice Chair.

Miss Martin highlighted the following points from the recent meeting:

- Miss Martin had carried out a H&S walk with Mr Pipola on 13 November 2018.
- Following a decision to refurbish the main girls' toilets, the Headteacher advised that a grant application had been submitted for Local Authority Co-ordinated Voluntary Aided Programme (LCVAP) funds. Governors would be required to provide 10% of the cost - £6.5K.
Q: Why does the school have to go through the Diocese for this?
A: To ensure that the fabric of the buildings were safeguarded.
- The Governors' Fund balance as at 4 October 2018 was £15K+. Some of this was committed to the roof project. The Premises budget contains a balance of £27K to pay for the final part of the solar panel project.
- Discussion would be had at the Spring Term 2019 Committee meeting in respect of air conditioning units for Y6 and Y5 classrooms. Quotes had been received; it was hoped to bring a recommendation to the full Governing Body meeting on 20 March 2019.

c) Achievement and Standards Committee

The Chair reminded Governors that Mrs Mason had been elected Chair of the Committee; no Vice Chair had been elected. The Headteacher informed Governors that Middle Leaders and Subject Leaders had contributed to the meeting.

Highlights from the meeting were:

- The school had withdrawn from Peer Challenge this year; a new triad of schools had been allocated, with St Mary's being placed with Strand Infant School and Woodbridge Park who make up Hounslow specialist behaviour schools. The Headteacher had not felt that the expertise that would be brought to St Mary's in terms of Infants and behaviour would benefit the school, although he accepted that Strand Infants and Woodbridge Park could have learned from St Mary's. Being part of Peer Challenge brought a considerable workload.
- The school hoped to form a closer relationship with the Blue School. A joint lesson study in Y3 had taken place recently; it was anticipated that this would be rolled out across all year groups in the course of the year.
- The school was part of the Hounslow-led "Seeking out Excellence in Early Years" – as was the Blue School.
- The school would continue to work with previous partners – Norwood Green Junior School and Fairholme.
- On 20 November 2018, the Headteacher had applied to be part of a pilot for the new OfSTED Inspection Framework, which would be published in January 2019 for implementation in September 2019. Only 16 schools across London would be selected to take part in the pilot; if selected, there

would be no workload consequences for the school. The judgement for Teaching and Learning would be removed in the new framework; Governors acknowledged that this fits with the school ethos. Being part of the pilot scheme would provide an opportunity to influence OfSTED. Governors voiced their support for this, and hoped that the school would be selected.

- *Governors noted that the Attendance Trial, whilst making no difference to overall attendance figures, had seen a fall in the numbers of persistent absentees. The Headteacher confirmed that the Trial had been popular with parents.*

d) Personnel and Pay Committee

The Chair reminded Governors that Mrs Corley had been elected Chair of the Committee, with Mrs East as Vice Chair.

The Committee had received a report on teacher appraisal and pay progression, as well as a presentation on Hounslow's Workload Charter.

There had been four internal applications for two middle leader posts, with three of these interviewed earlier in the day (one application had been withdrawn); two appointments had been made. There were now five Middle Leaders; existing roles had been Spirituality, Emotional Awareness and Health, and Enquiry. The new roles were Enterprise/Knowledge of the World (Miss Dawson) and Arts (Miss Lloyd).

The unsuccessful candidate had been given positive feedback, as well as identifying areas for development. The process had raised Governor expectation on how to approach the impending DHT vacancy. Governors agreed with the Personnel and Pay committee that the school should seek to appoint an acting Deputy Headteacher. An advert would be placed internally for an Acting DHT.

6. Approval of Terms of Reference

a) Committees

All Committees, with the exception of the Admissions Committee, had met and reviewed their Terms of Reference; no changes had been required. Governors **approved** the Terms of Reference.

b) Panels

Governors discussed Terms of Reference for Panels, and **approved** them, to be reviewed in the Summer Term 2019. Following the recent Complaints Panel, Governors recognised that training would be useful in this area.

ACTION: CLERK

7. Headteacher's Report

The Headteacher apologised for not producing a written report. He advised Governors that the SEF would be reviewed on 23 November 2018; this would

then feed into the School Development Plan (SDP). The main focus would be the curriculum.

a) Staffing

The Headteacher confirmed that the school was working towards the Workload Charter and Mental Health Award. There were three new teachers this term: one NQT and two on the Teach First programme. This item is further minuted under “Confidential Business”.

The Headteacher highlighted the very trying start to the year, but emphasised that teaching was good or better. Teachers were working hard to provide a breadth of learning.

Governors were reminded that two members of staff had suffered bereavements due to the sudden death of parents; three or four other members of staff had had to take compassionate leave.

b) Excellence in Early Years

The Headteacher informed Governors that the school had been invited to be part of a project on excellence in Early Years. He acknowledged that there was a gulf in expectations in the framework and KS1 documents between the end of Reception and the end of Y2, with a change in expectations.

c) Phonic Screening Check 2018

Governors congratulated the Headteacher and staff on the excellent results in phonic screening – as had been recognised by Nick Gibbs, Minister of State for School Standards, in his letter to the Headteacher.

d) Curriculum

Governors noted that all curriculum subjects will have lead teachers by the start of the new term. Mr Lawlor was in the process of updating the PE statement on the website. Mrs Reese, Pupil Premium teacher, had been trained in bereavement counselling. She was particularly working with a child who had lost their mother; the child’s classteacher also had experience in bereavement counselling.

e) Premises

The Headteacher was confident that the Shepherd's Hut would be more widely used in the future, as it was an excellent resource for group working. Staff were aware of its availability and how the space could be booked for use.

f) Finance

The school budget was on track, and had been reviewed by the Finance Committee. The kitchen oven had again broken down, despite being repaired in the last week.

[Mrs Mason left the meeting at 7.30pm]

g) General Data Protection Regulation (GDPR)

The Headteacher confirmed that an audit had been completed; the report had been received and had been uploaded to Dropbox. A lock would be fitted to the cupboard which holds the personnel files.

h) SEND

The Headteacher advised that an online database programme (Provision Map) had been put in place to enable interventions to be tracked for SEND and disadvantaged pupils, and to measure the impact of those interventions. It would initially be used for children with EHCPs.

8. Attainment and Progress Data

This information had been discussed at the Achievement and Standards Committee.

9. Safeguarding

a) Any training attended

On 6 November 2018, "Child Protection and Safeguarding – Update and Refresher course" had been attended by Dr Park, Mrs Corley, Mrs Hooper and Mrs Bowles. Mrs East had attended Diocese safeguarding training, and Ms O'Donoghue had attended training led by Andrew Hall.

b) Updated statutory guidance on FGM

Governors noted that there was nothing in the updated guidance that had to be reflected in the safeguarding policy.

c) Any Safeguarding issues

There were no safeguarding issues to report.

10. Policies

a) Relationships and Sex Education

It was **agreed** to adopt the model policy from the Catholic Education Service, once it had been personalised for the school. Ms O'Donoghue would send this to Mr Pipola.

ACTION: MS O'DONOGHUE

b) Teachers' Pay Policy

The Headteacher confirmed that the figures had been updated. Governors **agreed** the policy.

c) Governor Allowance Policy

Governors **agreed** this policy.

d) EYFS Policy

Governors noted that the uniform change would be effective from September 2019. Governors **agreed** the policy.

e) Personal Care and Supporting Pupils with Medical Conditions Policy
Governors **agreed** the policy with one amendment – top of page 3, first bullet point: change to “children with disabilities may have less control over their lives than is normal”.

f) Data Protection Policy
Governors **agreed** the policy.

g) Arrival and Collection Policy
The Headteacher explained that there had been some problems with children being dropped off or collected by siblings under 16. Governors noted that there was no legislation to prevent this, but agreed that the policy should be amended to state that anyone under 16 could not collect pupils and should not bring them to school at the start of the day. The policy was **agreed** with this amendment.

h) Policies on the website
Mrs East advised that there were inconsistencies with policies on the website – review dates, formats, etc. The Chair asked Mrs East to review this with Mr Pipola.

ACTION: MRS EAST

11. Minutes of the meeting held on 19 September 2018

a) Accuracy of minutes

The minutes of the meeting held on 19 September 2018 were **agreed** as a true and accurate record with the following amendments, and were signed by the Chair:

- Item 14(c) last line – change “by” to “be”
- Appendix – Headteacher Performance Panel – delete Miss Martin
- Appendix – text between tables – change “O’Donohue” to “O’Donoghue”.

b) Matters arising from the minutes

- i) Item 6(c) Parent Governor election** – the Headteacher advised that this was ongoing.
- ii) Item 13(b)(i) Memorandum of understanding** – Ms O’Donoghue advised that this would not be available until the Spring Term 2019.

12. Any Other Business

a) Consultation on funding formula from Schools’ Forum

Mrs East informed Governors of a consultation from Schools’ Forum, which would close on 22 November 2018. It covered two aspects: split sites and a proposed introduction of a falling rolls fund. Mrs East tabled a proposed response from the Finance Committee.

Q: On what principles was the consultation based?

A: The split site only affected two schools, and proposed a lump sum, as the majority of extra costs were fixed – ie salary costs.

Q: What were the consequences?

A: The split site was currently in the funding formula.

Q: What was the rationale for falling rolls funding?

A: Some schools had been required to expand when increased primary pupil numbers had necessitated it. However, now numbers were falling, with some schools facing large numbers of vacancies, and consequential financial problems. The proposal was to provide financial support, which would be top-sliced from school budgets, taken from the current expanding schools fund.

Q: Were affected schools being asked to reduce staff?

A: There was a threshold for vacancies for the proposal to kick in – based on 10%.

The Headteacher added that Sheena Poley, Head of Place Planning, met with Headteachers termly at cluster meetings. The reduction in the number of children eligible to start Reception in September 2019 had required schools in Central Hounslow to lose seven forms of entry for 2019/20.

Mrs East would submit a response to the consultation on behalf of the Governing Body.

ACTION: MRS EAST

b) Hounslow Education Partnership (HEP) Newsletters

The Clerk advised Governors that Chairs received a weekly newsletter from HEP, which she offered to upload to GovernorHub. Governors agreed that this would be useful.

ACTION: CLERK

c) Gift towards staff Christmas celebration

Mrs Williams reminded Governors that they had, in the past, made a donation towards the cost of food at the staff Christmas celebration. The Chair recommended a donation of £500, in line with 2017. Governors **agreed** to make the donation.

d) Governors' Christmas meal

Governors were reminded that they would meet for a Christmas meal on 6 December 2018.

e) Governor visits

- Mrs East reported that she had visited the school on a number of occasions in November 2018, which she had greatly enjoyed. She had seen excellent behaviour by pupils at swimming, attended a sports day, and gone on a visit with Y3.
- Miss Martin had attended the Remembrance Assembly, carried out a H&S walk, and met with Ms Winchester to update the SEND Policy.

13. Confidential Business

a) Item 7(a) staffing

This is minuted on a separate sheet.

The Chair reminded Governors that the Complaints Panel had met earlier in the day; the outcome had not yet been circulated to relevant parties.

14. Issues to focus on for the next meeting

➤ Headteacher's Report

➤ Approval of the School Development Plan (SDP)

Q: Had there been an opportunity for staff to discuss the SEF and SDP?

A: There would be a session after school in the Spring Term 2019 –
Governors would be invited to this.

15. Dates of future FGB meetings

Wednesday 20 March 2019

Wednesday 19 June 2019

16. Closing Prayer

The meeting was closed in prayer at 8.20pm

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

Confidential minutes are not included in this document.

APPENDIX

COMMITTEE MEMBERSHIP 2018-2019 (v5, 20 November 2018)

FINANCE	PREMISES AND H&S	PERSONNEL & PAY
Mrs Jacqui Corley Mrs Tina East (C) Ms Mary Hooper Miss Mary Martin Mrs Ania Mason (VC) Dr Jim Park Mrs Joanna Williams Headteacher	Mrs Tina East (VC) Miss Mary Martin (C) Dr Jim Park Mrs Joanna Williams Headteacher	Mrs Jacqui Corley (C) Mrs Tina East (VC) Ms Mary Hooper Dr Jim Park Mrs Catalina Giglio Mrs Joanna Williams Headteacher
ACHIEVEMENTS AND STANDARDS	ADMISSIONS	HEADTEACHER PERFORMANCE PANEL
Mrs Catalina Giglio Miss Mary Martin Mrs Ania Mason (C) Dr Jim Park Mrs Joanna Williams Headteacher	Mrs Jacqui Corley Mrs Catalina Giglio Miss Mary Martin Dr Jim Park Headteacher	Mrs Jacqui Corley Dr Jim Park Mrs Mary Hooper
Appeals/Complaints/Discipline Panels		Review Governor
Mrs Jacqui Corley, Dr Jim Park, supplemented by Mrs Catalina Giglio, Ms Mary Hooper, Miss Mary Martin or Mrs Ania Mason		Dr Jim Park

NB Ms Mo O'Donoghue will attend committees as she is able

OTHER GOVERNOR RESPONSIBILITIES

Mrs Tina East	Mrs Jacqui Corley	Mrs Catalina Giglio
Y3 Governor	Y1 Governor ML Enquiry Deputy for Looked After Children Link Governor * HSGBA Representative*	Nursery & YR Governor
*All governors are able to attend, usually in turn		
Ms Mary Hooper	Miss Mary Martin	Mrs Ania Mason
Y5 Governor Looked after children	Y6 Governor SEND	Y4 Governor ML Emotional Awareness Deputy Child Protection
Ms Mo O'Donoghue	Dr Jim Park	
ML Spirituality	Y2 Governor Child Protection	