



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

At a meeting held at the School on
Wednesday 20 September 2017 at 6.00 pm

Present: Mrs J Corley, Ms S Corry, Mrs M Hooper (arrived late),
Mr F Marsh (Headteacher), Mrs A Mason, Dr J Park and Mrs J Williams.

Clerk: Mrs I Bowles

1. Opening Prayer

The meeting opened with prayer.

2. Apologies

Apologies had been received from Mrs C Giglio, Miss M Martin and Ms M O'Donoghue.

3. Declaration of Personal Interests

There were no declarations of personal interests, relating to the agenda. Governors completed register of interest forms and disqualification forms. The Clerk would contact Governors not at the meeting to obtain completed forms.

ACTION: CLERK

4. Election of Chair and Vice Chair

Governors agreed that nominations would be invited, and nominees would leave the room while a secret ballot vote was taken. The Chair and Vice Chair would be elected for a term of one year, until the date of the first meeting in the Autumn Term.

a) Chair

Mrs J Corley was elected Chair, unopposed.

b) Vice Chair

Dr J Park was elected as Vice Chair, unopposed.

5. Membership

a) Changes in membership

- Governors noted the resignation of Mr Colin Lucas at the end of the Summer Term 2017. The Chair and Vice Chair had both sent personal messages of thanks to Mr Lucas. Governors had met socially with Mr Lucas and had given him a gift from the Governing Body. The Chair reminded Governors that Mr Lucas had been a Foundation Governor at the school since 1999, and had been a Parent Governor prior to that.

Governors agreed that it would be appropriate to set up an annual Award Cup, named after him, for the student who had given outstanding service to the school. Details would be discussed, but the principle was unanimously agreed.

ACTION: HEADTEACHER, CHAIR

Governors recorded their thanks for the hard work and commitment that Mr Lucas had given to the school over a period of approximately 20 years.

- The terms of office for Mrs Hooper and Mrs Mason, both Foundation Governors, had ended on 31 August 2017. Paperwork to renew their appointments had been received by the Diocese. Although the process had not yet been completed, the Diocese had confirmed that they could be recognised as Governors immediately.

b) Governor Vacancies

There were 2 Foundation Governor vacancies. Governors agreed that one place should be ring-fenced for a Parish priest. It was agreed that the Headteacher and Chair would invite Fr Nico into school to discuss the possibility of either Fr Nico or Fr Kieran joining the Governing Body.

ACTION: HEADTEACHER, CHAIR

The Headteacher would also write to the 3 parish priests to seek potential candidates for the remaining Foundation Governor vacancy, as well as placing a notice in the school Newsletter. The Chair confirmed that she had approached the Diocese to see if they had any potential Governors available, but she had not yet received a response.

ACTION: HEADTEACHER

6. Committees

a) Review of Committee Structure

Governors **agreed** to continue with their current Committee structure for 2017/18.

b) Membership of Committees

Dr Park had circulated a list of proposed membership for each Committee, which was **agreed**. Governors could access the document on Dropbox. Governors were reminded that any Governor could attend any Committee meeting, and all Governors present at a Committee meeting were entitled to vote on any decisions. It was noted that some meetings had not been quorate over the past year, so Governors were requested to attend Committee meetings whenever possible.

Q: The Admissions Committee reviewed criteria for over-subscription on an annual basis: how difficult was it to change criteria?

A: The Headteacher reminded Governors that some Catholic schools had amended their criteria in recent years, to reflect children of staff, or where families worshipped, rather than lived. This Governing Body had decided not to follow these changes. However, he reminded Governors that a number of new faith schools had opened or expanded in the last few years, and the Admissions Committee had therefore been in a position to allocate places to children who were further down the list of categories.

c) Appointment of Clerks for Committees

Mrs Lorraine Gardner was appointed as Clerk for all Committees.

7. Panels

a) Headteacher's Performance Management Panel

Membership was confirmed as Mrs Corley and Dr Park; a third Governor will be appointed to this Panel in due course. Governors had previously agreed to change their external consultant, but this had not yet been finalised. The Headteacher would liaise with the Chair on possible alternatives.

ACTION: HEADTEACHER, CHAIR

[Ms Hooper arrived at 6.35pm]

b) Appeals, Complaints and Discipline Panels

Membership was confirmed as Dr Park, Ms Corry, Mrs Giglio, Ms Hooper and Mrs Mason. Panels would be drawn from this pool as appropriate and taking account of availability. If there was not a sufficient number of eligible Governors for a Panel, Governors of other schools could be asked to join the Panel.

c) Terms of Reference

Governors noted that Terms of Reference were required for Panels; it was likely that these would be embedded in the relevant policies, but a check would be carried out in due course.

ACTION: IN COMING CHAIRS OF THE COMMITTEES

8. Named Governors

The following named Governors were appointed:

- | | |
|--|-----------------------------------|
| a) Child Protection Governor | Mrs Corley |
| b) Deputy Child Protection Governor | Dr Park |
| c) Looked After Children Governor | Ms Corry |
| d) SEND Governor | Miss Martin |
| e) Link Governor | <i>Vacant</i> |
| f) HSGBA Governor | <i>Vacant</i> |
| g) Health and Safety Governor | Ms Corry |
| h) Pupil Premium Governor | Achievement & Standards Committee |
| i) Sports Premium Governor | Mrs Mason |
| j) Spirituality Governor | Ms O'Donoghue |
| k) Enquiry Governor | Mrs Corley |
| l) Emotional Awareness and Health Governor | Mrs Mason |

Governors also noted their class responsibilities:

- | | |
|------------------------------|---------------|
| Nursery and Reception | Mrs Corley |
| Y1 | Dr Park |
| Y2 | Ms Corry |
| Y3 | Mrs Mason |
| 4E | Ms Hooper |
| 4S | Ms O'Donoghue |
| Y5 | Miss Martin |
| Y6 | Mrs Giglio |

9. Safeguarding

a) New Climbing Frame

The Headteacher reported an accident to a Y3 boy on the new climbing frame (broken arm). He had been hanging by his knees on the bars and had slipped. The Headteacher had contacted the manufacturers, who had suggested that the school should expect a broken bone injury on the equipment every six months, on average. They had explained that the depth of the safety surface would protect children from brain injury, but not necessarily from broken bones.

Q: How many children use the equipment at any one time?

A: Each class has allocated slots, but not all children use the equipment, and interest had tapered off. Pupils are not allowed to climb on top of the barrier round the platform at the top of the slide, but they are otherwise free to experiment and explore. The Headteacher explained that the equipment is not built for smaller children; as they grow, they have access to more parts of the equipment.

b) Introduction of the Daily Mile

The Headteacher advised that the Daily Mile had been introduced; some children had been very competitive, which had resulted in some falls and scrapes. However, this had now settled down.

c) Policy / Guidelines for physical restraint in school

The document had been circulated to Governors prior to the meeting. The Headteacher confirmed that a policy was already in place, but needed to be updated. He assured Governors that staff were not restraining pupils on a regular basis, but believed that it was important to have guidelines in place. Governors were reminded that teachers have a right to restrain children – eg if they are trying to leave the school site, walking out into the road on the way to swimming, getting too close to the platform edge at a train station. If there is a problem in the classroom, other pupils would be removed to allow the situation to be resolved. Staff were free to decide how to intervene, dependent on their confidence and experience.

Q: Have staff read this document?

A: Yes. Staff have the right to restrain children – but they don't have to do so. The Headteacher reassured Governors that this was not for the purposes of "manhandling" children, but rather to ensure that proper processes were in place. It was based on the DfE guidelines.

Q: What were the next steps? Were staff fully aware and trained?

A: The Headteacher advised that he did not intend to provide training, as he felt this would make it more likely that restraint would be used. Physicality was not welcomed. However, if a situation arose where a particular child needed to be restrained frequently, training would be arranged. At present, this was not needed.

Q: Which Committee would have responsibility for monitoring this area?

A: The Personnel and Pay Committee, although Governors acknowledged that safeguarding was the responsibility of the whole Governing Body.

Governors **agreed** to adopt the policy and guidelines.

10. Premises

a) Summer Works' Report

The Headteacher reported that the pupils and staff were delighted with the outside area, which had effectively doubled the space available. Equipment to be used outside was gradually being ordered, and would include:

- Football goals
- Whiteboards and blackboards
- Railway sleepers enclosing wood chippings, etc, to provide an area for digging
- Table Tennis tables
- Chess, connect 4, etc for a quiet area.

Prize money from Beat the Street (£1500) was being used to provide some of this equipment.

The work to Y5 classrooms was 95% complete. Snagging to the carpet trim and tile splashback would be completed on 21 September 2017

b) Timetable for work on new roof

The Headteacher confirmed that work would commence on Monday 23 October 2017 and would be completed by Christmas. Barkers had visited the school and produced detailed costings. £28K of the grant funding would be used to provide solar panels, which would pay for themselves after ten years. The fascia design would be the same colour green as the cross; CCTV cameras would be updated. A report would be made to the next Premises and Health & Safety Committee

ACTION: HEADTEACHER

11. Minutes of the meeting held on 5 July 2017 and matters arising

The minutes of the meeting held on 5 July 2017 were **agreed** as a true and accurate record, and were signed by the Chair.

There were no matters arising that were not on the Agenda.

12. Any other business

a) A new framework for writing – end of KS1

The Headteacher informed Governors that the new framework for writing had been released, which would inevitably see a significant increase in results in 2018. He advised Governors that, if this year's assessment had been carried out under the new framework, 100% of pupils would have achieved expected progress from EYFS.

13. Confidential business

There was no confidential business.

14. Issues to focus on for the next meeting

Following the training session scheduled for 27 September 2017, Governors would consider how they can move the school from Good to Outstanding in a smooth transition, whilst maintaining a good work / life balance for staff and ensuring that current pupils receive the best school experience.

15. Dates of next meetings

Governors were reminded that training would take place on Wednesday 27 September 2017 at 6pm.

Further meetings this term were scheduled for:

13 November 2017 Finance & Premises Committee

20 November 2017 Achievements & Standards Committee

6 December 2017 Full Governing Body

The meeting was closed in prayer at 7.15pm

These minutes were signed by the Chair at the meeting on 6 December 2017, following agreement by Governors that they were a true and accurate record of the meeting.