



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

At a meeting held at the School on  
Wednesday 19 September 2018 at 6.00 pm

**Present:** Mrs T East, Mrs M Hooper (arrived late),  
Mr F Marsh (Headteacher), Miss M Martin, Mrs A Mason,  
Ms M O'Donaghue, Dr J Park and Mrs J Williams (arrived late)

**In Attendance:** Mrs J Corley (Associate Member from item 6)  
Mr JP Morrison, Director of Education, Diocese of Westminster  
(for items 1-4)

**Clerk:** Mrs I Bowles

## 1. Opening Prayer

The Headteacher opened the meeting in prayer. Governors remembered the mothers of two members of staff who had recently passed away. Mr Morrison asked the Headteacher to send him names, in order that a mass could be said by the Bishop.

**ACTION: HEADTEACHER**

## 2. Apologies

Apologies had been received from Ms C Giglio. Mrs M Hooper had sent apologies for lateness.

## 3. Declaration of Personal Interests

There were no declarations of personal interests, relating to the agenda.

## 4. Report from Mr JP Morrison, Diocese of Westminster

The Headteacher welcomed Mr Morrison to the meeting, and introductions were made. Mr Morrison recorded his thanks to Governors for their hard work on behalf of the school over the last year, during which they had faced many challenges.

He reported that he had visited the school in the previous week, to discuss key issues with the Headteacher. The school had many positive aspects: expanding pupil numbers, fantastic facilities, engaged and happy children. Mr Morrison noted that this was due to the hard work of the Headteacher and staff. Nationally, there were many challenges with pupil numbers, recruitment and retention of staff, and the ability of schools to work in partnership with each other, but this was not an issue at St Mary's. The experience and vision

of the Headteacher greatly contributed to this success. He noted that the Governing Body also worked well.

Mr Morrison acknowledged that the Governing Body showed due diligence when making difficult decisions. They had steered through many changes over the last three years, and had not had to proceed with the potential changes to the school week, as the school's situation had changed.

Mr Morrison requested that, in future, Governors worked with the Diocese before sharing their potential plans with the wider community. Bishop Wilson recognised that the Governing Body made all their decisions for the benefit of the children – he appreciated the hard work of Governors, in their volunteer role, and sent his thanks to them. Mr Morrison was grateful that the Headteacher dealt with challenges head-on, and was straight-speaking.

On his visit to the school, it was very clear that St Mary's was a Catholic school, with staff and Governors setting very clear expectations. The Headteacher thanked Mr Morrison for his comments and evaluation of the school. He invited comments and questions from Governors.

*[Mrs Hooper arrived at 6.17pm]*

Miss Martin thanked Mr Morrison for his positive comments. However, she explained that, as a Foundation Governor, she had been very disappointed with the tone of the letter sent to Foundation Governors directing them to adhere to Diocesan policy in relation to proposed changes to the school day. Miss Martin was not convinced that the Diocese had understood the situation, and felt that the direction given had been based on lack of factual knowledge.

Mr Morrison advised Governors that the Headteacher had provided extensive notes to the Diocese, so the information had been excellent. However, Mr Morrison reminded Foundation Governors that, when they were appointed, they agreed to carry out the wish of the Bishop in their role. All Foundation Governors present confirmed that they had been upset at the wording of the letter sent to them. There had to be confidence and trust between the Diocese and Governors. Governors had carefully considered all alternatives, and had believed that the potential change would have delivered the best solution for the children. Mr Morrison advised Governors that this course of action would have been unacceptable to the church.

Governors felt that much of the Diocese's understanding was based on media coverage. Mr Morrison disputed this, stating that there had been mixed understanding of the situation at a parent level, who did not have all the information that Governors had considered. Mr Morrison accepted that Governing Bodies do not like to be directed, but noted that Governors had steered their way through this. He confirmed that the evidence from the school had been excellent; he was grateful to the Headteacher for allowing the Diocesan accountant access to the school accounts.

Whilst accepting Governors' views on the tone of the letter received, Mr Morrison reiterated his request that the school consult more widely in future – he reminded them that there is a context for other schools, and some issues present a real challenge for the church. In this instance, Bishop Wilson had wanted to avoid the school's proposed course of action at all costs; when the

school had become aware that the budget was stronger than originally anticipated, Governors had acted accordingly.

Governors agreed that they had come to terms with the amended solution, with which they were happy. They confirmed to Mr Morrison that they had no “baggage”, moving forward. The Governing Body were united.

Dr Park reflected on the membership of the Governing Body, noting that all Governors except him had been, or still were, heavily involved in education. There was a level of educational expertise on the Governing Body that had to be respected, in addition to the decisions made. Dr Park was delighted that the school finances now looked far more favourable than a few months ago, and that staff changes had presented other opportunities. However, it had meant that some Teaching Assistants had not been replaced – which was contrary to the principle that they were important to the education of our children. There was still uncertainty about finance in future years; Governors were aware that there would be winners and losers under the new national funding formula.

Mr Morrison agreed that funding issues were ongoing. He also informed Governors that the Diocese was aware of the professional expertise of Governors and their knowledge of the school from reading meeting minutes. He commended the minutes, explaining that they provided a clear picture of the work carried out by Governors.

*[Mrs Williams arrived at 6.30pm]*

**Q:** Governors asked Mr Morrison why there was such a long delay in processing paperwork for Foundation Governor appointments.

**A:** Mr Morrison advised that it was an issue of capacity: there had been 400 applications, 55 of which were new appointments, and the person dealing with them had been off work for two weeks. Bishop Wilson had to sign off the re-appointments, and had not been in London to sign them.

Governors thanked Mr Morrison for attending the meeting.

*[Mr Morrison left at 6.35pm]*

## **5. Election of Chair and Vice Chair**

### **a) Process of election and length of term of office**

Nominations would be taken, and any nominees would leave the room whilst a secret ballot was carried out. The Chair and Vice Chair would serve for a period of one year, until the first meeting of the Autumn Term 2019.

### **b) Election of Chair**

Governors were advised that Mrs Corley could not stand for election for Chair, as her re-appointment as a Foundation Governor had not yet been completed. Miss Martin nominated Dr Park, which was seconded by Mrs Hooper. Following a secret ballot, **Dr Park was unanimously elected as Chair.**

### **c) Election of Vice Chair**

Mrs Mason was nominated by Mrs East and seconded by Mrs Hooper. Following a secret ballot, **Mrs Mason was unanimously elected as Vice Chair.**

## **6. Membership**

### **a) Changes in Membership**

The Chair reminded Governors that the term of office of Mrs Corley had ended on 31 August 2018. Although an application for re-appointment as a Foundation Governor had been submitted before the end of the summer term, confirmation had not yet been received. Governors **agreed** to appoint Mrs Corley as an Associate Member for a period of one year, pending her re-appointment. Governors confirmed that Mrs Corley could be Chair or Vice Chair of any committee, and would have full voting rights at committee meetings.

### **b) Governor Vacancies**

There were currently three Foundation Governor vacancies. Applications had been submitted to the Diocese for all three posts:

- Fr Nico
- Mrs Corley
- Ms Giglio (currently a Parent Governor).

### **c) Governor approaching the end of their term of office**

Ms Giglio's term of office as a Parent Governor would end on 23 October 2018; she was in the process of applying to become a Foundation Governor. The Headteacher would carry out a Parent Governor election before the next Governing Body meeting.

**ACTION: HEADTEACHER**

### **d) Forms to be completed by all Governors**

- **Register of interests**
- **Governor Disqualification**
- **Keeping Children Safe in Education (September 2018)**

All Governors present completed the above forms, which were retained at the school. The Clerk would forward copies for completion to Ms Giglio.

**ACTION: CLERK**

## **7. Policies**

The Headteacher directed Governors to the suite of HR policies, updated by the Diocese, which the school was required to adopt and use. The policies were:

- Appraisal for support staff
  - Appraisal for teachers
  - Capability (including template letters)
  - Disciplinary (including template letters)
  - Grievance (including template letters)
  - Sickness absence (including template letters).
- Governors **agreed to adopt** all the above policies.

## 8. Committees, Panels and Working Parties

### a) Review of current Committee structure

Governors confirmed the current Committee structure:

- Finance Committee
- Premises and Health and Safety Committee
- Personnel and Pay Committee
- Achievements and Standards Committee
- Admissions Committee

### b) Membership of Committees and Panels

The membership list had been circulated, and was confirmed. It is attached as an Appendix to these minutes. Each Committee would elect a Chair at their first meeting.

### c) Appointment of Clerk for Committees

Lorraine Gardner was appointed as the Clerk for all Committees.

### d) Confirm process for agreement of Terms of Reference

Terms of Reference would be reviewed at the first meeting of each Committee, and confirmed at the next Governing Body meeting.

The Chair recorded his thanks to the Administrative staff at the school for their help in drawing up the Committee membership grid.

## 9. Panels – Exclusion reviews, complaints, staff disciplinary/grievance, appeals

### a) Membership of panels

Mrs Hooper agreed to join the Headteacher Performance Management Panel.

Any Panels required would be clerked by either Mrs Bowles or Miss Carol Stiles.

### b) Terms of Reference

Terms of Reference for Panels would be discussed at the next Governing Body meeting.

## **ACTION: CHAIR, CLERK**

## 10. Named Governors

The following named Governors were confirmed:

- |                                    |               |
|------------------------------------|---------------|
| ➤ Child Protection Governor        | Dr Park       |
| ➤ Deputy Child Protection Governor | Mrs Mason     |
| ➤ Looked After Children Governor   | Mrs Hooper    |
| ➤ SEND Governor                    | Miss Martin   |
| ➤ Spirituality Governor            | Ms O'Donoghue |
| ➤ Link/HSGBA Governor              | Mrs Corley    |

## 11. Safeguarding

### a) Keeping Children Safe In Education (updated September 2018)

All Governors present had signed to confirm that they had read and understood Section 2 of the document. The Clerk would forward a proforma to Ms Giglio to complete.

## **ACTION: CLERK, MS GIGLIO**

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**b) Potential complaint re safeguarding**

The Headteacher informed Governors that there could be a parental complaint, relating to safeguarding.

**12. Premises**

**a) Summer Works' Report**

A list of the works completed during the summer break had been circulated prior to the meeting by Mr Pipola (Special Projects and Site Manager). Governors were advised that mats and bins were still awaited for the Shepherd's hut. The problems with ovens and access panels in the kitchen were ongoing. Mr Pipola would provide a more detailed report to the Premises and Health & Safety Committee.

**13. Minutes of the meeting held on 21 June 2018**

**a) Accuracy of minutes**

The minutes of the meeting held on 21 June 2018 were **agreed** as a true and accurate record, and were signed by the Chair.

**b) Matters arising from the minutes**

**i) Item 5(b) – Income generation – Parking for Twickenham events**

Ms O'Donoghue advised that the Memorandum of Understanding from her school was still being developed; when it was available, she would forward a copy to the Headteacher.

**ACTION: MS O'DONOGHUE**

**ii) Item 10(a) – Safeguarding Training**

Ms O'Donoghue confirmed that she was undertaking training led by Andrew Hall, and would share any information with the Headteacher. The Headteacher reminded Governors that the school subscribed to Safeguarding.Pro. The school was not yet ready to carry out a safeguarding audit; however, Governors noted that the school had received a good judgement for safeguarding at the last Ofsted inspection.

**14. Any Other Business**

**a) Request from Diocese for contribution on a per pupil basis towards the work of the Education Service**

The Headteacher advised Governors that he had received a letter from the Diocese requesting this, confirming that the six Hounslow Catholic Primary Headteachers had decided not to make the payments. He reminded Governors that the LA had been reducing in size over the last five to ten years, meaning that other support networks had been formed – eg Peer Challenge. School budgets had also decreased; however the Diocesan Education Service had continued to grow throughout this period and therefore wanted more funds from schools to meet pension commitments, etc. Governors agreed that the Diocese should perhaps consider moving to the LA model.

**Q:** How often did Diocesan Education Service staff visit the school?

**A:** Usually once per year; more if the school was in the OfSTED window.

**Q:** What would happen if a school does not make the requested payment?

**A:** The Headteacher believed that the Bishop would write to Foundation Governors directing them to raise a motion to force the school to comply.

**b) Attendance**

**Q:** Had the trial of attendance measures produced a positive impact?

**A:** Some groups of children had achieved higher attendance figures.

**c) School Development Plan**

The Headteacher informed Governors that David Howley, external adviser, would visit the school to review the SEF, from which the key focuses for the SDP would be drawn.

**Q:** What was the timeframe for this?

**A:** The SEF would be reviewed by Mr Howley in November 2018 – a draft SDP would possibly be ready for the next Governing Body meeting.

**d) Lesson study – CPD with The Blue School**

The Headteacher had been approached by The Blue School to work together to use Lesson Study as a means of CPD. This would provide a safe space for teachers to look at a subject area – probably writing – and work reflectively to see what could have been done better, etc. This method had a positive impact on children’s learning. It was not part of performance management.

The Headteacher reminded Governors that it was important to develop a good working relationship with The Blue School.

**e) Curriculum**

SLT would be exploring the recently published commentary on the primary curriculum by HMCI, Amanda Spielman. Some schools based their curriculum on skills; St Mary’s was a more knowledge-based curriculum. The Headteacher assured Governors that the thread of learning through a creative curriculum was ongoing.

**f) Christmas 2018 – Governors’ Social Event**

Miss Martin advised Governors that she would contact them shortly to confirm a booking for a Christmas meal at the Royal Oak; the booking had to be made by the beginning of October 2018.

**g) Sara Corry**

Mrs Corley reminded Governors that Ms Corry had completed her term of office, and had then remained for a period as an Associate Member. As a token of appreciation for her work on the Governing Body, a small gift would be purchased and presented to Ms Corry.

**15. Confidential Business**

Parent Governors reported that parents had spoken to them about specific concerns. They were reminded to direct parents to the Headteacher for all operational matters.

**16. Issues to focus on for the next meeting**

- Attainment and progress data
- Headteacher's Report
- Approval of School Development Plan

**17. Dates of future FB meetings**

Wednesday 21 November 2018

Wednesday 20 March 2019

Wednesday 19 June 2019

Governors would hold a joint training session with staff in the Spring Term 2019, on a subject related to the School Development Plan. Further details would be circulated in due course.

**18. Closing Reflection and Prayer**

The Chair asked Governors to reflect on Proverbs 16 verse 3: "Commit your actions to the Lord, and your plans will succeed." He reminded Governors that the Governing Body have a commission to act for the Lord for the benefit of the children in the school.

The meeting was closed in prayer by the Chair at 7.50pm

**These minutes were signed by the Chair (Dr J Park) at the meeting on 21 November 2018, following agreement by Governors that they were a true and accurate record of the meeting.**

## APPENDIX

### COMMITTEE MEMBERSHIP 2018-2019 (v3, 20 September 2018)

<b>FINANCE</b>	<b>PREMISES AND H&amp;S</b>	<b>PERSONNEL &amp; PAY</b>
Mrs Jacqui Corley Mrs Tina East Ms Mary Hooper Miss Mary Martin Mrs Ania Mason Mrs Joanna Williams Headteacher	Mrs Jacqui Corley Mrs Tina East Miss Mary Martin Mrs Joanna Williams Headteacher	Mrs Jacqui Corley Ms Mary Hooper Dr Jim Park Mrs Catalina Giglio Mrs Joanna Williams Headteacher
<b>ACHIEVEMENTS AND STANDARDS</b>	<b>ADMISSIONS</b>	<b>HEADTEACHER PERFORMANCE PANEL</b>
Mrs Jacqui Corley Mrs Catalina Giglio Miss Mary Martin Mrs Ania Mason 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
<b>Appeals/Complaints/Discipline Panels</b>		<b>Review Governor</b>
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'Donohue will attend committees as she is able

#### OTHER GOVERNOR RESPONSIBILITIES

<b>Mrs Tina East</b>	<b>Mrs Jacqui Corley</b>	<b>Mrs Catalina Giglio</b>
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		
<b>Ms Mary Hooper</b>	<b>Miss Mary Martin</b>	<b>Mrs Ania Mason</b>
Y5 Governor Looked after children	Y6 Governor SEND	Y4 Governor ML Emotional Awareness Deputy Child Protection
<b>Ms Mo O'Donoghue</b>	<b>Dr Jim Park</b>	
ML Spirituality	Y2 Governor Child Protection	