

**Minutes of a governing body meeting of St. Joseph's Camberwell  
Catholic Schools' Federation on Wednesday, 22<sup>nd</sup> October, 2014 at 5.00  
pm**

Governors Present: Patsy Winters (Chair), Anita Gallagher (Executive Headteacher), Vera Asiababor, Katie Brooks, Karen Chys, Sam Mburu, Dame Sylvia Morris DBE, Chika Reuben, Darren White, , Sawudatu Koroma, Theresa Emenike

Others Present: Delia Jameson, Norna Moses, Sheila Kirrane (Associate Members)

Clerk: John Finch

The meeting started at 5.03 pm and was quorate, and the Executive Headteacher opened the meeting with a prayer. Governors introduced themselves.

**1. Apologies for absence**

Apologies were received from Fr Victor Darlington and Abiodun Olalekan, and consent was given for their absence.

**2. Declarations of Interest in the agenda**

There were no declarations of interest in the agenda.

**3. Governing Body**

**3.1 Instrument of Government (signed)**

Governors received the signed Instrument of Government as circulated with the agenda.

**3.2 Governing body membership and vacancies**

Governors received the report as circulated with the agenda, and the following points were raised:

- Karen Chys was successful in the staff governor election for St. Joseph's Catholic Infants' school, and she is eligible for appointment to the Co-opted governor vacancy.
- Dame Sylvia Morris DBE's nomination has been approved by Southwark Council and she is eligible for appointment to the Authority governor vacancy.
- The clerk recommended that Delia Jameson and Sheila Kirrane (as Heads of School) and Norna Moses are appointed as Associate Members, which would allow them to be co-opted onto committees with limited voting rights.

**Agreed** – That governors make the following appointments:

- Dame Sylvia Morris DBE - Authority
- Karen Chys - Co-opted
- Delia Jameson, Sheila Kirrane, Norna Moses  
– Associate Members

### 3.3 Register of Business Interests

This was circulated for governors to sign, and the clerk stated that it will be held in the school by the Headteacher.

## 4. Election of Chair

Vera Asiababor nominated Patsy Winters, and Dame Sylvia Morris DBE nominated herself for the position of Chair, and the following points were raised:

- The Executive Headteacher stated that being Chair of a governing body is a huge responsibility, and it requires someone who has the time to commit to the role.
- Patsy Winters stated that she would be a good Chair as she has a daughter in the school, is familiar with the ethos of the school, and is aware of the size of the commitment. Vera Asiababor stated that she nominated Patsy as she has been a dedicated governor and can move the governing body forward.
- Dame Sylvia Morris DBE stated that she was the SIP for St. Joseph's Catholic Junior School, is a former Headteacher and former national leader for Headteachers, and is a DfE advisor. Dame Sylvia is a governor elsewhere, and as a former Chair of governors she is aware of the commitment required of the role, and can help the Executive Headteacher to put structures into place to develop the governing body.

**Agreed** – The Executive Headteacher abstained, and governors voted by 5 votes to 1 that Patsy Winters be elected as Chair of the governing body for 2014-15.

## 5. Election of Vice-Chair

The Executive Headteacher nominated Dame Sylvia Morris DBE, and Chika Reuben nominated herself for the position of Vice-Chair, and the following points were raised:

- Katie Brooks stated that she may stand as Vice-Chair next year when she has had experience of being a governor.
- As Chika had nominated herself, Dame Sylvia declined the nomination to stand as Vice-Chair.

**Agreed** – Unanimously that Chika Reuben be elected as Vice-Chair of the governing body for 2014-15.

*Sheila Kirrane arrived at 5.24 pm.*

## **6. Committees**

The following committees were formed:

- Admissions – Vera Asiababor, Chika Reuben and Patsy Winters
- Curriculum & Achievement – Executive Headteacher, Vera Asiababor, Karen Chys, Sawudatu Koroma, Chika Reuben, Darren White and Patsy Winters, with Delia Jameson, Sheila Kirrane and Norna Moses co-opted onto the committee
- Headteacher's Performance Management – Katie Brooks, Dame Sylvia Morris DBE and Patsy Winters
- Pay Review Appeal – Vera Asiababor, Chika Reuben, Darren White
- Resources - Executive Headteacher, Katie Brooks, Theresa Emenike, Sam Mburu, Dame Sylvia Morris DBE, Abiodun Olalekan and Patsy Winters, with Delia Jameson and Sheila Kirrane co-opted onto the committee
- First committee/Second committee (Appeals) - Vera Asiababor, Katie Brooks, Fr Victor Darlington, Fatima Drameh, Theresa Emenike, Sawudatu Koroma, Dame Sylvia Morris DBE, Abiodun Olalekan, Chika Reuben, Darren White and Patsy Winters to form the standing committees, in the event that they need to meet.

*Sawudatu Koroma arrived at 5.27 pm.*

The following points were also raised:

- The Executive Headteacher stated that safeguarding is of vital importance in a school.
- A safeguarding link governor would be required to make visits to the school to discuss the safer recruitment of staff and issues of child protection with the Executive Headteacher.
- Katie Brooks was appointed as Safeguarding link governor.

It was also stated that there needs to be a Headteacher's Recruitment Panel set up for the recruitment of a permanent Executive Headteacher, and the following points were raised:

- It is a statutory requirement that at least one panel member has successfully completed safer recruitment training.
- Dame Sylvia Morris DBE and Norna Moses stated that they have had safer recruitment training but are not sure if this has expired, and the clerk undertook to find out if it is still applicable.  
**Action: Clerk**
- It was noted that safer recruitment training can be carried out online.
- Fr Victor Darlington, Dame Sylvia Morris DBE, Chika Reuben, Darren White and Patsy Winters will form the panel, with Norna Moses advising.

- The clerk undertook to contact Madeleine Danaher, Senior Education Adviser at Southwark Council, to start the Headteacher Recruitment process and to clarify whether Associate Members can sit on the panel. **Action: Clerk**

## 7. Headteacher's Written Report

Governors received the written Headteacher's Report as circulated via e-mail prior to the meeting, and the Executive Headteacher gave the following verbal report:

- KS2 Writing at Level 4b+ is 63 % compared to the national average of 85 %.
- Writing at Level 4b+ is concerned with getting pupils ready for secondary school, and it will be a focus for the SLT at KS2 this year.
- Year 1 Phonics results were 76 % compared to the national average of 74 %.
- There is an issue in Phonics with children that speak a different language, with Spanish speaking pupils results affecting the overall pass rate, and EAL pupils are to be developed across KS1.
- Pupil progress meetings have been held for KS2, and interventions have already been put in place.
- Pupil progress meetings will now be held half-termly instead of termly, with the end of term meeting focussing on data.
- A data system is used across both schools to track children who are more able, on track and just below expected levels of progress and attainment.
- The following predictions for Year 6 were given:

	Reading	Writing	Maths
<b>% More Able</b>	<b>15</b>	<b>5</b>	<b>7</b>
<b>% On Track</b>	<b>56</b>	<b>53</b>	<b>56</b>
<b>% Just below</b>	<b>13</b>	<b>15</b>	<b>18</b>
<b>% Below</b>	<b>16</b>	<b>27</b>	<b>18</b>
<b>% Level 4+</b>	70.9	58.2	63.6
<b>% Level 4B+</b>	52.7	34.5	38.2
<b>% Level 5+</b>	14.5	5.5	7.3

- The SLT will try to get pupils to make more than expected levels of progress across each year group, and high expectations and aspirational targets have been set in order to ensure that they are achieving as well as they can.
- Southwark Council carried out a mini inspection on Wednesday, 22<sup>nd</sup> October, and judged teaching in both schools to be Good, and in some cases Outstanding.
- The inspection team analysed progress data and carried out learning walks and book scrutinies.

- It was noted that there is clear and consistent marking and feedback, and the atmosphere for learning in the school is good.
- There is impeccable behaviour for learning in the school, and there are wider opportunities for children's learning.
- Intervention groups have been set up for SATS for Years 5 and 6, and also for inclusion in special needs, EAL and behaviour.
- It is hoped that there will be some Level 6's this year.
- Pupil Premium funding is used to support disadvantaged children, in order to close the gap.
- Any child that has had FSM over the last 6 years is eligible for Pupil Premium funding.
- It was noted that it can be difficult to get parents to register for FSM as all children now receive FSM anyway.
- The schools go to great lengths to explain to parents that by registering for FSM, the school receives £1,300 Pupil Premium funding, and they offer free school uniform as an incentive to register.
- Pupil Premium funding is spent on splitting two Year 6 classes into three classes, with 20 children in each class, and also on booster lessons and class trips.
- The schools have to report on the achievement of Pupil Premium children, and the progress they are making compared to non-Pupil Premium children.
- Safeguarding procedures are in place in both schools, and the Child Protection Policy has been reviewed following a change in legislation in April 2014.
- Safeguarding training for staff is current and ongoing, and all staff members and visitors to the school are checked against a single central register.
- All staff will be issued with a photo card, and a clocking system will be installed across both schools.
- There are a number of safeguarding issues with individuals which are being addressed.
- Behaviour in both schools is very good, and Southwark Council inspectors commented positively on this.
- Parents, pupils and staff will fill in a questionnaire on behaviour, the results of which will inform future planning by the SLT.
- Anti-bullying workshops including cyber bullying will be run.
- Children in both schools are aware of an increased sense of discipline, and a calmer atmosphere as sanctions are in place.
- A reflection session will be trialled after half-term in the Junior School, and there is also an active School Council and a playground buddy system in place.
- Both schools will be applying for a UNICEF Respecting Rights award.
- Attendance is very good at 96.33 % at KS1 and 98.21 % at KS2.
- There is no persistent absence, and punctuality and attendance is good in both schools, with any issues being followed up.

*Karen Chys left at 5.58 pm.*

- The main challenges for the SLT include improving Writing, changing the concept of teaching over time, using questioning in planning, increasing opportunities for group work and the use of TA's, and improving the quality of handwriting and presentation.
- The performance management process for staff is underway, and it is now related to pay.
- Two music teachers were hired on full-time contracts last summer, and there are a number of staff in KS1 who will be going on maternity leave.
- There is a difficulty in recruiting and retaining staff, as advertisements have been placed for replacements for staff going on maternity leave and the SLT have not been able to recruit.
- There are a number of staff on secondments and temporary contracts, as well as support staff whose roles are not clear.
- It was stated that leadership and management includes governance, and both schools are well staffed with an Executive Headteacher who adds leadership to both schools.
- Governors were encouraged to think about the vision for the future of both schools and how to achieve it.
- Governors were also informed of the importance of self-evaluation, and the need for effective action plans and a joint School Improvement Plan.
- The schools are both good schools with enormous potential, and governors were encouraged to be an active part of moving them forward.

*Norna Moses left at 6.06 pm.*

The Headteacher gave the following answers to questions from governors:

- *Will future Headteacher's Reports include progress updates and a staff structure?* Yes, a progress review and staff structure can be included in future Headteacher's Reports.
- *Should someone be recruited on a temporary contract to help re-draft school policies?* Yes, it would be useful if someone could be hired to personalise policies.

*Theresa Emenike arrived at 6.11 pm.*

- *Can governors have access to RAISEonline?* Yes.
- *Are there any children who might potentially achieve Level 6 this year?* Yes, some children have been identified.
- *Is there an end of year target for Year 3?* Yes, and further details will be given to the Curriculum & Achievement committee.

The Chair and Heads of School stated that the Executive Headteacher has started well in both schools and there is a good atmosphere in both schools. Children, parents and staff are all happy, and the Executive Headteacher was congratulated on this.

## **8. Department for Education (DfE) & Local Authority (LA) Items**

### **8.1 Arrangements to review Headteacher's performance**

The Chair undertook to set up a meeting of the Headteacher's Performance Management committee to set targets for the Executive Headteacher for the year ahead. **Action: Chair**

### **8.2 Policy schedule**

Governors received the report, as well as the following policies as circulated with the agenda:

- Supporting Pupils with Medical Conditions Policy  
*(guidance attached)*
- Pay Policy
- Teacher Appraisal Policy

Governors also received the Terms of Reference – Curriculum & Achievement committee and Terms of Reference – Resources committee as circulated via e-mail prior to the meeting, and the following points were raised:

- Page 4 of the Pay Policy needs to be amended to specify the pay scale for main pay range teachers in the school.
- Page 5 of the Pay Policy needs to be amended to specify the date that pay application forms and supporting evidence should be submitted by staff to the Headteacher.
- Governors were asked to send any further comments to the Executive Headteacher, and the Executive Headteacher undertook to amend the Pay Policy and e-mail it to governors.  
**Action: Executive Headteacher**
- The Executive Headteacher stated that the policies in use by St. Joseph's Catholic Infants' and Junior Schools have been amalgamated, with caveats included where there are differences specific to each school.

**Agreed** – That governors adopt the following policies as currently in use in the school, and subject to any suggested amendments being made:

- Absence Management Procedure
- Admissions Policy
- Asbestos Management Policy
- Child Protection Policy
- Code of Conduct for Staff
- Data Protection Policy

- E-Safety Policy
- Farm Visits and Animals Within Schools Policy
- Financial Scheme of Delegation
- Fire Safety Policy
- Food Safety in Kitchens Policy
- Grievance Policy
- Homework Policy
- Infectious Disease Policy
- Lone Working Policy
- Moving and Handling Policy
- Non-Teacher Capability Policy
- Off Site Visits Policy
- Parental and Carers Leave Policy
- Parental Involvement Policy
- Pay Policy
- Reorganisation, Redeployment and Redundancy Procedure
- Respect at Work Policy
- Safety in Cookery Lessons Policy
- Staff Disciplinary Procedure
- Statement of Procedures for Dealing with Allegations of Abuse against Staff (Including Volunteers)
- Teacher Appraisal Policy
- Teacher Capability Policy
- Teacher Capability Policy (ill-health)
- Teaching & Learning Policy
- Terms of Reference – Curriculum & Achievement committee
- Terms of Reference – Resources committee
- Violence, Aggressive Behaviour and Harassment towards Employees Policy
- Whistle Blowing Policy
- Working at Height Policy
- Written Calculation Policy

**Agreed** – That the following policies be reviewed by the relevant committees (where appropriate) and added as an item for adoption to the agenda of the next governing body meeting on Wednesday, 11<sup>th</sup> February, 2015:

Curriculum & Achievement committee – Wednesday, 19<sup>th</sup> November, 2014

- Behaviour & Discipline, Governors' Statement on
- Home School Agreement
- Sex Education Policy

Resources committee – Wednesday, 19<sup>th</sup> November, 2014

- Accessibility Plan

- Charging Policy and Remissions
- Equality Information and Objectives Statement
- Governors' Allowances Policy
- Health & Safety Policy and Risk Assessments

Governing Body Responsibility – Wednesday, 11<sup>th</sup> February, 2015

- Behaviour Policy
- Complaints Policy
- Freedom of Information Act Publication Scheme
- School Improvement Plan
- Special Educational Needs Policy
- Supporting Pupils with Medical Conditions Policy

**9. Dates and times of future meetings**

Governors received the report as circulated with the agenda, and noted the following dates and times of future meetings:

Autumn term

Curriculum & Achievement

- Wednesday, 19<sup>th</sup> November, 2014, 5.00 pm

Resources

- Wednesday, 19<sup>th</sup> November, 2014, 6.00 pm

Spring term

Curriculum & Achievement

- Wednesday, 21<sup>st</sup> January, 2015, 5.00 pm

Resources

- Wednesday, 21<sup>st</sup> January, 2015, 6.00 pm

**Governing body**

**- Wednesday, 11<sup>th</sup> February, 2015, 5.00 pm**

Summer term

Curriculum & Achievement

- Wednesday, 29<sup>th</sup> April, 2015, 5.00 pm

Resources

- Wednesday, 29<sup>th</sup> April, 2015, 6.00 pm

**Governing body**

**- Wednesday, 10<sup>th</sup> June, 2015, 5.00 pm**

The clerk undertook to contact Fatima Drameh to state that she will lapse as a governor if she does not attend, or send apologies for, the next governing body meeting on Wednesday, 11<sup>th</sup> February, 2015.

**Action: Clerk**

**10. Any Other Business**

None was raised.

The meeting finished at 6.29 pm.

Date..... Signed.....