

**Minutes of a governing body meeting of St. Joseph's Camberwell
Catholic Schools' Federation on Wednesday, 11th February, 2015 at 5.00
pm**

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

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

Clerk: John Finch

The meeting started at 5.10 pm and was quorate, and Fr Victor Darlington opened the meeting with a prayer.

1. Apologies for absence

None were received.

2. Declarations of Interest in the agenda

There were no declarations of interest in the agenda.

3. Minutes of the last governing body meeting on Wednesday, 22nd October, 2014

3.1 Approval of the minutes

Governors received the minutes of the governing body meeting on Wednesday, 22nd October, 2014, as circulated with the agenda, and they were approved as a correct record.

3.2 Matters arising from the minutes

There were no matters arising.

4. Governing Body

4.1 Governing body membership and vacancies

Governors received the report as circulated with the agenda.

4.2 Governing body meeting attendance

Governors received the report as circulated with the agenda, and the clerk undertook to contact Fatima Drameh to state that she has lapsed as a governor due to non-attendance. **Action: Clerk**

4.3 Governor Training and Development

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

- Vera Asiababor attended parent forum training.
- Governors can attend Southwark Council and Diocesan training.
- The clerk undertook to e-mail governors the Southwark Council training brochure. **Action: Clerk**

5. Committees

5.1 Committee membership and link governor roles

Governors received the reports as circulated with the agenda.

5.2 Link governor reports

Katie Brooks stated that she attended the school as safeguarding link governor.

5.3 To discuss the role of governors and the contribution they can make to the school

The Chair raised the following item:

- Governors were invited to consider what more they can do, in their role as governor, to support the school further.
- By way of an example the Chair explained that the school website has recently been up-dated and improved, and it was suggested that there be a governor's page including photographs and a short description of each governor's connection with the school.
- This would raise the profile of the governors, and would inform the parents who the governors are.
- The Chair also suggested that governors consider what more they can do, and to offer up any ideas or suggestions.

Agreed – That governors e-mail [Genevieve Marsh](#) a photo for the school website, with a few sentences to explain why they agreed to be a governor.

The Executive Headteacher raised the following points:

- Governors are a key part of leadership and management in the OFSTED inspection framework.
- Governors are encouraged to arrange a visit to the school, but need to be clear that link governor visits should be about observing teaching, not making judgements about teaching.

- Learning walks are also useful to attend, and specific link governor days with agendas could be set up every term.
- Norna Moses suggested that governors are assigned as link governors to specific classes or subject areas, with the priorities on the School Improvement Plan used as the focus for a visit.
- Attending special events such as the school music concert, Christmas and Easter plays, and the Gospel choir at the Royal Festival Hall on Thursday, 5th March, are ways of supporting the children's achievements.

5.4 Committee meeting attendance

Governors received the report as circulated with the agenda.

5.5 Committee meeting minutes

Governors received the minutes of the following committee meetings as circulated with the agenda:

- Curriculum & Achievement - Wednesday, 19th November, 2014
- Resources - Wednesday, 19th November, 2014
- Curriculum & Achievement - Wednesday, 21st January, 2015
- Resources - Wednesday, 21st January, 2015

Resources committee – Wednesday, 21st January, 2015

The Executive Headteacher gave the following verbal report:

- A governor should have an overview of school finances and monitor the expenditure process on a quarterly basis.
- Abiodun Olalekan volunteered to monitor the school's expenditure process.
- The school will also approach an external financial auditor to review finances more regularly.

6. 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:

- The report is written under OFSTED inspection categories, although this format can be changed to suit governors needs.
- The report includes examples of questions that governors can use to challenge the Executive Headteacher.
- There are frequent changes to the OFSTED framework, and in general teachers have to adapt to these changes at short notice.
- KS1 are trialling the NFER Reading.
- Sam Mburu suggested that the school should start using an adjoining piece of land as a prelude to finding out if it can be acquired.

Chika Reuben left at 6.27 pm.

- Fr Victor Darlington stated that responses to Mass have improved, and congratulated the Executive Headteacher for this.
- Sam Mburu stated that the atmosphere in the school has improved, and congratulated the Executive Headteacher for this.

The Executive Headteacher gave the following answers to questions from governors:

- *What is the difference between APS and capped APS scores?* APS scores are capped for GCSEs. A new OFSTED framework in September 2015 will introduce separate handbooks for different stages in education, ie. Early Years and Primary, Secondary and Post-16.
- *Why is the school predicted to have lower SPAG results in Year 6 this year?* The test changes every year so it is better to be cautious when predicting these results.
- *Why are the KS2 Predictions for 2015 for 2 levels of progress in Writing and in Maths different on pages 4 and 10?* The predictions on page 4 were sent to Southwark Council last year, and the ones on page 10 are revised predictions.
- *Is Writing an issue throughout the school?* Yes, Junior school teachers attended a Dramatic Progress in Literacy course to learn how to improve Writing through drama. This had an impact in Year 6, so all teachers will now be sent on the training course.
- *Are there any concerns over specific gender or other groups of children?* EAL children throughout the school are vulnerable, with a large number of Spanish-speaking children from South America. There can be concerns if there are a lot of Pupil Premium children in a particular year group or class, with one class having all 30 children as eligible for Pupil Premium. There doesn't appear to be any anomalies in attainment between boys and girls.
- *How do you know which children are eligible for Pupil Premium?* When children join the Infants' School (usually in Reception), their parents are asked to submit a form to the school which is then sent to Southwark Council. If the child is eligible for Pupil Premium funding, the school then receives £1,300 per child. Historically it has been difficult to get parents to fill in these forms, so free school uniform is now offered as an incentive to fill in the form, with the uniform given if the child is eligible for Pupil Premium funding. The forms are handed out again to parents when their child joins Year 3 in the Junior School. The Junior School has 120 Pupil Premium children, and the Infants' School has 38 Pupil Premium children. A report on Pupil Premium expenditure is on the school website, and this year the funding was spent on splitting two Year 6 classes into three classes of twenty children.

- *How do you manage behaviour in the school?* Behaviour is managed through SEN or interventions, which can be problematic as families sometimes don't like that label, and they have to agree to that support being given. This can also be problematic for some children who have deep rooted emotional needs that haven't been addressed. It was stated that some children have to travel long distances to get to school due to housing issues. Extra clubs are offered where possible.
- *Can the school hire a Home School Support Worker to support vulnerable families?* The school has been in contact with CAMHS to try and access this service. Early Help will be coming into the school, and the school has an Education Welfare Officer for the first time in two years.

Fr. Victor Darlington and Vera Asiababor left at 6.30 pm.

- *What is the latest update on the windows?* They need to be replaced with wooden windows, and the Executive Headteacher will be holding a meeting in the school on 23rd February to discuss this further.

7. **Budget 2015/16**

Agreed – That this item be delegated to the next Resources committee meeting on Wednesday, 29th April, 2015.

Action: Resources committee

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

8.1 **Executive Headteacher Recruitment**

The Chair gave the following update:

- The governing body advertised for the full-time Executive Headteacher position, and the current interim Executive Headteacher was the only applicant.
- There will be an interview on Thursday, 26th February, after which the interview panel will make a recommendation to the governing body.
- It was suggested that a brief additional governing body meeting be held on Thursday, 26th February at 4.00 pm, with the purpose of the meeting to ratify the decision of the interview panel.
- The clerk confirmed that governors can be counted as 'present' at the meeting if they participate by other means such as phone or video conferencing.
- The clerk confirmed that Staff governors or Co-opted governors who are staff members are eligible to vote on the appointment of the Executive Headteacher, but the current Executive Headteacher and Associate Members are not.
- Dame Sylvia Morris DBE agreed to clerk the additional governing body meeting. **Action: Dame Sylvia Morris DBE**

- The clerk undertook to e-mail governors the date of the next governing body meeting. **Action: Clerk**

8.2 Policy schedule

Governors received the report, as well as the Staff Disciplinary Procedure as circulated with the agenda, and the Executive Headteacher gave the following answers to questions from governors:

- *Is the latest Southwark Council HR model Staff Disciplinary Procedure different to the Diocesan version?* There are slight differences, but as the school buys into the Southwark Council HR service, it would be better to use their model HR policies.

Abiodun Olalekan and Theresa Emenike left at 6.39 pm.

- *Are policies adopted by the governing body applicable to the Infants' and the Junior Schools?* Yes, Southwark HR models are adapted so they refer to both schools. The Health & Safety Policy will be adapted to include reference to the Junior School.
- *Are the policies available on the school website?* Some policies are, and the rest will be added as soon as possible.

Agreed – That governors adopt the Staff Disciplinary Procedure as circulated with the agenda, as well as the following policies as recommended by committees:

- Accessibility Plan
- Charging Policy and Remissions
- Equality Information and Objectives Statement
- Governors' Allowances Policy
- Governors' Statement on Behaviour & Discipline
- Health & Safety Policy and Risk Assessments
- Home School Agreement
- Sex and Relationships 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, 10th June, 2015:

Governing Body Responsibility – Wednesday, 10th June, 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:

Spring term

Governing body - **Thursday, 26th February, 2015, 4.00 pm**

Summer term

Curriculum & Achievement

- Wednesday, 29th April, 2015, 5.00 pm

Resources

- Wednesday, 29th April, 2015, 6.00 pm

Governing body - **Wednesday, 10th June, 2015, 5.00 pm**

Governors noted that an additional governing body meeting will be held on Thursday, 26th February at 4.00 pm to ratify the decision of the interview panel for the Executive Headteacher position.

10. Any Other Business

The Executive Headteacher suggested that the school should hire a Family Support Worker, and two additional teachers to act as contingency cover if any member of staff leaves.

Agreed – That governors approve the recruitment of a Family Support Worker and two additional teachers.

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