

**Minutes of a governing body meeting of St. Joseph's Camberwell
Catholic Schools' Federation on Wednesday, 10th June, 2015 at 5.00 pm**

Governors Present: Patsy Winters (Chair), Anita Gallagher (Executive Headteacher), Katie Brooks, Karen Chys, Fr Victor Darlington, Sawudatu Koroma, Sam Mburu, Dame Sylvia Morris DBE, Darren White

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

Clerk: John Finch

The meeting started at 5.06 pm and was quorate, and Fr Victor Darlington opened the meeting with a prayer.

1. Apologies for absence

Apologies were received from Vera Asiababor, Theresa Emenike, Abiodun Olalekan and Chika Reuben, and consent was given for their absence.

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, 11th February, 2015

3.1 Approval of the minutes

Governors received the minutes of the governing body meeting on Wednesday, 11th February, 2015, as circulated with the agenda, and they were approved as a correct record.

3.2 Matters arising from the minutes

The following matters were raised:

- Governors were reminded to e-mail [Genevieve Marsh](#) a photo for the school website, with a few sentences to explain why they agreed to be a governor.
- The recruitment of a Family Support Worker and two additional teachers has not yet happened whilst budget issues are being resolved.

4. Governing Body

4.1 Governing body membership and vacancies

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

- Fatima Drameh has lapsed as a Foundation governor and governors wished her well.
- The Chair is trying to find a replacement Foundation governor, and stated that it might be good to find a Spanish or Portuguese speaking governor so that the governing body is more representative of the local community.
- Fr Victor Darlington will be asking for nominees in his newsletter, and Katie Brooks undertook to put him in touch with a prospective Foundation governor. **Action: Katie Brooks**
- Dame Sylvia Morris DBE stated that she will be resigning as Authority governor at the end of the meeting, and governors thanked her for her work.
- Brona Reeves has had her nomination as replacement Authority governor approved by Southwark Council.

Agreed – That governors appoint Brona Reeves as Authority governor from 11th June, 2015.

4.2 Governing body meeting attendance

Governors received the report as circulated with the agenda.

Karen Chys arrived at 5.23 pm.

4.3 Governor Training and Development

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

- Governors had only attended a few formal Southwark Council training courses in 2015.
- The Chair encouraged governors to attend as many training courses as possible as it will help them to understand better how the school is run, and how important the role of governor is.
- The Executive Headteacher stated that it is important for governors to have training on effective governance and the new OFSTED framework, and the clerk undertook to contact Ela Cleary to set up an in-house training session for governors. **Action: Clerk**
- The Chair reported that she had attended a one day Diocesan Governor conference on Saturday, 21st March with Sawudatu Koroma, Vera Asiababor and Theresa Emenike.
- It was stated that it was a very rewarding and informative day in which the role of governor in Catholic schools was discussed at length.
- The opening speech was given by Archbishop Peter Smith, and there were also a number of workshops providing the

opportunity for governors to ask questions about the role of being a governor.

- The workshops covered Section 48, the importance of Ofsted inspections, new opportunities for collaboration with neighbouring schools, the role of the clerk and the role of the National Leader of Governance.
- A talk by a parish priest who is a governor at three schools was insightful, and all governors thoroughly enjoyed the day and learnt a great deal from it.

5. Committees

5.1 Committee membership and link governor roles

Governors received the reports as circulated with the agenda, and the following change to committee membership was made:

- First/Second committee – Brona Reeves to join the standing committees in the event that a panel needs to be called.
- Resources – Brona Reeves to join the committee.

The following link governors were also agreed:

- SEN - Katie Brooks
- SGA - Patsy Winters
- Training - Executive Headteacher

The following points were raised:

- It was suggested that the Executive Headteacher inform governors of themes that are linked to the School Improvement Plan and set aside link governor days around these themes, with governors coming in to the school on days that they are available.

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

- *Are you expecting an OFSTED inspection this year?* Yes.
- *Do you need a link governor for any particular areas that OFSTED might be interested in?* No, what is needed is for governors to come in and visit the school on a regular basis.

Brona Reeves arrived at 5.45 pm and governors introduced themselves.

5.2 Link governor reports

The following points were raised:

- There have been a number of visits by governors into the school.
- Dame Sylvia Morris DBE has visited the school to discuss finance and the budget.

- Key issues that were raised were that the school needs to ensure that voluntary funds are audited, and it was noted that the governing body has control over the procedure.
- Systems and procedures need refining, and audit reports should be sent to Resources committee meetings.
- Robert Ashdown was recommended to the school and he visited the school to discuss the auditing of the school fund, and he has informed the school that he is available to give further advice if required.
- Katie Brooks undertook to visit the school as SEN and Safeguarding link governor, and undertook to report back to the governing body meeting on Wednesday, 25th November, 2015.
Action: Katie Brooks
- The Chair has attended a number of assemblies, including the St. Patrick's Day celebration, in addition to her weekly catch-up meetings with the Executive Headteacher.
- The Chair and a number of other governors have also come into the school to contribute towards Inspection 48.

5.3 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, 29th April, 2015
- Resources - Wednesday, 29th April, 2015

The Executive Headteacher gave the following verbal reports:

Curriculum & Achievement – Wednesday, 29th April, 2015

- The Executive Headteacher met with Madeleine Danaher, Senior Adviser at Southwark Council, and the School Improvement Plan was written following the meeting.
- A CES statement on British values has been added to the school's mission statement on the school website.
- Southwark Council has a dedicated officer to tackle radicalisation.
- The Chair stated that the Section 48 inspection on R.E. was judged as Outstanding.
- KS1 SATS moderation took place on Tuesday, 9th June and was very good.

The Executive Headteacher answered the following questions from governors:

- *Do you have any concerns regarding radicalisation in either school?* No. Pat Reilly will lead on PSHE, anti-bullying and behaviour across both schools to give children a better level of understanding.
- *Is sex education linked to PSHE?* Yes, and teachers across both schools will be trained in how to deliver this part of the curriculum.

Delia Jameson arrived at 5.57 pm

Resources committee – Wednesday, 29th April, 2015

- The school is waiting for funding for a SEN child who is currently in Year 1.

The Executive Headteacher answered the following questions from governors:

- *Has the surplus in the Junior school budget been allocated, and can it be recalled if it hasn't?* It has not been allocated, and it will not be recalled as it will be used as contingency.
- *Why is Southwark Council so slow in releasing funding for SEN children?* Obtaining funding for SEN children is a national problem. It was noted that the school has to cover any costs of provision, and funding when it is received is not backdated.
- *Is the Infants' school budget in deficit?* No, but it might be at the end of the financial year as there is only a small contingency of £4,000.
- *Are children being excluded from attending the school trip due to the cost?* No, all children are offered the opportunity to go. Some children don't want to go and some parents don't want to go. The school can subsidise parents that can't afford the cost.

Agreed – That governors take the following action regarding SEN funding:

- Katie Brooks and Brona Reeves undertook to write to Southwark Council on behalf of the governing body to state that the Infants' school cannot afford to give appropriate provision for SEN children without the budget running into a deficit.
Action: Katie Brooks/Brona Reeves
- The Executive Headteacher undertook to raise the issue of SEN funding at the Headteacher's Executive meeting.
Action: Executive Headteacher
- The Chair undertook to raise the issue of SEN funding at the SGA meeting on Wednesday, 17th June, 2015. **Action: Chair**

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:

6.1 Leadership & Management

- An OFSTED inspection is expected next year, with each school receiving its own inspection.
- A new OFSTED inspection framework is expected in September 2015.
- As a "Good" school, it is expected that the inspection will last for one day.
- It is important to have an effective governing body, as this will be judged as part of leadership and management.

6.2 Behaviour & Safety

- Children's behaviour is good, but analysis of data on behaviour needs improving.
- Lack of space in the schools, particularly in the playground, has an impact on improving behaviour, especially with the younger children.
- The number of accidents is recorded by the SMT.
- 34 children have been placed in reflection because of their behaviour, with 50 % of incidents taking place in the playground.

6.3 Quality of teaching

- The quality of teaching in the school is good, and this has been evidenced in assessment moderation, environment learning walks and lesson observations for each member of staff.
- Lesson observation forms are filled in every term and reviewed.
- Pupil progress is included on the form so that teacher performance is linked to the progress of children.
- Three NQTs are leaving the school this summer.

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

- *Are lesson observation forms shared with teachers after they are filled in?* Yes, they are given to teachers as part of the performance management process.
- *Do you have any concerns about the quality of teaching?* No, and teaching has also been monitored externally. A learning walk and lesson observations were carried out by Madeleine Danaher and no concerns were raised.

6.4 Achievement

- Assessment training will take place on Thursday, 9th July as levels are being discontinued, and this is a national initiative.
- Schools can have their own assessment system that is not comparable to other schools locally or nationally, but the school would rather wait for the Southwark model.
- There may be standardised national data, so the school may look into additional testing.
- The Infants' school is a model of good practice in Southwark for EYFS.
- EYFS children are expected to achieve their predicted target of 65 %.
- The national phonics check will take place on Monday, 15th June.
- Results for Writing in Year 1 are expected to be lower than last year's results due to a less able cohort.
- The schools have spent £40,000 on cover for maternity leave.
- Improving outcomes for more able children is a focus in the School Improvement Plan.
- Assessment starts in the Infants' school in Reception.
- Two teachers will be moving from the Junior to the Infants' School in September.
- As a result of the Section 48 inspection, a teacher will be working across both schools, and a parent forum has been set up.

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

- *What is being done to improve results in Year 1, as they have had a number of teachers over the past year?* An extra member of staff has been placed in the class and things are stabilising.
- *Are more able children moved up to the next year?* No, their work is adapted to meet their needs. There is a low number of more able children as 28 % of children are working at expected levels when they enter the school, and there is a lot of mobility and a high number of EAL children in the school. However, children in the school make very good progress.
- *What can be done to support more able children even further?* A class teacher will be working next year on supporting more able children. They will be focussing on the curriculum for Maths in Year 6, and doing intervention teaching.
- *What are you doing to improve Writing?* Lots of intervention work is being done. The School Improvement Plan is focussing on how children can improve communication and spoken language skills.
- *What has been done this academic year to improve Writing, as this was an issue last year?* All teachers have been on training and Writing has improved. Teachers are cautious when levelling so assessment needs improving. External moderators tend to improve teacher assessments.

- *Has moderation of KS2 Writing taken place?* No, this was done last year. Year 6 teachers will be attending other schools to observe moderation.
- *What have you done to improve Maths since the last OFSTED inspection, as this was raised as an issue?* Year 6 classes have been split, with more able children grouped together for intervention. A Maths intervention teacher has been employed to work with a Level 6 group. SEN children have had Maths interventions, and Year 5 children have been helped before they move into Year 6. An NQT in Year 3 has also been working with small groups of children.

7. **Budget 2015/16**

Agreed – That governors approve the Infants' and Junior school budgets as recommended by the Resources committee.

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

8.1 Policy schedule

Governors received the School Improvement Plan 2015-2016 as circulated at the meeting, and the Executive Headteacher gave the following update:

- The School Improvement Plan is written to match the four areas that OFSTED inspect and is a work-in-progress.
- The policies that governors are being asked to adopt are available on request, and will be placed on the school website.
- Governors were invited to e-mail the Headteacher if anything needs to be added into the School Improvement Plan, or if there are any changes to the policies that they are being asked to adopt.

Agreed – That governors adopt the following policies as currently in use in the school:

- Behaviour Policy
- Complaints Policy
- Freedom of Information Act Publication Scheme
- School Improvement Plan
- Special Educational Needs Policy
- Supporting Pupils with Medical Conditions 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, 25th November, 2015:

Resources committee – Wednesday, 16th September, 2015

- Financial Scheme of Delegation

- Safeguarding Children Policy
- Teacher Appraisal Policy
(all last adopted 22/10/14, annual review required)

Governing Body Responsibility – Wednesday, 25th November, 2015

- Pay Policy
- Terms of Reference – Curriculum & Achievement committee
- Terms of Reference – Resources committee
(all last adopted 22/10/14, annual review required)

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, 16th September, 2015, 5.00 pm

Resources

- Wednesday, 16th September, 2015, 6.00 pm

Governing body - Wednesday, 25th November, 2015, 5.00 pm

Spring term

Curriculum & Achievement - Wednesday, 13th January, 2016, 5.00 pm

Resources - Wednesday, 13th January, 2016, 6.00 pm

Governing body - Wednesday, 2nd March, 2016, 5.00 pm

Summer term

Curriculum & Achievement - Wednesday, 20th April, 2016, 5.00 pm

Resources - Wednesday, 20th April, 2016, 6.00 pm

Governing body - Wednesday, 29th June, 2016, 5.00 pm

10. Any Other Business

Fr Victor Darlington raised the following item:

- Mike Cullinane is retiring from the Diocese, and governors were invited to attend his leaving mass at St. George's Cathedral on 1st July at 2.00 pm.
- It was suggested that governors think of giving him a gift to thank him for the help he has given to the school.

The meeting ended at 7.33 pm, and Fr Victor Darlington closed the meeting with a prayer.

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