

**Minutes of a governing body meeting of St. Joseph's Camberwell  
Catholic Schools' Federation on Wednesday, 25<sup>th</sup> November, 2015 at  
5.00 pm**

Governors Present: Patsy Winters (Chair), Anita Gallagher (Executive Headteacher), Katie Brooks, Karen Chys, Fr Victor Darlington, Theresa Emenike, Sam Mburu, Brona Reeves, Chika Reuben, Sawudatu Koroma, Elaine Player, Vera Asiababor

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

Clerk: John Finch

The meeting started at 5.11 pm and was quorate, and Fr Victor Darlington opened the meeting with a prayer.

**1. Apologies for absence**

Apologies were received from Darren White, and consent was given for their absence. Governors noted the absence of Abiodun Olalekan without apologies.

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

There were no declarations of interest in the agenda.

**3. Election of Chair**

Patsy Winters was nominated for the position of Chair.

**Agreed** – That Patsy Winters be elected as Chair of the governing body for 2015-16.

*Sawudatu Koroma arrived at 5.17 pm.*

**4. Election of Vice-Chair**

Sawudatu Koroma was nominated for the position of Vice-Chair.

**Agreed** – Unanimously that Sawudatu Koroma be elected as Vice-Chair of the governing body for 2015-16.

The Chair thanked Chika Reuben for her work as Vice-Chair.

**5. Minutes of the last governing body meeting on Wednesday, 10<sup>th</sup> June, 2015**

## 5.1 Approval of the minutes

Governors received the minutes of the governing body meeting on Wednesday, 10<sup>th</sup> June, 2015, as circulated with the agenda, and they were approved as a correct record.

## 5.2 Matters arising from the minutes

The following matters were raised:

- A Family Support Worker has not been recruited, as two existing Learning Mentors cover this work.
- The idea of a Family Support Worker is a good one in principle, but finances are not available to spend on this at the moment.
- The school will be taking part in a programme called Families and Schools Together, run by Save the Children.
- The programme will be run in the summer term, and will bring in £2,000 in funding.
- The Executive Headteacher raised the issue of SEN funding at the Headteacher's Executive meeting, and all schools are having the same difficulties receiving statutory funding.

*Elaine Player arrived at 5.24 pm.*

The Executive Headteacher answered the following question from a governor:

- *Is the Headteacher's Executive group putting pressure on senior management at Southwark Council to resolve the difficulties schools are having in obtaining statutory SEN funding? Yes, although part of the difficulty is that the SEN team at Southwark Council have been cut. Katie Brooks and Brona Reeves undertook to write to Southwark Council again 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. The Executive Headteacher advised to keep this action on-going, but not to action it just yet.*

**Action: Katie Brooks/Brona Reeves**

## 6. Governing Body

### 6.1 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.

### 6.2 Governing body membership and vacancies

Governors noted that Elaine Player was appointed as Foundation governor on 18/9/15, and there are no vacancies. The Chair welcomed Elaine to the governing body.

### 6.3 Governing body meeting attendance

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

- The Chair encouraged governors to make every effort to attend meetings as this was part of their commitment as governors.
- OFSTED will look for good governor attendance in an inspection.
- The clerk undertook to write to Abiodun Olalekan to state that he will lapse as a governor if he does not attend, or send apologies for, the next governing body meeting on Wednesday, 2<sup>nd</sup> March, 2016. **Action: Clerk**
- The Chair undertook to write to Abiodun Olalekan to find out if he wishes to continue as a governor. **Action: Chair**

### 6.4 Governor Training and Development

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

- The Chair, Vera Asiababor, Theresa Emenike and Sawudatu Koroma attended a training course on Thursday, 8<sup>th</sup> October entitled “The new national curriculum and assessment without levels”.
- In-house training provided by Southwark Council on the new OFSTED requirements had a very good turn out from governors.
- The clerk confirmed that there is no extra charge to the school when governors are absent from training courses, but they should send apologies if they can't attend.
- The school signs up to Southwark Council's training SLA, and all governors were encouraged to attend as much training as possible, especially induction training for new governors.
- It was suggested that the reports should also include Associate Members, and the clerk undertook to change the reports. **Action: Clerk**

## 8. Headteacher's Written Report

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

- KS 1 Thinking Time Feed Back
- Behaviour in the Junior School
- School Development Plan 2015-16
- School Self-Evaluation Summary
- St. Joseph's Catholic Infants' School – Inspection Dashboard
- St. Joseph's Catholic Junior School – Inspection Dashboard
- Teaching & Learning Review - 12<sup>th</sup> October, 2015

The Executive Headteacher gave the following verbal report:

- The curriculum, Pupil Premium and safeguarding are included in the report under separate headings as they are key areas under the OFSTED framework.
- It has been an extremely difficult start to the year because of changes to the assessment and OFSTED frameworks, and staff were thanked for their hard work.

*Vera Asiababor arrived at 5.39 pm.*

- The two new frameworks will bring more challenges as the year goes on.

Fr Victor Darlington stated that parental feedback was very good about the SLT, and the Chair thanked them for their hard work.

- It is unclear what assessments will look like, and how they will be reported to parents.
- It is predicted that children will be given a scaled score with an average of 100, and variations above or below the average.
- This will be an interim measure so can't be reported to parents.
- It was suggested that the Governors' Achievement Group (GAG) be reinstated to quality assure the new assessment framework.
- The GAG will consist of Katie Brooks, Theresa Emenike, Brona Reeves, Chika Reuben and Patsy Winters.
- Baseline data has been collected and the next set of assessment data will be available on Friday, 4<sup>th</sup> December, so it would be useful for the GAG to meet at the beginning of January.
- KS1 writing and Pursuing Excellence projects are being run as the school is moving towards becoming Outstanding.
- 75 % of children have EAL, so there will also be projects concentrating on this area.
- The Executive Headteacher attended a safeguarding conference in October, and has booklets to hand out to families on FGM, trafficking and child abuse.
- There are items on radicalisation and sexual abuse of children included in the Child Protection Policy.
- The SLT hold a safeguarding meeting every week, and this week 13 families were discussed.

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

- *Given the difficult start to the year, are you being asked to do things that are unnecessary?* The removal of asbestos from the school was managed in the summer, and funding for the windows project has been reapplied for. It would be preferable for the focus to be on teaching and learning. Headteachers in other schools are facing similar issues.

- *Is there anything governors can do to support the SLT?* It is useful knowing that governors are available to discuss issues with.
- *Is there a list of future premises works that need to be completed?* This will be given to the Resources committee.
- *Will parents be receptive to booklets on FGM, trafficking and child abuse?* These are issues that need to be addressed with parents. A letter will be written to parents regarding the booklets, and Sawudatu Koroma agreed to look at the letter and comment before it's sent out. **Action: Sawudatu Koroma**
- *How will the letter be distributed to parents?* The letter will be placed in a sealed envelope and collected by parents in person, or mailed to them.
- *Will the letters be translated?* Some will be translated into French.
- *Will you also be meeting with parents to discuss these issues?* Yes, in the spring term. Fr Victor Darlington also offered to pass information to parents through the church. Staff will be having training on FGM on Monday, 22<sup>nd</sup> February at 3.30 pm, and governors are welcome to attend.

*Norna Moses left at 6.07 pm.*

- *What sort of issues does the SLT discuss at its weekly safeguarding meeting?* Issues such as attendance and punctuality are discussed alongside more serious concerns.

## **7. Committees**

### **7.2 Link governor reports**

Governors received a document titled "Governor Report on Safeguarding in St. Joseph's" as circulated at the meeting, and Katie Brooks gave the following verbal report:

- Safeguarding is an area of increasing importance for OFSTED, and it is important that the school covers all aspects of safeguarding, and not just the statutory requirements.
- There is an increased emphasis on promoting children's welfare and preventing radicalisation and extremism.
- Governors have a responsibility for safeguarding, and must ensure that policies, procedures and training are effective and comply with the law at all times.
- Governors should know areas of weakness and what is being done to address them, and the impact of these actions.
- An audit of private fostering arrangements of children in the school should take place.
- An external cyber audit should take place at the school, and cyber safety training and FGM awareness within the school should be reviewed.

*Fr Victor Darlington left at 6.12 pm.*

The SLT gave the following update:

- The School Council is doing work on keeping children safe, including making a list of adults that they can approach if they are worried about something.
- An assembly was held for Road Safety Week.
- A single central register is held by the school, and the school can be put into special measures if OFSTED deem any aspect of this to be incomplete or wrong.
- The register just includes staff and regular volunteers and not governors, and it includes information on how they are vetted.
- Governors were asked to review the document in the link governor report and to send any comments to Katie Brooks.

Katie Brooks gave the following answer to a question from a governor:

- *Do British Values come under safeguarding?* Yes, they are one of the measures for preventing radicalisation and extremism.

The report was noted and governors agreed it was a very helpful document that helped them to focus on key issues around safeguarding.

## **8. Headteacher's Written Report**

The Executive Headteacher gave the following verbal report:

- Staff are visiting other schools to work with their staff and share best practice, whilst the Executive Headteacher is mentoring another Headteacher.
- The school is used as an example of good practice in Early Years by Southwark Council.
- November is anti-bullying month, and this term there have been assemblies for all year groups bar Reception on anti-bullying by 'The Power Of One' Theatre Company.
- This is going to be further supported by Childnet assemblies in the spring term on e-safety.
- There are a number of school events coming up which governors are welcome to attend.

The Executive Headteacher gave the following answer to a question from a governor:

- *What effect are the anti-bullying assemblies having?* They are empowering children.

*Chika Reuben left at 6.33 pm.*

## **7. Committees**

### 7.1 Committee membership and link governor roles

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

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

### 7.3 Committee meeting attendance

Governors received the report as circulated with the agenda.

### 7.4 Committee meeting minutes

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

- Curriculum & Achievement - Wednesday, 16<sup>th</sup> September, 2015
- Resources - Wednesday, 16<sup>th</sup> September, 2015

Patsy Winters gave the following verbal reports:

#### Curriculum & Achievement – Wednesday, 16<sup>th</sup> September, 2015

- A number of governors came into the school to observe teaching and learning on Monday, 12<sup>th</sup> and Tuesday, 13<sup>th</sup> October.

#### Resources committee – Wednesday, 16<sup>th</sup> September, 2015

- Patsy Winters and Brona Reeves gave a commitment to attend a budget training course.
- Katie Brooks has advertised Reception vacancies on social media.

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

### 9.1 Arrangements to review Headteacher's performance

The Executive Headteacher reported that this has taken place.

### 9.2 Publication of Governor's Details and the Register of Interests/Governor Code of Conduct

Governors received documents titled "Constitution of Governing Bodies – Statutory Guidance – August 2015" as circulated via e-mail prior to the meeting, and the clerk drew governors attention to the following points on page 10:

- The governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form (the information should be on a webpage without the need

to download or open a separate document), and this should include:

- the structure and remit of the governing body and any committees, and the full names of the chair of each;
  - for each governor who has served at any point over the past 12 months:
    - their full names, date of appointment, term of office, date they stepped down (where applicable) and who appointed them (in accordance with the governing body's instrument of government),
  - relevant business and pecuniary interests (as recorded in the register of interests) including:
    - governance roles in other educational institutions;
    - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
  - their attendance record at governing body and committee meetings over the last academic year.
- Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.
  - Governing bodies should make it clear in their code of conduct that this information will be published on their governors and any associate members.
  - Any governor failing to provide information to enable the governing body to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing body into disrepute, and in such cases the governing body should consider suspending the governor.

Governors received the August 2015 version of the “NGA Governors’ Code of Conduct” as circulated via e-mail prior to the meeting, and the clerk raised the following points:

- The NGA Governors’ Code of Conduct has been amended to reflect the changes in the updated “Constitution of Governing Bodies – Statutory Guidance – August 2015”.
- It is not statutory to have a Governors’ Code of Conduct, but it is good practice to adopt one.

### 9.3 Policy schedule

Governors received the report, as well as the Pay Policy as circulated with the agenda, and the Executive Headteacher raised the following points:

- The Child Protection Policy incorporates safeguarding, and the latest Southwark Council policy was updated in April 2015.

- The Pay Policy was updated by Southwark Council in September 2015.

Brona Reeves gave the following answer to a question from a governor:

- *Has there been an audit on equal pay?* No, because teacher's pay is banded, so this has eradicated such issues. Higher Education establishments have more freedom to pay staff different amounts. The Executive Headteacher reported that the wider issue for Southwark schools is the retention of staff.

**Agreed** – That governors adopt the Governors' Code of Conduct and Pay Policy as circulated with the agenda, and re-adopt the following policies as currently in use in the school:

- Child Protection Policy
- Financial Scheme of Delegation
- Teacher Appraisal Policy
- Terms of Reference – Curriculum & Achievement committee
- Terms of Reference – Resources committee

#### **10. 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

Curriculum & Achievement - Wednesday, 13<sup>th</sup> January, 2016, 5.00 pm  
Resources - Wednesday, 13<sup>th</sup> January, 2016, 6.00 pm

**Governing body - Wednesday, 2<sup>nd</sup> March, 2016, 5.00 pm**

##### Summer term

Curriculum & Achievement - Wednesday, 20<sup>th</sup> April, 2016, 5.00 pm  
Resources - Wednesday, 20<sup>th</sup> April, 2016, 6.00 pm

**Governing body - Wednesday, 29<sup>th</sup> June, 2016, 5.00 pm**

#### **11. Any Other Business**

The following points were raised:

- It was suggested that there should be a governor's purpose document to raise awareness of the roles and responsibilities of governors, and actions taken to meet them.
- Sheila Kirrane stated that the SLT would like to give girls in the Infants' school the choice of wearing trousers.

**Agreed** – That governors agree that girls can have the choice of wearing trousers in St. Josephs' Catholic Infants' School.

The meeting finished at 6.58 pm, and the Chair closed the meeting with a prayer.

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