

St. Joseph's Camberwell Catholic Schools' Federation

Minutes of a meeting of the Governing Body held at the school at Pitman Street, on Wednesday, 30th November, 2016 at 5.00 pm

PRESENT

Katie Brooks	
Fr Victor Darlington	
Anita Gallagher	Executive Headteacher
Delia Jameson	Head of Junior School (Associate Member)
Sheila Kirrane	Head of Infant school (Associate member)
Sawudatu Koroma	
Sam Mburu	
Norna Moses	Associate Member
Elaine Player	
Brona Reeves	
Patsy Winters	Chair

In Attendance

Maureen Boyle	Governor Development Advisor
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1. Apologies for Absence

Apologies for absence were received from , Karen Chys, Chika Reuben and Vera Asiababor. It was **RESOLVED** to consent to their absence.

(**Note from Clerk** Theresa Emenike's apologies were subsequently received – she had asked Chika to convey them to the meeting)

2. Declarations of Interest in the agenda

There were none.

2. Election of Chair

The Clerk took the chair for this item. Patsy Winters was nominated and withdrew from the meeting which a vote was taken. It was **RESOLVED** to elect Patsy to serve as Chair of Governors until the first meeting of the autumn term 2017.

3. Election of Vice-Chair

Sawudatu Koroma was nominated as Vice-chair and withdrew from the meeting while a vote was taken. It was **RESOLVED** to elect Sawudatu to serve as Vice Chair of Governors until the first meeting of the autumn term 2017.

5. Minutes of the last governing body meeting on Wednesday 29th June 2016

5.1 **Approval of the minutes**

It was **RESOLVED** to sign the minutes of the meeting held on 29th June 2016 as a correct record.

5.2 **Matters Arising (not appearing elsewhere on the agenda)**

The Chair asked if there had been any move to establish a brownie or cub pack and it was noted someone had come in to talk to the children about existing local packs. This has not been pursued further because, again, it takes away from local groups and then they are not viable

TAs had a training session in September and they had regular meetings where they were briefed. Two TAs in Reception had attended training in Tooley St which was helpful. It was planned that staff should attend first aid training.

Two children who had started in Reception had ASD and there were three others about whom there were concerns. The School was collecting evidence to allow an application for an EHCP to be made for the two children with ASD. The school was in discussion with parents of the other three. The school was only given additional funding where an EHCP was in place and the LA agreed to fund. The school was paying for two TAs - an additional resource to support these children in class.

There was one child in reception whom the school suspected had Tourette's and constantly shouted f*** off. The school was working with the children in the class to encourage them not to re-act but this was quite difficult given the age of the children.

6. **Governing Body**

6.1 **Register of Business Interests**

The Clerk circulated a pro-forma for governors to record any business interest, governorship at another educational institution or relationship with another governor or member of staff. She advised that if a governor had no such interest they should write "nil" and they must sign and date the form. It would be held in school and the content published on the school website.

6.2 **Information to Publish on School website**

The Clerk advised that the school was required to publish on the website information about membership of the Governing Body, committees, and attendance at the Governing Body and committees. She agreed to send summaries of Governing Body attendance and committee attendance to the Executive Headteacher.

ACTION Clerk

6.3 **Governing body membership and vacancies**

It was reported that a parent governor election was underway.

Fr Victor would consider those candidates who were unsuccessful in the election for appointment to the Foundation place.

6.4 Governing body meeting attendance

A summary of governor attendance was included with the papers for the meeting. Attendance at meetings was generally good. The Clerk reminded governors that anyone who failed to attend a meeting of the Governing Body for six months, and either did not give apologies, or the meeting did not consent to their absence, lapsed as a member of the Governing Body. This effectively meant that any governor who missed two consecutive meetings of the Governing Body would lapse and governor needed to ensure they sent apologies if they could not attend.

6.5 Governor training and development

Governors reported that the training provided by Southwark which they attended had been very good.

The Clerk reminded governors that the Governing Body was entitled under the SLA to have a whole Governing Body session. Governors will discuss this at the GAG meeting to determine what the subject of the training should be and the Chair will contact Ela Cleary.

ACTION Chair

7. Committees

7.1 Committee membership and link governor roles

It was noted that the list circulated was correct.

7.2 Link governor Reports

Patsy Winters reported that on this occasion she had been unable to attend the autumn term SGA meeting. She encouraged governors to attend in future if they could as it covered a range of helpful and interesting subjects to broaden governors' knowledge.

A governor raised some of issues surrounding the case where a child attending another school had been murdered in the area. The school concerned had handled it extremely well and had supported the children and families. They had arranged counselling for the children and there had been a vigil for the child.

Governors were confident that St Joseph's would be able to respond in such tragic circumstances in a compassionate and supportive way and that there were systems in place. When tragedies had taken place in the past eg a

house fire and family death - the School had come together in prayer and support for those affected.

The incident had raised a question about physical abuse towards children and governors questioned how the issue of physical punishment within families was addressed in school.

The Executive Headteacher responded that the school had held parental events to speak about disciplining children without resorting to physical abuse and had also sent out information explaining what to do and not to do. If a child made a disclosure the school would speak to the parents. When the school met with new parents they were given a booklet from Southwark Council and the Headteacher drew their attention to those chapters relating to action the school was required to take if incidents were brought to the school's attention – it was explained they will be followed up. The school worked very closely with the Early Help Service.

It was reported that there were sixteen vulnerable children who were monitored closely by the school. There is a weekly discussion. Staff are very observant and know the children well so can pick up on any concerns.

Fr Victor said he was happy to have discussions with families from a Nigerian background about the cultural aspect of disciplining their children.

There were often child protection issues to pick up in September, when most children had returned to school. There may be issues that other parents have picked up and pass on – eg child is seen in park or library on their own.

7.3 Committee meeting attendance

A summary was circulated and noted by governors.

7.4 Committee meeting minutes

Curriculum & Achievement

Minutes of the meeting held on Wednesday 5th October 2016 were noted.

Resources

Minutes of the meeting held on Wednesday 5th October 2016 were noted.

The Sub group had met and had looked at financial challenges facing the school. They were aware of potential financial difficulties facing the school in the next year or so but no immediate action was needed. However the sub group would meet again to consider some options. There would be challenges in the future.

A company had been booked to carry out a fire risk assessment on 21st December.

7.5 Terms of reference

It was **RESOLVED** adopt

- Terms of Reference – Curriculum & Achievement committee
- Terms of Reference – Resources committee
- Terms of Reference – Pay Committee

The Clerk agreed to share terms of reference for the admissions committee at another Catholic school.

ACTION Clerk

It was noted that the pay committee should meet in October next year.

8. Headteacher's Written Report

The Headteacher's report had been circulated to governors in advance of the meeting

It was likely that there would be an Ofsted inspection within the next year. Given the 2016 SATs results were disappointing it would be helpful to have another year of data to refer to. However the school can clearly demonstrate progression. The school's data was above floor standards but below national averages. The whole process of assessment and testing had been recognised nationally as being challenging. However it was recognised that more needed to be done to secure further improvement.

The 5 year trend was above national and the school was aware of its areas of weakness. Progress was good and the school was working on having equally good attainment. Each child represented 1.7% of the total.

It was stressed that governors need to be aware of the data and noted that it was discussed in detail at the GAG meetings.

Measures of attainment and progress have changed and progress was considered from EYFS to the end of KS2.

For early years the school target was for 75% to achieve GLD (good level of development). The baseline was 18% for this year which was notably low. Last year it was 28%, still very low, and yet Reception managed to attain 68% at the end of the year – a very good achievement. .

A number of small changes have been made to boost progress further eg . better use of cover for when early years teachers have PPA.

A governor asked why the baseline was so low.

The pre school children attended a wide range of Early Years providers and some of the private nurseries were not of a good educational standard . Some of the children were not conversed with at home and they sometimes arrived in school without knowing how to respond to basic questions or

greetings. Many children come from areas of high deprivation and English is a second language for many families.

A governor noted the SATs results were disappointing and asked how much emphasis will Ofsted put on progress rather than attainment?

Ofsted will look very closely at progress and will look at children's starting points. The 2016 Year 6 cohort had been struggling to meet higher standards throughout but had made good progress. Ofsted will also look at attainment and the school must have a clear explanation as to why children have not reached a high level of attainment. The school acknowledged attainment had been disappointing but had learnt some lessons and was working very hard at improving attainment.

There was an additional challenge in the range of languages which the school families speak – many did not have English as their first language. . The Infant Headteacher reported that an International Evening was held in October which was very well supported and celebrated the diversity of the school with food and costumes.

A governor asked what the school could do to support parents in interacting with their children.

The school held a series of workshops for parents both at 9.30 and 5.00pm to look at different curriculum areas to help them. They can also signpost parents to training provision in Southwark for learning English. There is a Dads' group which Sam Mburu takes part in. It brings dads together and helps them to support their child and share advice. .

This year it was important to be aware of the "middle range" children as this group did not do so well last year. It was important to know who they are to give more support. Given the tests are more challenging the school must identify what can be done to ensure the children can complete the test to the best of their ability. Eleven children did not achieve a scaled score of 100 (which was the pass mark to achieve the expected standard) and missed it by only one or two points. The most able children achieved well - 7%exceeded the expected standard as against a national average of 5%.

Pupil Premium

50% of last year's Year 6 were children who attracted the Pupil Premium. They did well and made good progress. These children need to make accelerated progress and a range of measures were in place to contribute to this.

The Executive Headteacher tabled a Pupil Premium report for each school. It listed all the ways the money was spent and what the children did. Governors noted it was very interesting and helpful to see how the extra provision is used.

Teaching and Learning Review

Every autumn a teaching and learning review was held and the School Improvement Advisor, Madeleine Danaher spent eight days with St Joseph's Federation to conduct this review. Madeleine had produced the T&L report in the format of an Ofsted report.

Leadership and management were important and she talked about the development of middle leaders and the need to make sure they understood the school story and how data informs their phase. There has been a coaching programme to enable them to understand this better. Teachers had been very positive about this and it had made a considerable difference to middle leaders' understanding and involvement. The report was very positive.

Pupils were positive about the school and tolerant and respectful of each other. Parents were positive, supportive and appreciative of what the school is doing. The majority of staff value working in this school and are dedicated to it.

A governor asked what was the most vulnerable subject

The Executive Headteacher said it was maths. The School was filling in an extended form which would set out everything they had done and the impact. The Headteacher would draw this together and share it with governors.

A governor asked what governors could do to support the school.

The school was working on the ways teachers plan and deliver maths lessons. A KS1 maths workshop was held and one was planned for KS2 after Christmas. These workshops shared with parents the way maths is taught in school, which is likely to be different from the way they learned maths. The school was raising the profile of maths.

Why is maths still a concern?

The school had worked on this before and high achievers had done well in maths, but the group that they would now concentrate on was those whose prior attainment put them in the "middle" group. Work was already on-going with the most able children across the school. There was a great deal of support in place and teachers were aware of the children who must be targeted, supported to ensure they make good progress.

The school was hoping that the current year six cohort would do well. Governors felt that behaviour was a real strength of the school and this was reflected in Madeleine's report.

A governor asked about recruitment of a year 5 teacher.

This was advertised nationally and there was no response. The Headteacher had tried agencies and could not find anyone. She had approached Teach First and they also said they could not place anyone in Southwark and the local teaching schools alliance and universities at the graduate fairs..

What would happen if recruitment was not successful?

There was one teacher who was due to return from sick leave. It might be necessary to move Pat, the Deputy Head from doing some of his interventions and recruit a temporary teacher to do intervention instead. This would mean the area of work Pat was covering would be lessened. The Executive Headteacher would keep this under review.

Sports Premium

The Headteacher's report covered what was done in terms of sport.

Governors thanked the Executive Headteacher for her comprehensive and informative report.

9. Preparing for Ofsted

This was covered in the Headteacher's report.

10. Statutory Responsibilities

10.1 Changes to Statutory Requirements

It was noted that the School Information (England) Regulations had been amended and made changes to information to publish online in relation to

- Pupil Premium Strategy
- Attainment and progress data
- Complaints Policy (new requirement to publish)

A checklist of information to publish on the school website is available from <http://www.schools.southwark.gov.uk/leadership-management/leadership-r/accountability-guidance-and-statutory-responsibilities>

The Statutory Guidance "Keeping children Safe in Education" has been updated <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

10.2 Headteacher's Performance Management outcome

The Headteacher's performance management had been carried out.

10.3 Policy Schedule

Admissions Policy and arrangements

It was noted that the admission arrangements and policy for admission in 2017/18 were published on the school website.

The Clerk advised that admission arrangements should be agreed by the Governing Body by 28th February each year. It was not intended to make any changes and it was **RESOLVED** to adopt the Admissions policy and arrangements for 2018/19.

- **Child Protection/Safeguarding** – this was sent by email and it was **RESOLVED** to adopt it.
- **Pay Policy** – this was sent by email and it was **RESOLVED** to adopt it.
- **Teacher Appraisal Policy** – this was sent by email and it was **RESOLVED** to adopt it.
- **Complaints Policy** – this was sent by email and it was **RESOLVED** to adopt it.
- **Financial Scheme of Delegation** - It was **RESOLVED** to update this by adopting the Southwark model scheme of delegation. Copies were provided for governors.
- **SEN Information Report** – this could be found at <http://www.stjosephs.southwark.sch.uk/en/information/44-send>
Governors were satisfied that the school was complying with its statutory duty to publish and update this report on its website.
- **Accessibility Plan** – this could be found at <http://www.stjosephs.southwark.sch.uk/en/information/44-send>
It was **RESOLVED** to adopt it.
- **Data Protection Policy** – it was noted this was last adopted on 22/10/14 and required review every two years. It was **RESOLVED** to continue with the policy.
- **Behaviour policy** - <http://www.stjosephs.southwark.sch.uk/en/information/18-behaviour>
This was reviewed by the behaviour working party and staff and was on the school website. It was **RESOLVED** to adopt it.
- **SRE policy**
This was drawn up by Sister Judith and updated. The Executive Headteacher commended it to the Governing Body and it was **RESOLVED** to adopt it.

11. Dates and Times of Future Meetings

Curriculum & Achievement	Wednesday 25 January, 2017 at 5.00pm
Resources	Wednesday 25 January, 2017 at 6.00pm
Governing Body	Wednesday 8 March 2017 at 5.00pm

Curriculum & Achievement	Wednesday 10 May 2017 at 6.00pm
Resources	Wednesday 10 May, 2017 at 5.00pm
Governing Body	Wednesday 5 July 2017 at 5.00pm

12. Any other Business

The Executive Headteacher would share Christmas dates with governors.

Disqualification by association forms were tabled and governors were asked to complete them.

Signed _____ **Date** _____

PART II - CONFIDENTIAL

To decide whether any item (or part of an item) should be recorded as confidential and excluded from the papers made available for public inspection.

13. Any Confidential Business

Staff (other than the Executive Headteacher) and members of the pay review committee withdrew from the meeting.

All staff had been successful in their performance management and the Executive Headteacher recommended

- 2 teachers in the Junior School to move to Upper point 1
- Other teachers in the Junior school move to the next point on the main scale
- In the Infant School two teachers should move to the next point on the scale (other members of staff were at the top of their scale.)

It was **RESOLVED** to accept the Executive Headteacher's recommendations in relation to teachers pay.

The Executive Headteacher withdrew from the meeting.

The Chair reported that the Executive Headteacher's appraisal was held on 14 November and had been very positive. The appraisal group felt she had met her objectives and should be rewarded with an increase in pay. Madeleine Danaher, who had been present as the external advisor had supported that recommendation. Anita was at the top of the individual range for the post. There was however discretion to give an increase as long as additional discretionary payments did not add more than 25% to the salary.

A governor asked if the SATs results should have an impact on any pay increase? The Chair recognised this was a reasonable question but felt the Executive Headteacher had worked incredibly hard to bring about real positive change within the school eg improved morale; progression, improved targeted teaching and a generally more positive school. And there were mitigating circumstances behind the SATs results this year. This was accepted by governors who agreed unanimously to give a pay increase. . It was **RESOLVED** in principle that the Executive Headteacher should be awarded an increase and the Chair will consult with HR on how best to do this.

Parental Engagement

Concern was expressed that that some parents in the parish had picked up negative vibes about the school and suggested they were reluctant to apply for a place for their child. This was surprising because the very recent Training and Learning day had shown parents were very happy with the school. It was suggested this might be a response to the disappointing SATs

results. It was suggested that governors need to be more prominent in the school community and to engage more with parents. Governors considered ways in which this might be done and agreed one option would be for governors to be present at parents evening.

It was agreed to add Engaging with Parents to the next Governing Body agenda.

Signed _____ **Date** _____