

## St Joseph's Federation Camberwell

Minutes of a meeting of the Governing Body held at the school on Wednesday  
4<sup>th</sup> March 2020 at 5.30 pm

### **PRESENT**

Vera Asiababor  
Katie Brooks  
Karen Chys  
Fr Victor Darlington  
Anita Gallagher                      Executive Headteacher  
Sawudatu Koroma  
Sam Mburu  
Elaine Player  
Nicholas Sim  
Anna Swann  
Patsy Winters                          Chair of Governors

### **In Attendance**

Patrick Reilly                          Associate Member  
Maureen Boyle                        Head of Governor Services

The meeting opened at 5.30 and was quorate.

#### **1. Apologies for Absence**

Apologies for absence were received from Christian Ntiamoah.

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

There were none.

#### **3. Minutes of the last governing body meeting on Wednesday 20<sup>th</sup> November 2019**

##### **3.1 Approval of the minutes**

It was **RESOLVED** to sign the minutes of the meeting held on 20<sup>th</sup> November as a correct record.

##### **3.2 Matters Arising (not appearing elsewhere on the agenda)**

Anna Swann clarified that she had attended training and obtained free resources for the school to be designated as a heritage school.

There will be a recruitment update at the end of the meeting.

#### **4. Governing Body**

#### 4.1 Governing body membership and vacancies

There are two foundation vacancies. Governors will consider if the Governing Body is lacking any particular skills or expertise and also if there is anyone who would be eligible for appointment and is interested in joining.

#### 4.2 Governing body meeting attendance

The Clerk to Governors was asked to call Eleanor Delany to check if she wished to continue as a governor.

##### **ACTION Clerk**

It was noted that Christian missed the last meeting. He had sent apologies for this meeting and on reflection it was agreed to consent to his absence and that the Chair of Governors will speak to him.

##### **ACTION Clerk**

#### 4.3 Governor Training and Development

The Clerk agreed to ensure that Nicholas Sim received details of induction. She advised him that training details could be found on the website.

<https://schools.southwark.gov.uk/governance/governor-training>

#### 4.4 Southwark Governors' Association

The Clerk advised that the autumn term meeting went well and included input from the Director of Education and on finance issue. The SGA had elected a new Chair and Vice Chair who were keen to offer an interesting programme and to attract governors from the full range of Southwark schools. The Spring Term meeting will focus on Keeping Children in Education and Jenny Brennan will be the main speaker.

#### 4.5 Section 48 Inspection

The school is in the window for this inspection. The last one was in March 2015. The Executive Headteacher has been working on becoming a Section 48 Inspector. She met with the governors' achievement group to look at the SEF and other documents. It was noted that the school has a lower proportion of Catholics further down the school.

There is going to be a national system for Section 48. There will only be two days' notice and it is a rigorous inspection. Section 48 looks for child-led prayer and worship and is looking for inspirational moments that indicate children of faith. The inspectors will look for a holistic curriculum that supports children's catholicity.

The Headteacher will resend the SEF to governors and is very happy to speak to individual governors.

Fr Victor commented that the children were closely involved in shaping class liturgies.

## **5. Committees**

### **5.1 Committee membership and link governor roles**

Nicholas Sim agreed to attend both committees and then decide which to join.

### **5.2 Link governor Reports**

The Chair, Elaine and Fr Victor had been into school. The Chair was in school for half a day and will write up her report.

### **5.3 Committee meeting minutes**

Governors to receive the minutes of the following committee meetings:

- Resources Committee Meeting 30<sup>th</sup> October 2020

the minutes were circulated with papers for the meeting. The school has worked very hard to reduce expenditure while maintaining a high standard of education for the children. Indicative budgets for this year have been given to the schools. The smaller cohort in the infants has now moved into the junior. Numbers are looking promising for next year in the infants.

The budget over three years has been as follows

2018-19	£2,261,494
19-20	£2,186,107
20-21	£2,222,622

- Curriculum Committee Meeting 30<sup>th</sup> October 2020

Children are tested when they enter reception and the school is working from a very low baseline. Only 12% met the expected standard. The Head of School reported they had made significant progress.

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

The school is working hard to ensure that children are making progress. Reading will be a focus for Ofsted and the school is working on reading comprehension. The report includes a list of what Ofsted is looking for in terms of curriculum. Curriculum statements are included and DfE have extended the period for the transition of the curriculum to two years.

The report went through how the schools monitored progress. Middle leaders have a very important role in their area of the curriculum and how it is taught to each year group

#### 6.1 Update on School Improvement Plan

This was updated in January and circulated with the papers. There is a focus on the curriculum and the school is working hard to ensure the breadth of cover which includes Spanish and music.

#### 6.2 Safeguarding

There are increasing challenges and the area absorbs a lot of time. The school met with the Early Help link and discussed 15 families. There are many housing problems including evictions, multiple occupation, families living in a single room and families moved miles out of the borough. The issues families are dealing with absorbs a lot of time in trying to assist and resolve housing issues.

#### **A governor asked about the High Court case**

The Headteacher had attended to give evidence. The children were looked after. They are happy, attending school and have been placed separately

The schools have concentrated on taking advantage of Southwark run CPD. They are part of the oracy project. Southwark has found that reading results are lower along Walworth Rd and the project concentrates on developing speaking and listening, and reading. It is aimed at years 5 and 6. Southwark Council has given the school £3000 for booster sessions in phonics.

Staff meetings are dedicated to curriculum

#### **How often are staff meetings?**

They are once a week and subject leaders also meet with staff.

There will be finance audit on 16<sup>th</sup> March. The Clerk advised that Governor Services were always happy to provide any document they held that the school was missing, but it was best not to leave requests to the last minute.

#### 6.3 Review parent, staff & pupil survey results

There were comment books from Parents Evening and these were shared with governors. The Headteacher thought it might not be best timing for a parents' survey

The Children held a great assembly – peer mentors gave a presentation and showed a video of what is done to resolve conflict. The school council attended an event at Wembley and this was on TV tonight

#### 6.4 Senior Advisor visit reports

There was a teaching and learning review in November and this is set out in the report. It was felt the judgement on Early Years was not fair. They had come back in and the Head of School gave context and talked through what the school was done. The school had acted on areas identified for action and were looking at CPD.

Ash Wednesday was celebrated and school is raising funds for Cafod. CCS boxes have gone home to families. There will be non uniform day at the end of term and a celebration for St Joseph's day.

The School is running the preparation programme for First Communion and Reconciliation with 37 children.

The Passion Play will be held on 1<sup>st</sup> April. Governors are welcome to attend any of the events

The Governing Body was grateful that staff regularly go the extra mile to support their children. Fr Victor was grateful to the Headteacher for giving up time on a Saturday to speak at the conference.

### 7. **Finance**

#### 7.1 Consideration of budget for 2020/21

This was covered in the committee reports.

#### 7.2 Schools Financial Values Standard (SFVS)

The return had been reviewed in detail by Resources and it was **RESOLVED** to agree it.

The school building was generally in an acceptable state of repair. There was minor damage to guttering in the recent stormy weather.

The Pupil Premium spend report will be written at the end of the financial year.

### 8. **Admission arrangements**

No changes would be made to the admission arrangement. It was **RESOLVED** to determine the admission arrangements for 2021/22.

Governors were advised that they must notify the appropriate bodies of this. Governors must send a copy of their full determined admission arrangements 2021/22 to the LA by 15<sup>th</sup> March 2020, and must then publish a copy of their determined admission arrangements on their website displaying them for the whole offer year (the school year in which offers for places are made).

## 9. **Statutory Responsibilities**

### 9.1 Policy Schedule

This was noted.

### 9.2 Agree term and holiday dates for 2020-21

Dates are aligned with Sacred Heart term dates. Two inset days have been put in at the beginning of term.

It was **RESOLVED** to agree them

### 9.3 Relationships Education, Relationships and Sex Education (RSE) and Health Education.

Governors were reminded that it is a requirement from September 2020 to have a policy for Relationship Education/ Relationship and Sex Education and for Health Education.

<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

## 10. **Information and Updates**

You can find the latest news and updates here –

<https://schools.southwark.gov.uk/governance/spring-term-2020-news-and-updates>

### **Schools Forum – Governor representation needed**

The Clerk reported that two governors were needed to represent the governor voice on Southwark Schools Forum.

**Southwark Standards Report** is out now and can be found here

<https://schools.southwark.gov.uk/governance/spring-term-2020-news-and-updates?chapter=4>

## **Advice and guidance from the DfE**

<https://schools.southwark.gov.uk/governance/spring-term-2020-news-and-updates?chapter=12>

## **Ofsted update**

<https://schools.southwark.gov.uk/governance/spring-term-2020-news-and-updates?chapter=10>

## **Securing external funding for your school**

<https://schools.southwark.gov.uk/governance/spring-term-2020-news-and-updates?chapter=7>

## **Southwark Schools Partnership Board -**

<https://schools.southwark.gov.uk/governance/spring-term-2020-news-and-updates?chapter=5>

## **Clerking SLA**

The SLA for the new financial year will be sent out after half term. Governors are reminded that the decision to change clerking arrangements rests with the Governing Body.

### **11. Dates and Times of Future Meetings (attached)**

Meeting dates are as follows.

6<sup>th</sup> May Committee meetings

8<sup>th</sup> July Governing Body

### **12. Any other Business**

The meeting finished in prayer

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. Headteacher Recruitment**

A panel of governors was appointed and have gone through recruitment process twice. A third attempt is underway. The TES advert was wrong in a number of respects in the previous run and the school now has a new TES contact.

There had been one expression of interest but he had sought a definition of "practicing" Catholic which they had provided. The Chair felt it was worth exploring his interest further. A second expression of interest had been received from someone not living in London.

There is scope to offer a higher salary to the right candidate. 9<sup>th</sup> March is closing date and it is hoped this round will be successful.

Governors had asked the diocesan rep if the diocese would be prepared to broaden the catholicity criteria. They were advised if they had gone through the process three times they could apply to the Diocese to broaden the criterion to include people who were not practicing Catholics but could support and develop the catholic ethos of the school.

### **14. Report from Headteacher**

The school had been prevailed upon to admit a child with an EHCP. He has a high level of needs but the parental preference was strongly in favour of a mainstream school and this school has been named. The child has significant needs and will need considerable support. The school will do its best but does not have the resources that a special school could provide. The percentage of children with EHCPs is below the borough average but the number of children with SEND is higher than average.

Governors were concerned about the impact on the other children and on the capacity of the staff to support them.

#### **Does the child have a diagnosis?**

He has had a full assessment and there will be an annual review of his needs and his progress.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_