

St Joseph's Federation Camberwell

**Minutes of a meeting of the Governing Body held at the school on Wednesday
25th November 2020 at 5.30 pm**

PRESENT

Chris Andrew	Executive Headteacher
Vera Asiababor	
Katie Brooks	
Karen Chys	
Fr Victor Darlington	
Sawudatu Koroma	
Sam Mburu	
Brona Reeves	
Elaine Player	
Nicholas Sim	
Patsy Winters	Chair of Governors

In Attendance

Anna Swann	Associate Member
Teresa Mokogwu	Associate Member
Delia Jameson	Observer
Sarah Cooper	Governor Development Advisor

The meeting opened with a prayer at 5.30 and was quorate.

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest in the agenda

There were no declarations of interest in items on the agenda.

3. Election of Chair and Vice-Chair

3.1 Election of Chair

Patsy Winters was nominated for the position of Chair by Katie Brooks, there were no further nominations. The nomination was seconded by Karen Chys and accepted unanimously by the governing body. Patsy Winters would serve as Governing Body Chair until the first meeting of the autumn term 2021.

3.2 Election of Vice-Chair

Katie Brooks was nominated for the position of Vice Chair by Patsy Winters, there were no further nominations. The nomination was seconded by Fr Victor Darlington and accepted unanimously by the governing body. Katie

Brooks would serve as Governing Body Vice Chair until the first meeting of the autumn term 2021.

REPORTS FROM SCHOOL

4. School Improvement Plan

It had been agreed with the Chair of Governors and the Local Authority that a termly plan would be put in place based on the SEF and the current situation at the school regarding the key priorities. The recommendations from the previous Ofsted Report were also included. Whilst Ofsted are not currently inspecting, it is proposed that inspections will resume in January 2021. The following points were raised;

- Pupil progress and achievement
- Developing middle leaders and the curriculum.
- New leaders being supported through joint monitoring on learning walks and book looks.

5. Headteacher's Written Report

Governors received the reports from the Headteachers in advance, the following points were raised;

- There are always risks when schools have a turnover in leadership, there was a wealth of local knowledge amongst the Senior Leadership Team. It was agreed to invest in CPOMS, which is an online recording system which all members of staff have access to. The information links to siblings and other incidents that are related to the child, the records can be sent electronically to new schools, the information is secure. Safeguarding is an issue at the moment, the Local Authority have had 1600 referrals since September. All staff have had training on CPOMS and historical information is being loaded onto CPOMS.
- Monitoring plans, lessons and books was ongoing. There had been a focus on daily teaching. A Catch Up plan had been drafted.
- SEND was a key priority area. The existing systems were evaluated and SENCO responsibilities were outlined. The Local Authority had conducted a SEND review. There are a number of children with significant needs who do not have EHCPS which is being addressed. Extra Speech and Language funding had been secured. There would some extra support provided to the SENCOs with EHCP applications. There is a SEND register across both schools, a whole school approach is required for SEND. Systems had been put in place for holding outside agencies to account.

Q: How many Safeguarding referrals have we made?

A: We have made some referrals to Early Help, there had been an increase in the number of referrals.

Q: Do we have IT equipment that can be loaned to families if necessary?

A: There had been a discussion about moving to Google Classroom, there is a £1500 grant available for the setup, the Local Authority have access to an organisation who will set up two training sessions for teachers on Google classroom. This will give more access to live teaching. Some children have limited access to any device and do not have broadband at home. We have provided blended learning with paper packs, we do not have many devices that we can loan to families. The DfE allocation had been massively decreased, St Josephs have been reduced to 7 laptops. We did receive funding from a local charity for a laptop. There had been a discussion on implementing an ICT Action plan for the school.

Action: SENCO presentation Agenda Item for the next meeting.

Action: KB to schedule a Safeguarding link visit.

Action: KB to explore opportunities for lap top donations.

- All appraisals had been completed, some targets would be held over for a further year.
- The Local Authority will visit again in December. The previous visits had been very supportive.
- Governors to consider the cost benefit of amalgamation of the schools. There would be a Local Authority Review of finance which will hopefully review the costs of the Service Level Agreements for two separate schools.
- Anna Swann will be leaving the school in December 2020 to take up a new opportunity in Cambridgeshire. The governors thanked Anna for her work and wished her well in her new position. Delia Jameson will continue to work with Teresa Mokogwu for the remainder of the academic year.
- Governors to continue to monitor progress of the SEND pupils.
- Subject leaders continue to focus on developing curriculum areas.

Infant School

- There is one member of staff shielding.
- Admissions continue to be an issue in Reception. The numbers are slowly increasing, there are 157 children on the roll. A new banner has been prepared for 20/21 intake and flyers are being distributed.
- Attendance has been excellent, the office monitor day to day attendance, contact is made with families with three or more day's absence at the end of each week. Overall attendance is at 97%, any absences are related to general winter bugs. Tests for Covid are coming in quickly.
- There had been a huge increase in the applications for Free School Meals, funding would increase by £26,000. Families had been alerted to complete the application process.
- The Phonics Screening test had taken place for Year 2, additional support had been put in place for the year group.
- The HSE visit was successful, staff are now wearing masks in communal areas. The representatives from the HSE highlighted that ventilation was key, the classrooms are cold if the temperature drops below a certain point the school would have to close. There has been some conflicting advice about opening the windows which had been circulated. Brona Reeves reported

that she was very impressed with the work the team at the school had done and ongoing reflection points to improve.

- A calendar of events for Christmas had been circulated.

Q: Can you update us on the current Reception children?

A: They have settled in very well, the baseline is low. 43 of the 45 children had not attended nursery since March. The children are very well behaved and are getting used to the routines. There is a big gap, the children have missed six months of nursery. Speech and Language support had been put in place.

Junior School

- One teacher will be leaving at Christmas, a new teacher will be start work in January.
- There is one staff member who is shielding, the class is being covered by a supply teacher who is doing well.
- There are 225 on the school roll.
- Attendance has been excellent there is 97% attendance. Most families are keen for the children to return to school.
- There had been an increase in the children eligible for Pupil Premium.
- Based on the baseline assessments writing is a challenge, interventions have been implemented to support the children. Year 6 have booster classes which have been funded with Catch Up funding. Reading and comprehension skills remain a focus.
- The HSE were very pleased with the procedures put in place at the school.
- The SALT and the EP have visited the school.
- All classes have their carols and there will be a virtual concert on the 17th December 2020.

Q: There was an exclusion for five days for violence can you update the governors.

A: The child has kicked and punched adults several times and punched two children. The child was excluded for throwing chairs narrowly missing the other children. Based on advice we spoke to parents and we will follow up the application to the PRU and any strategies that can be put in place. The child is working with a Learning Mentor on a talking and drawing therapy, a risk assessment has been put in place to ensure there was a safe return to school. The child had been referred to Early Help a MASH referral will also be considered. We are not aware that there are any additional needs academically, in the previous school there are patterns of behaviour that replicate this behaviour. Support for the entire family had been requested from Early Help. Some members of staff should have Restraint Training as part of CPD. Chance UK are also looking for a mentor for the child who will provide support. The PRU will also provide support in school for the child and ensure that the strategies are consistent between the PRU and the school.

Nicolas Sim left the meeting.

Fr Victor left the meeting

*Q: How are the families reacting to their children being punched at school?
A: They were not happy, we let them know that we were taking the incident very seriously and dealing with it. The Headteacher has informed the parents that the school were taking care of the situation.*

5.1 Return to School

Initially a six week back to school routine was proposed, the children would have their old teacher in their old classrooms, it was not known what the impact of the lockdown had on the children, and it was about wellbeing and the gap analysis. There were some issues with the proposal, it was agreed that the children needed to make rapid progress. The children had two weeks with their old teacher in their new classrooms, the classrooms did not have to have a deep clean and move furniture around. The return to school was very successful, the children were delighted to return to school and followed all of the new procedures.

5.2 Recovery Curriculum

All children had a baseline assessment when they returned to school. A further data drop will be conducted in two weeks and governors will be updated in the spring term on progress and where the need is.

5.3 Updated risk assessments

The Risk Assessments have been reviewed and updated in line with Government guidance. The Federation had a visit from the HSE which was attended by Brona Reeves on behalf of the governors. The HSE reviewed all the documents and reported that the rigorous attention to detail was exemplary.

5.4 Pupil Wellbeing

There had been a focus on wellbeing. There had been mental health first aid training for the staff. The federation are part of a project called "Stand Out" which looks at behaviour and the aim is to become a Mental Health Wellbeing Champion school which has funding attached. The Family Support Worker is working with vulnerable families and has managed to secure funding for these families. Support was provided for securing a permanent home, visa applications, Christmas presents, Free School Meal entitlement fund, tax rebates and benefits.

6. **Headteacher and Staff Wellbeing and Mental Health**

Guidance was drawn up by Southwark Education to assist governors with supporting the wellbeing and mental health of their Headteacher. It can be found here. Drop in sessions have been arranged for staff and all guidance

has been followed.

<https://app.governorhub.com/document/5f59210416f0641af0b3f6bb/view>

7. **Equality**

Governors' attention is drawn to Southwark Stands Together. The Council has been listening to stakeholders and will be publishing its report shortly.

Schools are encouraged to consider their response to issues raised by the Black Lives Matter movement. Governors are reminded of their duties in relation to the Equality Act.

<https://schools.southwark.gov.uk/governance/bulletins/autumn-term-2017-updates?chapter=3>

8. **Finance**

8.1 The governors receive clear and concise budget monitoring report six times a year. The following points were raised;

- The summary report was circulated. The school are in a better financial position than was projected. There were no supply costs and limited running costs for the summer term due to Covid.
- The numbers on the school roll had decreased, there are 45 vacancies across the federation. Families have been moved out of the local area.
- There have been discussions with the Local Authority regarding finances, a review had been scheduled.

8.2 Budget planning for 2021/22

The Budget planning for 2021/22 had been included in the Resources Committee minutes that had been circulated.

8.3 Arrangements to comply with the requirement to complete the new SFVS return and agree it at meeting of the Governing Body.

More info - <https://schools.southwark.gov.uk/governance/autumn-term-2020-21-news-and-updates?chapter=5>

Action: The SFVS for 2019-20 would be circulated. Comments to be sent to the clerk.

PROCEDURAL

9. **Minutes of the last governing body meeting on 14th July 2020**

9.1 Approval of the minutes

The minutes of the meeting held on the 14th July 2020 were agreed as an

accurate record of the meeting.

9.2 Matters Arising (not appearing elsewhere on the agenda)

There were no matters arising from the minutes of the meeting held on the 14th July 2020.

10. Governing Body

10.1 Register of Interests

Governors to complete the Register of Interests.
Please complete this in the Declarations section of the profile page.
The content of the register must be published on the school website and you can produce a report from GovernorHub which will allow you to do this.

10.2 Information relating to school governance published on website

Governors to ensure that that the information regarding governance on the school website is compliant and is updated annually.

A summary of the requirements can be found
<https://app.governorhub.com/s/southwark/resources/5f58ab08918cee26c9e98103>

Governors are also reminded of the requirement to publish details of the governing body on Get Information about Schools. There is a template available on GovernorHub to assist with this

10.3 Governing body membership and vacancies

This information is on GovernorHub.

Action: PW to discuss foundation vacancies with Fr Victor.

10.4 Governing body meeting attendance

Report for 2019/20 is attached.

10.5 Governor training and development

- Training attended is recorded on GovernorHub
- Details of training available this term is on GovernorHub and can be booked there <https://app.governorhub.com/s/southwark/training>
- Governors to report back on training attended, or to request in-house training depending on the needs of the governing body.

10.6 Governors' Code of Conduct

To adopt/confirm/review the NGA Governors' code of conduct

<https://app.governorhub.com/document/5f58ab56918cee0205e9811d/view>

Please confirm on GovernorHub that you have read and will abide by the Code of Conduct. You will find this in declarations under your profile

10.7 Southwark Governors' Association

Feedback from summer term meeting

Wednesday 2nd December 2020 18:00 to 20:00 online

Thursday 25 March 2021 18:00 to 20:00 TBC

Thursday 24 June 2021 18:00 to 20:00 TBC

More info here:

<https://schools.southwark.gov.uk/governance/southwark-governors-association>

11. Committees

11.1 Committee membership

To Review Committee Membership and note each committee must have a clerk. The following committees are in place:

- Headteacher's Performance Management committee
- Pay - this is incorporated into the Resources committee
- Pay Review Appeal committee (which can only include non-staff members and governors who are not on the Pay/Resources committee)
- All governors who are non-staff members to join the First/Second committees
- To agree that where there are not enough governors to form a panel for staffing/parental complaint or pupil discipline matters governors from another Governing Body may be used
- Volunteers are sought to join a pool from which such governors will be drawn

11.2 Link governor Reports

The Chair of Governors had attended the review meetings with the Local Authorities which were very positive with good outcomes for the school.

Q: The Interim Executive Headteacher has brought many skills to the federation and support with accessing funds, given that this is such an important task can we call on these skills moving forwards or can you cascade the skills.

A: I am more than happy to continue to support the federation in the future. The Family Support Worker will be a huge help supporting with vulnerable families.

11.3 Committee meeting minutes

Governors to receive the minutes of the following committee meetings:

- Curriculum Committee 21st October 2020
- Resources Committee 21st October 2020

Resources Committee

The following points were raised;

- The Fire Risk Assessment took place on the 26th November 2020, the report would be circulated.
- The Health and Safety Risk Assessment took place on the 26th November 2020 the report would be circulated.
- The girls toilets had been refurbished and being used.

STATUTORY RESPONSIBILITIES

12. Safeguarding

- 12.1 To revise and adopt the school safeguarding policy based on the updated LA model.

<http://schools.southwark.gov.uk/safeguarding/policies-and-procedures>
<https://app.governorhub.com/s/southwark/resources/5f58ab08918cee26c9e98103>

Action: The Safeguarding Policy was approved. The Policy Schedule will be updated. Clerk.

- 12.2 All governors should read Part 1 and Part 2 of Keeping Children Safe in Education

<http://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Governors were requested to complete the record on GovernorHub.

- 12.3 Governors are reminded that it is good practice for a governor periodically to check that the single central record is up to date.

The Chair of Governors checked the Single Central Record in September 2020.

13. Statutory Responsibilities

- 13.1 School Information published on a website

Governors to **check** that the relevant information is on the school's website:
<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#history>

Please note there are additional items
You must publish:

- How many school employees (if any) have a gross annual salary of £100,000 or more in increments of £10,000 - we recommend using a table to display this
- A link to the webpage which is dedicated to your school on the [schools financial benchmarking](#) service - follow the prompts to find your school's specific page

13.2. Policies requiring annual review

Governors to review and adopt the following statutory policies/documents that require annual review by the Governing Body:

- Pay Policy
- Appraisal Policy
- SEN Information Report
- Financial Scheme of Delegation

Action: The policies were agreed. The policy schedule will be updated. Clerk.

Action: Health and Safety Policy to be sourced and circulated. Clerk.

13.3 Policy schedule

The Policy Schedule was circulated and noted by the governors.

13.4 Get Information about Schools (formerly edubase)

<https://get-information-schools.service.gov.uk>

You are required to provide details of your governors on this website. If you wish to receive the newsletter from the DfE you must also provide governors' email addresses. These will not be published.

14. Admission arrangements (where the school is an Admissions Authority)

If any change is proposed to the school/academy's admission arrangements 2021/22 or if you have not consulted on the school/academy's admission arrangements within the last seven years then you are required to consult. The consultation on the proposed admission arrangements 2021/22 must last a minimum of six weeks and must take place between 1 October 2019 and 31 January 2020. The Admission arrangements had been updated to include Church attendance and were reviewed and noted by the governors.

Action: A copy of the signed Admission Arrangements would be sent to the clerk.

15. Information and Updates

The autumn term news and updates can be found here
<https://schools.southwark.gov.uk/governance/autumn-term-2020-21-news-and-updates>

16. Dates and Times of Future Meetings

Spring Term

Curriculum Committee	-	20 th January 2021
Resources Committees	-	20 th January 2021
Governing Body Meeting	-	3 rd March 2021

Summer Term

Curriculum Committee	-	5 th May 2021
Resources Committee	-	5 th May 2021
Governing Body Meeting	-	30 June 2022

17. Any other Business

Anna Swann and Teresa Mokogwu thanked Chris Andrew and Carol Pellicci for their unwavering support and advice over the past term. Teresa Mokogwu will remain in her post as Head of Junior School until the end of the academic year. Delia Jameson thanked the Senior Leadership team for their work during the last term.

Signed _____ **Date** _____