

**Minutes of a governing body meeting of St. Joseph's Camberwell  
Catholic Schools' Federation on Wednesday, 2<sup>nd</sup> March, 2016 at 5.00 pm**

Governors Present: Patsy Winters (Chair), Anita Gallagher (Executive Headteacher), Karen Chys, Fr Victor Darlington, Sawudatu Koroma, Sam Mburu, Elaine Player, Darren White, Katie Brooks, Theresa Emenike

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

Clerk: John Finch

The meeting started at 5.08 pm and was quorate, and Fr Victor Darlington opened the meeting with a prayer.

**1. Apologies for absence**

Apologies were received from Vera Asiababor, Abiodun Olalekan, Brona Reeves 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, 25<sup>th</sup> November, 2015**

**3.1 Approval of the minutes**

Governors received the minutes of the governing body meeting on Wednesday, 25<sup>th</sup> November, 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:

- The Executive Headteacher has written to the Head of SEN at Southwark Council and funding has now been received for SEN children.
- Sawudatu Koroma reviewed a letter written by the Executive Headteacher before it was sent to parents about the booklets on FGM, trafficking and child abuse and it was fine.
- A text was sent to parents inviting them to come into the school to collect the booklets, as it was not appropriate to send them home with children.
- This was followed up at parent meetings where the remainder of the booklets were given out.

- All booklets have now been distributed, and parents have responded well to them.

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

- *Do you have any SEN children who live out of borough?* Yes, and funding has also been received for these children.
- *What parental feedback have you received regarding the booklets on FGM, trafficking and child abuse?* Some parents want to form a group to discuss these issues, and it was followed up at a meeting with staff.

*Katie Brooks and Theresa Emenike arrived at 5.15 pm.*

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

##### **4.1 Governing body membership and vacancies**

Governors noted that Abiodun Olalekan has made a decision as to whether to carry on as a Foundation governor, and will be communicating that decision formally in writing to the Chair and Executive Headteacher shortly.

##### **4.2 Governing body meeting attendance**

Governors received the report as circulated with the agenda.

##### **4.3 Governor Training and Development**

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

- Katie Brooks attended a staff INSET day on Friday, 12<sup>th</sup> February.
- Governors have unlimited access to training sessions as part of the training SLA, and the more courses that are attended the more cost effective the SLA is for the governing body.
- There is no additional cost to the school if a governor is not able to attend a training session, but governors are encouraged to contact [Ela Cleary](#) to let her know if they cannot attend a session so the place can be offered to someone else.
- The governing body can have one free in-house training session as part of the SLA, and can have additional in-house training sessions at a cost to the school.

#### **5. Committees**

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

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

- The clerk suggested that link governors could be set up for subjects or classes.
- It was suggested that governors should be visiting the school every term.
- The clerk was asked to add the appointment of link governors to the agenda of the next governing body meeting on Wednesday, 29<sup>th</sup> June, 2016. **Action: Clerk**

## 5.2 Link governor reports

The following points were raised:

- Norna Moses visited St. Joseph's Catholic Infants' School on Friday, 5<sup>th</sup> February, and undertook to e-mail her link governor visit report to the clerk for inclusion with the agenda of the next governing body meeting on Wednesday, 29<sup>th</sup> June, 2016. **Action: Norna Moses/Clerk**
- Katie Brooks has visited the school as safeguarding link governor, and Sawudatu Koroma and Elaine Player have also visited the school.
- Governors were thanked for coming into the school and were encouraged to visit the school every term, and to then e-mail link governor reports to the clerk for inclusion in future governing body meeting agendas.

## 5.3 Committee meeting attendance

Governors received the report as circulated with the agenda.

## 5.4 Committee meeting minutes

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

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

Patsy Winters gave the following verbal report:

### Resources committee – Wednesday, 13<sup>th</sup> January, 2016

- The budget was discussed, particularly the impact of not having a full Reception class last year with only 43 out of 60 places filled resulting in a loss of £80,000 income.
- The loss of income was mitigated by children being admitted in Year 1 and Year 2, and there was an overall deficit of £55,000.
- 72 families have listed the school on their applications for Reception this year.
- Children have been ranked according to admissions criteria, and the school is hoping to admit more than 50 children this year.

- There is high mobility in the local area which makes it difficult to predict what the final intake will be.

Sheila Kirrane gave the following answers to questions from governors:

- *How does the number of families that have listed the school on their applications for Reception this year compare to previous years?* Last year 80 families listed the school on their applications. The school has been advertising the vacancies in various places, and has approached the School Travel team at Southwark Council about having a signpost on Wyndham Road.
- *Do neighbouring non-faith schools have any difficulties filling their Reception class?* Comber Grove Primary School's Reception class is full, although they reduced some time ago from two form entry to one and a half form entry.

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

Governors received the written Headteacher's Report and School Self-Evaluation Summary as circulated via e-mail prior to the meeting, and the Executive Headteacher gave the following verbal report:

- The report is written to match OFSTED criteria.
- The validated RAISEOnline has been received, which contains definitive data for both schools.
- Children overall are making good progress.
- There is a new curriculum and assessment process which staff are still getting used to.
- Writing moderation has been done with Comber Grove Primary School to validate the work of children against another school, and to ensure that teacher assessment is accurate.
- This was a good training exercise for the staff, and it highlighted how good the work of the children in the school is.
- Norna Moses stated that the report shows that the schools are getting good results, the SLT are aware of gaps in attainment and are addressing these through various strategies.
- It is still unclear what outcomes for Year 6 will be, so there will be more book looks and in-year moderation.
- It is not helpful not knowing what targets should be, and it is not good to increase levels of stress for children.
- 50,000 teachers have left the profession in the last 2 years, and 30,000 secondary children won't get their preferred place.
- The GAG group has met to discuss attainment and progress and RAISEOnline, and the next meeting will be on Monday, 21<sup>st</sup> March at 8.00 am.
- Current data available supersedes data reviewed at the last GAG group meeting.
- Lesson observations were carried out the week beginning Monday, 15<sup>th</sup> February, and four teachers across both schools achieved Outstanding.

- As well as evidence of Outstanding teaching, the overall standard of teaching is Good.
- A learning walk was carried out with Senior Advisor Madeleine Danaher, and the school will be conducting further learning walks in conjunction with Saint Joseph's Catholic Primary School (the Borough).
- There have been a number of school visits, with more coming up next term.
- An analysis of Reflection as a poor behaviour sanction has shown that it works well.
- Parents of repeat offenders are invited in to discuss their child's behaviour.

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

- *Did you learn anything from writing moderation that was done with Comber Grove Primary School?* There was a good professional discussion between the two schools.
- *Do the two schools have a similar intake of children?* Yes.
- *Was the standard of work significantly better from the children in this school?* No, but it was comparable or slightly better.
- *Are all Primary schools undersubscribed and all Secondary schools oversubscribed?* This is a problem that is specific to this local area.
- *Has the analysis of Reflection revealed any difficult behaviours?* Yes, there are some challenging children, including some children who don't know how to manage their anger. Children that exhibit emotional and behavioural issues are referred to Summerhouse PRU, and Learning Mentors also offer in-house support for children.
- *Are difficult behaviours reported to parents?* Yes, although the SLT are always mindful of safeguarding issues.
- *Is bad behaviour evidence of a safeguarding issue at home?* It could potentially be, and parents are challenged if this is suspected.

## **7. Safeguarding – STANDING ITEM**

The Executive Headteacher gave the following update:

- A safeguarding INSET day took place on Friday, 12<sup>th</sup> February for all staff members and governors, and an FGM INSET day took place for staff on Monday, 22<sup>nd</sup> February.
- The Heads of School and Deputy Headteacher attended PREVENT training on Friday, 26<sup>th</sup> February.
- All staff will complete an online certificate available through the Met Police 'Channel' programme, and governors are invited to complete it as well.
- The safeguarding team meets weekly to discuss safeguarding issues, identifying families that need support.

- The single central record is checked regularly.

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

- *What is the single central record?* This lists all staff and their details, including when List 99 and DBS checks were satisfactorily completed.
- *Does the record hold this information for governors?* Yes. The clerk stated that DBS checks are not compulsory yet for governors, although they are recommended. Governor Services also holds a list of which governors have had a successful List 99 check carried out by Southwark Council's HR department.

*Delia Jameson left the meeting at 6.27 pm.*

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

The Executive Headteacher gave the following verbal report:

- Planning application has been submitted to improve the front entrance of the Infants' School with a fence.
- This will secure the Junior school playground from the view of the front gate.
- There will then be one entrance into the school, with access to the Junior School through the reception area rather than through the Junior School playground.
- The reception area will be altered so that there is one main office housing the admin staff of both schools, with Sheila Kirrane and Delia Jameson then moving into two offices in the Junior school.
- Some admin staff are unhappy with the proposed plans, but they need to be carried out for safeguarding reasons.
- It was suggested that staff should be involved in the design of the new office.
- A bid has been put into the Education Commission for £150,000 funding.

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

- *Why are some admin staff unhappy with the proposed plans for the new Reception area?* Staff don't want to change the environment that they have been used to working in over a long period of time.
- *Are they concerned that their job roles will change, or be cut altogether?* No, this is not a concern, and job roles will not be changed or cut.

*Theresa Emenike left the meeting at 6.31 pm.*

**Agreed** – That governors support the Executive Headteacher’s proposal to redesign the reception area and entrance to the school.

The Executive Headteacher gave the following verbal report:

- Planning application has been submitted for the windows project, and it is proposed that works will be completed in the summer.
- Pupil Premium reports can be found in the SEF.
- Governors were invited to come into the school to work on the SEF with the Executive Headteacher.
- Governors were asked to read the SEF ahead of the next OFSTED inspection, after which the format of it will be altered.
- Sports Premium expenditure is available on the school website.
- Early Years will be a focus when the next set of data is available.
- The school has advertised for a permanent class teacher for Year 2, and has received two applications, one internal.
- There have been eleven maternity leaves in the last three and a half years, with another two imminent, and it is not clear whether they will return afterwards.
- Maternity leaves have an impact on the budget, with a 40 % return on maternity insurance.
- The Executive Headteacher and Heads of School are taking part in a course called Pursuing Excellence, where the focus is on school improvement.
- Through this course there will be an increased focus on what is being done for more able children.
- The Executive Headteacher is continuing to mentor another Southwark Headteacher.
- The school is working with other schools on assessment.
- The Diocese and Catholic Headteachers are discussing future options around academisation and MATs.

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

- *What are the implications of forming a MAT?* The school would have to work in conjunction with other schools, and would have to decide what governance looks like in that set up. It would be natural to work with other local Catholic schools. Money could be devolved to the school directly without being topsliced by Southwark Council, although forming a MAT could result in the loss of support from local authority departments.

*Fr Victor Darlington left the meeting at 6.55 pm.*

- *Governance is now part of leadership and management in the OFSTED inspection framework, so what do governors need to know ahead of the next OFSTED inspection?* It’s really important that governors know the school well.

- *Do governors need to know data figures?* No, but they need to know that the gap is closing, what the strengths of the school are, what Pupil Premium funding is being spent on and the impact of expenditure, and what is being done around safeguarding.

## 8. **Budget 2016/17**

The Executive Headteacher gave the following update:

- Due to changes in the finance team at Southwark Council, school budgets were not expected until 31<sup>st</sup> March, but they have just been released early.
- The Junior School budget is £1.3 million, which is £21,000 more than expected.
- The Infants' School budget is £956,000, which is £55,000 less than expected, but the school has anticipated this loss.
- If everything remains equal the Junior School budget is expected to be in deficit in three years, and the Infants' School budget is expected to be in deficit in two years.

**Agreed** – That governors delegate the adoption of the budget to the Resources committee meeting on Wednesday, 20<sup>th</sup> April, 2016.

### 8.1 **To ensure the school meets the Southwark Financial Value Standard (SFVS)**

The Executive Headteacher reported that this has been completed.

## 9. **Statutory Responsibilities**

### 9.1 **Policy schedule**

Governors received the report as circulated with the agenda, and the Behaviour Policy and Thinking Time sheet as circulated via e-mail prior to the meeting, and the Executive Headteacher raised the following points:

- There is a house system with four houses, and children can earn points for their class with good behaviour.
- The Behaviour Policy has been rewritten to incorporate the house system.

**Agreed** – That governors re-adopt the Behaviour Policy as circulated via e-mail prior to the meeting.

## 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:

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**

There was no other business.

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

**CONFIDENTIAL ITEMS – Governing body meeting, Wednesday, 2<sup>nd</sup> March, 2016**

**8. Budget 2016/17**

The Executive Headteacher reported that she is not pursuing a staff restructure at the moment as it is hoped that there will be natural wastage which will mean a staff restructure will be unnecessary.

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

- *Have you identified any specific posts for natural wastage?* There are a variety of posts that this could be applicable for.
- *Would natural wastage not apply to teachers, who would need to be replaced if they left?* That is correct, but some teachers have been in the school for a long period of time and are at the top of their pay scale, and could be replaced with teachers on a lower salary.
- *Are staff aware that you are considering a staff restructure if there is not enough natural wastage?* No, they have not yet been informed.

The meeting finished at 7.05 pm, and the Chair closed the meeting with a prayer.

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