



St. Mary's Catholic Primary School, Isleworth Governing Body Meeting

At a meeting held at the School on
Thursday 21 June 2018 at 6.00 pm

Present: Mrs J Corley (Chair)
Dr J Park (Vice Chair)

Mrs T East, Mr F Marsh (Headteacher), Miss M Martin,
Mrs A Mason, Ms M O'Donaghue and Mrs J Williams

Clerk: Mrs I Bowles

1. **Opening Prayer**
The Headteacher opened the meeting in prayer.
2. **Apologies**
Apologies had been received from Ms S Corry (Associate Member), Ms C Giglio and Mrs M Hooper.
3. **Declaration of Personal Interests**
There were no declarations of personal interests, relating to the agenda.
4. **Update on School Day Proposal**
 - a) **Results of Parent Survey**
The Chair reminded Governors that the results of the parent survey had been circulated prior to the meeting, and invited comments.
 - Parent Volunteers – after school clubs
It would be good to focus on identifying low cost, high return volunteering opportunities, perhaps by carrying out a SWOT analysis. Governors agreed that it would be necessary to explore the implications and benefits, evaluating any initiatives agreed, and stopping at an early stage if they did not work. Impact and added value should both be closely monitored to avoid a drain on time and effort by school staff.

Governors were reminded that everything they do has to take account of the demands on others. It would be important to be very focussed at the start of any actions put in place. The situation had moved on since the Action Plan on this had been drafted.

A suggestion was made to set up a focus group to work on and develop a plan, due to a concern that no action took place between Governing Body meetings. The Chair noted that Governors were very busy, and it would be difficult to have a focus group; but there was a link to the Finance Committee who could take this forward.

The Headteacher reiterated that the issue of parent volunteers taking on after school clubs had come from the parent survey. However, Governors had to be clear about the balance of extra work and extra cost in relation to the outcome. The commitment of the offers from parents had to be tested. The school wanted to engage with parents; he suggested that some parent-run clubs were trialled to see how sustainable they were and how much income was generated. The organisation of the parent work force could not be a burden to staff.

Mrs East had produced a model of what after school clubs might work, together with information about possible year groups that could benefit, and a suggested cost of £30 per term per club. The Headteacher had also asked the office staff to produce some information, so that implications could be examined. Governors noted that it was currently a struggle to fill some clubs, so they should have a wide child base – either Infant or Junior.

Q: How many pupils would each club take?

A: A maximum of 20. A suggestion of a 1:10 adult ratio was made, due to the qualification of parents. The Headteacher reminded Governors that 122 pupils currently attended after school clubs each week (not including Sunnysmiles). Many children have outside commitments, so it would be advantageous to keep an activity to one evening.

The Headteacher suggested that first steps in this would be:

- ❖ A broader age range for clubs
- ❖ Investigate the skills of parents
- ❖ Look for something “extra”. If this worked, after school clubs could transition to parent-led clubs.

In the meantime, current after school clubs would be maintained. Current providers had a relationship with the school. However, the Headteacher confirmed that current provision would need to end over time in order to raise money for the school. The Lego Club was already run by parents and had been in place for two years, although there would be a proposed break from the Autumn Term 2018.

Names of potential parent volunteers had not been passed to Governors from the survey; parents had made those offers on the understanding that the school week would end at Friday lunchtime. Although this was not now the case, it would still be useful to take up the offer of parental help if possible.

➤ Communication with parents

Governors acknowledged the need to meet again with parents in the near future to explain why the school day model was being changed. There had

been some staff changes which released a significant sum: a small change led to a large financial swing. It was agreed to ask Anna Trethewey to facilitate the meeting – before the end of the Summer term, if possible, to allay parents' concerns on the changes. Parents would be asked to confirm their interest and commitment in volunteering with after school clubs.

The Headteacher advised Governors that the Action plan produced by Mrs East had not been discussed with him, and contained many proposals that were not achievable for legal and HR issues.

The Chair agreed to contact Ms Trethewey to agree a date for the meeting before the end of term, as well as updating her.

ACTION: CHAIR

b) Update on Communication with the Diocese

The Headteacher confirmed that there had been no further communication since the afternoon of 9 May 2018, just before the previous Governing Body meeting.

c) Update from meeting with the Local Authority (LA) on 7 June 2018

Governors noted that this meeting did not take place. Michael Marks, Director of Education, had visited the school, and had found it to be a lovely school filled with busy, wonderful children. He had been given a copy of the Survey and the school newsletter.

5. Income Generation Discussion

a) School Space Ltd (Headteacher)

The Headteacher recorded his frustration with School Space Ltd, as no response had been received. He had, however, received information about another company (Schools Plus) from another Headteacher at Norwood Green Infant School. Schools Space Ltd had said that they wanted to work with schools, but needed to have two secondary schools and the six Catholic primary schools on board for it to be viable. Schools Plus would come into school and give a presentation on how the partnership would work. The Headteacher had sent the information to the other Catholic Headteachers and would approach Schools Plus to obtain a date for a presentation.

ACTION: HEADTEACHER

b) Parking for Rugby and other events at Twickenham

The Headteacher had gained a sense of commitment from the PTA, in response to the Parent Survey conducted by LKMCo. He wondered if the PTA would take responsibility for running a car park at the school for events at Twickenham, rather than hand over 50% or more of the charges to a third party. The school would be registered as a preferred parking partner with the Stadium.

The Headteacher reminded Governors that the three Co-Chairs of the PTA were standing down; it was not known if any other parents would be willing to stand. When the Headteacher met with new parents, he would encourage them to participate.

Q: Was there a Memorandum of Understanding (MoU) for volunteers?

A: There was a Volunteer Agreement form. Ms O'Donoghue stated that her school had a MoU – she would forward this to the Headteacher.

ACTION: MS O'DONOGHUE

c) Independent School Partnership (Mrs East)

Mrs East reported that she had received two positive responses from Independent schools:

➤ Hampton School for Boys – already worked with two secondary schools and five primary schools. Their DHT was willing to meet with the Headteacher to discuss a partnership. Hampton School organised competitions in Maths, English and Sports, to which they invited other schools. They took their 6th formers to other schools, where they gave support in reading, maths or any other subject – eg music or PE.

Q: was there any financial connection.

A: No, but it would release resources.

➤ Park Hill Pre-Prep School – (based in Richmond/Kingston). Mrs East had looked at the Headteacher thoughts on their website, and felt that there was a similar ethos across the schools. Their core theme was resilience. Mrs East had found this school via the DfE, but had not engaged with the school yet. Park Hill also had on-line language learning.

The Headteacher could see the benefit of a partnership with Hampton School, but found it more difficult to see that with Park Hill. He reminded Governors that it was important to return to the financial aspects, as this had been the driver for looking into partnerships. Students from Gumley school came in twice weekly, and there would be more co-operative working with the Blue School in future. These partnerships was equally beneficial for pupils, and had less Admin and HR implications. The Headteacher agreed to make contact with staff at Hampton School for Boys.

ACTION: HEADTEACHER

Governors recognised that the focus of a partnership with Hampton Boys would be for them to come into school and add value. There might also be sports, music and arts facilities at Hampton School that St Mary's pupils would be able to access.

Q: How did the partnership with Gumley work?

A: On the whole, the arrangement works well. They help to run the sports day. By working with St Mary's, they earn credits for citizenship and other non-academic subjects.

6. Policy Reviews

a) Lockdown Policy

This was deferred to the Premises Committee in the Autumn Term 2018.

ACTION: PREMISES COMMITTEE

7. Financial Items

a) Ratification of the budget for 2018/19

Whilst the Finance Committee had agreed the budget for 2018/19, it had been updated by John Bowden due to movement in staff. There had been 5 resignations with 3 less expensive staff appointed. Budget Plan 1(d) had been agreed by Committee and submitted to the LA – it would therefore be this version that would go onto the DfE benchmarking website. The school was currently working to Budget Plan 2.

Q: What were the variances between the two budget plans?

A: Plan 1(d) had shown an underspend of £26K and £36K in Y1 and Y3 respectively; Plan 2 had comparative underspends of £17K and £19K.

An extra TA would also be appointed for a pupil on an EHCP, whose points had been increased.

Q: Would this bring additional income?

A: Yes, but the cost of the TA would be greater.

The Headteacher advised Governors that there could be four children joining the school with significant needs who might not yet have EHCPs.

Governors **ratified** the approval of Budget Plan 1(d) by the Finance Committee.

b) GDPR update

An audit would be undertaken during the summer holidays, with a compliance check on 30 August 2018. The school had engaged Judicium Education to provide GDPR advice and a Data Protection Officer, as had many other Catholic schools.

[The Headteacher left the meeting at 7.093pm for a short time to attend a new Parents' meeting]

8. Committees and Panels

a) Governor Panels – Terms of Reference

This was deferred to the September 2018 meeting.

b) Review of Committee Structure and Membership

This was deferred to the September 2018 meeting.

c) Personnel and Pay Committee

Governors were requested to read the minutes of the last Personnel and Pay Committee meeting, as information on staffing changes were detailed there.

ACTION: ALL GOVERNORS

d) Admissions Committee

Governors were informed that the number of applications for Reception had remained fairly constant for the last four years, and were slightly higher this year. Governors were reminded that many offers of places to practising Catholic families had been declined in 2017, with the assumption that many had taken places at St Richard Reynolds. The Admissions Committee had allocated places down to the "other criteria", which had led to a more diverse intake.

This year there had been many more Catholic children who had accepted places. Numbers had been solid, with a long waiting list.

9. Summer Peer Challenge

This had been reviewed by Committee.

10. Safeguarding

a) Any safeguarding training undertaken by Governors

Ms O'Donoghue had undertaken DSL training at her place of work. She advised that one of the changes in the forthcoming revision to Keeping Children Safe in Education was that a risk assessment for volunteers was required. Ms O'Donoghue agreed to forward the information to the Headteacher.

ACTION: MS O'DONOGHUE

b) Any other safeguarding issues

There were no other safeguarding issues to report.

11. Named Governor / Governor Visit Reports

Mrs East asked about the procedure for making contact with her linked Y2 group; it was confirmed that this should be done via the school office.

12. GB Self Evaluation, Governor Training & Development Needs

a) Training attended

Mrs East had attended training on "New Governor Essentials".

b) Identify Training Needs

Governors were reminded that Admission Appeals Training would take place on Tuesday 26 June 2018 at 4pm at the school.

13. Membership

a) Any changes in membership

There were no changes in membership.

b) Forthcoming end of term of office:

Governors noted that the term of office of Mrs Giglio would end on 23 October 2018. A Parent Governor election would be held in the Autumn Term 2018.

ACTION: HEADTEACHER

14. Premises Report

a) Summer Works

The Headteacher confirmed that there would be no major works carried out during the Summer break.

b) Ovens

Governors were reminded that a great deal of money had been spent on the ovens. The school had used the Maintenance company recommended by the manufacturer, but the issues were not being resolved. The main oven did not work. The Headteacher had discussed this with the LA, who had signed off the work in the kitchen, although the oven had not been working. On 20 June 2018, the LA had asked the school to obtain a report from the school's engineer outlining the issues and cause, following which the LA would take responsibility. The Headteacher reminded Governors that there was £10K in the budget for works to the kitchen.

Q: Should parents be allowed to provide packed lunches for their children whilst the ovens were not working?

A: The school was working with the catering company area rep and the Headteacher was confident that this would not be necessary.

Q: How long would it take to provide the required report to the LA?

A: Mr Pipola would ask the school's usual contractor to come in and write the report; the Headteacher hoped that the matter would be resolved by the end of the summer term.

15. Minutes of the meeting held on 9 May 2018

The minutes of the meeting held on 9 May 2018 were **agreed** as a true and accurate record, and were signed by the Chair.

16. Matters arising from the minutes of the meeting held on 15 March 2018

There were no matters arising from the minutes.

17. Confidential Business

There was no confidential business.

18. Any Other Urgent Business

a) Class “mixing” for 2018/19

The Headteacher informed Governors that he would be informing parents in the next Newsletter of the class teachers for next year. Parents would also be advised that Y3 classes would be mixed in September, in addition to the normal mixing at Reception, Y2 and Y4.

b) Term Dates 2020/21

The proposed term dates for 2020/21 had been circulated prior to the meeting. Governors **approved** these dates.

c) School Day changes from September 2018

The Headteacher confirmed that new parents had been informed about the decisions made for the school day.

d) Governor Newsletter from LA

The Chair asked all Governors to ensure that they read the termly Governor Newsletter from the LA, as important information was contained in it.

ACTION: ALL GOVERNORS

e) Code of Conduct for Governors

The Chair informed Governors that she would compare the existing Code of Conduct with that of another school, and would make amendments if they were necessary.

f) Correspondence – Moderation

The Headteacher had circulated a letter from the LA dated 5 June 2018, which validated the judgements made by the school for the Foundation Stage. There had been one item for improvement - that of awarding “exceeding” by checking exemplification materials and consulting the statements before making the judgement. Governors noted that it was very difficult for Reception children to achieve “exceeding” in writing. Mrs Williams added that the majority of schools where children achieved this practiced teacher directed writing, whereas the school focussed on child initiated writing.

Q: Were the standards the same as last year?

A: The standards had not changed, but there were different staff and different moderators.

g) School Development Plan (SDP) 2018/19

The Headteacher confirmed the process for updating the SDP: the SLT meet with the external adviser, David Howley to review the SEF, which then feeds into the SDP.

h) EYFS Uniform

The Headteacher brought a request initiated by EY staff to change the uniform for Nursery and Reception children. The present uniform was not allowing children to be as active as they needed to be. If Governors agreed, it would be phased in from September 2019, to allow a period of grace for the old style uniform.

Q: Could it be brought in with effect from September 2018?

A: No, as the uniform suppliers have stock.

Q: Why was the logo on green polo shirt or jumper optional?

A: Parents have to be able to buy uniform at places other than the school supplier – the school could not have a monopoly. This has always been the case.

Governors **approved** the change to the EYFS uniform.

i) Fundraising

Mrs East reported that she had researched how to make successful bids to companies for fundraising. She informed Governors that there was huge scope to contact local corporations to access their funds for corporate social responsibility.

The Chair advised that the school has a relationship with Twickenham Rugby Ground and receives some annual funding. The Headteacher noted that the PTA approach local businesses every year and occasionally are able to get some funding. The Chair suggested that Mrs East contact the incoming Chairs of the PTA and look to seek funding through the PTA.

19. Issues to focus on for the next meeting

- Review of Committee structure and membership
- Terms of reference
- Election of Chair and Vice Chair

20. Dates of future GFB meetings

Wednesday 19 September 2018

Wednesday 21 November 2018

Wednesday 20 March 2019

Wednesday 19 June 2019

21. Closing Prayer

The meeting was closed in prayer by the Headteacher at 7.45pm

These minutes were signed by the Chair (Dr J Park) at the meeting on 19 September 2018, following agreement by Governors that they were a true and accurate record of the meeting.