



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

At a meeting held at the School on
Wednesday 20 March 2019 at 6.00 pm

Present: Dr J Park (Chair)

Mrs T East, Ms C Giglio, Mrs M Hooper (arrived late),
Mr F Marsh (Headteacher), Miss M Martin, Mr M Motha,
Ms M O'Donoghue, Fr N Labo Ratu, Mrs J Williams

In Attendance: Mrs J Corley (Associate Member)

Clerk: Mrs I Bowles

1. Opening Prayer

The Chair and Fr Nico opened the meeting in prayer.

2. Apologies

Apologies had been received from Mrs A Mason.

3. Declaration of Personal Interests

Mrs East declared that she had applied for a Reception place for her child for September 2019.

4. Membership

a) Changes in Membership

The following new Governors were welcomed to the meeting:

- Mr Marlon Motha – Parent Governor
- Fr Nico Labo Ratu – Foundation Governor
- Ms Catalina Giglio – Foundation Governor

b) Governor Vacancies

There was currently one Foundation Governor vacancy, for which the application from Mrs Corley was ongoing.

c) Governors nearing the end of their term of office

The following Governors were nearing the end of their term of office:

- Mrs Williams – Staff Governor – 7 July 2019.
The Headteacher confirmed that an election for a new Staff Governor would take place in September 2019.

ACTION: HEADTEACHER

- Miss Martin and Ms O'Donoghue – Foundation Governors – 31 August 2019
Miss Martin and Ms O'Donoghue confirmed that they would like to apply to the Diocese for re-appointment. The Clerk would check on the process and advise them accordingly.

ACTION: CLERK

[Mrs Hooper arrived at 6.13pm]

d) Named Governor – Maintenance Fund

The Chair reminded Governors that Mrs Corley had monitored the maintenance fund during her time as Chair of Governors, recording parental contributions, etc. The Chair recommended that Ms Corley continued to do this, as a named Maintenance Fund Governor. This was **agreed**.

5. Headteacher's Report

The Headteacher led Governors through his report, highlighting the following points:

a) Personnel

- Mrs Alcorn would leave at Easter 2019. Ms Solar (NQT) had been appointed to take the class from mid-June 2019. Mr Cobbold and Mrs Williams would teach the class in the meantime.
- The Personnel Committee had approved the appointment of an additional teacher. Interviews had taken place on 19 March 2019, with an offer of appointment made. Mr Graham Lawlor had verbally accepted- he had been a student teacher at the school last year, and would be in his second year of teaching.
- The reviews of EHCPs could lead to a requirement for 1:1 support for children in Y1. The SENCo was pursuing the Panel; if two children receive funding, the school would appoint 2 existing TAs to meet the needs of these children; these are Agency staff, costing £110/£125 per day. Funding is only given for two terms at a time.
Q: If funding was given for one year, would staff be contracted?
A: No –these are children with high needs, who may struggle and not flourish; they could move provision. Governors had to be careful of a creeping expansion of staff.
Q: Was there a risk that these Agency staff could find permanent posts elsewhere?
A: The school thought that the staff were happy at the school, and wanted to stay.
- Mr Pipola was on a zero hours contract; it was anticipated that he would work in the region of two days per week. He was currently concentrating

on air conditioning quotes, organising regular building maintenance checks, audits, and monitoring the RE:FIT bid.

- **Q:** With the Middle Leaders now in place, was any review of the structure envisaged?

A: Some leaders were still new to post; there was a six month trial period. They needed time to access Leadership training. The Middle Leaders would be the key drivers for the new curriculum. Individual roles would be reviewed – eg with the retirement of Mrs Williams – but not the whole structure in the short term.

b) School Improvement

Key Actions were detailed in the report.

- Mini Vinnies would be commissioned on 27 March 2019.
- The top boxes of the overall Improvement plan were completed by each class and displayed in their classroom.
- The SEF for the end of 2017-18 was in the report. The Headteacher welcomed questions:

Q: Why were percentages for Good Level of Development (GLD) in Reception lower in 2018 than 2017?

A: There had been a change of staff in Early Years, with a more careful approach to assessment at the end of Reception.

Q: Was anything else different?

A: No. The school was part of the Hounslow programme ‘Seeking excellence in Early Years, so staff were working with advisers. There were more opportunities for helping children to be working at “exceeding”. The Headteacher was also attending this training. Opportunities for using technology in school in Early Years was very limited, so scores were low in this area. However, it was important to consider technology used at home by children.

Q: When would the new baseline assessment come into effect?

A: From September 2020: a baseline assessment would be taken in the first half term; there would be no KS1 SATs from 2023 – progress would be measured at the end of Y6.

Q: How was progress measured at the end of KS2?

A: This was not known until scaled score results were known when all Y6 children had taken the May SATs and results analysed by the Government – possibly not until the Autumn Term; looking at children’s work could give an indication.

Q: Did the school do everything possible to ensure that applications for free school meals was maximised on entry?

A: Yes, parents’ NI numbers were requested, so that eligibility could be checked. Parents were informed that if children were eligible for free school meals, and Pupil Premium, their child would receive 1:1 tutor sessions, clubs, trips, music tuition. This was to provide more opportunities and diminish attainment and progress gaps.

Q: How was the investment made in pupil voice?

A: Teachers ask the children what they want to learn; post-it notes are written and recorded in planning – these are then moved to the knowledge gained when covered. However, John Hutchings, the Reach Academy History Co-Ordinator had suggested that research

shows that pupil voice is not effective in the long term retention of knowledge.

- The DfE would visit the school on 5 April 2019 to look at how the trial was progressing.
- **Q:** When would another survey be undertaken? What questions would be asked?

A: The last formal parental survey had been carried out for the OfSTED inspection; Parent View questions had been used. The school would look to undertake another in the summer term.

c) SEN and Pupil Premium

Costings outlined in the Headteacher's Report included all known funding income and expenditure for pupils with EHCPs.

Q: How did SLT monitor the impact of funding.

A: There were different ways to measure impact. Miss Martin explained that she, as SEN Governor, held regular meetings with the SENCo, and always asks about measures of impact. Targets are tracked and progress measured. Mrs Williams added that some support for SEN pupils was to increase self-esteem and confidence; to improve how they interact with other children and adults. More tangible measures can be seen from summative tests and formative assessment. Target tracker was a useful tool.

d) Training

The INSET sessions for the Spring Term 2019 were outlined. Training for staff in relation to children with Autistic Spectrum Disorder (ASD) would take place in the Summer Term 2019 – this was not suitable for Governors to attend.

e) Hounslow Workload Charter

The Headteacher reminded Governors of the importance of teacher workload in the national agenda. The school was in a good place for this, with things that had no impact being given up. Governors noted that some staff would be unhappy with some aspects as the school moved forward. The Headteacher was concerned about the expectations of support staff; a meeting was to be held with them to discuss this.

Q: Were there any HLTAs?

A: A significant number of TAs were already at a high level in terms of pay scales; this might need to be reviewed as they were not identified as HLTAs. Some tasks are new for TAs, but are within the scope of their contracts. The staff survey would be repeated at the end of the workload charter changes; Governors were aware that support staff had not engaged in the process in the same way as teachers. Meetings had been opened for the Workload Charter process, but there was a problem with those who did not engage. The initial group of staff taking part had felt that many of the points in the charter were already "green"; some were "amber", but none were "red".

The Headteacher reminded Governors that the Workload Charter was about teacher workload, but Hounslow had expanded this to include all staff. He would discuss this with Louise Butt, who was managing the process on behalf of the LA. Governors recognised that the Headteacher was doing all he could to involve all staff.

Q: Should there be a nominated Governor for the Workload Charter?

A: It was agreed that the Vice Chair – Ms Mason – would take on this role.

f) Finance

There was nothing new to report since the Finance Committee meeting. There could be an issue with Minimum Funding Guarantee, which did not appear to give as much income as had been expected. John Bowden was liaising with the LA to resolve this.

The current plan was over budget in 2020/21 and 2021/22; these did not include the expected but not finalised or explained grant for NI or pensions increases.

6. Progress of School Improvement Plan (SIP)

The Headteacher confirmed that a RAG-rated SIP had been placed on Dropbox. The Headteacher briefly led Governors through the document.

7. Financial Items

a) Schools Financial Value Standard (SFVS)

The Chair acknowledged the hard work of Mrs East, Mr Motha, the Headteacher, Mr Pipola and John Bowden (LMS Ltd), in reviewing and updating the SFVS document. There was an amendment to the SFVS, question 2: seven Governors had attended finance training, not five.

There had been a robust debate at the recent Finance Committee meeting; it had not been an easy conversation, but the conclusion had been positive. The Finance Committee had worked hard to achieve a consensus; the Chair thanked Governors for this. The SFVS had been agreed and recommended for approval to the Governing Body. This was approved, signed by the Chair and submitted to the LA prior to the deadline.

b) Preparation of budget for 2019/20

The Headteacher advised that there was nothing to add to the Finance Committee minutes.

c) Approval of School Financial Regulations, December 2017

The Finance Committee recommended these regulations for approval by the Governing Body. However, the Committee noted that there are sometimes exceptional circumstances in which the Governing Body would not follow the regulations. Any instance of this would be reported to the full Governing Body at the first available opportunity. Governors **approved** the School Financial Regulations with this caveat.

8. SEND items

Miss Martin confirmed that she had worked with the SenCO on both the Local Offer and the SEN Policy review.

Q: Should the SEN Governor attending training be added to the Training and Development section of the policy?

A: It was agreed that a phrase to reflect that the SEN Link Governor attends training as appropriate be added to the policy.

ACTION: HEADTEACHER

a) Local Offer

Governors **agreed** the Local Offer document.

b) SEN Policy Review

Miss Martin had reviewed the SEN Policy with the SENCo. It was ready for approval, but changes in the draft document were still highlighted. Governors **agreed** to approve the revised document with changes.

9. Reports from Committees

Governors were reminded that copies of Committee meeting minutes had been uploaded to Dropbox. Chairs of Committees gave brief reports to Governors. Some additional information was given:

a) Achievement and Standards Committee (Mrs East)

- Mrs Corley had been elected as Vice Chair
- Mr Lawlor had given an in-depth presentation on Kick London
- The RE Peer Challenge report would be uploaded into the Summer A&S folder on Dropbox
- The Reach Academy trial was ongoing, with really good outcomes. Y1 and Y2 teachers were preparing their own knowledge planners; 50% of learning was identified in the knowledge planners.
- Governors were invited to the INSET session on the Chris Quigley curriculum on 3 September 2019.
- INSET for staff on well-being would take place on 28 March 2019.

b) Admissions Committee (Mrs Corley)

Mrs East left the meeting for this item, as she had declared a conflict of interests.

- It had been necessary to change some information on the SIF in respect of admissions.
- Terms of Reference had been agreed
- The Admissions team in Hounslow had given some clarification, as a parent had misunderstood the application form.
- There had been 70 applications (104 in 2018). Places had been allocated to 26 siblings and 34 children in the three parishes.
- The number of Reception applications were down across the Borough; there had been a dip in birth rates.
- Mrs Corley had been sent certificates for Governors who had attended the Admission Appeals training in 2018.

Mrs East returned to the meeting

c) Finance Committee (Mrs East)

- John Bowden (LMS Ltd) would provide amended information in his reports to Governors.
- The Committee would, in future, receive data to the end of the month prior to their meeting.
- The “little extras” capital funding would offset the roof costs
- The Headteacher invited suggestions for the Devolved Capital Funding sum of around £9K.

d) Personnel and Pay Committee (Mrs Corley)

There was nothing further to report.

e) Premises and H&S Committee (Miss Martin)

- Barkers were to register the Solar Panels to enable the school to receive income.
- The lift insurance only covers damage to the lift, not any injury to wheelchair users.
- Actions on the roof project and boiler were all in hand.
- The RE:FIT programme was progressing; the agreement with the Borough had been signed.

10. Safeguarding

a) Any training attended

Governors had attended the following training:

- Child Protection & Safeguarding - Governor Responsibilities training, February 2019 – Mrs East and Ms Hooper
- Designated Safeguarding Lead (DSL) training, run by the LA – Mr Marsh
- Governors' Panel Hearings, LDBS, January 2019 – Miss Martin
- Gender Awareness Training, LDBS – Ms O'Donoghue

b) Any Safeguarding issues

There were no safeguarding issues to report.

11. Governor Training

a) Training attended

Governors had attended the following training since the last full Governing Body meeting:

- Governors' Panel Hearings, LDBS, January 2019 – Miss Martin
- Getting your head around school finance, February 2019 – Mrs Corley, Mrs East, Mr Marsh, Ms Mason, Mr Motha, Dr Park, Mrs Williams
- Budget setting & monitoring and the Governors' role in it, March 2019 – Mrs East
- Making sense of data, March 2019 – Ms Hooper, Dr Park
- New Governor Essentials, March 2019 – Mr Motha
- New Chairs of Governors (presented by the Diocese for Chairs and Vice Chairs) – Dr Park and Ms Mason.

b) Feedback on Finance training – 6 February 2019

Governors had found this session, led by Rory McCormack, useful; it had enabled further discussion to take place.

c) Admission Appeal Refresher training, to be led by Carol Stiles and Irene Bowles – 1 May 2019

Governors were reminded about this training, and were encouraged to attend.

d) Whole Governing Body Training – Governing Body Self-Review, led by Andrew Dodge – 25 September 2019

Governors were reminded that this session would take place following a short business meeting on 25 September 2019.

12. School Visits

A number of Governors had visited the school, including:

- Miss Martin had gone to the pantomime with Y6 in December 2018.
- Miss Martin had met with the SENCo on 7 March 2019.
- Mrs East had regularly accompanied Y4 swimming on Wednesday mornings.
- Mrs Giglio had helped with training for a hockey tournament in February 2019 and was helping with Y5&6 hockey before school on Fridays.
- Fr Nico had visited the school on two occasions.
- Dr Park had visited Y2, and confirmed that he had been made very welcome.
- Mrs East would attend Sports Day on 21 March 2019
- Mrs East was trying to find a mutually convenient date to visit Y3.

13. Policies

a) SEND Policy (taken at item 6)

This item had been approved at item 6.

b) Safeguarding Policy

Q: How many different languages were spoken by families at the school? In what languages did the school circulate information?

A: The Headteacher advised Governors that information on home languages is no longer collected; the only information received is which children speak a language other than English at home. The school did not therefore provide information in any language other than English.

The Headteacher assured Governors that EAL children generally have no problem with reading – they have a strong love of books. They score very highly in Y1 phonics screening. EAL numbers were much lower than in many community schools.

Governors noted that there were some typos through the document. Governors **agreed** the policy, subject to correction of the typos. These amendments were delegated to Mrs East and Mr Pipola.

c) Disaster Recovery Policy

The Headteacher advised Governors that it was necessary to have a Disaster Recovery Policy, but assured them that the LA would provide support to the school in the event of a major problem. Governors noted that the policy presented was a new document. Governors **agreed** the policy, with an early review date of Spring Term 2020.

d) Update on review of format, review dates, etc of policies on the website (Mrs East)

Governors acknowledged the work that Mrs East and Mr Pipola were doing on policies, including their review and dates. A master document would be uploaded to Dropbox, which could be used to inform meeting agendas. The Headteacher added that the school subscribed to the Policies section on The Key for School Leaders – Mr Pipola could add policies to that.

14. Update on actions from Parent Survey – Summer 2018

The Chair reminded Governors that the Parent Survey had been carried out in May 2018 by LKMco, and the analysis of answers provided to Governors in June 2018. Some actions had been completed; some were awaiting decision, and some were ongoing.

The Chair explained that there were three issues that needed to be addressed:

- Communications – the link with parents
- Fund-raising
- The future of Clubs: the survey had been carried out in the context of proposals for Friday afternoons. Governors agreed that they needed to gauge the interest of parents for after-school clubs throughout the week, not just on Friday afternoon. What was the purpose of after-school clubs? Was it for the benefit of the children, or to raise funds?

Mrs East reported that she had drawn up a document analysing the LKMco answers. The Chair stated that he would create a folder on Dropbox into which Mrs East's document could be added, and a discussion could continue via e-mail.

ACTION: CHAIR, MRS EAST, ALL GOVERNORS

Governors noted that the issue of Friday afternoons and the school week was back in the national news. Governors agreed that they had learned many lessons from the situation in 2018.....Mrs East suggested that all Governors had to “let go” of that time in 2018, or it would be impossible to move on.

Governors discussed the items raised by the survey, making the following points:

- The various points had to be followed up, even if in a more general way.
- There were four priorities, which were still very valid; but may need to be taken forward in a different way.
- Perhaps bundling all the issues together and responding as a whole would make the communication less emotive.

- Governors acknowledged that there was baggage from that period in time – trust levels had changed – good communication was key.
- There was a challenge to improve the engagement between Governors, the school staff and parents.
- There were still raw feelings on all sides; opinions had been very strong.

The Chair concluded that all Governors should make contributions via the Dropbox folder. Following a discussion using written exchanges, a working party could be set up with volunteer Governors if appropriate.

15. Minutes of the meeting held on 21 November 2018

a) Accuracy of minutes

The minutes of the meeting held on 21 November 2018 were **agreed** as a true and accurate record and were signed by the Chair.

b) Matters arising from the minutes

- i) **Item 5(a) Sundries fund:** The Headteacher advised that the Sundries Fund is a budget heading in the school's accounts under Curriculum; at approximately £17K, it is of the same order as the Kick London costs. Governors noted that rather more than half of parents had contributed to the Sundries Fund.
- ii) **Item 10(a) Relationships and Sex Education Policy:** although Ms O'Donoghue had sent a document to Mr Pipola, there had been an update. The revised version would be sent to Mr Pipola.

ACTION: MS O'DONOGHUE

All other actions had been completed.

16. Any Other Urgent Business

There was no urgent business.

17. Confidential Business

a) Governor contact list

b) Complaints Panel- November 2018

These are minuted on a separate sheet.

18. Issues to focus on for the next meeting

- Approval of the budget for 2019/20
- Update on LKMco Survey

19. Dates of future FGB meetings

Wednesday 1 May 2019 – Admission Appeals Refresher Training
 Wednesday 19 June 2019 – Fr Nico gave his apologies for this meeting
 Wednesday 25 September 2019 (followed by GB Self-Review training with Andrew Dodge)

20. Closing Prayer

The meeting was closed in prayer at 8.23pm by the Headteacher' Fr Nico gave the blessing.

These minutes were signed by the Chair (Dr J Park) at the meeting on 19 June 2019, following agreement by Governors that they were a true and accurate record of the meeting.

Confidential minutes are not included in this document.