



ST. JOAN OF ARC PRIMARY SCHOOL

Minutes of the meeting held in the school, Northolme Road, N5 2UX on Thursday 8 October 2015 at 6.30pm.

Present:

Beccy Mackinney
Clare Campbell
Helen O'Shea
Father Gerard King
Claire Gorman
Claudia Battaglio

Chair
Headteacher

Elodie Denjean (7.00pm)
Aideen O'Halloran
Adrian Fish
Sarah Kelly
Claire Gorman

Also present:

Hilary Furey **Clerk to the Governors**
Helen Crawford **Associate**

The meeting opened with a prayer.

		<u>ACTION</u>
1.	<p>ELECTIONS</p> <p>The Clerk asked governors for nominations for the roles of Chair and Vice Chair of the Governing Body. Beccy Mackinney was proposed and seconded as Chair. With no other nominations it was agreed that Beccy Mackinney would be Chair of Governors until Autumn 2016. Claudia Battaglio was proposed and seconded as Vice Chair. With no other nominations it was agreed that Claudia Battaglio would be Vice Chair of Governors until Autumn 2016,</p> <p>RESOLVED that Beccy Mackinney be Chair and Claudia Battaglio be Vice Chair for the 2015-16 academic year.</p>	
2.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>Apologies for absence had been received from, and consent given to, Amanda MacCarron. Elodie Denjean had apologised as she would arrive a little late.</p> <p>Sarah Kelly was welcomed as the new Staff Governor.</p> <p>RECEIVED</p>	
3.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></p> <p>A list of governors' names and addresses had been circulated prior to the meeting.</p>	

		<u>ACTION</u>
	<p>a) <u>Composition</u></p> <p>The Headteacher told governors that she had been in contact with the school's 2 sister parishes in an attempt to find a potential Co-opted Governor and Foundation governor and had asked the Chair to focus on the St Joan of Arc School community. All governors were requested to complete a skills audit which would be analysed to identify skills gaps for governor recruitment purposes. Adrian Fish requested a copy of the procedural regulations.</p> <p>i) Sarah Kelly was appointed as a Staff governor from 3 July 2015 for a term of office of 4 years.</p> <p>RECEIVED</p> <p>b) <u>Committees</u></p> <p>It was agreed that Helen Crawford and Hugh Heneghan would take turns to attend Committee meetings and would replace the Headteacher when required..</p> <p>c) <u>Link/lead governors</u></p> <p>The Clerk was asked to remove governors' names but to leave the areas of responsibilities. .</p> <p>Aideen O'Halloran was the Link Governor for Safer Recruitment, not Aisling Burnand.</p> <p>d) <u>Conflicts of Interest</u></p> <p>The Clerk would let the Headteacher and Chair have a register of Business Interests and attendance at Governing Body and Committee meetings for the purpose of the website.</p> <p>After discussion,</p> <p>RESOLVED that the Clerk would forward a register of business interests and meeting attendance information.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
4.	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on Wednesday 13 May 2015 had been circulated prior to the meeting.</p> <p>i) p.777., Item 14 – Development & Learning Programme Amend to Executive Headteacher of New River College.</p> <p>ii) p.778, Item 17, AOB The Headteacher clarified that the attendance at the end of year was 96.3%, down from 97% at the date of the summer term meeting The Parents Forum meeting had been discussed but had not been taken forward and the committee were encouraged to report back at</p>	<p>Parent Forum</p>

		<u>ACTION</u>
	<p>the next Governing Body meeting.</p> <p>Helen Crawford reported back that she had looked into the Safety Resource Box which Father Gerard had talked about at the previous meeting. Whilst it was thought to be a really good resource it was felt that it could not add anything to what the school already had in place at the present time but would give it some further consideration in the future. Father Gerard would report back to the Parish Council.</p> <p>Amend ‘...could promise...’ to ‘could not promise...’</p> <p>After discussion,</p> <p>RESOLVED that the minutes, as amended, be signed as a true record.</p>	<p>Father Gerard Clerk</p>
5	<p><u>HEADTEACHER’S REPORT</u></p> <p>The Headteacher’s report had been circulated prior to the meeting</p> <p>a) <u>School Roll</u></p> <p>The school roll currently stood at 439.</p> <p>b) <u>Pupil Absence/Attendance</u></p> <p>Pupil absence for 2014-15 was 3.21%, compared to Islington and the national primary average of 5.5%. The focus on improving attendance was ongoing with children receiving certificates at the end of each term, with one pupil achieving 100% attendance throughout his whole primary attendance.</p> <p>c) <u>Key Stage Results</u></p> <p>The Headteacher had provided assessment data across the school as part of her report and the Curriculum Committee would look at all data in more detail. Governors agreed that the results were all very good and asked the Headteacher to give their thanks to all staff and to the Year 6 pupils had now gone on to secondary school. Early Years Foundation Stage and Year 1 Phonics results were good and the Deputy Headteacher said that lots of effort had been put into achieving expectations. It was noted that boys outperformed girls at the end of Reception and the Headteacher would provide national averages data for the Curriculum Committee meeting. The Chair felt that it was good that there was no trending on one particular group which shows that teaching is effective overall rather than cohort specific.</p> <p>d) <u>Staffing</u></p> <p>The Headteacher told governors that four new members of teaching staff, as well as a new Welfare Assistant and two new lunchtime staff, had started work in September.</p>	<p>Headteacher</p>

		<u>ACTION</u>
	<p>e) <u>Fire drill</u></p> <p>A fire drill had been carried out on Thursday 10 September 2015 at 10.10am and the building was evacuated in under two minutes.</p> <p>f) <u>School Buildings and school closures</u></p> <p>Governors were told that new electronic whiteboards had been installed in classrooms and a tree house had been installed in the nature garden. Governors were very impressed with the new school entrance hall and office areas which were due for completion at October half-term, but were especially pleased with the St Joan of Arc statue which had been hand-made for the school by an Italian carver. The Headteacher told governors that she had sent a picture of the statue in situ to thank the artist.</p> <p>INSET training had taken place on 1 September on Numicon and Writing and the next INSET session would take place on 2 November on New Assessment Procedures.</p> <p>Governors thanked the Headteacher for her report and it was noted that a shorter version would be presented at the next Governing Body meeting on 26 November 2015.</p> <p>After discussion, it was</p> <p>RECEIVED</p>	
6.	<p><u>ANNUAL SAFEGUARDING REPORT</u></p> <p>The Headteacher presented the Annual Safeguarding Report to governors and responded to questions and comments as follows:</p> <p>p.3 – the school review had queried safeguarding training for staff who started at times other than in September and governors were told that all new staff were given safeguarding training as part of their induction programme.</p> <p>p.7 – ED had completed Safer Recruitment training and this would be included. Fr Gerard, AO'H and CG would complete training on 21 October 2015. The Clerk was requested to send a training report to the Chair.</p> <p>p.8 – Hugh Heneghan's name contained a spelling error and would be corrected.</p> <p>p.12 – there had been 8 bullying incidents dealt with by the Headteacher or a SLT member, and governors were told that all schools had bullying issues at times and that this number was fairly average. Duplication in number of gender cases would be corrected. Further to a query about equalities it was noted that there was no overlap in incidents of staff and children, and where children were involved in either accidents/incidents the LA was notified via the online recording system and the Headteacher would always check to ensure if follow up was required.</p> <p>The Headteacher drew governors' attention to the number of Child Protection (CP) conferences and said that it was high (5 children and 15 case conferences), although most schools had some cases. In response</p>	<p>Headteacher</p> <p>Clerk</p> <p>Headteacher</p>


		<u>ACTION</u>
	<p>to a query it was noted that the school's involvement was escalated by a home situation and that the Headteacher had to attend each conference of approximately 3.5 hours each, although this was held at the school whenever possible, and conferences would continue until a child came of the CP plan. Governors wondered if the Deputy Headteacher could attend in the Headteacher's place and were told that, as a part time member of staff, meetings may not always fall on working days.</p> <p>RECEIVED</p>	
7.	<p><u>REPORT FROM EXTERNAL ADVISER</u></p> <p>A report had been circulated to governors in advance of the meeting and the Headteacher told governors that the External Adviser's visit had coincided with an unplanned fire evacuation. The Chair reminded governors that the new Ofsted framework included governors in its assessment of leadership and, as such, said it was important for governors to attend training and to be ambitious for the school, as well as being aware of monitoring processes. Further to a query the Chair said that the skills audits would be analysed to identify skills gaps and where training would be appropriate. It was agreed that the Headteacher would ask the school's new External Adviser, Mike Thompson, to provide whole governor training on Ofsted inspections.</p> <p>RESOLVED that the Chair would analyse the skills audits and the Headteacher would speak to the new External Adviser about governor training on Ofsted inspections.</p>	Headteacher
8.	<p><u>REPORT BACK FROM COMMITTEES</u></p> <p>Minutes of committee meetings had been circulated in advance of the meeting.</p> <p>a) Finance & Buildings Committee – 19 June 2015</p> <p>RECEIVED</p> <p>b) Pay Committee – 26 June 2015</p> <p>Further to a query about threshold the Headteacher explained that there were 6 scales which teachers had to complete before being eligible to apply for threshold. In order to meet threshold criteria teaching should never be less than Good and individuals also needed to provide something additional to the wider school, such as leading an initiative or mentoring a NQT. In addition, an individual would need to have had 6 successful appraisals and to have met all expectations. The Headteacher confirmed that NQTs were not part of the appraisal cycle but that, when NQT was passed, individuals received a pay award and it was therefore important to have consistent recording of information. A date for the Headteacher's Performance Review had been set and governors agreed that the Chair, Vice Chair and a third governor, each of whom had completed specific training, to carry out this review, along with the External Adviser. The Chair told governors that there was a need for more governors to complete the Headteacher Performance Appraisal training and would forward a list of training information to governors.</p>	Chair

		<u>ACTION</u>
	<p>c) Finance & Buildings Committee – Tender proposals 9 July 2015</p> <p>The minutes of the meeting to discuss tender proposals had been circulated and tender 2 had been proposed and seconded by the Finance & Buildings Committee. Governors approved the decision.</p> <p>RECEIVED</p>	
9.	<p><u>REPORTS FROM THE DIRECTOR OF LEARNING AND SCHOOLS</u></p> <p>The following policies and guidance had been provided by Islington HR team:</p> <ul style="list-style-type: none"> • Model Complaints Policy and Procedure <p>The Headteacher reminded governors that the school had to use the Diocesan Complaints policy and that this would be discussed at the next Staffing Committee meeting.</p> <p>RESOLVED that the Staffing Committee would discuss the policy.</p> <ul style="list-style-type: none"> • Attendance Guidance and Sample Attendance Policy <p>It was noted that an attendance policy was already in place and was due for review in 2016. As there was new guidance the Curriculum Committee would review the sample policy at its next meeting and that those governors who were not members of that committee were invited to send any comments to the Chair of the committee.</p> <p>RESOLVED that the Curriculum Committee would review the policy.</p> <ul style="list-style-type: none"> • Schools Finance Value Standard (SFVS) <p>Governors were told that this was a standard item for the Finance Committee.</p> <p>RESOLVED that the Finance Committee would discuss the SFVS.</p>	<p>Staffing Cttee</p> <p>Curriculum Cttee</p> <p>Finance Cttee</p>
10.	<p><u>GOVERNORS' VISITS</u></p> <p>Governors were reminded that there would be a learning walk held at 9.30am on Friday 13 November 2015 and the Headteacher would let governors know the topic, following yesterday's review. Previously governors had seen Sports and lunchtime.</p> <p>RECEIVED</p>	Headteacher
11.	<p><u>CHAIR'S REPORT</u></p> <p>The Chair told governors that she had recently attended the beginning of</p>	

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	<p>staff meeting to say hello and meet new staff, and also to introduce herself and to give some background of her professional role and her role as Chair of Governors and a committee member. It was felt that it would be good for other governors to do this and the Headteacher felt this would be appreciated. A 2-3 week rolling programme was suggested and the Headteacher would email governors so that governors could sign up for their preferred date.</p> <p>The Chair reported that there had been 1 in-year appeal for admission which was unsuccessful, and the school's decision was upheld. In response to a query the Headteacher explained that the child had grounds for appeal as a sibling, but that the reasons for the unsuccessful appeal were confidential. Governors wanted to know about maximum class sizes and were told that the Government had removed the maximum number of 30 pupils per class for junior classes, however the school was full and it was important to note that there would be an impact on having an additional pupil and that the IT room had only 30 places with 2 fire doors, meaning that it was not possible to put an extra desk in the room. A governor said that the Chair had defended the school's position well, and it was noted that there were 9 siblings on the waiting list. The Headteacher thanked the Admissions Appeals Committee members for their work.</p> <p>RECEIVED</p>	
12.	<p><u>DEVELOPMENT AND LEARNING PROGRAMME</u></p> <p>ED had completed the Diocesan appeals training since the last Governing Body meeting and Father Gerard had supported a child at an appeal hearing at another school. It was agreed that it was right to deal with the admissions process in a rigorous manner to ensure that the process was fair. After discussion, it was agreed that more training on Admissions, Safer Recruiting and Safeguarding was needed and that training was available via the Diocese, the LA and GEL, with governors attending training relevant to their committee roles although the Chair was keen for all governors to completed Safeguarding and Safer Recruitment training. In addition, the NGA website was useful in showing governors' roles in relation to the Ofsted framework.</p> <p>The next Governors' Briefing would be on Wednesday 11 January 2016 and governors are encouraged to attend.</p> <p>RESOLVED</p>	All
13.	<p><u>FUTURE MEETING DATES</u></p> <p>Meeting dates for the academic year had been agreed.</p> <p>RECEIVED</p>	
14.	<p><u>OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA AND AGENDA ITEMS FOR THE NEXT MEETING</u></p> <p>A governor pointed out that, in applying for a Reception place for her</p>	

		<u>ACTION</u>
	<p>daughter at another Catholic school, she had been told that the form currently being used was no longer in use and was given a new form. Neither the Headteacher nor Chair of Governors were aware of the new form which, it was said, was to be used as of this year. Governors discussed the new form and, after discussion about the impact of the new form, it was agreed that the Headteacher would email the form to other Catholic Headteachers, and said that this had not been mentioned at the Catholic Headteachers' meeting in June 2015. The Chair would contact Mary Ryan at Westminster Diocese and noted that Admissions training would be taking place on 21 November 2015.</p> <p>The Diocesan Safeguarding Conference would be held on 21 November 2015 from 9.00am and governors indicated their intention to attend.</p> <p>There was no further business to discuss.</p> <p>RECEIVED</p>	<p>Headteacher/ Chair All</p>
15.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>There were no confidential items to report.</p>	

There being no further business, the Chair closed the meeting at 8.00pm.

CHAIR: 

DATE: 26/11/15

Hilary Furey
Clerk to the Governors
Governor Services, Islington Council

