

		ACTION
	<p>list.</p> <p>RECEIVED</p> <p>b) <u>Committees</u></p> <p>The Chair asked governors to consider committee membership and would revisit this during the summer.</p> <p>c) <u>Link/lead governors</u></p> <p>The Chair asked if any governor would consider taking on the role of Safeguarding Lead from Helen O'Shea who added that the role required the individual to have one scheduled meeting per year with the Headteacher, and to be available should the need arise for other issues or discussions. The Chair stressed the importance of safeguarding training for the role, and reminded governors that the LA safeguarding training for governors would take place on 25 May 2016 should governors wish to attend. In addition, Father Gerard told governors that online Diocesan training was also available and information was in this week's parish newsletter. The Chair suggested that governors might read Helen O'Shea's governor visit report for information. Charlotte McMillan volunteered to take on the role of Safeguarding lead governor and said she had completed online training, and it was agreed that she and Helen O'Shea would have a handover.</p> <p>RESOLVED: that Charlotte McMillan would be the Safeguarding lead governor as of 1 September 2016.</p>	<p>Chair</p> <p>All</p> <p>Clerk</p>
3.	<p><u>REGISTER OF BUSINESS INTERESTS FORM (ANNUAL UPDATE)</u></p> <p>As part of the annual update of the register of business interests all governors were asked to complete and return declarations to the Chair and this was completed by all present.</p> <p>RECEIVED</p>	<p>Clerk</p>
4.	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 21 March 2016 had been circulated to governors prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>The following amendments were agreed:</p> <p>i) <u>Page 802, Item 6c) – Report back from Committees - Curriculum</u></p> <p>The first sentence should read 'The first meeting of the Parent Forum had met with 12 volunteers represented across all year groups, except Year 6' instead of '...12 volunteers equally represented across all year groups, although there was no representative for Year 6.'</p> <p>After discussion,</p> <p>RESOLVED: that the minutes be signed as a true record.</p> <p>b) <u>Matters arising</u></p> <p>Item 2 - The Clerk was asked to send an email to all governors showing all updated email addresses.</p> <p>Item 4 – HH said that there were 16 places with 2 reserve places for the Bikeability (Level 2) course and, further to a question, confirmed that priority would be given to those who did not take the course in the previous</p>	<p>Clerk</p> <p>Clerk</p>

		ACTION
	<p>year.</p> <p>Item 6a) - CB would email a template for committee minutes to all governors.</p> <p>Item 6d) - AF would speak to Fr Gerard about a technicality in the Admissions Policy which would then be added to the school website.</p> <p>HC would include a reference in the school newsletter to the Parents' Voice section of the school website.</p> <p>RECEIVED</p>	<p>CB</p> <p>AF</p> <p>HC</p>
5.	<p><u>HEADTEACHER'S REPORT</u></p> <p>A report by the Headteacher had been circulated to all governors prior to the meeting and the Headteacher invited questions.</p> <p>a) <u>Roll/Attendance</u></p> <p>There were currently 442 pupils on roll. Attendance was 96.46%, down from 97.37% in the autumn term and a governor wanted to know the reasons and implications. The acting Headteacher said that it had been usual for attendance to drop slightly in spring and that there had been lots of coughs and colds, whereas the autumn term attendance had been high. The acting Headteacher said, in response to a query, that she would expect to see a drop in attendance if there were a flu bug. The target was 97% and a governor asked who set the target. In response, governors were told that attendance targets used to be set by the EWO, although the LA's target was currently 96% in terms of ensuring pupils educational attainment. School attendance is therefore still considered to be high. Year 5 and Reception classes had the lowest attendance, and this was being monitored and followed up by HH who told governors that there were sometimes good reasons, but it was also important for the school to reinforce good habits and to start as early as possible. On a separate note, governors discussed attendance marks in registers as a result of hospital appointments.</p> <p>b) <u>Standards & Quality of Teaching</u></p> <p>A governor wanted to know how lesson observations were rated if this was no longer done by Ofsted. The acting Headteacher said that, like Ofsted, SLT no longer graded lesson observations but that feedback was summative, for example, providing advice and guidance on an area which could be improved and also looking back at a teacher's previous observations to see if there had been improvement. This had worked well this year and it was possible to see how lessons had improved based on observations and which could be better linked to targets and pay progression. Governors were told that the quality overall was very good with a wide range of subjects having been observed, and practice, subject knowledge, interactions and questioning really improved. Teachers were trying to ensure extension and differentiation of work was better demonstrated in books. Higher thinking skills were being followed up in books and peer and mentor observations were highlighting areas of training and/or putting training and support in place.</p> <p>c) <u>Staffing</u></p> <p>The acting Headteacher told governors that she had received one notification of maternity leave and a member of staff had been granted one year's unpaid leave. The date for teacher resignations was 31 May 2016</p>	<p>HC</p>

		ACTION
	<p>and, should any resignations be received, the Chair of the Staffing Committee would be notified. Interviews had been held and three class teacher appointments made before the Easter break.</p> <p>d) <u>Events</u></p> <p>In response to a governor's question HC said that, unfortunately, no pupils had gone through to the next round of the Chess Challenge with one Year 4 pupil missing by one half point, and competitors had needed to win 4 out of 6 games. The final score was 3 wins and 1 draw. Governors thanked all parents who had accompanied pupils to the competition. Governors were pleased to see children involved in such a wide variety of sports and wondered if there were any debating competitions. HC said that there had previously been a debating club but this was now only done in class, with University Challenge being held tomorrow for Year 5.</p> <p>e) <u>Fire drill</u></p> <p>The most recent fire drill took place for the school on 13 April 2016 at 10.10am and for Extended Services on 14 April 2016, with both being completed successfully.</p> <p>f) <u>School closures</u></p> <p>There were no school closures to report.</p> <p>Governors thanked the acting Headteacher for her report.</p> <p>RECEIVED</p>	
6.	<p><u>BUDGET 2016-17</u></p> <p>The Chair of the Finance Committee told governors that the Finance Committee had approved the 2016-18 budget with the final carry forward for 2015-16 being £92, 452.30. It had been agreed that the surplus would mainly go into the general budget with some being used to cover the cost of replacement dining chairs. Governors were asked to ratify it at this meeting and the 2016-17 budget was approved by the Governing Body.</p> <p>RESOLVED: that the 2016-17 budget be approved.</p>	
7.	<p><u>REPORT BACK FROM COMMITTEES</u></p> <p>Governors were reminded that each committee is required to produce formal minutes for approval by the governing body.</p> <p>a) <u>Admissions Committee – 26 February 2016</u></p> <p>It was noted that Item 5 should read 'BM and HO'S (<i>not ED</i>) will provide in house appeals training'. Admission appeals training would go ahead on 27 May at 8.30am, and there would also be Mass at 9.15am as it was St Joan of Arc Day. AO'H, HC, BMck and HO'S confirmed attendance and other governors would email the Chair. A governor wanted to know how many children with a priest's letter of support did not receive a place at the school and was told that there were 17 pupils in total, 5 of whom were in the Parish catchment area and others from outside.</p> <p>RESOLVED: that the Clerk would amend the error, and replace the incorrect version on GovernorHub.</p> <p>b) <u>Curriculum Committee – 22 April 2016</u></p> <p>The Committee Chair reported that updates had been provided by the</p>	<p>All</p> <p>Clerk</p>

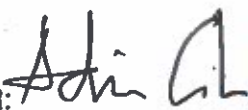
		ACTION
	<p>English and Maths Lead teachers. The Committee discussed the removal of book banding in KS2 in order to provide children with a wider choice of books in order to foster a greater sense of reading in line with the new National Curriculum. Governors had discussed the possibility of Maths being in mixed ability groups as of the new academic year and, in response to a query, said that setting by ability was no longer considered best practice. It had not yet been decided to remove ability sets and the acting Headteacher said that this had only traditionally happened in Year 5 and 6, but that a decision would be made after half term and once staffing was clearer. The acting Headteacher said that curriculum information was usually sent out to parents at the beginning of the academic year and it was agreed that information about both English and Maths changes would be conveyed sensitively to parents.</p> <p>The Parent Survey results had provided good feedback throughout the school. The next meeting of the Parent Forum would be on Friday and, whilst only a few items on the agenda had been discussed at the previous meeting, governors were told that other items on the list of topics would be on this week's agenda. AO'H and CG would attend the meeting and all governors were encouraged to do so, possibly having a rolling rota of governors. CG, HH and AO'H had responded by email to queries as they had come up between meetings and have covered all issues raised. Minutes of the meeting had been sent to all representatives and were on the school website.</p> <p>The acting Headteacher reported that the school had been externally verified during SATs to ensure that the process of storing, administering and sealing exam papers was done correctly. Whilst this was an enormous task, with two people being required to sign each time a box was removed or replaced, it had gone smoothly and governors congratulated the staff on their management of the process.</p>	<p>Acting Headteacher</p> <p>Acting Headteacher</p>
	<p>RECEIVED</p> <p>c) <u>Staffing Committee – 28 April 2016</u></p> <p>The Committee Chair reported that training on FGM was held for all staff. Recent interviews had resulted in 3 successful teacher appointments from a good field of candidates, although there had been a 50% reduction in applications. The Chair suggested that, due to the difficulties of teacher recruitment, particularly given that there was a decline in the population of 21 year olds for 2016-2022 it might be worth having a working group to take a longer-term view of recruitment. With pay awards for teachers limited to 1% over the next 4 years, as opposed to an upturn in pay nationally, the problem could be exacerbated and a decline in graduates considering teaching as a career. The Chair presented slides, which she would share, from a recent NCSL conference which looked at tapping into local potential and governors noted that the current generation were of a different mindset and wanted more flexibility. A governor wondered how schools advertised for teachers and was told that the two main sources were the Islington website and also the national Times Education Supplement (TES) website which holds the majority of vacancies. It was agreed that the Staffing Committee would look at this issue in more depth at its next meeting, which the Chair would attend, and noted that the Institute of Education was on the doorstep and more direct contact with students could be made. In addition, it was noted that Islington cluster groups met to discuss quality assurance and this was an opportunity for teachers to network. A governor wondered if there was any incentive for a</p>	<p>HC</p> <p>Chair</p> <p>Staffing Cttee</p>

		ACTION
	<p>current teacher to successfully recommend someone to a school. Whilst this was not currently in place there were schools that did employ this as part of its recruitment campaigns.</p> <p>RECEIVED</p> <p>d) <u>Finance, Salaries & Buildings Committee – 13 May 2016</u></p> <p>The Finance Committee had agreed to ask Ian Fokerd to present finance training for all governors on 23 September 2016, immediately prior to the first meeting of the Finance committee in the new academic year.</p> <p>The budget had been set by the Headteacher, Clare Campbell, and was approved by the Finance Committee. The budget was still very healthy although, due to cuts to funding, forecasting needed to be supervised over the next couple of years as it may be necessary to consider restrictions in the way the school operates, for example, in terms of interventions, staffing etc and this would be reviewed in due course.</p> <p>In terms of teacher recruitment it was decided strategically to appoint a third very good teacher, although there were currently only 2 teachers to be replaced and the Headteacher had participated in the process. This would have the added benefit of reducing agency supply staff costs and provide for full cover should there be a further resignation.</p> <p>Some maintenance would be required and quotes had been obtained and one agreed to for roofing repairs to be carried out over the summer holiday period.</p> <p>RECEIVED</p>	<p>Governors</p>
<p>8.</p>	<p><u>POLICIES</u></p> <p>a) <u>Children with Medical Conditions Policy</u></p> <p>Governors were asked to approve the Children with Medical Conditions Policy and the following points were raised:</p> <ul style="list-style-type: none"> • It was suggested that the DON'Ts be replaced with 'It is always St Joan's policy to ...' as this was considered more positive. <p>In response to a query governors were told that parents no longer needed to come into school to administer medication as the Welfare Officer had been trained to carry out this role. It was noted that it was important that staff were trained in using Epi pens to treat anaphylactic shock and a governor wanted to know what proportion of staff had received such training. The acting Headteacher said that all Teaching Assistants had updated their training in spring 2016 and most teachers have some Epi pens in their classroom as well as those kept, and supervised, in a locked room. A governor wanted to know if parents are required to keep the school informed of any medical requirements and was told that the Welfare Officer was aware of all those with a Health Care Plan and this was very well organised. Governors wanted reassurance that the school was aware of all pupils with specific needs and was told that if a child was found to be carrying an Epi pen and staff were not aware of the child's need for the device, a call would be made to parents. A governor said that an Epi pen was a life-saving intervention and was keen to understand if the school had insurance covering staff in the event that the Epi pen was not administered correctly. The acting Headteacher said that everyone needed to be aware</p>	

		ACTION
	<p>of the school's requirements on medical conditions and for parents to be aware of the need to inform the school of any changing needs. It was agreed that the policy be approved, subject to amendments being made and page numbers added, and circulated by email to all governors for comments. Once agreed, the policy would be added to the school's website.</p> <p>In addition, a governor wanted to know if parents were required to complete a form each year, and when there were any changes, to their child's health and/or medical needs and the acting Headteacher said that a form was included in the Admissions booklet but that parents were aware that they should provide updated information to the school. Information would always go out in the first newsletter of each year and parents should make an appointment with the Welfare Officer in order to ensure that all medical information was captured. The Welfare Officer was now going into classrooms to help to avoid children having to leave class for medication. It was also agreed to use the word 'inhalers' throughout the document and remove the reference to 'pumps'.</p> <p>RESOLVED: that the policy, subject to amendments, was approved pending circulation and comments.</p>	HC/HH
9.	<p><u>GOVERNORS' VISITS</u></p> <p>The Chair said that it was great to see so many governors visiting the school and liked the new e-visit form. It was agreed that a typed name was the same as having a signature on the form. HH would send AO'H's visit form to the Clerk for uploading to GovernorHub.</p> <p>RECEIVED</p>	Deputy Headteacher
10.	<p><u>PARENT FORUM</u></p> <p>This item had already been addressed as part of the Headteacher's report and also in Committee reports.</p> <p>RECEIVED</p>	
11.	<p><u>CHAIR'S REPORT</u></p> <p>The Chair told governors that, although the Government appeared to have changed its direction on academisation, this was not the case. The Chair and Deputy Headteacher would be attending a meeting with the Diocese on this subject for Chairs of Governors and Headteachers of Hackney and Islington schools on 6 June 2016 and would report back to governors. A governor wondered how much the cost of conversion would be and was told that this was approximately £30k, although some funding would come from the Government. The acting Headteacher felt that it would be interesting to see what the feeling was like across the borough in respect of academisation.</p> <p>RECEIVED</p>	Chair/Deputy Headteacher
12.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>CG had attended Safer Recruitment training last week and CB, Mck, ED and KA had attended a meeting at Highbury Grove School. CMcM had completed</p>	CMcM

		ACTION
	<p>online safeguarding training and would send information/certificate to the Clerk.</p> <p>Governors were reminded to let HO'S know if they wished to attend admissions appeal training and would need to have completed this if they wished to represent the school at appeal hearings. HO'S would email all governors to remind them of the date/time. CMcM and AF had completed this training and would be eligible to sit on the appeals board.</p> <p>Governors were reminded that the next Governors' Briefing would take place on Wednesday 21 September 2016 at 7pm.</p> <p>RECEIVED</p>	HO'S
13.	<p><u>FUTURE MEETING DATES</u></p> <p>The following dates for the Governing Body meeting had been agreed for 2016/17: Thursday 6 October 2016; Thursday 24 November 2016; Thursday 16 March 2017 and Thursday 18 May 2017. Fr Gerard could not make meetings on a Thursday night and it was suggested that two of the dates might be changed, but retaining 6 October 2016 as the first of the new academic year. The acting Headteacher would circulate committee meeting dates and two alternative GB meeting dates by email once the Arsenal fixtures were known.</p> <p>RESOLVED: that two of the GB meeting dates would be changed and committee dates would be circulated by the acting Headteacher.</p>	HC
14.	<p><u>OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA AND AGENDA ITEMS FOR THE NEXT MEETING</u></p> <p>a) <u>Other Business</u></p> <p>The Teacher's Pay Appraisal Committee is due to meet on 31 June 2016. AO'H would look into completing the training. A governor asked if the Headteacher's appraisal had been completed and was told that a mid-year review with Mike Thompson had been carried out.</p> <p>All governors were reminded that their get-together at Gusha restaurant had been arranged for 7.30pm on 6 July 2017.</p> <p>b) <u>Agenda Items for the next meeting</u></p> <p>There were no agenda items suggested.</p>	HO'S/CB BMck (appeals)
15.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>There were no confidential items.</p>	

There being no further business, the Chair closed the meeting at 8.10pm.

CHAIR: 

Hilary Furey
Clerk to the Governors
Islington Governor Services, Islington Council

DATE: 4-OCT-2016