



ST JOAN OF ARC PRIMARY SCHOOL

Minutes of the meeting held in the school, Northolme Road, N5 2UX on Thursday 18 May 2017 at 6.30pm.

Present:

Adrian Fish
Claudia Battaglio
Clare Campbell
Beccy Mackinney
Elodie Denjean
Claire Gorman

Chair
Vice Chair

Karen Addy
Nick Platon
Charlotte McMillan
Kofi Adu-Boahene
Aideen O'Halloran

Also present:

Hilary Furey Clerk to the Governors

		<u>ACTION</u>
	The meeting was opened with a prayer.	
1.	<p><u>TRAINING</u></p> <p>Mike Thompson, the school's External Adviser on School Improvement, provided training on governance noting that the school's last inspection had been 3 years ago. Governors were reminded of the 3 key responsibilities of the Governing Board – to set the school's strategic direction; to hold the Headteacher to account to ensure the progress of each pupil; and to ensure good financial oversight of the school's budget. MT provided the following documentation for governors:</p> <ul style="list-style-type: none"> • Governance Handbook • Competency Framework • 20 Key Questions for Governors. <p>MT drew governors' attention to the current framework for Ofsted inspection. MT explained that the current 1 day (Section 8) inspection was carried out in the spirit of a school remaining Good. However, should the inspector decide to convert, the inspection could request a second day (Section 5) inspection with the implication being that the school could either be given a higher Ofsted grading than its previous rating. Alternatively, the rating might be downgraded. In the case of a conversion to a 2 day inspection, an additional 4 inspectors would come back on the second day. MT told governors that Ofsted had carried out its own monitoring exercise to ensure consistency of inspections and this had encompassed 24 schools each inspected twice on the same day by two inspectors working independently of each other. In 22 of cases inspectors came to the same independent views. In two schools where there was a difference of opinion, a second day's inspection was held.</p> <p>Governors had a number of questions around the use of Governor visits and it was suggested that there be a focus for each visit, such as use of resources, so</p>	

		<u>ACTION</u>
	<p>that governors would feel comfortable sitting in on a lesson where they were not necessarily able, or being asked, to make an educational judgement. MT said that he would provide a template which governors could adapt for their own action plan in respect of the SEF. MT and the Headteacher would shortly be working on the school's SEF.</p> <p>It was agreed that governors would use the various documents on their Awayday on 9 June 2017, and it was suggested that all documents were read in advance with a reminder sent by the Chair beforehand. Governors were asked to take particular note of pages 8-25 regarding responsibilities in the light of an Ofsted inspection. The Chair would cross-reference the 20 questions with the Healthcheck on GovernorHub and would send a reminder email in advance of the Awayday. A suggestion was made that it might be helpful for governors to consider 3 areas of strength and 3 of weakness in both the school and Governing Board as a starting point.</p> <p>RECEIVED</p>	<p>MT/HT</p> <p>Chair</p>
2.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u></p> <p>Apologies were received from Fr Gerard, Hugh Heneghan and Sarah Kelly. Amanda MacCarron had given apologies for late arrival but was unable to attend.</p> <p>b) <u>Consent to Absence</u></p> <p>RESOLVED: to consent to the apologies for absence of Fr Gerard, Hugh Heneghan, Sarah Kelly and Amanda MacCarron.</p>	
3.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK GOVERNORS</u></p> <p>A list of governors' names and addresses was available on GovernorHub.</p> <p>a) <u>Composition</u></p> <p>i) <u>Composition Changes</u></p> <p>There were no changes reported but the Clerk was reminded to include an additional column on the composition list to show the date of first appointments as governors. CG said that she would like to continue into a second term as a Foundation governor as would contact Westminster Diocese in this respect.</p> <p>b) <u>Committees</u></p> <p>There were no changes to committee membership. In response to a query it was noted that all non-school governors were members of the Discipline, Complaints and Appeals Panel which only met as and when required. Currently three governors had completed training to sit on the Pay Panel and all other non-school governors were encouraged to complete training via GEL online. All governors were asked to consider any potential training needs in advance of the Awayday.</p> <p>RECEIVED</p> <p>c) <u>Link/lead governors</u></p> <p>There were no changes reported.</p> <p>RECEIVED</p>	<p>Clerk</p> <p>CG</p> <p>All</p>

		<u>ACTION</u>
	<p>d) <u>Conflicts of Interest</u></p> <p>As part of the annual update of the register of business interests, governors were requested to complete the enclosed declaration, returning completed declarations to the Clerk. Governors are reminded that they have a continuing duty to declare any changes to their interests in the period between the annual updates. All governors present completed a form and interests, where indicated, are noted. The Clerk would follow up with those governors not present.</p> <p>In addition to the completion of the annual form, governors were reminded that they are also required to consider whether they have a conflict of interest for any agenda items at this meeting. If such a conflict does exist, the governor is required to orally disclose the interest and leave the meeting for the agenda item.</p> <p>RECEIVED</p>	Clerk
4.	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 15 March 2017 had been circulated to governors prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>The following amendments were noted:</p> <ul style="list-style-type: none"> • p.824, Attendance – CG arrived at 6.45pm, not 6.15pm. • p.825, 3a) Accuracy of Minutes – should read November 2016, not May 2016. • p.827, 4d) HT report, Budget – first paragraph – careful, not carefully • p.827, 4d) HT report, Budget - second paragraph to be re-worded as discrepancy regarding academy cluster. • p.828, 5) Update on 30 Hour provision – should specifically say Nursery paid places. <p>RESOLVED: that the minutes, subject to amendments, be signed as a true record.</p> <p>b) <u>Matters arising</u></p> <p>i) <u>p.825, Item 3 – Minutes</u></p> <p>The Headteacher would upload minutes from Governing Board meetings for the current academic year and the Clerk would forward electronic copies to the Headteacher.</p> <p>ii) <u>p.829, Item 9 – Committee reports – Curriculum</u></p> <p>The Pupil Survey had not been completed as a Learning Walk had been missed. This item would be an agenda item at the first meeting of the Curriculum & Standards Committee in the autumn term.</p> <p>iii) <u>p.830, Item 9 – Committee reports – Admissions</u></p> <p>Governors discussed the outcome of a recent admissions appeal and noted that the school had applied its admissions criteria correctly. Governors noted that there was not a compassionate clause in the admissions policy and that a decision had been made based on an aspect that was not included in the policy. In addition, a definition of</p>	<p>Clerk/HT</p> <p>Curriculum Cttee</p>

		<u>ACTION</u>
	<p>Looked After Children (LAC) had been sought and governors learnt that a social worker's letter could be requested to support a school's admissions criteria. Nursery places had now been advertised with 32 applicants.</p> <p>RECEIVED</p>	
5.	<p><u>UPDATE ON 30 HOUR NURSERY PROVISION</u></p> <p>Governors heard that a meeting had been held with parents in respect of the implementation of the 30 hour nursery provision and the Nursery was full for September 2017 with 22 places being for 30 hours and the remaining 4 places being part time, ie split by half-days for 8 children. Of those parents not qualifying for 30 hour places, 13 of the 22 had opted to purchase additional top-up hours and the school had begun to issue invoices. The Headteacher told governors that it was not yet clear exactly how much funding the school would receive for Nursery provision although between funding and charges to parents the school should break even. In response to a query regarding parental feedback, the Headteacher said that parents had been very impressed that the school had moved so quickly and were very grateful that there would still be a qualified teacher in the Nursery classroom.</p> <p>RECEIVED</p>	
6.	<p><u>UPDATE ON ACADEMISATION</u></p> <p>The Headteacher reported that she had attended two meetings of Camden and Islington Headteachers and that there had been a lack of communication and information regarding any forthcoming academisation. The Headteacher had also hosted a meeting of Islington Headteachers held at St Joan of Arc School, and chaired by the Headteacher of St Joseph's School. Headteachers were of the view that their questions were not being answered and a request had been sent to by Westminster Diocese. The Headteacher told governors that information is lacking regarding schools which Westminster say have already converted but for which it is unable to provide a model. In summary, the Headteacher said that the schools and Governing Boards were not in a position to make any decision regarding academisation as this would leave the school in a vulnerable position. Governors heard that Westminster Diocese was currently understaffed and that there was some disquiet amongst LAs, with some schools suggesting that they convert to MATs by themselves rather than in cluster groups. Governors discussed the framework for academies and noted that it was possible to convert within a 4-6 week period but on the basis of having a good model and people already in place. The Chair said that there was some pushback from local Governing Boards and noted that funding came directly to schools allowing for procurement of goods and services from providers other than the Diocese. However, where schools did not have full financial information about other cluster schools there was concern about how much support the MAT would receive. There was a lack of clarity around academy finances and, in particular, in relation to the National Funding Formula and it was noted that the NFF was based on pupil numbers which could go down as well as up, therefore funding could be variable over a number of years. Governors talked about the possibility of small groups of local schools working together in partnerships or federations in order to share resources. A governor wondered if an alternative model was available from another source. Governors would be given an update on the academisation programme, if available, at their Awayday as part of their discussions about St Joan of Arc's strategy and preparedness.</p>	<p>Chair/ Headteacher</p>

		<u>ACTION</u>
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7.	<p><u>BUDGET SETTING</u></p> <p>The draft budget had been discussed by the Finance Committee at a meeting on 12 May 2017 and the Committee Chair told governors that the carry forward of £24k had been allocated to the entry system update with the remainder to be retained. Whilst it was anticipated that the school could lose c.£30k in funding in 2018-19 and further sums in the following year it was felt to be in a relatively good financial position and governors would look at all savings and allocations. It was noted that the Headteacher had been able to retain the school's focus on maintain education standards. A governor suggested looking at all aspects for potential savings such as postage on letters. Another governor said that she had received a number of emails from class representatives asking specifically what governors were doing about funding cuts and wondered if there could be an item in the next newsletter or whether there was an annual financial report to parents. The Headteacher said that parents did not receive a financial report but it was agreed that an update on a number of items including funding cuts, would be included. A suggestion was made that a finish time of 6.30pm for after school clubs would be more attractive to parents than 5.45pm. A tick-box response to be submitted by a deadline to be decided would be included and the Headteacher said that she did not wish to commit to this before knowing the likely take-up. After discussion, the Headteacher reminded governors that delegation for the budget had been given to the Finance Committee. The budget was agreed and would be signed off by the Chair in advance of the 31 May 2017 deadline.</p> <p>RECEIVED</p>	<p>AO'H/CB/ Chair</p> <p>Chair</p>
8.	<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>Curriculum Committee – 5 May 2017</u></p> <p>The minutes of the meeting were tabled and the Committee Chair reported that governors had discussed the projected expectations of KS1 and KS2 SATs tests. It was noted that children appeared to have made very good progress, especially Year 6 pupils. The Headteacher said that children had made very good progress although it was anticipated that the achievement measure would not be as strong as in the previous year. The attendance target of 97% had not quite been met and the Headteacher said that this was, in part, due to three children with medical issues and persistent lateness. A governor wanted to know if the results of the survey on social media were available. It was noted that they had not yet been properly analysed and would be reported in due course.</p> <p>RECEIVED</p> <p>b) <u>Finance, Personnel & Buildings Committee – 12 May 2017</u></p> <p>The minutes of the meeting were tabled, and the budget discussed and approved, as reported in the previous item.</p> <p>RECEIVED</p>	<p>Curriculum Cttee</p> <p>Chair</p>

		<u>ACTION</u>
9.	<p><u>GOVERNORS' VISITS</u></p> <p>A number of governors had completed a recent Learning Walk and had been given an impressive presentation by Digital Leader pupils. In addition, governors saw Year 4 Spanish and English lessons.</p> <p>RESOLVED: that those who attended the Learning Walk would complete visit report forms.</p>	All
10.	<p><u>CHAIR'S REPORT</u></p> <p>The Chair reminded governors of the Awayday on 9 June 2017 and would email a reminder and allocate sections for governors to work on in advance of the day. CMcC gave apologies as she was unable to attend the Awayday. The Chair suggested an end of year dinner for governors and Tuesday 4 July 2017 was agreed, with the venue to be confirmed.</p> <p>RESOLVED: that the Chair would send a reminder about the governors' Awayday.</p>	Chair
11.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>The Chair confirmed that he had recently completed safeguarding training.</p> <p>RECEIVED</p>	Clerk
12.	<p><u>FUTURE MEETING DATES 2017-18</u></p> <p>Dates for the 2017-18 academic year would be agreed at the governors' Awayday on 9 June 2017. There would be a meeting of the Pay Committee on 23 June 2017</p> <p>RESOLVED</p>	Pay Cttee
13.	<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 Parents' Forum would now be held on 8 June 2017 and AO'H agreed to represent governors and the Headteacher would provide an update on safeguarding.</p> <p>The Chair thanked the Clerk on behalf of the Governing Board as this was her last meeting.</p> <p>b) <u>Items for next meeting</u></p> <p>No items were agreed.</p>	AO'H/HT
14.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>There were no confidential items.</p>	

There being no further business, the Chair closed the meeting at 8.30pm.

CHAIR: _____

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

DATE: _____

