



## ST. JOAN OF ARC PRIMARY SCHOOL

Minutes of the meeting held in the school, Northolme Road, N5 2UX on Thursday 26 November 2015 at 6.30pm.

Present:

Claudia Battaglio	<b>Vice Chair</b>	Adrian Fish
Helen O'Shea		Sarah Kelly
Claire Gorman		Claire Gorman
Elodie Denjean (6.15pm)		Amanda MacCarron (6.10pm)
Aideen O'Halloran (6.10pm)		

Also present:

Hilary Furey	<b>Clerk to the Governors</b>
Helen Crawford	<b>Associate (Deputy Headteacher)</b>
<b>Hugh Heneghan</b>	<b>Observer (Deputy Headteacher)</b>
Vanessa Muir	Observer
Karen Addy	Observer
Kofi Adu-Boahene	Observer

The meeting opened with a prayer. The Chair welcomed 3 Observers to the meeting and thanked Father Gerard in his absence for introducing them to the Governing Body.

		<u><b>ACTION</b></u>
1.	<p><b><u>APOLOGIES/CONSENT FOR ABSENCE</u></b></p> <p>Apologies for absence had been received from, and consent given to, Clare Campbell, Beccy Mackinney and Father Gerard.</p> <p><b>RECEIVED</b></p>	
2.	<p><b><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></b></p> <p>A list of governors' names and addresses had been circulated prior to the meeting.</p> <p>a) <u>Composition</u></p> <p>There were no changes to report.</p> <p><b>RECEIVED</b></p> <p>b) <u>Committees</u></p> <p>There were no changes to report.</p>	

		<b><u>ACTION</u></b>
	<p>c) <u>Link/lead governors</u></p> <p>Governors queried the link governor report and discussed the need for a Maths and IT link. It was agreed that this would be discussed with the Headteacher as these were not currently areas of priority focus for the school. However it was agreed to reinstate Early Years and RE links and to speak to the Headteacher about monitoring PE funding.</p> <p>d) Conflicts of Interest</p> <p>There were no changes to report.</p> <p>After discussion,</p> <p><b>RESOLVED:</b> that the Chair would discuss link roles with the Headteacher.</p>	<p>Chair/ Headteacher</p> <p>Clerk</p>
3.	<p><b><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></b></p> <p>Minutes of the meeting held on Thursday 8 October 2015 had been circulated prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>i) <u>p.783, Item 6 – Annual Safeguarding Report</u> the Deputy Headteacher queried the reference to duplication on page 12 of the report and the Clerk clarified that some numbers had been input twice. On page 7 of the report ED had attended Safeguarding, and not Safer Recruitment, training. Father Gerard, AO'H and CG would also attend safeguarding training.</p> <p>After discussion,</p> <p><b>RESOLVED</b> that the minutes, as amended, be signed as a true record.</p> <p>b) Matters arising</p> <p>The following items were raised:</p> <p>i) <u>p.784, Item 7 – Report from External Adviser</u> The External Adviser was unable to provide training at a suitable time for governors and it was agreed that the Clerk would forward the Diocesan programme.</p> <p>ii) p.785, Item 10 - Governors' Visits – all those who had attended the learning walk would write up reports and submit to Chair/HT.</p> <p>iii) p.785, Item 11 – Chair's report – more options for staff meeting dates to be sent to all governors and governors invited to attend INSET training.</p> <p>iv) p.786, Item 14 – AOB – both new and old reference forms for catholic school admissions to be available on the school website.</p>	<p>Clerk</p> <p>Clerk</p> <p>All who attended</p> <p>Helen Crawford</p> <p>Headteacher</p>

		<u><b>ACTION</b></u>
4.	<p><b><u>HEADTEACHER'S SCHOOL REVIEW REPORT</u></b></p> <p>A report from Herts for Learning, an external organisation, had been circulated prior to the meeting. The Deputy Headteacher told governors that a mock Ofsted had been carried out by 2 qualified Ofsted inspectors who had provided an honest overview and said that it had been quite a testing couple of days for staff. Proper scrutiny had been carried out and the inspectors were in agreement with the school's self-evaluation.</p> <p>Key points to note:</p> <ul style="list-style-type: none"> <li>• There was lots of good work going on for more able children with streamed groups and differentiation within groups</li> <li>• General quality of teaching was good although inspectors commented that the writing journey could be inconsistent; governors were told that inspectors had not seen a full range of work.</li> <li>• Governors were fully trained in Child Protection and Safeguarding</li> <li>• book scrutiny feedback on marking and a school policy is in place.</li> </ul> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>• Having quick access to analysis of proportions of pupils making greater than expected progress in reading, writing and maths in all year groups</li> <li>• Ensure more able pupils are challenged earlier in the lesson to provide opportunities for deeper learning and independent work.</li> </ul> <p>The Deputy Headteacher told governors that training had been done today with English and Literacy teachers and that a staff meeting had been held to provide feedback to all staff. A governor wanted to know whether it was likely that an Ofsted inspection would be carried out next year and the Deputy Headteacher thought that it was possible that there could be a 1-day inspection based on the new framework and governors were reminded that levels for National Curriculum had now gone and that judgements for Early Years had been changed so it was hard for inspectors to make judgements which led to more book scrutiny, etc. The Deputy Headteacher confirmed that the recommendations were accepted and said that, overall, the experience had been challenging but useful. Two governors had been interrogated particularly around challenge for more able pupils and, whilst they had talked about differentiation, it was felt that inspectors had wanted more. A governor asked about 'Gifted and Talented' pupils and was told that this name had changed various times from 'Talented' to 'Able' and now 'Academically More Able'. Previously more able pupils were able to sit Level 6 SATs tests as a way of stretching and testing themselves, but there was no longer external testing for higher ability learners, and this was similar in KS1. Governors were keen to understand how teachers could know how well more able pupils were achieving and wondered about the implications for measuring this. It was proposed that the next Learning Walk could focus on higher ability learners. A governor noted that some children were recognised by the LA in specific non-academic areas.</p> <p>Governors were told that inspectors had taken note of a Parent View survey carried out in the spring term 2015 where 20% of parents were not happy with the number of bullying incidents handled. Whilst a governor</p>	

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	<p>felt that number was low, the Deputy Headteacher said that the inspectors had incorrectly recorded this information as it was from 2014 data, prior to the most recent Ofsted inspection, and was not raised as an issue at that time. The Deputy Headteacher said that she did not recognise this as a concern and, in fact, the Ofsted report awarded Outstanding to the caring environment. Another Parent survey would be carried out in Spring 2016. A governor wanted to know if children in the Early Years were well-behaved and safe and was told that children were choosing what to learn and knew how to keep themselves and others safe.</p> <p><b>RECEIVED</b></p>	
5.	<p><b><u>LEARNING IMPROVEMENT PLAN</u></b></p> <p>Governors were told that the School Improvement Plan was now referred to as a Learning Improvement Plan and in response to the Chair's query governors were told that the LIP would be reflected in the Maths and English action plans and this would be reviewed at the next Curriculum Committee. Information for more able pupils would be included in subject-managed action plans.</p> <p>Governors wanted to know about Raise Online data and were told that the school was now using Target Tracker to track pupil progress and attainment across the school. Target Tracker, developed by Essex LA, was very good and was used by a cluster of schools which was helpful for local benchmarking purposes. A fifth of schools across the country were using Target Tracker which made it possible to publish data collectively so that national benchmarking could be carried out. A governor wondered if the school could create its own profile and was told that the new National Curriculum framework was less prescriptive with regards to targets. All staff had received training from Target Tracker in early November and teachers had completed their autumn assessments using the programme. It was agreed that governors would be given a demonstration at a later date. A governor queried whether Target Tracker would work as well as the previous system and was told that whilst there were issues with the system the school was not replacing a perfect system with an imperfect model. Governors were told that the new system had 6 x half-termly steps whereas with levels it was possible for a pupil to stay on each for a long time and was not especially user-friendly, eg Year 2 expectation was Level 2, and Year 6 expectation was Level 4.</p> <p>On a separate note a governor wondered whether Early Years practitioners had the same induction as teachers and was assured that was the case.</p> <p><b>RECEIVED</b></p>	<p>Curriculum Cttee</p> <p>Deputy Headteacher</p>
6.	<p><b><u>SCHOOL SELF EVALUATION</u></b></p> <p>Governors were told that the SEF needed to be completed and explained that the format had changed, as per the document circulated in advance of the meeting, with sections relating to the Ofsted framework. The second page summary showed data available at the time of writing in September 2015, whereas Raise Online data was not released until November and therefore the presented report contained data for the</p>	

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	<p>previous year. A governor wanted to know why pupils recovered Writing progress in Year 6 and was told that the previous Year 6 was following the old national curriculum levels whereas Years 3, 4 and 5 were following the new national curriculum and expectations had shifted, which accounted for some of the recovery. Also, it was felt that there may have been some over-cautious marking and assessment and, of the children being reviewed, there was no pattern to this and the Headteacher was taking a year by year approach to this. In response to the Chair's question it was confirmed that the SEF was written every September and the LIP would include a writing target to reduce the proportion of pupils working below expected outcomes. In response to a query about the schools International Status and global perspective the Deputy Headteacher said that the British Council award expired in 2015 but that the school had previous links with schools in Madrid and Beijing, but was now trying to establish links with schools in Kenya.</p> <p><b>RECEIVED</b></p>	
7.	<p><b><u>FINANCE – TENDERS</u></b></p> <p>Governors were told that the treehouse had been closed temporarily due to a hazard caused by the roots of a large listed tree, near the artificial grass. It was agreed that the Finance Committee would review the tenders received at its next meeting and bring recommendations to the Governing Body in spring 2016.</p> <p><b>RESOLVED:</b> that the Finance Committee review tenders and propose recommendations to the Governing Body.</p>	Finance Cttee
8.	<p><b><u>REPORT BACK FROM COMMITTEES</u></b></p> <p>Minutes of committee meetings had been circulated in advance of the meeting.</p> <p>a) Finance &amp; Buildings Committee – 2 October 2015</p> <p>The overall budget situation was very healthy at the moment and it was proposed to organise 'introduction to finance' training for all governors. The Chair agreed to follow up with Ian Fokerd for possible dates. A governor felt that it was important for the Governing Body to understand where money was spent and noted that the cost of the treehouse was higher than the Parents' Association cheque for £35,000. A query was raised about the tenders and it was noted that the project manager had been recommended by the Diocese. The Chair agreed to ask the Bursar for information on costs, etc. Governors were told that the builders and site manager had been very accommodating and the office staff had done a great job whilst works were ongoing.</p> <p><b>RECEIVED</b></p> <p>b) Staffing Committee – 16 October 2015</p> <p>The committee Chair said that a number of policies had been agreed, most from the LA, and all were good practice and protecting the school from risk and were in line with</p>	<p>CB</p> <p>CB</p>

		<b><u>ACTION</u></b>
	<p>requirements. It was reported that the new Welfare Assistant had adapted well and was an asset to the staff team. Whilst governor were concerned about the potential impact of budget changes on staffing it was felt that this was not an immediate challenge but would be kept under review. Appraisals were underway with nothing to report. The committee Chair told governors that it was important for more governors to complete Safer Recruitment training, and this was available either face to face through the LA or via the Diocese. Safer Recruitment training was no longer available online via GEL although the NSPCC online course could be accessed at a charge of £30</p> <p>c) Curriculum Committee – 6 November 2015</p> <p>The minutes of the meeting had been circulated and governors were asked to approve the following policies which had minor changes only and were recommended by the committee:</p> <ul style="list-style-type: none"> <li>- Attendance - approved</li> <li>- Anti-bullying - approved</li> <li>- Assessment – approved - a governor suggested that it would be useful for parents to see the assessment policy and it was agreed to reference the policy in the newsletter and include it on the website. The committee had looked at attainment results and had discussed the workshops which had taken place during the first half of the autumn term to address National Curriculum changes. It was agreed that the workshops were well presented and organised and parents felt well informed.</li> </ul> <p><b>RESOLVED:</b> that the Assessment Policy would be referenced in the school newsletter and added to the school website.</p> <p>d) Admissions Committee – 13 November 2015</p> <p>The Admissions Policy 2017-18 had been discussed and agreed in principle, subject to two changes in line with the Diocese's wording. After discussion, the former Chair of the committee offered some sessions for governors who were interested in sitting on appeals panels.</p> <p><b>RESOLVED:</b> that the Admissions Policy 2017-18 be approved, subject to amendments discussed.</p>	<p>Chair</p> <p>Deputy Headteacher</p> <p>Headteacher/ Chair of Admissions Cttee</p>
9.	<p><b><u>GOVERNORS' VISITS</u></b></p> <p>Father Gerard and Claire Gorman had visited the school and a copy of each report had been circulated. A governor had attended the National Governor's Association AGM. At an assembly held today Father Gerard had presented a card and gift on behalf of governors to a member of kitchen staff who was retiring after 26 years' work at the school.</p> <p><b>RECEIVED</b></p>	
10.	<p><b><u>APPROVAL OF TERM DATES</u></b></p> <p>Governors were asked to approve the term dates for 2016-17 and these</p>	

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	were agreed.  <b>RECEIVED</b>	
11.	<p><b><u>CHAIR'S REPORT</u></b></p> <p>The Chair told governors that the skills audit completed by all governors should be used as a guide to where there were gaps in knowledge or skills which could be addressed through training.</p> <p>The Chair also reminded governors that the Chair of Governors had previously told the Governing Body that she would not stand as Chair again and it was therefore important to consider succession planning. It was proposed that a 360° review of the Chair and governors was carried out. A governor said that she had already shared her thoughts with the Headteacher and Chair and felt that, as a number of governors were relatively new to the Governing Body, there was limited capacity for someone to step into the Chair's role. It was also felt that the term 'stepping up' into the role was not appropriate and that all governors were committed to the Governing Body. A suggestion was made that there might be a fixed term secondee who could be briefed on the ethos of the school in order to tide the Governing Body over until such time as a current governor was able to take on the role of Chair. Alternatively, the governor wondered if there could be two co-Chairs and a slightly different structure. The Clerk set out some options and was asked to put these in writing for consideration at a future date.</p> <p><b>RESOLVED</b> that the Clerk would set out optional Governing Body structures.</p>	Clerk
12.	<p><b><u>FUTURE MEETING DATES</u></b></p> <p>Meeting dates for the academic year had been agreed and governors were asked to note a change to the Spring term meeting from 14 March 2016 to 21 March 2016. CG gave apologies in advance as she would not be able to attend.</p> <p><b>RECEIVED</b></p>	All Clerk
13.	<p><b><u>OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA AND AGENDA ITEMS FOR THE NEXT MEETING</u></b></p> <p>Prior to discussing the items observers at the meeting were thanked for their attendance and requested to leave the meeting.</p> <p>a) Minutes of an Extraordinary meeting held on 10 November 2015 had been circulated in advance of the meeting. A governor said that governors had met to discuss the two options available to the school during the Headteacher's maternity leave and said that input had been received from the LA regarding any potential risks. The Headteacher had proposed that Helen Crawford, currently part-time Deputy Headteacher, would be lead Acting Headteacher and Hugh Heneghan, full-time Deputy Headteacher would be co-Acting Headteacher. An internal advertisement for a temporary Assistant Headteacher had been placed and applications were due by tomorrow with interviews scheduled for Wednesday 2 December 2015. The Deputy Headteacher would advise AO'H of applications. It was</p>	Deputy Headteacher

		<b><u>ACTION</u></b>
	<p>noted that there was an error in Item 2 of the minutes and should read 'Option B is the preferred choice...' not Option A. The Clerk would amend the minutes and upload to GovernorHub.</p> <p>Children and parents would be informed of the Headteacher's maternity leave on Friday and it had been agreed that the Chair of Governors would also continue to have regular catch-up meetings with the leadership team and working arrangements for the school would be in place with an Islington Catholic Headteacher having been contacting regarding an emergency plan. The current part-time Deputy Headteacher worked either 2 or 3 days each week but would also be available if a response was needed and governors were told that the office team were supportive of the proposal and working on a smooth transition.</p> <p>AO'H told governors that she had been impressed by the Headteacher's thoroughness in working through the process and the pro-activeness of staff to minimise the impact and to promote the school's ethos. Governors agreed that the best solution had been driven by a fantastic team with the Deputy Headteacher adding that there were lots of good procedures and processes, some already in place, and that the Headteacher had planned ahead. It was noted that this also presented development opportunities for staff and, dependent on the outcome of interviews, there would be two Deputy Headteachers and two Assistant Headteachers.</p> <p>All those who attended the extraordinary meeting were thanked for their support.</p> <p>b) Parent Forum It was reported that information about the Parent Forum had been available at the International Parent's Evening and had subsequently been emailed out to parents and parents would now need to be asked to put themselves forward if they wished to be involved. The Chair wanted governors to consider whether, given the current staffing system, it was the right time to go ahead with the Parent Forum and there were mixed comments. A governor felt that expectations had already been created and therefore it was necessary to say something, and it was suggested that this might be to say that only one session per year could be offered or, indeed, that it was not possible to go ahead at the current time. A governor asked the Deputy Headteacher's whether they had capacity to be involved in the Parent Forum at this time and, whilst they were prepared to go ahead if there was a general call for this, it was noted that there could be difficult and sensitive issues which could take up a lot of time and involvement. Governors discussed how to manage the content of the Forum meetings and also whether there should be a voting and election process to provide transparency. A suggestion was that a one-off pilot session be held and the point made that a session could be held in the summer term by which time the current staffing arrangement would have been in place for almost 2 terms and therefore more settled. The Deputy Headteacher felt that the item had come too late on the agenda and therefore it was hard to make a decision on this matter. It was finally agreed that CG, AO'H and Ed</p>	<p>Clerk</p>

		<b><u>ACTION</u></b>
	would discuss the matter and let the Deputy Headteachers know how they wished to proceed. This would be taken up by the Curriculum Committee for further discussion.  There was no further business to discuss.  <b>RESOLVED:</b> that the Curriculum Committee would discuss this further.	Curriculum Ctte
14.	<b><u>CONFIDENTIAL ITEMS</u></b>  It was reported that there had been one accident and that the pupil involved was fine	

There being no further business, the Chair closed the meeting at 8.45pm.

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_

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