

GENERAL MINUTES

FULL GOVERNING BOARD

Wednesday 17th Oct 2018

St Joan of Arc Primary School, Northolme Road, Highbury Park, London N5 2UX

GOVERNORS PRESENT		
INITIALS	NAME	ROLE
CB	Mrs Claudia Battaglio	<i>Co-opted Governor & Vice-Chair of the Governing Board</i>
HT	Mrs Clare Campbell	<i>Headteacher</i>
GK	Canon Gerard King	<i>Foundation Governor</i>
ED	Mrs Elodie Denjean	<i>Foundation Governor</i>
NP	Mr Nick Platon	<i>Foundation Governor</i>
CM	Mrs Charlotte McMillan	<i>Foundation Governor</i>
KA	Ms Karen Addy	<i>Foundation Governor</i>
KAB	Mr Kofi Adu-Boahere	<i>Foundation Governor</i>
CG	Dr Claire Gorman	<i>Foundation Governor</i>
ELD	Dr Emma L Dunne	<i>Foundation Governor</i>
CP	Ms Caroline Piers	<i>Parent Governor</i>
VS	Ms Victoria Sowerby	<i>Parent Governor</i>
AV	Mr Anthony Vallejo	<i>Staff Governor</i>

OTHER ATTENDEES PRESENT		
INITIALS	NAME	ROLE
DML	Mr David M Laird	<i>Clerk to Governors</i>

APOLOGIES		
INITIALS	NAME	ROLE
AF	Dr Adrian Fish	<i>Chair of the Governing Board</i>
AO	Mrs Aideen O'Halloran	<i>Foundation Governor</i>

ABSENT		
INITIALS	NAME	ROLE

ACTION WORKSHEET – 17 OCT 2018

NO	AGENDA ITEM DESCRIP TOR	ACTION	Responsible PERSON	STATUS
GB1	1.3	Complete annual written declarations of interest and return to Clerk for publication on GovernorHub and compilation of Register of Business Interests.	Govs	Pending
GB2	3.7	Provide update during next meeting of the Governing Board on the Buildings	HT	Ongoing
GB3	5	<ol style="list-style-type: none"> 1. Discuss plan to manage Catholicity ethos of school. 2. Consider any ongoing staffing issues. 3. Consider Impact of BREXIT on school. 4. Consider Impact on School Finances & Contingency Plans. 	Govs	Ongoing

RECORD OF MEETING

1. Opening Formalities

1.1 Welcome

ED convened the autumn term one meeting of the Full Governing Board. The meeting started at 1833.

Canon G King led the prayer.

The Vice Chair of the Governing Board arrived at 1835 and took over chairing of the meeting.

1.2 Apologies & Absence

As recorded above.

Welcome & Acknowledgement

Governors welcomed and acknowledged the attendance of Dr Emma L Dunne as the new Foundation Governor, replacing Mrs B Mackinney.

Dr Dunne's tenure begins effective the 1st Sept 2018.

1.3 Declarations of Interests

No declarations recorded for Governors and no changes to their existing declarations. Governors were advised by the Clerk of the statutory requirement to complete an annual written declaration of interests.

See action/s on Action Worksheet

1.4 Notification of any other Business

None recorded.

2. Minutes – Full Governing Body Meeting (15 May 2018)

2.1 Corrections

No corrections recorded

2.2 Approval of Minutes

The minutes of the Full Governing Board meeting held on 15th May 2018 were approved and signed by the Chair of the meeting.

2.3 Matters Arising from Minutes of the FGB Meeting held on 15th May 2018

All action points confirmed as completed and no other matters arising.

3. Governing Board Business

3.1 Election of Chair & Vice-Chair of the Governing Board

The Clerk received nominations as follows:

Election of Chair

KA nominated AF for election as Chair of FGB (2018/19), CG seconding.
No other nominations received. **AF elected by unanimous vote.**

Election of Vice Chair

KA nominated CB for election as Vice-Chair of FGB (2018/19), CP seconding.
No other nominations received. **CB elected by unanimous vote.**

Dr A Fish and Ms C Battaglio elected respectively.

3.2 Annual Declaration of Interests

See item 1.3 above.

3.3 Confirmation of Governing Board Memberships, Committees & Link Governors (2018/19)

The Governing Board confirmed the appointment of its Committees (2018/19) and Link Governors as follows:

Finance, Personnel & Buildings

Governors: C Battaglio, A O'Halloran, K Addy, C McMillan, K Adu-Boahere

Ex-officio: C Campbell (Headteacher)

Chair: C Battaglio

Vice Chair: A O'Halloran

Attendee: School Bursar

Curriculum & Achievement

Governors: C Gorman, V Sowerby, C Piers, G King, A Vallejo

Ex-officio: C Campbell (Headteacher)

Chair: C Gorman

Vice Chair: V Sowerby

Admissions

Governors: E Denjean, E Dunne, N Platon, A Fish

Chair: E Denjean

Vice Chair: E Dunne

Link Governors

Safeguarding – C McMillan

SEN – C Piers

Pay & Appraisal – C Battaglio & A O'Halloran

The Clerk informed governors that the membership information of the Board (including tenure, etc) has been updated and published on GovernorHub.

3.4 School's Mission & Vision Statement

The Governing Board reviewed and extensively discussed the changes to the school's Mission & Vision Statements. It was noted that this was previously circulated to governors and combined for ease of access by all. Governors highlighted that the Board's focus has now been aligned with the school's Mission & Vision for 2018/19.

The Headteacher informed governors that the combined Mission & Vision Statements have been published around the school, with some remaining posted to be revamped.

Governing Board's Decision

The Governing Board approved the changes to the school's Mission & Vision Statements and noted the reasons for combining both statements.

3.5 Updates on Governor Away Day (2018)

Governors provided feedback on the recently held Governor Away Day. It was noted that the chairing of the meeting was excellent along with increased timings provided for extensive discussion by governors on their focus and understanding of the role of the Board. Governors highlighted and commended the progress since the Audit of Governance Review 2017 and noted the improvement in the school's governance regime (including realignment of Committee Structures, revisions to Terms of References, Compilation of Collective and Individual Training Plans etc).

Governors noted their overall success with the recent Governor Away Day (2018).

3.6 Governor Training

The following governor training was recorded:

K Addy – Safeguarding

3.7 Report – Finance, Personnel & Buildings C'ttee

The Governing Board received a summary update on the work of the Finance, Personnel & Premises Committee. It was reported that the Committee met on the 28th Sept 2018 and considered the following:

- **Terms of Reference**
Review and approved by the Committee
- **Period 5 Budget Monitoring (end of Aug 2018)**
Reviewed and considered the Budget Monitoring Report as presented by the school's Bursar. It was reported that the projected Year end balance for 2018/19 will be £89,654. Governors were informed the main areas of variance during the period were staffing and premises.
- **Voluntary Fund Accounts**
Reviewed and considered by the Committee
- **Pupil Numbers (2018/19)**
Governors received updates from the Headteacher & school's bursar on the financial impact caused by the falling pupil numbers.
- **Staffing & Premises**
Governors received and considered the respective reports on various staffing and premises related issues.

The Headteacher reported that there was an unscheduled spend for the school's kitchen due to misuse of equipment. Governors were informed that although the staff is directly managed by an external company CaterLink, the building and equipment is owned by the school and due to misuse by staff, urgent repair and replacement of necessary equipment was required.

Governors were notified that a meeting was held between representatives from CaterLink, Islington Council and the school on dealing with similar issues going forward and how any costs associated with deliberate misuse of kitchen equipment in the future will be met.

1. **A governor queried if CaterLink or the Council has agreed to meet the expenditure.**
The Headteacher confirmed that the one-off expenditure will be met by the school.
2. **A governor queried if the misuse of kitchen equipment was new or existed previously.**
The Headteacher confirmed that this issue has been ongoing for years and is due to transient staff on CaterLink's staff role at SJA. Governors were informed that poor management by CaterLink has also been a contributory factor.
3. **Govs queried if there was appropriate insurance cover.**
The Headteacher confirmed that the school has appropriate insurance cover, but it does not extend to misuse of equipment.

Governors were informed that the contingency in the budget covered the one-off expenditure.

The Headteacher appraised governors on the reducing school roll and the associated financial impact. It was highlighted that pupils have left the school in Yr 6 and 22 from Reception to Yr 5 and due to emigration or transferred to private school. Governors were notified of the financial impact as the delegated budget was based on census figures.

4. **A governor queried the current number of pupils on roll.**
The Headteacher confirmed that 399 pupils are on roll in comparison to 425 last academic year. Governors were informed that although the school only has 2-year groups that are full, mixed age classes are not an option at the moment but could be in the future.

The Headteacher highlighted that external influences were the contributory factor to reducing pupil numbers.

The Headteacher stated that in an attempt to minimise negative financial impact, parents will be required to make voluntary contributions to trips and other school activities (where appropriate) and that this decision will be communicated after the next ACM of the Parent's Association.

The Headteacher also reported that to ensure maximum use of staff and minimise use of external temporary staff, Senior Staff (Deputy Headteacher, Asst Headteacher and Senior Teacher) are

currently teaching for up to ½ week and Teaching Assistants being shared across year groups and classes.

5. A governor asked the financial equivalent of the 22 pupils.

The Headteacher stated that it equates to approximately £35k but could increase upto £50k if pupils continue to leave.

6. Gvs queried if a waiting list was in situ.

The Headteacher confirmed that there were no applicants on the waiting list.

7. A governor sought clarity on what impact may be caused to reducing pupil numbers with the enforcement of the Admissions Policy.

The Headteacher provided clarity on the implementation of the school's admissions policy and its oversubscription criteria. It was noted that there will be implications on the school's ethos and its operations if the trend continues.

8. Gvs queried the morale of staff.

AV stated that the staff are aware of the limitations and has led to increased performance and collaborative working amongst staff. It was highlighted that there is also added pressure on staff in dealing with pupils who require extra support with limited manpower.

Governors noted the recent employee survey which highlighted the positivity of staff.

The Headteacher report that staff well-being is a priority and every effort is being made to ensure staff are looked after appropriately.

9. A governor queried if there is anything that governors could do.

The Headteacher stated that governors need to be aware of the situation and how the SLT is managing it.

10. Gvs sought clarity on the reasons for the new staff and reasons for staff who have left.

The Headteacher reported on the reasons for staff replacement and departure. Governors were informed that there were no disgruntled departures.

Buildings

The Headteacher appraised governors on the current issues regarding the buildings. It was noted that a planning permission application was filed, and an architecture company engaged along with 2 public consultation meetings (one with residents and one with parents). It was noted that the results of the consultation have been submitted to the Council and a meeting with the surveyor has been scheduled.

Governors were informed that confirmation as it when it scheduled to be on the Council's Planning List is yet to be received. The Headteacher highlighted that the funding for the building works must be accessed by March 2019, but a meeting was scheduled with the Diocese to explore ways around recouping of the funding if not accessed by then.

1. A governor queried if the values of the meetings were understood.

The Headteacher stated that was aware of the values as advanced during the various meetings (including consultations) but noted that the project proceeding is based on the Council's decision.

Governors accepted the report from the Finance, Personnel & Buildings C'ttee.

For further information, see detailed reports:

Minutes – Finance, Personnel & Buildings C'ttee

See action/s on Action Worksheet

4. Policies for Approval

The following policies were approved by the Governing Board:

**Data Protection
Safeguarding**

5. Strategic Planning

5.1 Learning Improvement Plan (LIP)

The Governing Board extensively reviewed and discussed the Learning Improvement Plan (LIP). It was agreed that the following are the priority areas for 2018/19:

- **Whole School Development**
Focus more closely on raising the attainment of pupils identified as disadvantaged.
- **Effectiveness of Leadership & Management**
Ensuring that careful thought is given to merging programmes for teaching writing at KS2 and that the impact is rigorously evaluated.

Provide effective induction support for new teachers (including 3 NQTs).

Ongoing development of IT capability (including the up-skilling of teachers in coding and programming).
- **Teaching, Learning & Assessment**
Ensure that teachers are confident to teach the new Maths programme so that pupil's outcome rise further.
- **Personal Development, Behaviour & Welfare**
Further develop the capacity of the school to respond to pupils' mental well-being.
- **Outcomes for Pupils**
Continue to focus on specific support for Yr 5 in order to raise standards in line with all other year groups.

Increase the proportion of pupils achieving greater depth in Maths by the end of Yr 1.
- **Early Years Provision**
Build on the progress achieved in 2017/18 in developing pupils' skills as emergent writers by observing and sharing best practice through visits to other settings.
- **RE & Catholicity**
Professional development of the newly appointed Catholicity Manager.

The Headteacher reported that the school is currently reviewing the attainment of disadvantaged pupils and ensuring the appropriate support is in place for them (including accessing pupil premium funding etc).

1. **A governor queried if the school is viewing pupil attainment similarly to Islington Council.**
The Headteacher stated that the School Improvement Officer reviews the school's Ofsted report, specifics of attainment and all relevant school data (including information associated with specific year groups). It was further noted that specifics for year groups form appraisal targets for pupils.

The Headteacher noted that the Learning Improvement Plan (LIP) was generated based on data compiled by the school. **It was highlighted that governorship should be a focus for 2018/19.**

2. **A governor sought clarity on the induction process for new teachers.**
The Headteacher confirmed that there are 3 NQTs and they all have a mentor who is also managed by another senior member of staff. It was noted that every effort is made to support new and existing staff and appropriate internal and external training is provided.

Governors were informed that internal movement of staff (to improve efficiency) occurred alongside the new appointments.
3. **Govs queried how CPD was covered.**
The Headteacher confirmed that appropriate cover arrangements are put in place to ensure continuity and consistency.
4. **A governor queried if mentoring new teachers were viewed as a challenge or reward.**
The Headteacher stated that the mentors find it very rewarding and highlighted that additional training is being planned for more senior teachers to become mentors.
5. **A governor queried the structure of INSET days.**

The Headteacher reported that it includes training and information updates on Safeguarding, other subject related sessions, Curriculum Development and operational matters. It was confirmed that the next INSET day will cover English and followed by a RE/Catholicity day in February 2019.

6. Gobs queried if any teambuilding activities were in place.

AV confirmed that staff meetings were held on a weekly basis along with Phase breakfast sessions and other staff teambuilding activities throughout the academic year.

7. A governor queried if there were any third-party support engaged.

The Headteacher confirmed that external support will be engaged where appropriate and are deemed to be very good and professional.

8. A governor queried if less children equate to small class sizes.

The Headteacher confirmed this as the case and that it helps in reducing teachers' workload. AV further noted that changes were expected when new pupils arrive.

9. A governor queried if reducing pupil numbers on roll and diminishing finance was a borough-wide issue (or nationally).

The Headteacher stated that borough wide schools are struggling and due to falling birth rate, reception classes are down nationally. It was highlighted that bulge classes are heading to Secondary Schools.

Governors extensively discussed the impact of reducing pupil numbers.

10. A governor queried if performance management appraisals/observations have been carried out.

The Headteacher confirmed that all new staff have been observed and performance management across school has been carried out as per norm.

Governors noted that the school has been working well at adapting to changes and highlighted that certain contributory factors are outside the school's control.

5.2 Catholicity Ethos of School

To be discussed during next meeting of the Governing Board and Admissions C'ttee.

5.3 Consider Staffing Issues

To be discussed during the next meeting of the Finance, Personnel & Building C'ttee.

5.4 Impact of BREXIT

To be discussed during next meeting of the Governing Board

5.5 Impact on School Finances & Contingency Plans

To be discussed during next meeting of the Governing Board

See action/s on Action Worksheet

6. Any other Business

No other business for discussion

Meeting ends at 2026.

Approved for (and on behalf of) the **FULL GOVERNING BOARD**

Chair of Full Governing Body
(or Chair of Meeting)

Date

Meetings (2018/19)

As published on GovernorHub