



ST JOAN OF ARC PRIMARY SCHOOL

Minutes of the **Full Governing Board** meeting held in the school, Northolme Road, Highbury Park, London N5 2UX on Wednesday 22nd November at 6.30pm

Present

Adrian Fish	Chair	Gerard King
Claudia Battaglio	Vice Chair	Karen Addy
Clare Campbell	Headteacher	Nick Platon
Beccy Mackinney		Charlotte McMillan
Claire Gorman		Kofi Adu-Boahene
Elodie Denjean		

Also Present

Jenny Connolly Clerk to Governors

Meeting was quorate

		<u>ACTION</u>
1.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u> Apologies for absence received from Sarah Kelly and Aideen O'Halloran.</p> <p>b) <u>Consent to Absence</u> RESOLVED: to consent to the absence of Sarah Kelly and Aideen O'Halloran.</p>	<p>Clerk</p> <p>Clerk / All</p>
2.	<p><u>COMPOSITION OF THE GOVERNING BOARD, COMMITTEES AND LINK/LEAD GOVERNORS</u></p> <p>a) <u>Committees</u></p> <ul style="list-style-type: none"> • Governors reminded that a copy of the committee memberships can be accessed online via GovernorHub. • Claudia Battaglio has moved to Curriculum Committee and Charlotte McMillan to Finance Committee. • Governors agreed Pay Committee needs more governors trained for the role. It was agreed that it is not appropriate for governors who are also parents at the school to be on the Pay Committee. Chair to review and ensure governors who are parents are removed from the Pay Committee. Eligible governors will need to undertake Performance Management training [See 3b below] • HT explained the time commitments of being on the Pay Committee – HT Performance Review (three meetings per year) and Pay Committee meet once per year (June). • Finance Committee dates to be sent to Charlotte McMillan. HT will also put the dates on GovernorHub. • The governing body were reminded that committee terms of reference should be reviewed annually and any changes made if required. Committees can review terms of reference and make recommendations, however only the governing body has the power to approve terms of reference. 	<p>Clerk / All</p> <p>Clerk / All</p> <p>Chair</p> <p>HT</p>

		<u>ACTION</u>
	<p>b) <u>Link/lead governors</u> A copy of the link / lead governors can be accessed online via GovernorHub. This is up to date.</p> <p>c) <u>Conflicts of Interest</u></p> <p>i) Governors reminded of the need to declare any change to their interests since the last time that they completed an annual Register of Interests Form. Clerk to check which governors have completed Business Interest forms.</p> <p>ii) Conflicts of Interest – governors reminded they are required to consider whether they have a conflict of interest for any agenda items. If such a conflict exists, the governor required to orally disclose the interest and leave the meeting for the agenda item. No conflicts of interest declared.</p>	Clerk
3	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 3rd October circulated to governors prior to the meeting. However, BM and the Headteacher commented that the minutes arrived late (the day before the meeting), which did not allow governors time to read and follow up on action points. Clerk agreed to raise this with Islington.</p> <p>a) <u>Accuracy</u></p> <ul style="list-style-type: none"> • Minor grammatical errors noted. • Away Day taking place in June 2018. • Correction to name spelling - Ben Fuiava <p>After discussion, RESOLVED that the minutes as amended be signed as a true record.</p> <p>b) <u>Matters arising</u></p> <ul style="list-style-type: none"> • Parent Governor vacancies – HT had looked into completing elections by the end of the autumn term. However, this would have meant voting during the Nativity. HT felt a wider field of parents would be available if elections held in January, to be in post for February. Parents to be advised through the Newsletter on the first Monday in the new term in 2018. Governors to be alerted, as governor involvement required if more than two parents involved. • Committees – final committee membership list emailed to Clerk and changes implemented on GovernorHub. • Terms of Reference, Ethos Committee (held at the Governor Away Day) – Chair to pick up with Karen Addy. • GovernorHub Tech support – Chair requested adaptation of reports to include starting date of first term of office for governors – currently in their enhancement queue. • Academisation – agenda item. • Governors Briefings and NGA Conference – Chair commented that this raised the subject of governor training. Chair added that other Governing Bodies have link governors who co-ordinate governor training. Chair proposed having a Training Link governor and this was supported. Claire Gorman agreed to take on the role. Chair to send details to Claire. Claire to formulate a spreadsheet detailing required and completed training. 	<p>Clerk</p> <p>Clerk / All</p> <p>All</p> <p>Chair CG</p>

		<u>ACTION</u>
	RESOLVED that Claire Gorman appointed as Training Link Governor.	
4	<p><u>HEADTEACHER'S SAFEGUARDING REPORT</u></p> <ul style="list-style-type: none"> HT discussed the Annual Safeguarding Report, based on the "sample framework for the designated safeguarding lead report to the governing body" developed by NSPCC and TES and generally follows Section 11 standard headings. Section 11 shows how schools are meeting standards and requirements for safeguarding. This document is not delivered by Ofsted but is a legally binding document, which must be completed by February 2018. The report covers complaints, safeguarding training, safer recruitment, inter-agency working, information sharing, safeguarding concerns and referrals. Policies and procedures for safeguarding must be up to date. Governors noted that this does not have the number of complaints or level of detail about how the school is meeting safeguarding standards and action plans in place. HT agreed to review the form and ensure it shows which staff members have done what training. 	HT
5	<p><u>SAFEGUARDING AUDIT CARRIED OUT BY LEAD GOVERNOR</u></p> <p>Paper circulated prior to meeting.</p> <p>Safeguarding Lead Governor, Charlotte McMillan, carried out an audit of safeguarding records and procedures:</p> <ul style="list-style-type: none"> Single Central Record – record is complete including addition of new staff. Audit of new staff – two newly appointed staff files checked; all areas complete regarding personal information. Child Protection Policy and Safeguarding Policies – no change since September 2017 implementation. Child Protection, Child in Need and Early Help Plans Registers in place. Child Protection case files stored securely. Behaviour, bullying homophobic and racist incident logs up to date. Pupil surveys being conducted in November 2017, follow-up next visit. Audit of staff understanding of safeguarding to take place January 2018. Meet with School Council to audit pupil understanding of how school keeps them safe to take place in January 2018. <p>RECEIVED</p>	
6	<p><u>REPORTS BACK FROM COMMITTEES</u></p> <p>a) Curriculum - Friday 3rd November</p> <ul style="list-style-type: none"> Focus is on Mastery of Maths and what the school are doing to implement it. Sex & Relations Plan in place. <p>b) Admissions - Friday 10th November</p> <ul style="list-style-type: none"> Terms of Reference agreed. Elodie Denjean elected as Chair, Charlotte McMillan as Deputy Chair. Admissions Policy: only changed one part - removal of boundary maps and replaced with a link to each of the three parish boundary maps on the Diocese website. Reference to Nursery Admissions procedures removed. It was agreed that the Committee delegate responsibility of considering applications to Nursery to Admissions Office and HT. 	

		<u>ACTION</u>
	<ul style="list-style-type: none"> • Schedule of dates for ranking applications for admissions to Reception in September 2018 agreed. <p>c) Parents Forum</p> <ul style="list-style-type: none"> • Most recent Parents Forum was on 9th November 2017 • Good attendance and all agenda items were discussed. • Parents asked what they feel has gone well and sometimes issues arise which are not suitable for the Forum. Items for discussion go to staff beforehand. • HT added that the Forum is used as an opportunity to ask parents for feedback on issues - it is important parents consulted. • Could be a good opportunity for more governors to attend and form part of training for governors. Governors questioned if there were Terms of Reference in place – no, but the (business case)? can be re-circulated. 	
7	<p><u>ACADEMISATION</u></p> <p>Governors discussed Academisation discussed in some detail.</p> <ul style="list-style-type: none"> • Meetings to take place with other Catholic schools in Islington. Processes and implications of Academisation and information on what schools need to consider will be available. • HT emphasised the importance of the Governing Body having a picture of what other schools in Islington are doing. HT agreed that at the next FGB, a draft detailed summary will be available for governors. • St John Evangelist has already had their Away Day and has drafted agreed principles. • DoE Westminster arranged another meeting for Islington and Camden Headteachers to be held in December. There is currently no agenda and the purpose of the meeting is unclear. • Governors agreed that the process does give schools the opportunity to explore options and see what the demands are. • As a community, we will have no say in who is driving the Academy schools going forward. Governing bodies will also be pared down. • Schools will have a CEO in place with Heads of Schools (current Deputy Heads level), who will not make financial or strategic decisions. • The CEO does not have to be a Headteacher, but will need to have proven experience in education. <p>In summary, Chair requested:</p> <ul style="list-style-type: none"> • Governors to consider whether or not they agree with the principles drafted by St John Evangelist or have other principles to add and send thoughts to Chair. Chair will collate and bring back to the next FGB. • HT to attend the meeting at Christmas and report back to FGB. • HT to provide details of the Islington school dates for meetings and bring back to the FGB. • HT to request a copy of Sally Yates' document and circulate to governors. <p>RECEIVED</p>	<p style="text-align: center;">HT</p> <p style="text-align: center;">Chair</p> <p style="text-align: center;">HT HT</p> <p style="text-align: center;">HT</p>
8	<p><u>VISION & MISSION STATEMENTS</u></p> <p>Paper circulated to governors.</p> <p>Vision/Mission Statement</p>	

		<u>ACTION</u>
	<ul style="list-style-type: none"> • Chair discussed the Vision/Mission statements. The outcome from the Governors Away Day was to agree a set of vision/mission statements and a set of focus areas of improvement that are measurable. • Governors agreed that the Mission needs to be short and easily remembered. • Governors agreed to the proposed Mission: “The members of the community of St Joan of Arc School, by supporting each other, learn and grow in the love of Christ.” <p>RESOLVED that the Mission proposal agreed.</p> <p>Pursuing the Mission</p> <p>Governors discussed in detail.</p> <ul style="list-style-type: none"> • At the Away Day, it was agreed that a tangible target set be set for the Governing Body each year that supports the school’s Three Year Vision and Focus and annual Strategic Target. • Governing Body must give strategic aims more consideration during FGB meetings. • This links to the School’s Learning Improvement Plan (LIP). Governors questioned how the LIP is generated through the school. HT explained that the School Improvement Officer looks at information including data, lesson observations, books and current government legislation (statutory). • Governors agreed to have a separate document to improve the Governing Body (Governors Improvement Plan; GIP). <p>In summary:</p> <ul style="list-style-type: none"> • Three-year school vision agreed; LIP and GIP will relate to the Vision, with governor training and targets. • HT explained that St John Evangelist do this already and met in the Autumn term. Governors agreed to do something similar. • Away Day – agreed to move this from the end of the Summer Term to the start of the Autumn term in the following academic year. The benefit of this was the availability of preliminary school results – to aid improvement plan setting for the year. HT will look for suitable dates and ask the venue if the date can be moved. The deposit has already been paid, but HT agreed to try and rearrange for Autumn 2018. HT agreed to circulate possible dates for September. • Governors agreed to have this as an agenda item for each meeting. • Chair agreed to review paper and circulate to governors. <p>Chair thanked governors for discussions.</p>	<p>HT</p> <p>Clerk Chair</p>
9	<p><u>AGREE TERM DATES FOR 2018-2019</u></p> <p>Gerard King questioned whether the return date for the children following Easter can be changed (currently date set for 23rd April). HT explained that a change would be difficult as if children come back to school the following week (30th April), the summer term is late and Y6 have only two weeks before sitting tests (and one of those weeks has May Day bank holiday). The school is setting similar dates to Hackney and Haringey Councils. Governors agreed to the new term dates.</p> <p>RESOLVED that term dates agreed</p>	

10	<p><u>GOVERNORS VISITS</u></p> <p>Learning Walk, Friday 10th November 2017.</p> <ul style="list-style-type: none"> • Governors commented that this was impressive and a lot of Maths lessons observed. Governors' feedback had been attached. • As part of Code of Conduct, governors agreed to attend two a year. The topic for discussion will be sent in advance of the Learning Walk. Training Link Governor Claire Gorman agreed to send reminder to governors. HT reminded governors that dates were on GovernorHub. <p>RECEIVED</p>	CG
11	<p><u>CHAIRS REPORT</u></p> <p>Update on Governors Away Day – previously discussed.</p>	
12	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>Governors reminded to report on any training completed and to consider further training needs.</p> <p>Charlotte McMillan has completed Child Exploitation & Online Safety (L2) and completed Child Protection programme.</p>	
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>i) HT thanked the PA for the generous donation to the school (£26,500). A governor will attend the next PA meeting in January 2018 to say thank you on behalf of the Governing Body.</p> <p>ii) The General Data Protection Regulation rules will become law from 25 May 2018. Elodie Denjean agreed to explore what this means for the school.</p> <p>b) <u>Agenda Items for the next meeting</u> Governors are invited to suggest to the Chair any items they would like to see included on a future agenda.</p>	ED
	<p><u>NEXT MEETINGS</u></p> <p>The next FGB will take place on 14th March 2018.</p>	
14.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>No confidential items.</p>	

There being no further business, the Chair closed the meeting at 8.30pm and thanked governors for attending.

Jenny Connolly
Clerk to Governors

CHAIR: _____

DATE: _____