



## ST JOAN OF ARC PRIMARY SCHOOL

Minutes of the meeting held in the school, St Joan of Arc Primary School on, Wednesday 7<sup>th</sup> March 2018 at 6:30pm.

Those attending:

Dr Adrian Fish  
Clare Campbell  
Karen Addy  
Claudia Battaglio  
Mrs Elodie Denjean  
Mrs Caroline Piers  
Mr Nick Platon

**Chair**  
**Headteacher**

**Vice Chair**

Dr Claire Gorman  
Gerard King  
Becca Mackinney  
Charlotte McMillan  
Aideen O'Halloran  
Ms Victoria Sowerby

Also Present:

Vicki Osbourne

**Clerk to the governors**

		<b><u>ACTION</u></b>
1.	<p><b><u>APOLOGIES/CONSENT FOR ABSENCE</u></b></p> <p>a) <u>Apologies Received</u></p> <p>Apologies were received from Kofi Adu-Boahene, Hugh Heneghan, Amanda MacCarron and Sara Kelly</p> <p>Gerard King arrived at 7.27pm</p> <p>b) <u>Consent to Absence</u></p> <p><b>RESOLVED</b> to consent to the absences</p>	
2.	<p><b><u>COMPOSITION OF THE GOVERNING BOARD, COMMITTEES, LINK GOVERNORS</u></b></p> <p>a) <u>Composition</u></p> <p>Full details of the membership of the Board of Governors is available on GovernorHub.</p> <p><u>Composition Changes</u></p> <p>Upcoming term ending dates are included below:</p>	

**ACTION**

Name	Governor Type	Term End Date
Elodie Denjean	Foundation	03/03/2018

Get information about schools The old Edubase

Governors are reminded that information on all members of the Board of Governors is required to be entered on the DfE's Edubase database from 1 September 2016 to assist in the creation of a national database of school governors.

- b) The Chair welcomed the two newly appointed Parent Governors – Victoria Sowerby and Caroline Piers
- c) Committees – See item 8

A copy of the current committee memberships can be accessed online via GovernorHub.

- Confirmation of committee membership and allocation of committees to the new parent governors.

Admissions, Curriculum & Achievement – Victoria Sowerby  
Personnel, Finance & Buildings, Curriculum & Achievement - Caroline Piers

ACTION - Headteacher asked governors to confirm which committees they were on – full list to be sent to Clerk to update Governorhub -ACTION

The governing board is 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 board has the power to approve terms of reference.

- d) Link/lead governors

A copy of the link/lead governors can be accessed online via GovernorHub.

No changes

Training – Claire Gorman

- e) Conflicts of Interest

- i) Governors are reminded that they need to declare any change to their interests since the last time that they completed an annual Register of Interests Form.
- ii) Updated annual Register of Interests Forms are required. –New governors completed

In addition to the completion of the annual form, governors are 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.

Clerk-  
Completed

		<b><u>ACTION</u></b>
3.	<p><b><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></b></p> <p>Minutes of the meeting held on 22 November 2017 were agreed and signed.</p> <p>Matters arising:-</p> <p><b>FGB 3 October 2017</b></p> <p>Item 3 – TOR - KA had reviewed the TOR's. She reported back that :-</p> <ul style="list-style-type: none"> <li>• Admissions and Finance did not have an objective and felt this should be added</li> <li>• The Pay committee and Finance should be cross referenced.</li> </ul> <p>The updated Terms of Reference to be brought back to the <b>next Full GB</b> for approval once committee chairs have agreed to them.</p> <p>The Vision Statement / Mission Statement / Governors Vision Statement to be condensed and updated on GovernorHub</p> <p>All other actions were completed or will be discussed as agenda items at this meeting.</p>	CLERK
4.	<p><b><u>HEADTEACHER'S REPORT</u></b></p> <p>A report by the Headteacher had been circulated to all governors prior to the meeting. In addition to the written report the Headteacher drew governors' attention to the following:</p> <p>a) <b>Roll/attendance/behaviour</b> –Current number on roll – 437 (29 of which are nursery pupils) In line with prediction –a few families have left London, so have left the school.</p> <p>b) <b>Standards &amp; quality of teaching</b> – Covered in Curriculum &amp; Assessment Minutes – item 6</p> <p>c) <b>Budget monitoring</b> - Covered in Finance Minutes – item 6.</p> <p>d) <b>Fire drill</b> –Took place on 10.01.18 – School evacuated in 3 minutes</p> <p>e) <b>School closure (if any)</b> - School nursery closed on 02.03.18 due to frozen pipes. Chair of Governors informed on 01.03.18</p> <p><b>RECEIVED</b></p>	
5.	<p><b><u>REPORT FROM EXTERNAL ADVISOR (CHALLENGE &amp; SUPPORT CONSULTANT IF FROM LBI)</u></b></p> <p>Governors are asked to receive and consider the most recent external report or review of the school's progress which is to be <b>enclosed</b>.</p> <ul style="list-style-type: none"> <li>• Maths Teaching and Learning Consultants Report – November 2017</li> </ul> <p>This is the 3rd year for this consultant. Year 2 and Year 4 were focussed on. She is working closely with the co-ordinator and has led sessions in Year 4 for teachers to observe.</p>	

		<b><u>ACTION</u></b>
	<p>A governor noticed that observations / actions are not completed on the report and requested that this be completed in future by the consultant.</p> <p>She had also been working directly with the managers, and directly with teachers. In class, she had looked at pupil books and expressed her recommendations to the SLT to be followed up at the next review.</p> <ul style="list-style-type: none"> <li>English Teaching and Learning Consultants Report – March 2018</li> </ul> <p>This is a service that is bought in from Martin Galway – it is the 3<sup>rd</sup> year he has worked with the school. He is focussing on reducing the gap between girls and boys. In particular he is looking at Year 2 to put support further down the school in order for progress to be made at an earlier stage and continued through the school. He was looking at progress made since September.</p> <p>Actions – none</p> <p>At the next visit he will say what needs doing and tie everything together.</p> <p>Teachers feel very well supported, comparisons are made with Hertfordshire schools and the school compared favourably.</p> <p>In September Mike Thomson worked with SLT and looked at the last SAT results and set the SIP. There was a whole school review. He looked at all pupils results from the previous year and compared them nationally and with Islington.</p> <p>The results are interlinked with the HT's appraisal and targets area set for her each year.</p> <p><b>Q.</b> A governors asked how this consultant was chosen.</p> <p><b>HT</b> The Headteacher explained that she had interviewed 3 different advisors.</p> <p><b>Chair</b> – The chair requested that the advisor completed the subject in the relevant box so they knew what subject the report refers to.</p> <p>The Headteacher explained that they had had an SLA with Islington but that the advisor had had to cancel sessions quite often and there was no-one else available to cover for them, however this advisor is from 'Herts for Learning' and they had 9 advisors in Maths, and 5 in English so the HT felt there was more support.</p> <p>He has been reviewing standards – there were 3 visits, the last visit was in March – so has just been into the school, He had a meeting with parents and worked with Year 1 teachers (English)</p> <p>In Maths he did a book look, and looked at standards across the whole school. He discussed what needed to be focussed on and that will advise the next meeting.</p> <p>The Chair requested that the reports were available for committees in order for them to spend more time going through the detail and then summarised at Full Governors.</p> <p><b>RECEIVED</b></p>	

		<b><u>ACTION</u></b>
6.	<p><b><u>REPORT BACK FROM COMMITTEES</u></b></p> <p>f) <u>Finance , Personnel and Buildings Committee – 08 12 2017</u></p> <ul style="list-style-type: none"> <li>• Minutes superseded by February minutes for discussion</li> <li>• On track with budget. Good news on parking income. The school is in the process of renewing their contracts and is hoping to enter into a longer period and get a better rate.</li> <li>• Proposal to go ahead with Breakfast club.</li> </ul> <p><b>Q.</b> A Governor commented that this had been proposed several times in the past and had been abandoned. They asked what had changed to make it viable now.</p> <p>The HT explained that two things had changed:-</p> <ol style="list-style-type: none"> <li>1. Nursery children can now attend after school club, the After school provision was in house. A survey had been undertaken and 16 reception children and several Nursery children had requested a Breakfast club.</li> <li>• 2. Parents are working and there is a need for a Breakfast club provision.</li> </ol> <p><b>Q.</b> A governor asked how many children would be required to attend to make it viable?</p> <p><b>HT.</b> 30 need to attend. Parents would have to pay half term in advance and no refunds would be given for illness etc. The charges would be £4 eldest child and £3 for second child. <li>• Nursery class is now full as the school is taking children each term. However this had difficulties as the children coming in were often only just 3yrs and some of them needed a lot of support. This often meant there was a need for more staff to be available.</li> <p>The next steps would be to talk to staff first if agreed by Governors, and then to recruit staff to run this. The school would then inform parents through the newsletter after Easter. The positions would be aimed at TA's and they will need to apply. The HT was going to contact Caterlink to see if they can provide breakfast.</p> <p><b>AGREED</b> to go ahead with Breakfast club.</p> <p><b>SCHOOL PREMISES PROJECT</b></p> <p>The HT explained that some funding was available through the Diocese for school premises project works (90% available).</p> <p>The DFE send money to LA, ring-fenced for school Buildings. VA Schools are different as they are owned by Diocese. The 90% is given to Diocese. The schools have to put in a bid and after considering the condition survey the diocese look at what needs improving. 10% has to be fundraised by the school. This would be financed by the voluntary contributions of £50 by parents and the Car parking income to top up. The school does not use money from the school budget.</p> </p>	

		<b>ACTION</b>
	<p>The school is looking at a 3 year project. 1<sup>st</sup> part of project to look at the Halls to provide internal toilets. Look at small hall – land at back, to extend out onto that and provide a separate entrance to Breakfast Club and after school clubs. There would be 2 separate rooms, one for cooking and one to be used as a meeting room. These rooms could be let out as it would have a separate entrance etc.</p> <p>The school has had drawings done – the next step is to get planning permission. There is an up-front cost but planning would last for 3 years. Some of the work could be done while the school is running. The Cost of the project is expected to be approx. £350,000.</p> <p><b>Q.</b> A governor asked ‘What about the local residents?’</p> <p><b>HT.</b> If it was agreed to go out to planning permission, we would arrange meetings with local residents and let them know in advance.</p> <p>The school is asking governors for approval to go ahead with planning permission. It is a very big project as discussed at Finance committee. The cost of the planning stage is around £15,000.</p> <p>It needs explaining to parents that the money is not taken out of school Budget. This project will make the school more attractive to future parents and help maintain roll.</p> <p><b>Q.</b> A governor suggested that the planning permission would be needed anyway to improve the toilets.</p> <p><b>HT.</b> Initial costs would be using the parental contributions, and the money used from car park letting.</p> <p><b>Q.</b> A governor asked if the school could ask people to recommend an architect.</p> <p><b>HT.</b> An Architect can only be appointed by the Diocese. I have canvassed 15 schools who they had used. 8 have used the candidate architects and 8 have recommended them.</p> <p><b>AGREED</b> to go ahead with planning permission and initial enquiries</p> <p>g) <u>Curriculum and Achievement Committee – 26 01 2018-</u></p> <ul style="list-style-type: none"> <li>• Focus on item 3 – English update</li> <li>• Item 4 – Assessment update</li> <li>• Item 5 - Parent Survey – attached</li> </ul> <p>Parent Survey – SEN feedback wasn’t as strong as the rest of the responses so, parents who have children on an EHCP have been asked to complete a separate survey.</p> <p>The main focus areas that came out of the survey were - Healthy schools, school dinners and SEN</p> <p><b>Q.</b> A governor asked if the surveys were one per child or one per family</p> <p><b>HT.</b> 294 families – 1 survey per household. There is a significant focus on improvement in how the school is addressing SEN now.</p> <p><b>Q.</b> Attendance results from survey.</p> <p><b>HT.</b> The HT explained that the absence profile has recently changed to below 90% p.a. and looks like it has gone up but actually it hasn’t.</p>	

		<b><u>ACTION</u></b>
	<p>When the school had last reviewed parents taking holidays in term time they looked at the holiday period for secondary schools that siblings had moved on to (this year there were 24 different secondary schools). It was found that they often do not match up, so some children would be out anyway. Governors agreed that the Head Teacher could authorise holidays of no more than 10 days.</p> <p>h) <u>Finance, Personnel and Buildings Committee – 09 02 2018</u></p> <ul style="list-style-type: none"> <li>• Focus on item 4 – Budget Monitoring Period 9</li> <li>• Item 5 - Proposal for introduction of Breakfast Club to start in September 2018</li> </ul> <p>i) <u>Admissions Committee – 23 02 2018</u></p> <ul style="list-style-type: none"> <li>• All agenda items require discussion</li> <li>• <u>Reception Admissions for 2018-2019</u> - Agreed to offer down to category 8 (Baptised Christian). All catholic children who applied got offered a place. Not a guarantee that all places will be accepted.</li> <li>• The school had requested to increase the Nursery roll to 30. It was necessary to increase the staffing of nursery as the children are much younger, so creating a better ratio between staff and pupils. Thus, there is the opportunity to increase numbers.</li> <li>• Nursery will be managed termly by the school. Reception class Admissions will continue to be governed by the Admission committee.</li> </ul> <p><b>Q.</b> A governor asked if committee minutes could have the name of the minute taker on them.</p> <p><b>RECEIVED</b></p>	<p>Chairs of Committees</p> <p><b>HT</b></p>
7.	<p><b><u>FINANCIAL MANAGEMENT</u></b></p> <p>Governors are asked to review, amend and sign off their customised version of the updated model Schools financial regulations and appendices.</p> <p>For background information and supplement to the annual review of financial regulations the anonymised Internal Audit report to the Council on the findings of the 16-17 schools’ audits “Key themes identified by Internal Audit at Schools in 2016/17” is enclosed.</p> <p>This report provides insight to the areas covered by the audit inspection process and by highlighting common areas of risk may suggest areas for improvement of schools’ internal financial management and control.</p> <p><b>DEFERRED TO NEXT MEETING</b></p>	<p><b>To be deferred to next FGB</b></p>
8	<p><b><u>GOVERNORS COMMITTEES AND TRAINING</u></b></p> <ul style="list-style-type: none"> <li>• Confirmation of committee membership and allocation of</li> </ul>	

		<b><u>ACTION</u></b>
	<p>committees to the new parent governors</p> <ul style="list-style-type: none"> <li>• Training requirements of committee members – Claire G</li> </ul> <p>Governors required for the Head pay committee (cannot be a governor with children at the school); similarly, for the Pay committee</p> <p><b>ACTION - SKILLS MATRIX TO BE COMPLETED BY NEW GOVERNORS</b></p> <p><b><u>GOVERNORS' VISITS</u></b></p> <p>Governors are asked to consider the reports received on the outcomes of any visits made to the school since the previous meeting.</p> <p><b>RECEIVED</b></p>	<b>CHAIR</b>
9.	<p><b><u>SAFEGUARDING – SECTION 11 REPORT</u></b></p> <p>London Safeguarding Teachers Board supplied the format and it was recognized that the format was lacking. In any case this had to be submitted to the LA by beginning of February 2018 and was duly submitted to the Safeguarding Board. Several schools will then be chosen to be visited based on the strengths/weaknesses therein.</p>	
10.	<p><b><u>CHAIR'S REPORT</u></b></p> <p>An opportunity for the Chair to report on any action undertaken or correspondence received since the last meeting, which would not otherwise be covered elsewhere on the agenda.</p> <ul style="list-style-type: none"> <li>• Academies Update - Adrian / Clare</li> </ul> <p>A brief background of Catholic school academisation was given by the HT for the benefit of the new governors. The chair had put together a report (see attached), see also below in Other Business.</p> <p><b>RECEIVED</b></p> <ul style="list-style-type: none"> <li>• General Data Protection Regulation (GDPR) – Elodie</li> </ul> <p>An insight into how the new GDPR would affect the school and governors was presented.</p> <p>The general principles for GDPR were explained and how this affects Governors. Further discussion will be needed on this and there is a need to appoint a DPO. The school has approached the other LA's to see if we could buy into a service, but there is currently no one offering this.</p> <p>There will be an update at the next FGB</p> <p><b>RECEIVED</b></p> <p>Governor Improvement Plan – Adrian provided a quick update on the plan and how the high priority areas were being addressed. The Governor Improvement Plan will be updated at the next Governor Away Day.</p>	

		<b><u>ACTION</u></b>
	<b>RECEIVED</b>	
11.	<p><b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b></p> <p>Governors are asked to report on any training completed and to consider further training needs.</p> <ul style="list-style-type: none"> <li>• Training requirements of committee members – Claire G</li> </ul> <p>The next Governors' Briefing meeting to which all Islington governors are invited to attend is scheduled for 7.00pm on Wednesday 25 April 2018.</p> <p><b>RECEIVED</b></p>	
12.	<p><b><u>FUTURE MEETING DATES</u></b></p> <p>The governing board has previously agreed the following schedule of meetings for the 2017/18 academic year:</p> <p style="text-align: center;"><b>TUESDAY MAY 14 2018 AT 6.30PM</b></p> <p><b>RECEIVED</b></p>	
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>a) <u>Other Business</u></p> <p><b>Academies update.</b></p> <p>The HT discussed the Principles of Academisation document. This had been sent out to governors for comment but no comments had been received back. These principles were duly adopted by the Governing Body.</p> <p>Update - The Diocese had started work on converting their schools when it was decided that all school had to by the Government, and have continued with that even though this had now been retracted by the Government. As a Catholic school they want to maintain the Catholic ethos throughout the schools. No consultation was given to schools. They were told what was happening and no choice given. The Network of Islington schools, meet regularly. They have had a lot of meetings and at governor level also.</p> <p>No structure was presented to schools it was all very vague. It seemed very rushed and they were expected to convert by September 2018. However this seems unlikely to happen now.</p> <p>30% of current HT's are due to retire but there are not the Catholic HT's coming through.</p> <p><b>Q.</b> Could we go it alone with other Islington Catholic schools?</p> <p><b>HT.</b> Yes we could but have to be an outstanding school and you would lose all the support from the LA and would have to pay for all services. It was felt there were not enough schools and pupils to just have Islington schools together we</p>	

		<b><u>ACTION</u></b>
	<p>would need to join with another Borough. Camden want to go alone.</p> <p>The school continues to be open to dialogue and will continue to investigate this but has made the decision that we could not convert by September 2018.</p> <p>Until the diocese delivers a more concrete plan that would meet the Principles of Academisation, we can only monitor the situation. There is no immediate pressure.</p> <p><b>Q.</b> A governors asked if any other meetings are scheduled.</p> <p><b>HT.</b> Not at present.</p> <p>b) <u>Agenda Items for the next meeting</u></p>	

There being no further business, the Chair closed the meeting at 8.40pm

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

**Vicki Osbourne**  
**Clerk to the Governors**  
**Islington Council**

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



**ST JOAN OF ARC PRIMARY SCHOOL**

**Confidential Minutes** of the meeting held in the school, on, Monday 07 March 2018 at 6.30pm.

14.	<p><b><u>CONFIDENTIAL ITEMS</u></b></p> <p>Reports by the Headteacher on confidential matters relating to the school:</p> <ul style="list-style-type: none"><li>A) <u>Accidents</u></li><li>B) <u>Pupil Exclusions</u></li><li>C) <u>Incident Reporting</u></li><li>D) <u>Other Confidential Items</u></li></ul>
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**Vicki Osbourne  
Clerk to the Governors  
Islington Council**

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

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

CONFIDENTIAL