

LONDON BOROUGH OF REDBRIDGE**ST BEDE'S CATHOLIC PRIMARY SCHOOL GOVERNING BOARD**

Minutes of the Meeting of the Governing Board held at the School on
Thursday, 8 June 2017

PRESENT:

Mr M Butcher (Chair)	
Mrs E Agbedo	Mrs T Leiser
Mr A Antoniewicz	Mr G Nott (HT)
Mrs A Eguakhide	Fr M O'Connor
Mrs S Harrison	

In Attendance:

Ms E Anderson	Clerk
Mrs P Lawlor	Observer

1. APOLOGIES FOR ABSENCE

Fr O'Connor opened the meeting with a prayer. The Chair welcomed all of the Governing Board members. Apologies were received from Mrs Agbedo, Mrs Frost, Mr Imoh and Mr Milos. The Governing Board gave its consent to these absences.

2. DECLARATION OF PECUNIARY INTERESTS

No pecuniary interests were declared.

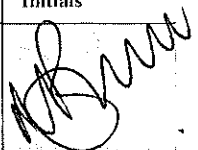
3. MEMBERSHIP OF THE GOVERNING BOARD

- 3.1. There had been no changes made to the membership of the Governing Board since the last meeting.
- 3.2. The Governing Board noted the end of term of office for Mr Butcher and Mrs Harrison on 6 November 2017 and Mrs Leiser on 20 November 2017. The re-appointment of Mr Butcher as a Foundation Governor was approved by the Governing Board and would be notified to the Diocese.

A Staff Governor election would be held in the autumn term. The Chair, Vice-Chair and Headteacher agreed to meet to discuss the issue of Foundation Governors with regard to staff balance.

Action: Headteacher
Action: Chair/Vice-Chair/Headteacher

Chair's
Initials



- 3.3. The recruitment of a new Foundation Governor for the existing vacancy will be deferred until the new academic year.

Action: Chair

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Governing Board meeting held on 2 March 2017 were agreed as accurate.

5. MATTERS ARISING

Matters arising from the Governing Body meeting held on 2 March 2017:

- 5.1. *Item 3, Membership of the Governing Board, refers:* The action concerning the Foundation Governor vacancy had been discussed under Item 3.3 on the agenda at the meeting.
- 5.2. *Item 5.3, Matters Arising, refers:* The Headteacher had liaised with the trainer, Graham Clements, to develop the content for the Governor training session on Thursday 18 May 2017.
- 5.3. *Item 6, Headteacher's Report, refers:* The Headteacher would be looking at whether pupils were showing accelerated progress during the summer term.

Action: Headteacher

The Headteacher would be looking at the area of Reading in the summer term.

Action: Headteacher

The Chair would be looking into when the ESOL classes at a nearby school would be starting up again.

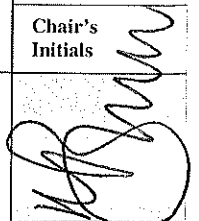
Action: Chair

The Headteacher confirmed that there was a link between the fixed terms exclusions and the pupils receiving Grade E for Conduct/Effort as shown in the report at the last meeting. More information clarifying gradings and thresholds had been included in his summer report.

The Headteacher informed governors that the strategic plan "St Bede's 2019 – Meeting Increased Expectations" would be taken to the next Teaching & Learning & General Purposes Committee meeting.

Action: Headteacher

Chair's
Initials



The Headteacher advised the Governing Board that both pupils involved in the racial incident had been put in the Miss a Play Book.

- 5.4. Item 7, Online Safety, refers: The Chair had signed off the Prevent policy. Mrs Lawlor would recirculate the link to the Prevent online training course to governors.

Action: Mrs Lawlor

Mrs Lawlor had arranged whole Governing Board safeguarding training at the school; the Governing Board agreed the adoption of the Data Protection, Prevent Duty and Online Safety policies.

- 5.5. Item 13, Visiting Governors, refers: Link Governors had been coming into the school periodically and eight reports had been submitted since the last meeting.
- 5.6. Item 16, Chair's Action, refers: The Chair had completed his report from the last meeting and it was now available to governors.
- 5.7. Item 17, School Website and Edubase, refers: Mrs Lawlor would follow up with the Governing Board any outstanding pen portraits.

Action: Mrs Lawlor

6. HEADTEACHER'S REPORT

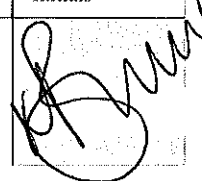
The Headteacher presented highlights from his report.

Headteacher's Termly Letter to Parents: The Headteacher advised the Governing Board that the letter included in his report is a draft of the one that would be sent out to parents in early July, along with a summary of the school Self Evaluation Form (SEF) which was completed on an annual basis. The Chair added that it was important for the school to provide support for those pupils who started school and were unable to speak English.

Pupil Matters: There were 463 pupils on the school roll. A number of children were on the waiting list for all year groups. Current vacancies were in the process of being filled.

Vulnerable Groups: There were 34 pupils at the school who were on the Special Educational Needs (SEN) register, 22 pupils with individual Health Care Plans and three children with Education, Health & Care Plans (EHCPs). Currently, the Brentwood Children's Catholic Society was working with nine families. The Governing Board were aware that the Headteacher reported on this regularly to governors in his

Chair's
Initials



Headteacher's Report.

Pupil's Behaviour: Since the last report, 11 pupils had been placed 'on report' to the Deputy Head Teachers. There had been one internal exclusion but no fixed term exclusions. One child had a Behaviour Management Plan in place.

A question was raised about what the Behaviour Management Plan contained. It was explained that there were visuals, etc, for the pupil to help them see what needed to change in their behaviour. It was shared with parents each half term.

Pupil Exclusions Data: No permanent exclusions had taken place this term.

Pupil Safety: Risk assessments were in place for all trips. A Fire Drill was held on 30 March 2017 and another would be held later on in the term. The Chair commented that he was present at the Fire Drill, which went well.

Pupil Attendance – with Comparative Data: The overall attendance for the summer term so far was 97.33%. There were 11 pupils in school who had attendance of less than 90%; and were being kept under review, in conjunction with the Education Welfare Officer for the school who regularly met with parents.

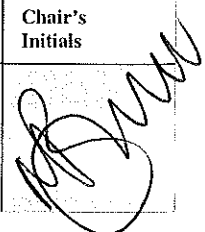
Staffing Matters: The school was fully staffed for the new academic year. A teacher who had left at Christmas had returned to the school part-time to teach her former class for Maths and English. No resignations had been received as yet. Two qualified teaching staff would be appointed by half term. If no teachers left the school during the next academic year, the school would be supernumerary plus two in 2017/18, as the two Schools Direct Trainee teachers that the school was sponsoring would be working alongside qualified staff. There will be one unqualified teacher taking a class who will be undergoing formal training in 2018/19.

St Bede's 2019 – Meeting Increased Expectations: The strategic plan was broadly on target in terms of the five main aims.

Standards of Attainment: Writing was a concern for Year 5 pupils. It was generally a positive picture otherwise with year 6 projections being very strong.

Personal Development and Well-being: One racial incident had been reported. No reports of alleged bullying or homophobic behaviour had been recorded. Extra-curricular activities (choir, multi-skills and football) were continuing. In relation to Effort and Conduct Grades for the spring term, no child who had been on report, had scored more than 'D' for conduct; a child who had been in the Miss A Play book could not score any higher than a 'C' and pupils who were persistently on amber would

Chair's
Initials



not receive more than a 'C'.

Leadership and Management: The school's Senior Leadership Team had judged Leadership and Management at the school to be good, as indicated in the summary SEF. The Leadership Team continued to manage the performance of their phases and the Headteacher managed the performance of the Deputy and Assistant Headteachers. Lesson observations of all teaching staff had been undertaken since the last report, with 50% of teaching judged to be 'Outstanding', 40% to be 'Good' and 10% 'Requiring Improvement'.

Targets 2016/17: Attendance was 98%. The Year 6 results would be moderated at the Headteacher's request. The target outcomes for year 6 of 83% for Reading, 85% for Writing and 82% for Maths and for year 2 – 75% in each of Reading, Writing and Maths were expected this summer. The Headteacher felt that the school was likely to exceed these targets.

Diocesan S2S Groups: This would be discussed later in this meeting. Diocesan Headteachers meet half-termly, in a group with 13 other schools – the Redbridge and Barking and Dagenham deaneries. A vision statement had been agreed.

7. GOVERNING BODY RESPONSIBILITY FOR MONITORING SAFEGUARDING OF SCHOOL

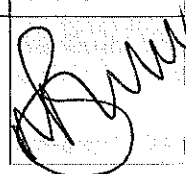
The Chair informed governors that the Single Central Register at the school had been checked and would be monitored regularly. An audit had taken place in March and any outcomes from this audit would be reviewed at the next audit due in the autumn. The annual report of the Headteacher for the Governing Body on the operation and effectiveness of the school's safeguarding policies and procedures was noted.

A question was raised about the register. The Chair explained that information on safeguarding in the school was contained in the register which was maintained on a regular basis.

8. ACADEMY STATUS

The Chair and Headteacher attended a Conference on 6th June 2017 led by Robert Simpson, Director of Education for the Diocese. A policy statement paper provided to those attending the Conference had been circulated to governors for information. The Bishop wished to proceed with all Diocesan schools becoming academies over the next three years, in line with current school to school groups – further information had been included in the Headteacher's Report. It had been a positive meeting. The Bishop had been very clear on his vision for Catholic schools in the Diocese. There would be another Conference next year when there would be a better picture of progress made. The Chair indicated that

Chair's
Initials



there would be a separate special meeting of the Governing Board at a later stage to discuss the implications of this for St Bede's.

9. STAFFING ARRANGEMENTS FOR ACADEMIC YEAR 2017/18

The school was currently fully staffed. Staff had already been informed of their new classes and parents would be informed later that week.

10. ANNUAL FINANCIAL STATEMENT

Governors received the final financial statement for 2016/17 and noted that the year-end balance was £223,188. revenue being £212,928 and capital £10,261. It was further noted that there had been an adjustment made by the Borough to the carry forward figure since the draft budget was agreed (a reduction of £4k for salaries due to the Borough's end of year process). The Chair of Governors, the Finance & Personnel Committee Chair and the Headteacher signed the Statement of Internal Control.

11. DRAFT BUDGET 2017/18

The Governing Board received and approved the final budget for 2017-18. The Best Value Statement was also agreed and signed.

12. USE OF UNDERSPEND

The Governing Board agreed that the balance of £223,188 would be used to provide after school tutoring, a marquee for Circus Week, various maintenance works, new Minibooks, miscellaneous decoration works, improved security measures, teacher supply cover, incremental drift/pay awards and the new post of Assistant ICT Technician as stated in the EOY3 Planned Use of Balances document. This was signed by the Chair of Governors and the Headteacher.

13. AUDIT REPORT


Governors noted that a one-day audit had taken place last year, and there had been outstanding issues in relation to the Schools Financial Value Statement (SFVS). The local authority's Audit Team confirmed that they were satisfied with the response from the school in this respect.

14. PUPIL PREMIUM

A report on the impact of the current year's pupil premium funding would be available in the autumn term. The latest report was on the school's website.

ACTION: Headteacher/HGS

Chair's
Initials



15. VISITING GOVERNORS

A number of Link Governor school visit reports (8) had been submitted. The Chair confirmed that he had come into the school to check on the arrangements for the SAT papers' storage and access.

16. COMMITTEES/WORKING PARTIES

The Teaching, Learning & General Purposes Committee meeting had taken place on 4 May 2017. It had been cut short due to a school emergency which needed to be dealt with but consequently meant that the Headteacher had been unable to attend the meeting; any outstanding items would be dealt with at the next meeting. The minutes of the Finance & Personnel Committee meetings on 5th January and 30th March 2017 had been circulated to governors.

17. CHAIR'S/CHAIRMAN'S ACTION

The Chair's Actions Update report for Spring/Summer 2017 was circulated to governors. Interviews for staff were attended across the month and he had made frequent visits to the school. The Governing Body approved and the Chair signed the list of cheques over £5k which he had approved since the last meeting of the Governing Board.

18. GOVERNANCE AND CLERKS COMPETENCY FRAMEWORKS

The Governing Board noted that the DfE had released a Clerking Competency Framework in April 2017 which recognised that high quality clerking was critical to enable Governing Bodies to fulfil their core functions. It was a tool for clerks, to be used in conjunction with the Governance Competency Framework (the official but non-statutory guide for what is needed for good governance) and the Governance Handbook. The Chair confirmed that the Governance Framework would be circulated to the Governing Board.

Action: Mrs Lawlor

19. GOVERNOR TRAINING

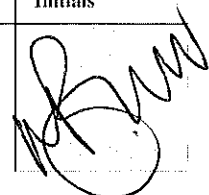
Governors were advised that the Skills and Training Audit should be completed as soon as possible. Noted that the Redbridge Governing Body Service had arranged membership of an online facility 'Modern Governor', which provided e- learning opportunities.

Action: Governors

20. POLICIES UPDATE

The Governing Board agreed to adopt the following which are all London

Chair's
Initials



Borough of Redbridge policies:

- 20.1. Schools Reorganisation, Redeployment & Redundancy Policy & Procedures.
- 20.2. Schools Sickness Absence Policy & Procedures.
- 20.3. Staff Code of Conduct

21. TO NOTE THE SCHEDULE OF GOVERNING BOARD MEETINGS FOR 2017/18

The list of the meetings for 2017/18 had been circulated to governors.

22. TO NOTE THE TIME AND DATE OF NEXT MEETING

The date and time of the next Governing Board meeting was noted as Thursday 16 November 2017.

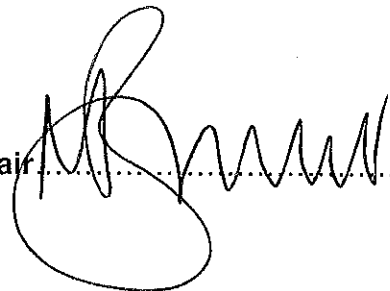
23. ANY OTHER BUSINESS

Finance Support: The Governing Board approved the continued use of Angus Consultancy to audit the school fund and school development fund accounts and also School Finance Ltd. for financial advice and support in relation to school budgets (both revenue and capital) and the capitation account.

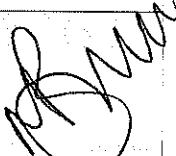
24. CONFIDENTIALITY

The Chair reminded the Governing Board about keeping all matters discussed at the meeting confidential.

The meeting closed at 7.30pm.

Chair 

Date 16/11/17

Chair's Initials


Action Points St. Bede's Catholic Primary School Meeting of the Governing Board – Thursday, 8th June 2017		
Item 3.2.	To hold a Staff Governor Election in the autumn term. To meet to discuss Foundation/staff governor balance	Headteacher ✓ Chair/Vice-Chair/Headteacher ✓
Item 3.3	To review the Foundation Governor vacancy	Chair ✓
Item 5.3.	To look at whether pupils were showing accelerated progress during the summer term.	Headteacher ✓
Item 5.3.	To look at the area of Reading in the summer term.	Headteacher ✓
Item 5.3	To look into when the ESOL classes at a nearby school would be starting up again	Chair ✓
Item 5.3	To take the strategic plan for 'Meeting Increased Expectations' to the next Teaching & Learning & General Purposes Committee meeting.	Headteacher ✓
Item 5.4	To recirculate the link to the Prevent online training course.	Mrs Lawlor ✓
Item 5.7	To follow up with the Governing Board any outstanding pen portraits.	Mrs Lawlor ✓
Item 14.	To provide a Pupil Premium Report at the autumn meeting.	Headteacher/HGS ✓
Item 18.	To circulate the competency frameworks to the Governing Board	Mrs Lawlor ✓
Item 19.	Governors to complete the skills audit forms	Governors ✓

Chair's
Initials

