

LONDON BOROUGH OF HAVERING

ST. BEDE'S CATHOLIC PRIMARY SCHOOL GOVERNING BODY

Minutes of the Meeting of the Governing Body held at the School
on Thursday 18th June 2015

PRESENT: Mr E Anatsui (Chair) Mrs F Frost
 Mrs E Agbedo Ms S Harrison
 Mr M Butcher Mrs T Leiser
 Mrs A Eguakhide Mr G Nott (Headteacher)

In Attendance: Mrs P Lawlor Clerk

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies had been received from Fr O'Connor and Mr Imoh to which consent was given.

2. DECLARATION OF PECUNIARY INTERESTS

There were no declarations of pecuniary interests made.

3. MEMBERSHIP

Governors received a copy of the latest membership list; there were no changes required. The Local Authority and Foundation Governor vacancies were noted including the end of the term of office of Mr Anatsui on 15th October, 2015.

4. MINUTES

Minutes of the meeting held on 5th March 2015 were received and signed as a true record.

5. MATTERS ARISING

5.1. Item 5.1 Policy Review

Mr Butcher advised Governors that the revised list of policy responsibilities would be circulated to them as soon as he had been able to meet with Mrs Lawlor

Action: Mr Butcher/Mrs Lawlor

5.2. Item 6 Headteacher's Report

The Headteacher said that he would advise Governors on the reports at the previous meeting of a racial incident and one report of alleged bullying in his Headteacher's Report later in the meeting.

5.3. Item 7.2 Achievement of "vulnerable groups"

The Headteacher advised that he had looked at the Barclays "Code Playground" and found it to be really good. When the ICT lead was appointed in September they would be asked to investigate this being done with the children online. Mrs Agbedo volunteered to take on the role of ICT link governor.

Action: Mr Nott/ICT Lead Teacher

5.4 All other matters arising from the Minutes were discussed as part of the meeting's agenda.

6. RECONSTITUTION OF THE GOVERNING BODY

The draft Instrument of Government setting out the future constitution arrangements for the Governing Body was agreed. The Governing Body Standing Orders and Code of Conduct were noted.

Noted also that under the reconstitution regulations Governing Bodies will consist of only one local authority Governor, at least two Parent Governors, a Headteacher, one Staff Governor and an agreed number of Co-opted Governors.

7. HEADTEACHER'S REPORT

Mr Nott presented his report which covered pupil matters including pupil numbers, behaviour, safety and attendance; staffing matters including resignations and appointments and staff absences; the school's strategic plan "St Bede's 2015"; standards of attainment; personal development and well-being; quality of provision; leadership and management including capacity for sustained improvement, associate adviser activity, performance management and coaching; Community; Governors; Farnham Green (our partner school); uniform and targets for 2014/15.

Governors were informed that St Bede's 2018 would be published in the autumn term. In relation to St Bede's 2015 all milestones had been achieved including outstanding teaching having increased from 45% to 65%. In relation to behaviour the Headteacher anticipated making sanctions more robust going forward. Mr Nott confirmed that there would be a governor training day in the autumn term and that this would be an annual event. Targets for 2014/15 were set with a view to aiming high.

With the Chair's approval, the Headteacher said that he wanted to talk to governors about teacher vacancies. The school had recently advertised two teacher vacancies following earlier resignations and had received only one application in response. Mr Nott had interviewed numerous NQT candidates from the Redbridge pool and also candidates provided by teacher employment agencies, all without success. He advised governors that our difficulties were not unusual and the inability to fill teacher vacancies was becoming an increasing problem throughout schools in London.

Because of this Mr Nott wanted to consider a different way forward. He proposed that we should appoint an unqualified teacher who is a graduate, from our own pool of teaching assistants. This person would take a class but would be closely supervised and supported by an Assistant Headteacher. It would be a condition of that person's appointment that they would opt formally to train as a teacher in the following academic year. Mr Nott felt that St Bede's had some very talented teaching assistants who had the potential to become very good teachers.

The Chair said that he felt this presented an opportunity for St Bede's to "grow our own" teachers. It has been done in other Boroughs but it was crucial that whoever was appointed should be well supported in school.

Mr Nott confirmed that the post would be advertised internally; an advert was ready to be circulated the following day. Time was of the essence as it was important to be able to tell parents before the summer holidays who their child's class teacher would be when they returned to school in September. Once the appointment was confirmed the teaching assistant role would be backfilled.

The Chair proposed that the Headteacher's proposal should be agreed. Governors agreed unanimously.

Action: Headteacher

8. TERMLY FINANCIAL STATEMENT

Governors received the Termly Financial Statement. Mrs Lawlor reported figures for the end of May 2015 which showed an in year underspend of £16.5k.

9. GOVERNING BODY RESPONSIBILITY FOR MONITORING SAFEGUARDING OF SCHOOL

Noted the annual report of the Headteacher on the operation and effectiveness of the school's safeguarding policies and procedures. Governors were advised of a slight change in the procedures in that the Assistant Headteachers would be designated as deputies for child

protection issues with effect from September 2015. Also, that the Chair of Governors was the nominated governor to deal with allegations against the Headteacher rather than a named governor.

10. SCHOOLS APPRAISAL & CAPABILITY PROCEDURE 2015

Governors agreed to adopt the Schools Appraisal and Capability Procedure for Support Staff (not for Teachers as indicated on the agenda) as recommended by the local authority.

11. WHOLE SCHOOL PAY POLICY 2014 (REVISED SPRING 2015)

Governors agreed to adopt the Whole School Pay Policy (previously adopted in the autumn term 2014) revised in spring 2015 as recommended by the local authority.

12. GOVERNOR TRAINING

Mrs Frost said she would like to revisit some previous governor training she had received and felt that ongoing training was really important for governors. It was agreed that governors should attend appropriate training courses on a regular basis to ensure that they kept up to date with relevant developments for governors.

There was some discussion about the content of the recent governor skills audit that had been undertaken which showed a wide range of skills among governors. It was felt that emphasis should be on upskilling in those areas where there were low levels of experience including school financial management, self-evaluation and extended services. Governors agreed that a review of the skills audit should be undertaken on an annual basis to identify any changes.

13. ANNUAL FINANCIAL STATEMENT

Governors received the end of year financial report for 2014/15 together with the statement of internal control and EOY3 Planned Use of Balances documents. The annual financial statement showed an in year overspend of £53,699 but an overall underspend of £118,643 taking account of balances brought forward from the previous financial year. Noted also an in year capital underspend of £2611.

14. DRAFT BUDGET 2015/16

Governors noted and approved the proposed final budget for 2015/16.

15. USE OF UNDERSPEND

Governors approved the use of the underspend as set out in the planned use of balances report for 2014/15.

16. AUDIT REPORT

Governors received the School's Audit Report and noted in particular paragraph 3.11 in relation to procurement contracts; noted that this particular contract was for the provision of universal infant free school meals under the government initiative implemented in September 2014.

17. OFSTED "DASHBOARDS" FOR GOVERNORS

Agreed that Governors would look at the school's dashboard on a regular basis and discuss the data and agree any implications for the future. It was noted that the content of the Headteacher's report usually reflected the dashboard data.

18. PUPIL PREMIUM

Reported to Governors that the school's pupil premium totalled approximately £45k; most of the monies would be spent on 1:1 provision and tutoring. The Headteacher informed governors that there would be a separate report to a later meeting on progress following test results.

Action: Headteacher

19. VISITING GOVERNORS REPORTS

Governors noted receipt of the various governor visit reports. The Chair noted that governors used to give a vote of thanks at school productions and other events; this had ceased for a time but it was agreed that this should be reintroduced. The Headteacher agreed to advise governors of forthcoming events so that they could make arrangements in this respect as appropriate.

Action: Headteacher/All Governors

20. COMMITTEES/WORKING PARTIES

Governors noted receipt of minutes from Teaching and Learning Committee on 26th March, 2015, Finance and Personnel Committee on 23rd April, 2015 and the Extraordinary Meeting of the Governing Body on 30th April, 2015.

21. CHAIR'S ACTION

Governors noted the list of payments over £5k approved by the Chair since the last meeting of the Governing Body.

22. DATE AND TIME OF NEXT MEETING

Governors noted the next meeting of the Governing Body would take place on Thursday 19th November 2015 at 6.30pm.

23. ANY OTHER BUSINESS

- 23.1 The Headteacher responded to Mrs Agbedo about baseline assessments in Early Years.
- 23.2 In reply to Mrs Harrison’s query about bad behaviour, Mr Nott advised that there was a well established system in place in both the upper and lower schools but he would raise the issue of behaviour at a staff briefing in order to reinforce what the process is. Mrs Leiser informed governors that one of the outcomes from the recent Learning Walk confirmed that behaviour generally in St Bede’s was outstanding.
Action: Mr Nott

23.3 Noted that this was Mr Anatsui’s last full governing body meeting before the end of his current term of office. Mr Butcher would be acting chair until the appointment of a new Chair at the next Governing Body meeting. Mr Anatsui said that he wished the school every success and that it was in very good hands in terms of the governors, staff and children. Governors agreed to minute their thanks to Mr Anatsui for everything that he had done for the school over his term of office particularly in his role as Chair of Governors.

The meeting finished at 8.04pm.

24. CONFIDENTIALITY

Governors are reminded that the signed minutes of every meeting of the Governing Body should, as soon as possible, be made available to the school to persons wishing to inspect them. It is for the Governing Body to consider which items, if any, should be treated as confidential and excluded from publication. This may include:

- a) A named teacher or other person employed at, or proposed to be employed at the School;
- b) A named pupil at, or candidate for admission to, the School; or
- c) Any matter which, by reason of its nature, the Governing Body is satisfied should be dealt with on a confidential basis.

Chair.....

Date.....

**Chair’s
Initials**