

**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 5<sup>th</sup> March 2015

**PRESENT:**

	Mr E Anatsui (Chair)
Mrs E Agbedo	Mr P Imoh
Mrs E Bryant	Rev M O'Connor
Mr M Butcher	Mr G Nott (Headteacher)
Mrs F Frost	Mrs T Leiser
Ms S Harrison	

**In Attendance:**

Mrs P Lawlor	School Business Manager
Mrs M Higgins	HGS Clerk

**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all to the meeting. Apologies had been received from Mrs Eguakhide 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 Governor vacancy was noted.

**4. MINUTES**

Minutes of the meeting held on 20<sup>th</sup> November 2014 were received and signed as a true record. Governors noted Item 36.2 should read Mrs. Nott not Mr. Nott.

**Action: HGS**

## 5. MATTERS ARISING

- 5.1. Item 20 Policy Review Mr Butcher advised Governors he had arranged to meet with Mrs Lawlor after the Easter break and would report back to the Governing Body.

**Action: Mr Butcher**

- 5.2. Item 21 Looked After Children

Governors noted receipt of the report.

- 5.3. Item 32 Admissions Criteria

Governors noted receipt of the updated Admissions Criteria. Mrs Lawlor reported the criteria remained unchanged except in the availability of the Priest's Reference Form; which with immediate effect was now only available from the Priest, both the school and church websites would be updated to reflect this change. Governors agreed to adopt the amended Admissions Criteria.

**Action: Rev M O'Connor/ Mrs T Lawlor**

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

## 6. HEADTEACHER'S REPORT

Governors discussed the current strengths of the school. The Headteacher reported the Lenten encouragement from Bishop Allen of "getting to know oneself a little better, getting to know God a little better and getting to know other world faiths a little better" had been taken up by the school and was both enriching and enjoyable.

The Headteacher reported that attainment and achievement in Y6 was gathering momentum; they were a challenging but solid cohort. Attainment at the end of KS1 looked very promising; however it was important that figures were reported robustly.

Mentoring Mondays had had a very positive response with teachers welcoming the opportunity to be coached by their colleagues; Learning Walks were continuing. In the autumn term the school had judged that 100% of teaching was good or better.

Governors discussed areas of development. The new curriculum assessment levels were noted and the Headteacher reported that they were being embedded in Years 1, 3, 4 and 5 in preparation for the autumn term. A new soft play surface had been laid to the Nursery & Reception outdoor play areas and EYFS staff were working hard to

develop what to put into the space; staff were stretching the more able children consistently in EYFS.

The Headteacher reported that the judging of writing levels in Year 3 was a little harsh and the expectations in terms of teachers listening to children read from scheme books, needed to be on a more realistic time scale. Governors discussed the differences between books, scheme books being tailored to the individual child and group books less so.

Governors were informed the Easter school would be offered to children who needed it.

Governors requested they be furnished with further information on Item six, reports of a racial incident and one report of alleged bullying.

**Action: Headteacher**

Governors questioned the narrowing gap between EAL children and non EAL children. The Headteacher reported that the school ensured that each child received the support they required and which also included a Narrative talk programme in Year 2.

## **7. PUPIL PROGRESS REPORT TO GOVERNORS**

### **7.1 Key Stage Outcomes (attainment and progress)**

Governors discussed RAISE online levels, reviewing the Significantly Above, Inline and Significantly Below data. The Headteacher informed Governors that KS2 were significantly above in all areas and KS1 were Inline, and that this should remain the case as the school moved forward with all groups performing well.

### **7.2 Achievement of “vulnerable groups” (including Pupil Premium)**

Governors discussed boys writing as a development area. The Headteacher reported within the school, boys writing was as good as girls, however nationally this was not the case and it would remain as an area for development.

The Chair asked if the Barclays Bank “Code Playground” programme could be used to assist pupils.

**Action: Headteacher**

### **7.2 Actions being taken to address key issues**

No issues were raised.

## **8. TERMLY FINANCIAL STATEMENT**

- 8.1. Governors received the Termly Financial Statement. Mrs Lawlor reported figures for the end of February 2015 which showed an in year overspend of £70k, higher than budget plan agreed for 2014/15 based on an overspend of £35k. The majority of the overspend was incurred in essential maintenance of the school's server (£10k), additional costs incurred through staff long term sickness and miscellaneous other smaller amounts.

Governors questioned if this had impacted on the budget for children. They were assured this was not the case, the Headteacher advised budgeted resources were targeted on the children and the overspend arose from unplanned staff and equipment costs.

Governors discussed the costs of the EYFS new outdoor play area equipment being met by the Parents Association and agreed to write to them expressing thanks. Mrs Frost agreed to draft a letter on the Vice Chair's behalf.

**Action: Mrs Frost**

## **9. SCHOOL FINANCIAL VALUE STATEMENT**

Governors received and agreed the School Financial Value Statement for 2015/16.

## **10. RECONSTITUTION**

- 10.1. Governors discussed the number of members on the Governing Body; it was agreed to continue with the current number and structure of Governors.
- 10.2. The Governing Body noted that although they were awaiting guidance from the Diocese with regard to reconstitution it was agreed in principle. Action: Chair & Headteacher

## **11. LOOKED AFTER CHILDREN (LAC)**

Governors noted the report.

## **12. VISITING GOVERNORS REPORT**

- 12.1. Governors noted receipt of the various governor visit reports.
- 12.2. Mrs Frost (Link Governor) advised she had met with Mr Ojo in relation to the teaching of Religious Education (RE) within the school; there was a planned follow up opportunity for her to

observe RE classes with Mr Ojo. Once this had taken place she would table a further report to Governors.

### **13. COMMITTEES/WORKING PARTIES**

Governors noted receipt of minutes from 3<sup>rd</sup> December 2014 and 15<sup>th</sup> January, 2015 Finance and Personnel Committee.

### **14. GOVERNOR TRAINING**

- 14.1 The Chair has attended FGM training; Mr Butcher and Mrs Frost had attended the Chair of Governors Course and Mrs Bryant and Mr Butcher has also attended Safer recruitment training. .
- 14.2 Mr Butcher advised that the Governors training day at the school was very good, and would like to use the completed feedback forms to assist with planning of further training.
- 14.3 Mr Imoh had attended induction training for new governors provided by the London Borough of Redbridge but had been unable to attend that run by the Diocese.

### **15. CHAIR'S ACTION**

Governors noted the list of payments over £5k approved by the Chair.

### **16. OFSTED INSPECTION**

The Governors congratulated the Headteacher and staff in receiving an Outstanding judgement from Ofsted. The Chair on behalf of the Governing Body expressed their thanks to the Headteacher and his team, and wished it to be noted that the Headteacher's leadership had been inspirational to the school; that the school would not rest on its laurels and would keep working and striving to achieve its fullest potential.

Rev. Fr O'Connor commented "the Headteacher had rescued our school" and wished it to be noted.

The Headteacher on behalf of himself and his team accepted the Governors' thanks and wished it to be noted the school was blessed with extremely talented people and which they owed a great deal. There had also been a very positive response from parents.

Governors wished to give a suitable expression of thanks to staff to recognise their achievement. The Chair and the Headteacher would now decide separately what would be appropriate.

**Action: Chair/Headteacher**

## 17. GOVERNORS CALENDAR

Finance and Personnel Committee meeting dates:

- 7<sup>th</sup> May 2015
- 15<sup>th</sup> October 201
- 14<sup>th</sup> January 2015

Teaching and Learning Committee meeting dates:

- 26<sup>th</sup> March 2015
- 9<sup>th</sup> July 2015
- 3<sup>rd</sup> December 2015
- 12<sup>th</sup> May 2016

## 18. DATE AND TIME OF NEXT MEETING

Governors noted the next meeting of the Governing Body would take place on Thursday 18<sup>th</sup> June 2015 at 6.30pm.

## 19. ANY OTHER BUSINESS

19.1 Mr Imoh thanked the Governing Body for their support and prayers at a time of a family bereavement.

19.2 Mr Butcher asked that all Skills Audit forms be completed.

**Action: All Governors**

19.3 The Governors discussed access to staff information i.e. staff absences; the Headteacher advised that only the Finance and Personnel Committee would have access although not in detail due to confidentiality requirements.

19.4 Governors noted and agreed to adopt the revised the Religious Education and Worship Policy.

19.5 Governors were advised the School RE Self Evaluation Form (SEF) would be circulated for their comments.

**Action: Headteacher**

19.6 Governors noted that Section 48 Religious Education Inspection would take place at the school on 17<sup>th</sup> March 2015.

19.7 Governors discussed the forthcoming Year 6 trip to the London

Eye and agreed the children should travel on public transport.

**20. 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**