

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, 10 March 2016

PRESENT:

	Mr M Butcher (Chair)	
Mrs F Frost		Mrs T Leiser
Mrs S Harrison		Mr G Nott (HT)
		Rev M O'Connor
Mr P Imoh		

In Attendance:

Ms E Anderson	Clerk
Miss S Brock	Observer
Mrs P Lawlor	Observer
Mr G Milos	Observer
Mrs K Roberts	Observer
Mr R Spriddle	Observer

1. APOLOGIES FOR ABSENCE

The Chair welcomed Governing Board members and introduced a new Foundation Governor, Mr Grzegorz Milos who was attending as an observer pending his formal appointment. Apologies were received from Mrs Agbedo and Mrs Eguakhide. Consent was given to both absences.

2. DECLARATION OF PECUNIARY INTERESTS

No pecuniary interests were declared.

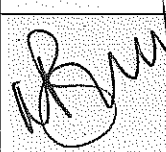
3. MEMBERSHIP OF THE GOVERNING BOARD

Following the appointment of Mr Milos to the Governing Board, there was now just one foundation governor vacancy and one local authority governor vacancy. This would be discussed at Item 14 on the agenda.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Governing Board meeting held on 19 November 2015 were agreed as an accurate record and were signed by the Chair.

Chair's
Initials



5. MATTERS ARISING

Matters arising from the Governing Body meeting held on 19 November 2015:

- 5.1. Item 3, Term of Office for Chair and Vice-Chair of Governors, refers: The term of office for Chair and Vice-Chair of four years was noted by Havering Governor Services.
 - 5.2. Item 4, Election of Chair, refers: The election of Mr M Butcher as Chair for a term of four years was noted by Havering Governor Services.
 - 5.3. Item 5, Election of Vice-Chair, refers: The election of Rev Fr M O'Connor as Vice-Chair for a term of four years was noted by Havering Governor Services.
 - 5.4. Item 6, Membership of the Governing Body, refers: The meeting between Chair, Vice-Chair and Headteacher regarding new Foundation Governors had taken place.
 - 5.5. Item 8.1.1, Policy Review, refers: The Chair had circulated the revised list of policies to governors on 9 March 2016. Mrs Lawlor updated the Governing Board on the policies concerned and explained that some would need to be reviewed to statutory timescales and some on an 'as and when' basis. The list showed the governor or committee that had responsibility for leading on each policy update.
 - 5.6. Item 8.1.2, Achievement of 'Vulnerable Groups', refers: This item to be taken forward to the next meeting of the Governing Board.
- Action: Headteacher/HGS**
- 5.7. Item 11.3, Committees/Working Parties refers: The Admissions Arrangements policy was included under Item 9 of the agenda.
 - 5.8. Item 18, Looked After Children, refers: The report on Looked After Children was to be included under Item 17 of the agenda.
 - 5.9. Item 20, Pay Levels for Heads and Deputies refers: The Headteacher had completed the action required for this item.
 - 5.10. Item 27, Any Other Business, refers: Mrs Lawlor had arranged for the weekly school newsletter to be circulated to governors.

Chair's
Initials

6. HEADTEACHER'S REPORT

The Headteacher presented highlights from his report. There were no queries regarding the Termly Letter item.

Pupil Matters - Governor question: A question was raised in relation to the Gifted & Talented Pupils register. The Headteacher informed the Governing Board that there were 13 pupils on this register and that the school must ensure that these pupils were stretched, in their lesson; the school did not provide anything beyond this currently.

Another question related to pupil behaviour and pupil exclusion data and what the school had put in place for these pupils. In relation to pupil behaviour and pupil exclusion data the Headteacher outlined proposed changes to the School's Behaviour policy; this included sanctions increasing incrementally if pupils continued to be 'On Report' (On Report' meant a requirement for the pupil to report in at a various times during the day) up to permanent exclusion. The behaviour of pupils in the school was outstanding on the whole, and only one or two had poor behaviour which was due to a number of reasons. Pupils with behavioural issues due to a disability or SEN were not subject to this policy. The Headteacher advised the Governing Board that Ofsted took the view that persistent low level disruption in a school was unacceptable. It was agreed that the proposed revised Behaviour Policy should now be further reviewed by the Teaching & Learning & General Purposes Committee.

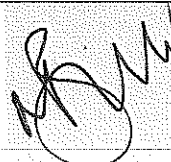
Action: Teaching, Learning & General Purposes Committee

Governors questioned whether parents were called into the school to check if there were issues at home, for example. The Headteacher confirmed that this was something that the school undertook. Any appeals would need to be made to an Appeal Panel and that this should be built into this policy. Governors also asked if the school had checked if other schools had a similar policy. The Headteacher informed the Governing Board that it was better to put into place, what was right for our school. He further explained the 'Red/Amber/Green' system together with the 'Miss A Play' sanctions detailed in the Policy and when further questioned by governors advised that permanent exclusion would only arise in relation to something like abuse of or violence against teachers. The policy was being used on an interim basis.

The Chair commented that the Pupil Attendance attainment level of 97.04% for spring 2016 was excellent and very close to the School's 98% target.

Staffing Matters - The Governing Board noted the recent internal promotions in the school. It was noted that competitive interviews had taken place for all these appointments and the Chair confirmed that he had been part of that rigorous process. The Governing Board noted also

Chair's
Initials



the appointment of two new staff and that two had left since their last meeting and details of staff absences.

Catholicity - A question was raised about school Mass not taking place.

The Vice-Chair explained that the current set-up for the school Mass did not work well for the pupils. The Chair advised that this should be discussed further.

Action: Chair

Standards of Attainment – Noted that the bar had been raised by the Government in terms of a new tougher curriculum and raised passmarks. Governors noted that there was a need to look at how to improve on the levels for Year 2 and Year 6 pupils towards the national expectations target of 85%.

Leadership & Management - The Chair advised that governors would need to decide what should be covered on the governors' annual training session planned for 6 May 2016 (subsequently revised to 15th June 2016).

The item in the report on the partnership with Farnham Green in 2016/17 would be covered under Item 14 on the agenda.

Action: Governing Board

7. PUPIL PROGRESS REPORT TO GOVERNORS

The Headteacher circulated the RAISE Online attainment data report to the Governing Board and took governors through the main points for KS1 and KS2. A briefing note was also distributed that detailed 'a summary of judgements regarding progress between July and December 2015. The document also detailed actions aimed to lead to improvements across the issues that had been identified.

Governors questioned how the school would deal with the gender issues around attainment levels. The Headteacher explained that the school needed to build in the ways that each gender liked to learn.

8. TERMLY FINANCIAL STATEMENT

The Termly Financial Statement was received by the Governing Board. Mrs Lawlor advised governors that the projected carry forward to 2016/17 was likely to be about £163,000. This was a good position for the school to be in. Noted that the Headteacher would be looking at the draft budget for 2016/17 prior to it going forward for consideration at the Finance & Personnel Committee meeting on 21 March 2016.

Chair's
Initials

9. ADMISSIONS ARRANGEMENTS 2017/18

Mrs Lawlor reminded the Governing Board that they had previously been circulated a copy of the Admissions Arrangements Criteria for 2017/18 which had been extensively amended to take on board comments made by the Schools Adjudicator. This followed a complaint made to them by the Borough's Head of Admissions. Mrs Lawlor advised governors that the amendments to the criteria did not impact on the Catholicity of the school. She further advised that the School was awaiting confirmation from the Schools Adjudicator as to whether or not the changes made were acceptable but as yet there had been no response. It was hoped that the amended document had addressed these issues appropriately.

Governors questioned whether the school would wish to work with other Catholic schools in the Redbridge Deanery in future in drafting one set of admissions criteria that all the schools could use. The Chair confirmed that this would be something the school would wish to do. The Governing Board acknowledged the hard work carried out by Mrs Lawlor on this issue.

10. NON-CONTACT DATES 2016/17

Dates for the 5 non contact days for 2016/17 had been agreed at the previous meeting of the Governing Board.

11. VISITING GOVERNORS

Mrs Harrison gave a report on her visit to the school to see the SENCO, Mrs Leiser, on 10 December 2015, which had been circulated to governors. The visit focused on the Education Health Care Plans (EHCP) of pupils in KS1/KS2. Mrs Leiser was commended for her work as SEN lead. The Chair reminded governors that it was important for Governors to visit the school and submit written reports.

Action: Link Governors

12. COMMITTEES/WORKING PARTIES

Governors received and noted the minutes of the Teaching, Learning & General Purposes Committee meeting held on 14 January 2016

Chair's
Initials

13. GOVERNOR TRAINING

Noted that there had not been any training undertaken by governors since the previous meeting of the Governing Board. Governors were reminded to review the local authority training courses.

Action: All Governors

14. CHAIR'S ACTION

Governors noted cheques over £5k that had been approved since the last meeting by the Chair of Governors under Chair's action for the remainder of the 2015/16 financial year and for 2016/17.

The Chair had provided governors with his report on actions taken and meetings attended since the previous meeting of the Governing Board on 19 November 2015. A discussion with the Vice-Chair had taken place in February to look at the need to recruit additional Foundation Governors onto the Governing Board, which had led to the appointment of Mr Milos. The Local Authority Governor vacancy was being reviewed and the remaining Foundation Governor vacancy was being taken forward by the Vice-Chair.

Action: Vice-Chair

The involvement of the Headteacher with Farnham Green Primary School was agreed at the start of the term. The Senior Leadership Team (SLT) had concerns about the future involvement with Farnham Green and the potential impact on service delivery at St Bede's in the long term. This has been discussed with the Headteacher and a letter from the Headteacher of Farnham Green had been received.

Farnham Green was requesting that this school continued with its current involvement with them into the 2016/17 academic year. It was recommended that the arrangement continued to the end of the current academic year but no further than that.

The Governing Board discussed this recommendation and asked the Headteacher about some of the details of the involvement the school had with Farnham Green including, how this had affected the school's SLT overall. The Headteacher gave responses to each of these concerns. The Governing Board unanimously agreed with the recommendation of the Chair to end the commitment to Farnham Green at the conclusion of the current academic year.

The Governing Board expressed its appreciation for the work and commitment of the Chair.

Chair's
Initials

15. GOVERNORS CALENDAR

Governors noted the dates proposed for meetings of Governor Committees and the Governing Board in 2016/17. The Chair requested that governors look at the dates for meetings of the full Governing Board and committees and confirm their ability to attend these meetings as soon as possible.

Action: All Governors

16. TIME AND DATE OF NEXT MEETING

The date and time for the next full Governing Board meeting was agreed as Thursday 16 June 2016 at 6.30pm. Apologies were received in advance from the Vice-Chair.

Action: HGS

17. ANY OTHER BUSINESS

Education & Adoption Bill: A letter from the Bishop of Brentwood had been received by the Headteacher and Chair which had been circulated to all governors prior to this meeting. Governors expressed their views on the contents of this letter, dated 29 February 2016. They agreed to look at the possibility of working with other schools in a Multiple Academy Trust (MAT) framework through a working party. The Vice-Chair provided governors with some details that were relevant to this issue, taken from the new Education Bill about to be passed this year and encouraged the Governing Board to be proactive in its approach to the implications in relation to becoming academies. The Chair, Vice-Chair, Headteacher, Mrs Leiser and Mr Imoh agreed to be on the new working party.

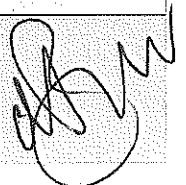
Action: Chair

Child Protection Report: The Vice-Chair advised governors that he had relinquished his role in relation to safeguarding. The Looked After Children (LAC) report, 'Improving outcomes for Children Looked After', was circulated by the Headteacher, who then provided a summary of the report to the Governing Board. It was noted that in this context there were two LAC pupils attending the school.

School Improvement Visit Report: The Spring Term 2016 report was circulated to governors by the Headteacher. The new adviser was Rick Barnes. The Governing Board expressed its appreciation to Miss Brock for all her work that resulted in EYFS being judged as having moved from 'Good' to 'Outstanding'.

Link Governor for Maths: The Chair informed governors that he wished to relinquish his responsibility as the Link Governor for Maths. Mr Milos

Chair's
Initials



agreed to take on this role.

Action: HGS

18. CONFIDENTIALITY

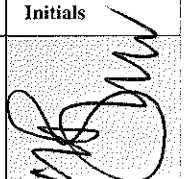
The Chair reminded the Governing Board about keeping all matters discussed at the meeting confidential.

The meeting closed at 8.02pm.

Chair.....

Date.....16/6/16

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Action Points
St. Bede's Catholic Primary School
Meeting of the Governing Body – Thursday, 10th March 2016

Item 5.6.	Achievement of 'Vulnerable Groups – to be discussed at the next GB meeting.	HT/HGS
Item 6.	The GB noted the incremental increase of sanctions towards the permanent exclusion aspect of the policy, in that it may be challenged - this should be reviewed by the Teaching & Learning Committee.	Teaching, Learning & General Purposes Committee
Item 6.	To review the situation regarding school mass.	Chair
Item 6.	To agree the topic for GB training.	Governors
Item 11.	Governors to submit their written Governor Visit reports to the Chair.	Link Governors
Item 14.	To take forward the Foundation Governor vacancy.	Vice Chair
Item 15.	The Chair requested that governors look at the dates for meetings of the full Governing Board and committees and confirm their ability to attend these meetings as soon as possible	Governors
Item 16.	To note the Vice Chair's apologies for the next GB meeting.	HGS
Item 17.	To form a working party.	Chair
Item 18.	To update Governor's links.	HGS

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