

**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, 16 June 2016

**PRESENT:**

|                  |                      |                |
|------------------|----------------------|----------------|
|                  | Mr M Butcher (Chair) |                |
| Mrs E Agbedo     |                      | Mrs S Harrison |
| Mr A Antoniewicz |                      | Mrs T Leiser   |
| Mrs A Eguakhide  |                      | Mr G Nott (HT) |
| Mrs F Frost      |                      |                |

**In Attendance:**

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

**1. APOLOGIES FOR ABSENCE**

The Chair welcomed Governing Board members and introduced a new Local Authority Governor, Mr Aleksy Antoniewicz. Apologies were received from Father O'Connor and Mr Milos. Mr Imoh did not attend the meeting. The Governing Board gave consent to these absences.

**2. DECLARATION OF PECUNIARY INTERESTS**

No pecuniary interests were declared.

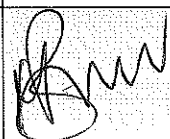
**3. MEMBERSHIP OF THE GOVERNING BOARD**

- 3.1. The Foundation Governor vacancy was noted by the Governing Board.
- 3.2. The appointments of Mr Milos as Foundation Governor, and Mr Aleksy Antoniewicz as Local Authority Governor, were ratified by the Governing Board.
- 3.3. The end of term of office for Father O'Connor on 2 November 2016 was noted by the Governing Board.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Governing Board meeting held on 10 March 2016

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were agreed as accurate subject to the following amendment:

Page 7, Item 17 (Any Other Business) – Education & Adoption Bill: “The Chair, Vice-Chair, Headteacher, Mrs Leiser and Mr Imoh” should read “All governors”.

## 5. MATTERS ARISING

Matters arising from the Governing Body meeting held on 10 March 2016:

- 5.1. Item 5, Matters Arising, refers: The Headteacher explained that he would be unable to provide the data on the achievement of vulnerable groups at the meeting today and that this item should be taken forward to the autumn term meeting. Mrs Agbedo is the governor with responsibility for this area and they would be meeting in July to discuss the achievements of these pupils.

**Action: Headteacher/Mrs Agbedo**

- 5.2. Item 6, Headteacher's Report, refers: The revised Behaviour Policy was further reviewed by Teaching, Learning & General Purposes Committee members. More information on this matter is contained in the Chairman's Report. The Governing Board agreed that the school would not look at permanently excluding for repeated low level behaviour.

- 5.3. Item 6, Headteacher's Report, refers: The issue of the school Mass was deferred at the Teaching, Learning & General Purposes Committee meeting, for the Chair to have a discussion with Father O'Connor. Mrs Roberts will also meet with Father O'Connor regarding this matter.

**Action: Chair/Mrs Roberts**

- 5.4. Item 6, Headteacher's Report, refers: The governors' annual training session was included in the Chairman's Action Report. A further training session will be held in December and governors are encouraged to attend. It will be a facilitated event.


**Action: Governing Board**

- 5.5. Item 11, Visiting Governors, refers: Link Governors had been undertaking visits to the school since the previous meeting.

- 5.6. Item 14, Chair's Action, refers: Father O'Connor was working on the vacancy for the remaining Foundation Governor.

**Action: Vice-Chair**

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- 5.7. Item 15, Governors Calendar, refers: Governors have confirmed their availability for the Governor Committees and Governing Board meetings for 2016-17.
- 5.8. Item 16, Time and Date of Next Meeting, refers: HGS completed their actions for the meeting today.
- 5.9. Item 17, Any Other Business, refers: With regard to the Child Protection Report discussed, the Chair will be taking the role of Link Governor for Safeguarding.
- 5.10. Item 17, Any Other Business, refers: HGS completed their action regarding Mr Milos taking on the Link Governor role for Maths.

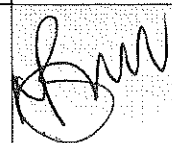
## 6. HEADTEACHER'S REPORT

The Headteacher presented highlights from his report. The next Termly Letter to parents/carers will be written once the data required is known. It will also include an update on the action plan. Pupil Matters: A query was raised by a governor about whether parents would take up school vacancies this close to the end of this term. Mrs Lawlor explained that it did happen. However, the difficulties tend to occur mid-year. With regard to vulnerable groups, no pupils have child protection plans and two pupils are in the 'Children in Need' category. Twenty-three pupils have Education Health & Care Plans. The uptake for Free School Meals (FSMs) is 83.5%, with 33 pupils receiving FSMs this term compared to 29 pupils in summer term 2015.

A query was raised by a governor about the pupils placed 'on report' and whether it was 11 different children. It was confirmed that this was the case and that they were not SEN pupils. There were no permanent exclusions this term. Fixed term exclusions related to pupil behaviour. Governors wished to know if the fire drill was unannounced. It was explained to the pupils why the fire drill would be unannounced. Pupils are applauded for their participation in the drill. The attendance figure for this term was 96.9% and the national average was 95%. A query was raised by a governor about whether parents were encouraged to get their children to school more often. It was confirmed that this was the case and it was explained that the Education Welfare Officer (EWO) would meet with the parents. However, some parents still struggled to get their children into school with regularity and on time.

Classroom Organisation 2016-17: Parents will be informed about the plans for teachers who will be covering the various year groups on 17 June 2016 via the newsletter. A query was raised by a governor about the use of unqualified teachers who will be in charge of a class and what the rationale would be for this. The Headteacher advised governors that

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the Regulations had changed and the school was unable to appoint a qualified teacher. This unqualified teacher will be qualified next year and the new Regulations allow for this. They would be closely supervised and mentored.

St Bede's 2019, 'Meeting Increased Expectations': The Chair reminded governors that it was suggested at the recent governor training session that individual governors be attached to action from the 2016-17 action plan so that they can be monitored closely. The actions would be allocated after this meeting.

**Action: Governing Board**

Standards of Attainment: Achievement was largely positive across the school. The assessment regime would be changing this year and the school was keenly awaiting the KS2 results. There were concerns about Year 4 and the school was putting interventions in place for Year 5 onwards. A governor raised a query about whether Year 5 will join Year 6. The Headteacher advised governors that there would be separate provision. The Chair suggested that it would be helpful to have a governor assigned to oversee the progress of Year 4. This would be decided after the meeting. Year 2 predictions were the decision of the Headteacher but could be challenged by the local authority, who would be visiting the school to moderate year 2 teacher assessments on 17 June 2016. There would be a right of appeal if this happened. The overall cockpit summaries, using the St Bede's point score, would be reported to governors at the autumn Governing Board meeting.

**Action: HGS**

Personal Development and Well Being: Three reports of alleged bullying had been recorded. The outcome was 'miss a play' and the parents being spoken to. Bullying was repeated behaviour over time but every allegation was also recorded.

Leadership and Management: The assigned local authority inspector had visited the school earlier in the term and met with staff and governors. The school had been categorised as 'outstanding'. The External School Improvement Partner, Graham Clements, will lead the training for governors in the summer term.

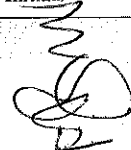
Farnham Green (Partner School): The Headteacher would be providing evening and weekend support to this school throughout 2016-17, which would not require any absence from St Bede's.

Targets 2017-18: The school was aiming high for core academic skills and would be looking for an attendance level of 97%.

## **7. TERMLY FINANCIAL STATEMENT**

The Termly Financial Statement was received by the Governing Board.

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Mrs Lawlor advised governors that it is too early to say what the impact would be on the school financial situation.

**8. GOVERNING BODY RESPONSIBILITY FOR MONITORING SAFEGUARDING OF SCHOOL**

The Chair reminded the Governing Body that DBS checks needed to be undertaken for governors and that these would be arranged by Mrs Lawlor.

**9. DBS CHECKS FOR GOVERNORS**

Mrs Lawlor advised governors that original documentation will need to be presented for the DBS check process.

**Action: Governing Body**

**10. GOVERNOR TRAINING**

The Chair informed governors that he had been doing some high level thinking regarding training needs as a result of the training session that took place on 15 June. A document was handed out for use for the training event that will be taking place in December 2016. There were questions to consider from this. The Chair, Mr Antoniewicz and Mrs Eguakhide attended safeguarding training at St Augustine's School on 13 June. The Governing Board would be given information about the four indicators for the different types of abuse. All governors should receive an email about the free training.

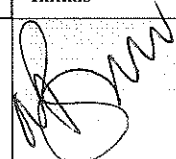
**11. ANNUAL FINANCIAL STATEMENT**

Mrs Lawlor explained that the statement showed the school financial at the end of the period 2015-16; there was a £163,890 carry forward to the current year.

**12. DRAFT BUDGET 2016/2017**

Mrs Lawlor tabled a document showing the final budget for 2016-17 for approval. The Headteacher advised governors that some staff had resigned but had been replaced, which accounted for the difference now shown; the budget was looking healthy. The Chair added that the final budget would now need to be approved at this meeting the draft had been agreed at the Finance & Personnel Committee meeting on 21<sup>st</sup> March. The Governing Board approved the final budget and it was

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signed off by the Chair and Headteacher.

**13. USE OF UNDERSPEND**

The Governing Board received details of the proposed use of the underspend and approved the proposals.

**14. AUDIT REPORT**

Governors received the School's audit report. Mrs Lawlor explained that this is a re-submission to the Governing Board. There were no questions from governors regarding the audit outcomes.

**15. OFSTED "DASHBOARDS" FOR GOVERNORS**

The Chair confirmed that this information was reviewed at the training session on 15 June. Copies would be circulated to all governors via email.

**Action: Chair & Headteacher**

**16. PUPIL PREMIUM**

Pupil Premium had been included in the Headteacher's Report. The data would be circulated to governors once it was available.

**Action: Headteacher**

**17. VISITING GOVERNORS**

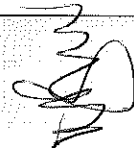
Mrs Frost gave a brief summary of the visit she undertook to see Miss Brock, the EYFS leader, to see progress and implementation of ideas since their last meeting on 7 December 2015. Thanks were noted to Miss Brock for the work she was doing with pupils in the school in the Early Years groups. The full report had been made available to the Governing Board.

Mrs Harrison referred governors to the English subject audit report and explained that new interventions which were detailed, were clear and transparent. Mrs Roberts allowed for this information to be seen at any time.

**18. COMMITTEES/WORKING PARTIES**

The minutes of the Finance & Personnel Committee of 21 March 2016 and the Teaching, Learning & General Purposes Committee meeting of 12 May 2016 were circulated to governors. They were accepted by the Governing Board at the meeting.

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## 19. MULTI ACADEMY TRUSTS (MATs)

The Chair referred governors to his report. This issue would be further discussed fully at a meeting before the end of the summer term. The Headteacher advised that both he and the Chair had attended a vision day initiated by the Bishop, where there was a working group looking at how the Diocese would work with academisation. The expectation was that schools would join a MAT or 'shadow MAT', the latter which did not have a legal framework.

It would be recommended to join a shadow MAT if the decision was made to become an academy. There was a benefit to choosing who to work with and how the MAT was going to work. Matters were moving very quickly and the Diocese wanted to know who was going to join a MAT by September 2016. Some of the Redbridge Deanery primary schools had approached the Headteacher to talk about working with St Bede's.

It was important for a governor working group to meet as soon as possible. A query was raised by a governor about whether the MAT would dictate what schools to work with. The Headteacher confirmed that this would not be the case. Schools could agree this amongst themselves at the Deanery meeting due to be held the following day. The difference between MATs and shadow MATs was explained. The minimum number of schools in a MAT was to be two and they could be primary and/or or secondary schools; they could also be across different Deaneries but it still needed to be confirmed if they must be within the diocese.

**Action: Headteacher**

It was thought that a Catholic School could admit a non-Catholic school into their MAT. A query was raised by a governor as to what would happen if the relationship between the Headteachers broke down? The Headteacher explained that there was no 'cooling off' period for the school – if a school became part of a MAT then it was a binding decision. It would probably need the view of the Commissioner in those circumstances. The working party would need to quickly reach a decision about whether or not the school wished to join a MAT or shadow MAT. The Chair recommended setting a meeting date for the full Governing Board MAT meeting; this was agreed as 30th June 2016 at 6.30pm.

**Action: Governors**

## 20. CHAIR'S/CHAIRMAN'S ACTION

The Chair provided governors with his report on actions taken and

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meetings attended since the previous meeting of the Governing Board on 10th March 2016 and took them through the highlights, including matters already discussed at the meeting. The back page illustrated key statistics of the Chair's activities since the last meeting and was noted by governors. Page 8 of the report, with the summary of actions for items 1 – 4 was fully explained. The Governing Board was asked to read the report before the meeting as it contains confidential information.

20.1. Governors noted details of the cheques over £5k that had been approved by the Chair of Governors under Chair's action since their last meeting. The document was signed off by the Chair at the meeting, along with the annual statement of internal control for 2015-16, which was also signed by the Headteacher.

## **21. TIME AND DATE OF NEXT MEETING**

The date and time for the next full Governing Board meeting was noted as Thursday 17 November 2016 at 6.30pm.

## **22. ADMISSIONS CRITERIA 2018/19**

The Governing Board received and approved the revised Admissions Criteria for 2018/19.

## **23. ANY OTHER BUSINESS**

School Fund: The School Fund end of year report for 2015/16 was noted by the Governing Board.

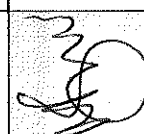
Parent Voices: Mrs Eguakhide explained that it was raised at the training on 15 June about parents/carers providing their input to the school and asked for the way forward in this respect to be discussed further by governors. The Headteacher agreed that this should be an item for the next meeting of Teaching, Learning & General Purposes Committee.

## **24. CONFIDENTIALITY**

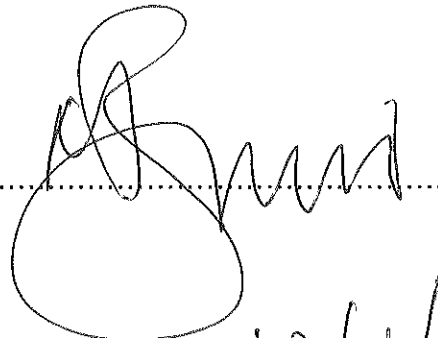
The Chair reminded the Governing Board about keeping all matters discussed at the meeting confidential.

The meeting closed at 8.00pm.

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Chair.....

Date.....17/11/16

**Action Points**  
**St. Bede's Catholic Primary School**  
**Meeting of the Governing Body – Thursday, 16th June 2016**

|           |   |                        |
|-----------|---|------------------------|
| Item 5.1. | The HT and Mrs Agbedo to discuss the achievement of vulnerable groups at their meeting in July. | Headteacher/Mrs Agbedo |
| Item 5.3  | The issue of the school Mass would be discussed with Fr O'Connor.                               | Chair/Mrs Roberts      |
| Item 5.4  | To arrange a further training session for December.   | GB                     |
| Item 5.6. | To review the recruitment of a Foundation Governor.   | Fr O'Connor            |
| Item 6.   | To monitor specific actions from the Action Plan.   | Governors              |
| Item 6.   | To include cockpit summaries at the autumn meeting  | HGS                    |
| Item 9.   | To present original document for DBS checks   | Governors              |
| Item 15.  | To circulate Ofsted dashboard information   | Chair/Headteacher      |
| Item 16.  | To circulate relevant PP information  | Headteacher            |
| Item 19.  | To clarify if the school if a MAT could be formed within the Diocese                            | Headteacher            |
| Item 19.  | To attend a MAT meeting on 30 <sup>th</sup> June  | Governors              |

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