

**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, 2 March 2017

**PRESENT:**

	Mr M Butcher (Chair)
Mrs E Agbedo	Mr G Milos
Mr A Antoniewicz	Mr G Nott (HT)
Mrs F Frost	Fr M O'Connor
Mrs S Harrison	

**In Attendance:**

Ms E Anderson	Clerk
Miss Brock (AHT)	Observer
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 Eguakhide, Mr Imoh and Mrs Leiser. 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**

The Foundation Governor vacancy, which will be dealt with by the Chair and Fr O'Connor, was noted by the Governing Board.

**Action: Chair/Fr O'Connor**

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the Governing Board meeting held on 17 November 2016 were agreed as accurate subject to the following correction:

Page 5: "Fr O'Connor had attended the Safer Recruitment course on 13th June..." should read: "Fr O'Connor had attended the Safer Recruitment".

## 5. **MATTERS ARISING**

Matters arising from the Governing Body meeting held on 17 November 2016:

- 5.1. Item 1.1, Membership of the Governing Board, refers: The action concerning the follow-up of the Foundation Governor vacancy has been covered under Item 1 on the agenda for this meeting.
- 5.2. Item 2, Declaration of Pecuniary Interests, refers: All governors had completed their declaration of pecuniary interests forms.
- 5.3. Item 5.3, Matters Arising, refers: It was noted that the Governor training session had been arranged for Thursday 18 May 2017. The Headteacher would liaise with the trainer, Graham Clements, to develop the content for the day.

**Action: Headteacher**

- 5.4. Item 5.7, Matters Arising, refers: Mr Imoh had completed his DBS clearance.
- 5.5. Item 5.8, Matters Arising, refers: This action to arrange training in the spring presented by the SIP had been covered under 5.3 above.
- 5.6. Item 10, Governor Training, refers: The Link Governor list had been updated by Havering Governor Services and Mrs Lawlor.
- 5.7. Item 13, Parent Voices refers: The update on Parent Voices by the Headteacher had been included on the agenda for this meeting.
- 5.8. Item 15, SEN Pupils refers: The revised SEN Information report was presented at the Teaching & Learning Committee meeting on 26<sup>th</sup> January 2017. Mrs Leiser was not in attendance at the meeting to give an update to the Governing Board.
- 5.9. Item 18, Model Safeguarding Child Protection Policy and Procedure, refers: Governors have returned their signed slips to confirm that they have read the Model Safeguarding and Child Protection Policy and Procedure.

## 6. **HEADTEACHER'S REPORT**

The Headteacher presented highlights from his report.

Headteacher's Termly Letter to Parents: A query was raised by a governor as to whether there are statistics showing the number of parents that attend workshops at the school, are involved in learning,

etc. It was confirmed that this was the case. However, it could be hard to quantify impact. The Headteacher agreed to look to see if pupils are showing accelerated progress.

**Action: Headteacher**

Another governor asked about what more the school could do given these statistics, as they could back up claims from the school and provoke a reaction from some parents to do more. The Headteacher agreed to look at the area of Reading first.

**Action: Headteacher**

Pupil Matters: There was a suggestion by a governor that the school should offer ESOL classes for parents of pupils as this is being done at another school nearby. This opportunity could be advertised in the school newsletter or the school could set up its own classes. The Headteacher agreed to look into this suggestion.

**Action: Headteacher**

A query about the two fixed term exclusions was raised with regard to whether or not they linked with the pupils who were given Grade E for Conduct/Effort as shown in the report. The Headteacher agreed to track it back to see if there is a link. The Chair advised governors that he was in the school when the Fire Drill was carried out on 20 October and was able to confirm that it was well organised.

**Action: Headteacher**

Staffing Matters: The Chair informed the Governing Board that he was part of the interview panel for the newly qualified teacher for September. The process included observation of a lesson, which was very good. It was a robust interview process.

St Bede's 2019 – Meeting Increased Expectations: The Chair advised that this strategic plan needs to be linked back to Teaching & Learning & General Purposes Committee meetings.

**Action: Headteacher**

Standards of Attainment: A query was raised about how Year 5 pupils have performed in the autumn term. The Headteacher confirmed that Maths and Reading for Year 5 pupils has been encouraging but Writing results were very poor. Overall attainment for Maths, Reading and Writing at KS2 was above national average levels – by 22 percentage points above – at 75% as opposed to 53%. The Chair commented that this was a great story for the school.

Personal Development and Well-being: A governor asked about the one

racial incident that had been reported. The Headteacher advised that he would need to refer back to the log.

**Action: Headteacher**

Leadership and Management: A query was raised regarding the 5% of teaching staff lesson observations which were given a 'requires improvement' rating. The Headteacher explained that this percentage represented one teacher who was on a coaching programme for improvement.

*Miss Brock joined the meeting at this point.*

## 7. ONLINE SAFETY

Miss Brock (Assistant Headteacher and Lead Teacher for Computing) came into the meeting to talk to governors about online safety including a revised Online Safety Policy and 'Filtering and Monitoring at St Bede's'; copies of the Policy document were circulated to governors. Questions were asked of Miss Brock by governors to satisfy themselves of the robustness of how the Online Safety policy was applied in the school. The pending actions for this policy included an Online Safety INSET day on 6 March, Online Safety Day on 9 March, and that all staff and governors were to sign the Acceptable Use Policy. This policy had ties with the Data Protection and Prevent Duty Policies.

*Miss Brock left the meeting at this point.*

Mrs Lawlor advised that the school had safeguarding training but had not undertaken Prevent training for all staff. Governors also had to read and be aware of PREVENT as this is a statutory policy. The Chair confirmed that this policy will need to be signed off by the Chair and recommended that governors undertake the Prevent e-learning. Mrs Lawlor will send out the link to the Governing Board for the e-learning course.

**Action: Headteacher**

**Action: Mrs Lawlor**

It was agreed that Mrs Lawlor should try to organise safeguarding training at the school for the Governing Board. The Headteacher commented that Ofsted would want to see recent training for governors, i.e. within a calendar year. It could be done on the afternoon of the Governor Training Day in May. The Data Protection Policy, Prevent Duty Policy and Online Safety Policy were all agreed to be adopted by the Governing Board.

**Action: Mrs Lawlor**

**Action: Chair**

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

- 8.1. The end of Key Stage outcomes for KS1 and KS2 for Attainment and Progress were discussed by governors, who agreed they were very good for KS2 compared to national averages and the outcomes for Catholic primary schools in Barking & Dagenham and Redbridge for Maths and Reading. Concerns were shared however regarding the outcomes for KS1, which had been moderated. The Headteacher advised that Barking & Dagenham had a greater level of deprivation but the Catholic primary schools were doing very well in terms of attainment and progress.
- 8.2. The Headteacher referred to the achievement of vulnerable groups, including pupils in receipt of the Pupil Premium, in relation to KS2 Maths and Reading, taking governors through the relevant tables of outcomes.
- 8.3. Governors were reassured that the school would be continuing the agreed actions it has set out to address key issues and concerns to support vulnerable groups.

## **9. BRENTWOOD DIOCESE EDUCATION DEPARTMENT**

The Headteacher advised governors that the 5-year vision for 2017-2022 had some colleagues and Governing Boards concerned about the Diocesan levy that will commence in September, which is likely to be £6,000 for this school. It takes a softer approach than the Position Statement, in that it does not aspire to the schools becoming academies and the Diocese having them in a MAT. There may be one school in the Deanery that could be at risk of intervention.

The Chair added that the Governing Board will not need to have a meeting as there are no documents to discuss. The Headteacher advised that an extra-ordinary Governing Board meeting would be called if a significant issue arises. All the Catholic schools in the Diocese may eventually become academies and there could be a MAT but it is not clear what size the MAT will be or which schools will be included. The Governing Board asked various questions about MAT formats, options for academisation and the partnerships with schools in the area.

## **10. TERMLY FINANCIAL REPORT**

The Termly Financial Report as at 31 December 2016 was received by the Governing Board. Mrs Lawlor advised governors that the current surplus projected was £210,501 and advised that the budget was in a healthy position.

## **11. DRAFT BUDGET 2017-18**

This item was withdrawn as the draft budget has not yet been completed and will now be presented to the Finance and Personnel Committee meeting on 23 March 2017.

**12. NON-CONTACT DATES 2017-18**

The 5 non-contact dates had already been agreed.

**13. VISITING GOVERNORS**

Mrs Frost provided two reports. The RE Policy was being developed by Mrs Roberts and would be circulated to all governors. Mrs Harrison advised governors that she had met with the lead teacher for English and discussed the Handwriting Policy. She was shown pupils' books and was of the view that there has been an impact. . The Chair encouraged governors to carry out visits to the school to look at activities around their link areas.

**Action: Link Governors**

**14. COMMITTEES/WORKING PARTIES**

Governors confirmed that they had received reports for the Teaching & Learning & General Purposes Committee meetings on 13 October 2016 and 26 January 2017. The Chair advised the Governing Board that the admissions task had been meticulously constructed by Mrs Melder and this ensured that there was not too much work for the governors that were involved in this process of looking at applications this year. It came down to 7 categories. The situation for the school in terms of nursery places should be satisfactory for morning and afternoon sessions. Mrs Frost added that the offer of part-time places does not always suit the different family life circumstances and that could cause numbers to fall. The Governor Board agreed a change to the terms of reference of the Admissions Committee so that in future membership would be not less than four governors and the quorum for categorising admission applications be not less than two governors.

**15. GOVERNOR TRAINING**

- 15.1. The 'Being an Effective Governor' course was attended by the Chair and Mrs Leiser. Fr O'Connor attended the Safeguarding course provided by Havering Governor Services.
- 15.2. No further training needs were identified beyond those already discussed at this meeting.
- 15.3. The Training Link Governor, Mrs Leiser, was absent from this meeting.

**16. CHAIR'S ACTION**

The Chair informed governors that he has not completed his report apart from the items already discussed at this meeting. **The Governing Board approved and the Chair signed off the list of cheques over £5k which the Chair had approved since the last meeting of the Governing Board.**

**Action: Chair**

**17. SCHOOL WEBSITE AND EDUBASE**

It was noted that the pen portraits for the school website had not all been completed.

**Action: Governing Board**

**18. TIME AND DATE OF NEXT MEETING**

The date and time for the next full Governing Board meeting was noted as Thursday 8 June 2017 at 6.30pm.

**19. ANY OTHER BUSINESS**

Progress of School Meals Tender: The Headteacher advised governors that this matter will be discussed at the Finance & Personnel Committee on 23 March 2017.

**20. CONFIDENTIALITY**

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

The meeting closed at 8.05pm.

**Chair**.....

**Date**.....