

# **THE GOVERNING BODY OF ST DOMINIC'S CATHOLIC PRIMARY SCHOOL**

*Ballance Road, Homerton, London, E9 5SR.*

**Minutes of an Ordinary Meeting of the Governing Body held at the School on Thursday, 24 September 2015 at 6.00 p.m.**

**Present:**

Mrs Eileen Bryant	<i>Chair &amp; Foundation Governor</i>
Fr Tony Doyle	<i>Foundation Governor</i>
Mr Paul Herbert	<i>Parent Governor</i>
Ms Deirdre Finan	<i>Staff Governor &amp; Head teacher</i>
Mrs Francesca Uche	<i>Staff Governor</i>
Ms Rosie Marsh	<i>Co-opted Governor</i>
Mr Martin Golding	<i>Clerk to the Governing Body</i>

**In attendance:**

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The meeting opened with a prayer.

The Clerk took the chair for Agenda items 1 to 4.

## **1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Mr Wayne Brennan, Fr Neil and Ms Emma Gordon.

## **2. MEMBERSHIP OF THE GOVERNING BODY**

### **Membership**

Mr Golding reminded Governors of the composition of Governing Body under the new Instrument of Government that came into effect on 1 September 2015 and the changes that included the new office of Co-opted Governor.

Governors discussed the previous offices and those in office and the transition to the new structure. Ms Finan proposed, and Mrs Bryant seconded, Ms Rosie Marsh as Co-opted Governor.

***The Governing Body appointed Ms Rosie Marsh as Co-opted Governor until 31 August 2016.***

The membership of the Governing Body was determined as follows. It was noted that there were 5 Foundation Governor vacancies. The Clerk undertook to notify the Diocese of the vacancies.

<b>Name</b>	<b>Type of Governor</b>	<b>Expiry of Office</b>
<i>Fr Neil Hannigan</i>	Foundation Governor	<i>31/08/2018</i>
<i>Fr Tony Doyle</i>	Foundation Governor	<i>31/08/2018</i>
<i>Mrs Eileen Bryant</i>	Foundation Governor	<i>31/08/2019</i>
<i>Mr Wayne Brennan</i>	Local Authority Governor	<i>12/12/2018</i>
<i>Ms Deirdre Finan</i>	Staff Governor & Head teacher	<i>Ex officio</i>
<i>Mrs Francesca Uche</i>	Staff Governor	<i>29/11/2018</i>
<i>Ms Emma Gordon</i>	Parent Governor	<i>23/11/2015</i>
<i>Mr Paul Herbert</i>	Parent Governor	<i>11/07/2016</i>

<i>Ms Rosie Marsh</i>	Co-opted Governor	<i>31/08/2016</i>
<i>Vacancy</i>	Foundation Governor	
<i>Vacancy</i>	Foundation Governor	
<i>Vacancy</i>	Foundation Governor	
<i>Vacancy</i>	Foundation Governor	
<i>Vacancy</i>	Foundation Governor	

## CONFLICTS OF INTEREST

### Register of Interests & Self-declaration

No conflicts of interest were declared.

### 3. ELECTION OF THE CHAIR OF THE GOVERNING BODY

Mr Golding indicated that he had not received any nominations for the post of Chair of Governors prior to meeting.

Mrs Bryant was proposed by Mr Herbert and seconded by Ms Finan.

*There being no other nominations the Governing Body elected Mrs Bryant as Chair of Governors to serve until the first Ordinary meeting of the next academic year.*

### 4. ELECTION OF THE VICE-CHAIR OF THE GOVERNING BODY

Mr Golding indicated that he had not received any nominations for the post of Vice Chair of Governors prior to meeting.

Mr Herbert was proposed by Mrs Bryant and seconded by Fr Doyle.

*There being no other nominations the Governing Body elected Mr Herbert as Vice Chair of Governors to serve until the first Ordinary meeting of the next academic year.*

Mrs Bryant took the Chair

### 5. APPOINTMENT OF THE CLERK TO THE GOVERNING BODY

Mrs Bryant proposed Mr Golding as Clerk and Mr Herbert seconded.

*The Governing appointed Mr Golding as Clerk to the Governing Body until the first Ordinary meeting of the next academic year.*

### 6. MINUTES OF THE MEETING HELD ON 2 JULY

The minutes of the Ordinary Meeting held on 2 July, 2015 had been previously circulated.

Agenda item 7 Paragraph 2 line 7 insert ‘Big Thinking’ before Wheel.

Agenda item 7 Paragraph 2 line 9 insert after questions ‘, on the big thinking question, “How do we know God hears our prayers”,’.

*Following the corrections above it was resolved that the Chair should sign the minutes of the Ordinary Meeting held on 2 July 2015 as being a true record of the meeting.*

### 7. MATTERS ARISING FROM THE MINUTES

Agenda item 14 It was resolved that the Clerk should provide the names, offices, and dates of meetings for inclusion on the School’s website.

## 8. CHAIR'S ACTION

Mrs Bryant indicated that there had been no items of Chair's Action since the last meeting.

## 9. HEAD TEACHER'S AGENDA ITEMS

Ms Finan presented her report and the following documents.

The Head teacher's Report (*Annex A*), the School Improvement Learning Plan 2015 – 2016 (*Annex B*), the Annual Summary – SIP Report August 2015 (*Annex C*) and the Teaching and Learning Review (*Annex D*) had been previously circulated and the School's Self-Evaluation Statement (*Annex E*) was presented at the meeting.

Ms Finan began by looking at the data wall and said she was pleased to report that the proportion of pupils achieving a good level of development is 65% an increase on 2014, 53% and 2013, 47%. The School is now in line with the national average, 66% and slightly below the Hackney average of 67%. This demonstrates very good progress for pupils from low starting points.

Year 2 outcomes exceeded the School's predications at L2b+ in Reading, Writing and Mathematics. The upward trend continues for the proportion of pupils attaining L2b+ in Reading, Writing and Maths over the last 4 years.

The proportion of Y1 pupils attaining the expected standard in phonics has dropped from 73% in 2014 to 69% and that is below the Hackney and national average.

At KS2 the overall attainment in Reading Writing and Mathematics shows a drop from 81% in 2014 and is slightly lower than the 2015 national average of 80% and Hackney average of 83%. This cohort at the end of KS1 were below the national average at levels 2 and 3 in Reading, Writing and Mathematics. 10 new pupils joined this cohort since KS1. Despite this there has been a significant improvement in the proportion of pupils attaining L5 in writing this year. The targets for Reading, Writing and Mathematics and the combined measure have broadly been met.

Ms Finan emphasised that from low starting points, pupils have made very good progress.

With regard to the quality of teaching Ms Finan reported that in the Early Years and Foundations Stage teaching overall is 100% outstanding, in KS1 it is overall 100% good or better with 50% outstanding and in KS2 overall 75% is good or better with 25% outstanding. The target for 2015-16 is to achieve across the School 100% good or better and 50% outstanding. Mrs Bryant asked about the 10% of teaching that requires improvement and Ms Finan assured her that support strategies and firm targets were in place to deal with this.

Ms Finan drew Governors' attention to various aspects of the SIP Report and the categorisation. The report was very much in line with the School's own judgements.

Ms Finan spoke about the School Improvement and Learning Plan for 2015 -2016 and explained that it reflected the new OFSTED approach. Governors considered the all the sections and the Key Issues and Development areas as well as the Impact and Success Criteria and the various Initiatives. There was a detailed discussion. Mrs Bryant said that she was confident that the Plan would achieve its aims and objectives and standards and levels of achievement would continue to improve. Governors supported this statement.

***After further discussion the Governing Body approved the School Improvement and Learning Plan 2015 2016.***

Ms Finan reported on the refurbishment of the Nursery outdoor play area and the current position regarding the boundary wall and the completion of the project that is dependant upon the outcome of the Surveyor's reports and negotiations with the Contractors. Mr Herbert raised the issue of the boundary wall, which is a party wall, and the position of the Local Authority. Ms Finan said that she had been given a verbal assurance by the Surveyor that the works did not involve the LA. Mr Herbert said that he

recommend that written confirmation to this effect is obtained. Ms Finan said there would be a further update at the next Ordinary meeting.

There had been a minor flood in the toilets resulting in floor damage during the Summer holiday play scheme. The Learning Trust had accepted responsibility and had undertaken to pay for the damage and refurbishment.

Mrs Bryant thanked Ms Finan for her report and continued hard work.

***The Governing Body recorded an acknowledgement of the hard work and efforts of all the Staff and thanked them for their continued support and loyalty.***

## **10. GOVERNING BODY IMPROVEMENT**

Mrs Bryant began by referring to the skills audit that had been undertaken and the self-assessments completed by Governors. Following discussion it was agreed that Mrs Bryant would meet with Ms Finan to review and plan Governing Body development. All Governors commented how much they valued the training sessions that took place as part of Governing Body meetings, such as through presentations on particular topics by members of the School staff or visits to classrooms and Learning Walks. It was agreed to continue and develop this approach.

## **11. MEMBERSHIP OF COMMITTEES OF THE GOVERNING BODY**

***After discussion the Committees and their membership was determined as follows.***

### ***STATUTORY COMMITTEES***

*Clerked by the Clerk to the Governing Body*

#### ***Admissions Committee:***

*Mr Wayne Brennan – Chair*

*Mrs Francesca Uche*

*Mr Paul Herbert*

*Ms Rosie Marsh*

*Ms Deirdre Finan*

#### ***Pupil Disciplinary Committee:***

*Any 3 Governors*

#### ***Staff Disciplinary Committee:***

*Any 3 non-staff Governors*

*Clerked by an external, independent clerk*

***Pupil Disciplinary Appeals Committee:*** *Any 3 Governors not involved in a first instance decision*

***Staff Disciplinary Appeals Committee:*** *Any 3 non-staff Governors not involved in a first instance decision*

### ***NON-STATUTORY COMMITTEES***

*For the time being there would be none. Mrs Bryant said that she wanted to review and discuss a Learning and Teaching Committee with Ms Finan.*

## **12. FINANCE REPORTS**

The Budget Monitoring Summary Report to 31 August was presented. (*Annex F*)

The report showed that Budget Income and Expenditure was not within the budget estimate for the first 5 months and a forecast in-year over spend was indicated. The Carry Forward balance from 2014 - 2015 was £177,121 and that would be needed to balance the budget at the present rate of expenditure. If this year's expenditure were greater than the budget allocation for the year this would have consequences for next year's budget, especially staffing levels, which would need to be significantly reduced.

Ms Finan said that she had recently undertaken a budget expenditure review and that the high

expenditure for the first 5 months had been due in part to a reduction in DFE funding – a fall in roll numbers - and the need to maintain high staffing levels to meet the needs of the children. Since September there have been staff changes and less use of agency staff and the rate of budget expenditure should reduce. In addition a number of non-staff budgets have been reviewed and the allocations reduced to effect savings.

Ms Finan pointed out that the School is spending considerably more on High Needs children, over £100,000, but the funding provided is only £34,690. This additional expenditure was essential not only to adequately provide for the needs of those children who qualify for the funding, but in order to make it possible for them to be educated in an inclusive way without detriment to other children.

There was a detailed discussion about budget expenditure and particularly staff costs to support a very high number of children who needed additional support and provision, but did not qualify for or attract additional High Needs funding. The School's delegated budget included notional special needs funding and some calculated special needs funding, but this was all 'in the pot' whereas the High Needs funding is additional funding for specific children.

The Budget Monitoring Reports to be presented at the next Ordinary Meeting would indicate whether the measures taken were reducing expenditure and the forecast outturn.

### **13. TEACHERS' SALARY SCALE 2015**

Governors agreed to defer this item to the next Ordinary meeting and a further review of budget expenditure.

### **14. ADMISSIONS**

Mr Golding reported that as the Governing Body had not consulted on its Admissions Policy for 7 years, because the over-subscription criteria had not changed, it was now required to consult irrespective of whether or not it was proposed to change the over-subscription criteria. Mr Golding explained the process for the six weeks' consultation and the new timetable for finally approving the policy. The LA had offered to carry out the consultation process if the Governing Body made a request.

The Governing Body reviewed the over-subscription criteria and determined to make no changes as it was fulfilling the needs of the School.

*After further discussion the Governing Body resolved that the over-subscription criteria would remain as it is and that the LA should be asked to carry out the consultation process on its behalf.*

### **15. GOVERNING BODY AND SCHOOL POLICIES**

Governors discussed the current situation regarding School and Governing Body policies and their review. Mr Golding drew attention to the latest advice and guidance provided by the DFE that listed all the statutory policies required. Under the guidance there was no requirement that all policies should be reviewed and approved annually or that the Governing Body had to review and approve all policies. The Governing Body could determine the review timetable and delegate the approval of some policies to a Committee, individual Governors or the Head teacher.

A discussion followed concerning the arrangements to ensure that all statutory policies were in place and reviewed and approved appropriately. It was agreed that Mrs Bryant would meet with Ms Finan to discuss ways of implementing this.

Mr Golding said that Governing Body records indicate that all statutory policies are in place, but that some have not been reviewed for a while as they remain current.

**16. REPORTS AND GOVERNING BODY CORRESPONDENCE INCLUDING THE GOVERNORS' BUILDING FUND**

There were no items of correspondence. The balance on the Governors' Building Fund account is currently £57,000, which is earmarked for the current premises development projects.

**17. CHAIR OF GOVERNORS' ITEMS**

There were no items.

**18. HEAD TEACHER'S PERFORMANCE REVIEW**

*Following discussion the Governing Body agreed that Mrs Bryant and Mr Wayne would undertake the Head teacher's Performance Review and that Mr Bill Lyttle be appointed as the external consultant to advise the Governors.*

**19. OTHER BUSINESS SINCE THE PREPARATION OF THE AGENDA**

No other business had been notified to the Clerk prior to the meeting.

Mrs Uche raised a concern about the safety of crossing Kenworthy Road and the fact that there was no longer a crossing patrol provided making it more dangerous for parents and children.

**20. DATES OF FUTURE GOVERNING BODY MEETING**

*The dates of future meetings of the Governing Body were agreed as follows.*

*19 November 2015*

*28 January 2016*

*17 March 2016*

*19 May 2016*

*7 July 2016*

There being no other business Mrs Bryant closed the meeting at 8.34 p.m.