



Minutes of The Federation of St Joseph's Juniors, Nursery and Infant School Full Governing Board meeting on Thursday 6th March 2025 at 6pm. Meeting held online.

Danielle Ashley (DA)	Executive Headteacher	Present
Patricia Salami (PS)	LA Governor	Present
Noel McEvelly (NM)	Foundation Governor	Present
Stephen Webb (SW)	Foundation Governor	Present
Marika Winters (MW)	Staff Governor	Present
Bryan Ball (BB)	Parent Governor	Present
Noella Wete (NW)	Parent Governor	Present(6:40pm)
Yvonne Epale (YE)	Governance and Compliance Officer	Present
Angela Cox (AC)	Director of Education, Archdiocese of Southwark	Present
Nadina Bedlow (NB)	Observer	Present
Rihanna Farid (RF)	Clerk	Present

	Item	Action
1.	<p>Welcome prayer, Apologies for Absence and Quorum</p> <p>The meeting began at 6:05pm and was opened by the executive Headteacher with a prayer.</p> <p>YE informed the Governing Board that Patrick Shields had resigned from his position as Chair and highlighted that this is now the 4th Headteacher of another school who has resigned from their position on the Governing Board in recent months. She further explained that as the Governing Board has not been able to demonstrate effective Governance the LA may impose an Interim Executive Board known as an IEB or the school may have to urgently consider joining a Multi Academy Trust.</p> <p>Everyone in the meeting introduced themselves and the subject of the interim Chair for the meeting was discussed. Patricia Salami (PS) was nominated as Chair for the meeting and the rest of the Governing Board agreed to the nomination.</p>	

	<p>DECISION: The Governing Board elected PS to Chair the Full Governing Board.</p> <p>A discussion ensued about the issues facing the Governing Board, the reasons the Chairs have all left in such a short space of time and the concerns the Governors now have about the Governing Board and the school. The Governors would like to understand the reasons the Chairs have all left so quickly. It was decided that someone will get in touch with the previous Chairs for an official reason as to why they chose to leave the Board.</p> <p>ACTION: YE to contact the previous Chairs/ Headteachers who were Governors on the board, to ascertain their reason for leaving.</p>	1
2.	<p>Declaration of Interests</p> <p>None Declared</p>	
3.	<p>Minutes of the Previous Meeting</p> <p>The minutes of the previous Full Governing Board meeting on the 11th November 2024 were declared to be a true and accurate reflection of the meeting by those that were in attendance.</p> <p>DECISION: The minutes of the previous meeting on 11th November 2024 were approved.</p> <p>Minutes of the previous meeting 4th December 2024</p> <p>DA did not agree that the minutes from the Extraordinary Full Governing Board (EFGB) meeting on 4th December 2024 were a true and accurate reflection of the meeting. She felt that the meeting did not reflect well on her and had spoken to the Associate member and Observer who were present at the meeting who concurred with her sentiment and sent an email confirming updates made to the minutes were an accurate reflection of their statements.</p> <p>DA shared that she had made amendments to the minutes on Tuesday 4th March 2025 and asked RF (clerk) to circulate the amended minutes to the Governing Board. RF explained that the minutes would need to be verified by the Clerk who wrote the minutes and approved by the Chair of that meeting before changes could be made.</p> <p>NB explained that the EFGB was convened by Shelly Davis (Director of Education at Croydon Council) and the minutes were</p>	

	<p>reviewed by herself and Sarah Amissah (Education Governance Strategic Lead at Croydon Council) who confirmed the accuracy of the minutes prior to them being circulated to DA (Executive Headteacher) and Patrick Shields (Chair at the time the meeting took place) in December for comments. No comments were received so the minutes were uploaded to Governor Hub.</p> <p>Q. Are the amendments suggested significant to the content? A. (NB)No, the amendments do not impact the content.</p> <p>PS explained to DA that in future any amendments of the minutes should be sent well in advance of the meeting and not two days before the Full Governing Board but would note that DA was unhappy with the minutes. She also explained that most people present at the EFGB are present in this meeting and have all confirmed the accuracy of the minutes.</p> <p>DECISION: The minutes from the previous Extraordinary Full Governing Board meeting on 4th December 2024 were approved by the Governing Board as being a true and accurate reflection of the meeting.</p> <p>Matters Arising</p> <p>Actions from the 4th December 2024 meeting All items from the previous meeting in December have been closed.</p> <p>Actions from the 11th November 2024 meeting NB noted the following actions</p> <ul style="list-style-type: none"> • Financial action points: NM confirmed would be reviewed at the Resources Committee. • The draft Standing Orders and Terms of Reference: RF confirmed they are on the agenda to be discussed in this meeting. • Policies: RF informed that policies have been split out between the Committees and Full Governing Board. • SDP: RF confirmed that it is on the agenda for the Education and Standards Committee. • New Meeting Cycle: RF confirmed they are on Item 6 on the agenda. 	
4.	<p>Establishment of New Governance Meeting Format It was suggested that moving forward the Governing Board would have the following meetings:</p>	

	<ul style="list-style-type: none"> • Full Governing Board • Resources Committee • Education and Standards Committee • Strategy Committee • Admissions Committee • Pay Committee <p>YE proposed that all Governors are invited to all meetings. A brief discussion ensued and the Clerk clarified that there is an exception with the Admission and Pay Committee where only Foundation Governors and the LA appointed Governor would be able to attend due to the nature of the committee meetings and to ensure that there is not a conflict of interest. It was also confirmed that the attendance of three governors would make all meetings quorate.</p> <p>YE shared that the Diocese have started the process of sourcing new Foundation Governors.</p> <p>DECISION: The Governing Board agreed to the new meeting format and the membership of each of the committees.</p>	
5.	<p>Membership</p> <p>Terms of Reference</p> <p>YE suggested that the Board accept the current Terms of Reference and that they be amended as and when needed.</p> <p>DA shared that she believes they are acceptable but noted that there are some things in the Terms of Reference that are not relevant to a primary school but a secondary school.</p> <p>Q. Is there a reason why this was not done when it was initially sent out? A. I received them in the meeting and it was half term and the school has also had an audit. It was not a meeting to discuss the Terms of reference but a meeting to discuss plans moving forward.</p> <p>Q. To clarify, I mean why did you not make comments or amendments when the board papers were sent out five days ago? I am very clear that meetings are for discussions not to make amendments. A. I thought we would be discussing them today. Previously, that is what we have done. I am happy to do that going forward.</p>	

	<p>NM informed DA that the purpose of these meetings should be to rubber stamp papers unless something happens which requires more involvement. It should be a space to agree or disagree with proposal and if we disagree then we go back to the drawing board and start again. PS and BB agreed with this statement.</p> <p>YE suggested that parts relating to a secondary school can just be highlighted so it is clear to Governors.</p> <p>DECISION: The Governors approved the Terms of Reference on the basis it will be amended as and when necessary.</p> <p>ACTION: DA will highlight the parts within the Terms of Reference that are not relevant to the school.</p> <p><i>NW joined the meeting at 6:40pm and PS provided a brief update as to what had been covered in the meeting so far.</i></p> <p>Associate Members</p> <p>The Governing Board went on to discuss the role of Associate Members on the Board. YE and RF provided brief explanations as to the role and powers of an Associate Member.</p> <p>Q. How many do we have currently? A. We had two Associate Members when I took over as Clerk, but the term of Office of one has ended so there is only one remaining.</p> <p>DA explained that the rationale for taking on Associate Members is that the Governing Board were struggling to find Foundation Governors and added that both Associate Members have areas of expertise which benefitted both the Governing Board and the school.</p> <p>NB reminded the Governing Board that Associate Members are not Governors, they do not have voting rights</p> <p>Q. Giving our OFSTED and the focus on Inclusion and SEND provision and the fact that we have an Associate Member who could serve and contribute effectively to the education and Standards Committee, why would we not utilise their expertise? A. As a school we should have that expertise within the school and not relying on an Associate Member. With that expertise the Associate Member could be an advisor.</p>	2
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	<p>The Governing Board then discussed the role of Associate Members further and discussed the legislation and guidance surrounding their role.</p> <p>It was suggested that the Governors moved on from the conversation as there was still a lot to cover in the agenda. However, RF clarified that it was important that the Governing Board decided as to whether Associate Members would remain on the Board. The Governing Board voted and a majority voted in favour of removing Associate Members from the Governing Board with immediate effect.</p> <p>DECISION: The Governing Board agreed to remove Associate Members from the Board with immediate effect.</p> <p>The Board thanked the Associate Members for their contribution to the Governing Board and the Chair asked the Clerk to send out correspondence to them.</p> <p>ACTION: RF will send an email to the Associate Members on behalf of the Governing Board letting them know the decision.</p>	3
6.	<p>New Meeting Dates</p> <p>RF informed the Board that there had been an amendment made to two of the Committee meeting dates, this was due to the school needing time to provide the appropriate papers to the Resources Committee.</p> <p>The Education and Standards Committee would now take place on Tuesday 11th March 2025.</p> <p>The Resources Committee would now take place on Tuesday 18th March 2025.</p> <p>Q. When are we likely to know our allocation from the Local Authority? A. We received it on Friday, which is why I requested a date change to give us enough time to prepare for the meeting.</p> <p>SW informed the Board that he had a prior meeting on Tuesday 11th March 2025. PS proposed pushing the start time of the meeting to 6:30pm to allow SW to attend the meeting.</p> <p>DECISION: The Governing Board agreed to the new meeting time.</p> <p>ACTION: RF will send out a meeting invite with the new time.</p>	4

	<p>RF informed the Board that there was currently no Clerk available on Tuesday 11th March 2025 and one would need to be sourced. Which RF is currently working on. PS shared that she believes that this Board requires the same Clerk for continuity. RF and NB agreed and assured that this would be resolved.</p>	
7.	<p>Election of Chair and Vice Chair for the Resources Committee</p> <p>Noel McEvilly (NM) was nominated as Chair of the Resources Committee, the nomination was seconded.</p> <p>DECISION: NM was elected Chair of the Resources Committee</p> <p>Stephen Webb (SW) was nominated as Vice -Chair of the Resources Committee.</p> <p>DECISION: SW was elected as Vice – Chair of the Resources Committee.</p>	
8.	<p>Election of Chair and Vice Chair for the Education and Standards Committee</p> <p>Patricia Salami (PS) was nominated as Chair of the Education and Standards Committee; the nomination was seconded.</p> <p>DECISION: PS was elected as Chair of the Education and Standards Committee.</p> <p>Noella Wete (NW) was nominated as Vice Chair of the Education and Standards Committee.</p> <p>DECISION: NW was elected as Vice Chair of the Education and Standards Committee.</p>	
9.	<p>Any Other Business</p> <p>RF informed the Governing Board that three policies have been uploaded to Governor Hub for the Governing Board to approve. These are the Admission Policies for the Nursery, Infants and Junior Schools for 2026 – 2027.</p> <p>Q. Are they on the Catholic Education Service (CES) format? A. No, they are not. But more importantly, there is not a Supplementary Information Form (SIF) and the policy makes reference to two different things about a form and a SIF. If the adjudicator were to look at this policy the school would be in trouble because there is no form on the website.</p>	

	<p>DA- We were told to keep current policies and re-consult as we did not do a separate consultation page on the website.</p> <p>YE clarified that the school cannot change the language without going through a consultation.</p> <p>DA explained that she had raised this with the Diocese and had sent an email to YE for clarification on whether to change Sif to admissions form given new legislation.</p> <p>A discussion took place between the two about the language being used, about the SIF not being on the school's website</p> <p>DA said it is usually on there and she will check if a member of the team had removed it.</p> <p>ACTION: Make the language on the policies relating to the SIF accurate. Only the Supplementary information form should be used in the Admission Policy.</p> <p>ACTION: ensure the SIF is uploaded to the school's website.</p> <p>AC: all Diocesan schools were required to consult a year ago if they were using a SIF as the Diocese no longer uses the SIF as part of admissions. I do expect it to change come the admission consultation period in October. This guidance has gone to all schools so should have been changed.</p> <p>Q. Is the ban on using SIF's something that the Diocese has accepted? A. Yes, the school is under a duty to follow our guidance and that changed to be in line with the adjudicator's expectations two years ago. Most schools have consulted, so you must consult this coming year and you cannot change your admissions policy without consulting widely. It is a legal requirement.</p> <p>ACTION: The Admission Committee will need to review the policy for consultation in October 2025.</p> <p>Q. Is there a particular reason why we are where we are and why we have not consulted on the correct documentation? A. We did consult. I attended the training and consulted with Daniel Coleman from the Diocese and we followed what other schools had done in the Umbrella Trust. However, it was explained in the planning meeting that it needed to be on a separate page and we needed to attach the letter that was sent to the wider community to the website.</p>	<p>5</p> <p>6</p> <p>7</p>
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	<p>ACTION: DA to remove all reference to the Admission Policy and only refer to the SIF and send the amended copy to Governors.</p> <p>YE: May I just check with the school, have you got an old SIF that all schools under the Diocese used?</p> <p>DA: Our form is a Google form it is online. It has been done this way since before I started at the schools. It has been simple and effective. Parents have feedback positively. Maybe it was taken down whilst we waited for Governor approval.</p> <p>AC: The SIF form has to stay up on the website it should not have been taken down as this is what parents will use to make an application for admission.</p> <p>Q. How many appeals do you have against admissions? A. None, currently we are not at full capacity.</p> <p>The Governing Board than discussed the process of reviewing and submitting the admissions applications and DA clarified the process for them.</p> <p>Chair of the Full Governing Board</p> <p>AC suggested that the nomination of the Chair of the Full Governing Board should be on the agenda for the next Full Governing Board.</p> <p>Q. Is the directive from the Archbishop that the Chair of the Governing Board be Catholic? A. Yes, but exceptions can be made.</p> <p>Q. In the interim does that mean that Noel as Vice Chair is my point of contact? A. If that works for the Board then that is fine.</p> <p>ACTION: Add nomination of the Chair to the Full Governing Board Agenda</p>	<p>8</p> <p>9</p>
10.	<p>Confidential Items There were no confidential items agreed at the meeting</p>	
11.	<p>Closing Prayer The meeting ended at 7:28pm and closed with a prayer.</p>	

Action Tracker

Meeting Date: 6 th March 2025				
No.	Action	Who	By	Status
1	Contact the previous Chairs to ascertain their reason for leaving.	Clerk and Governance & Compliance Officer	ASAP	Ongoing
2	Highlight the parts within the Terms of Reference that are not relevant to the school.	EHT	March 25	Ongoing
3	Send an email to the Associate Members on behalf of the Governing Board letting them know the decision and thanking them for their service	Clerk	March 25	Closed
4	Send out a meeting invite with the new time for the Education and Standards Committee.	Clerk	March 25	Closed
5	Make the language on the policies relating to the SIF accurate. Only the Supplementary information form should be mentioned in the Admission Policy.	EHT	ASAP	Ongoing
6	Ensure the SIF is uploaded to the school's website.	EHT	ASAP	Ongoing
7	The Admission Committee will need to review the policy for consultation in October 2025. Clerk to add to agenda	Clerk	October 25	Ongoing
8	Remove all reference to the Admission Policy online and only refer to the SIF and send the amended copy to Governors and upload on the web.	EHT	ASAP	Ongoing
9	Add nomination of the Chair to the Full Governing Board	Clerk	March 25	Ongoing