

Part A Minutes

FULL GOVERNING BOARD OF THE FEDERATION OF ST JOSEPH'S JUNIOR, INFANT AND NURSERY SCHOOLS

FULL GOVERNING BOARD MEETING

On Tuesday, 15 November at 6pm

This meeting was held via Zoom

Governors		Role	Attendance
Marika Winters	MW	Staff Governor	Present
Danielle Ashley	DA/HT	Head Teacher	Present
Gabriella Isamah-Opene	GIO	Foundation Governor	Absent
Gillian Murray-Powell	GMP	Foundation Governor	Apologies
Zainab Zorokong	ZZ	Local Authority Governor	Absent
Robert Teague	RT	Foundation Governor	Present
Grainne Grabowski	GG	Foundation Governor	Present
David Navarro	DN	Parent Governor	Present
Valerie McMillan	VMc	Associate Member	Present
Delia Jameson	DJ	Foundation	Present
In attendance			
Nadina Bedlow	LC	Governance Clerking Lead, CEP	Present
Kim Mapp-Nwosu	KMN	Assistant Head Teacher	
Janet Standen	JS	School Business Manager	Apologies

	ITEMS	Action
1.	OPENING PRAYER	
	RT welcomed those present to the meeting at 18:11 and the HT led the governors in prayer.	
2.	APOLOGIES FOR ABSENCE To consider any apologies received	
	Apologies were received from: GMP (work related). The Board ACCEPTED and AGREED the apology. Governor absences were noted and apologies were received from the SBM. The meeting was declared quorate and commenced at 18:13	
3.	DECLARATION OF INTEREST	
3a	Governors to complete a declaration of pecuniary business & personal interests form 2023/2024 The Board were advised to complete and return statutory declarations of pecuniary and personal interest to NB by Friday, 17 November 2023.	
3b	No declarations of interest were made in respect of the agenda.	
4.	MINUTES OF PREVIOUS MEETINGS	
4a	FGB meeting held on 13.07.2023 and 19.09.2023 The Board agreed that the above minutes were an accurate record of the meetings and would be signed by the Chair for retention by the school.	
4b	Matters Arising None noted.	
4c	Actions 1. Skills Matrix: To be updated and tabled in the New Year. (Open) 4. Code of Conduct: CES model Code of Conduct to be badged and distributed to the Board. (Open)	



<p>St Joseph's</p>	<p>5. Committee Memberships: The HT confirmed that the only committees required under the governance model would be Admissions, Pay, and the Headteacher's Performance Management. Committees or working parties would be convened as required. (Closed)</p> <p>Thanks was extended to the HT for reviewing and updating all statutory policies. The Board discussed the volume of policies for approval, the logistics of prioritising and approving all policies and the role of the Link Governor for Policies. The HT advised the Board of the role of the Link Governor for policies and the responsibility of the Governor Board to approve statutory policies. The Board were encouraged to send any comments or queries to the HT prior to the meeting.</p> <p>Resolution: The Board AGREED to meet on Tuesday, 28 November (6pm) virtually to approve all policies presented.</p> <p>Action: Email details of Policy Review Meeting Tuesday, 28 November 6pm virtually. (NB)</p>	<p>1</p>
<p>5</p>	<p>GOVERNING BOARD BUSINESS</p>	
<p>5a</p>	<p>To approve 2023/24 term dates The meeting dates were approved</p>	
<p>5b</p>	<p>To approve flat FGB meeting structure The Board discussed the benefit of moving to a circle model or flat structure in response to queries raised in July 2023 and September 2023 FGB meetings. The HT visited a local primary and nurseury who operated a similar governance structure and found the model appropriate.</p>	
	<p>Action: Introduce a "Meet the Governors Event" as part of meeting schedule where governors are invited in to meet the team and experience teaching and learning. (HT)</p>	<p>2</p>
	<p>Q. Would we be compliant in terms of SFVS and sharing information with Governors, would we still have to have the minimum number of six meetings?</p>	
	<p>A. Yes we have six, and you can establish working parties in response to particular matters when required. (DA/NB)</p>	
	<p>The Board discussed the frequency of meetings and noted the scoped to schedule additional meetings if required.</p>	
	<p>Resolution: The Board AGREED to move to a flat structure/circle mode of governance holding six FGB meetings annually. The only committees required would be Admissions, Pay and HTPM. Working Parties and specific committees/panels would be convened as required.</p>	
	<p>GG noted the success of the flat structure/circle model rested on the effectiveness of the Board and reminded the Board of their responsibility and mutual accountability for governance. The Board went on to discuss the importance of monitoring visits within the new governance structure.</p>	
<p>5c</p>	<p>To read and confirm KCSIE 2023/24 RT reminded the Board to complete and return their KCSIE declarations by Friday, 17 November 2023.</p>	
<p>5d</p>	<p>To complete a 2023 Contact Details Form RT reminded the Board to complete and return their KCSIE declarations by Friday, 17 November 2023.</p>	
<p>5e</p>	<p>Skills Audit & Skills Matrix</p>	



<p>5f</p> <p>5g</p> <p>5h</p> <p>5g</p> <p>5i</p> <p>5j</p> <p>5k</p> <p>5l</p>	<p>As minuted under agenda item 4c Actions.</p> <p>Memberships/Vacancies/Appointments/Terms of Office DA welcomed MW to the Board as the new Staff Governor Nominations for Parent Governor were received a ballot was pending. Action: Liaise regarding parent elections. (DA, GMP)</p> <p>To review the Instrument of Government Reviewed and noted.</p> <p>To agree Standing Orders Deferred to the next FGB pending review and update.</p> <p>Terms of Reference Current ToRs reflect committee structure, deferred to the next FGB pending review.</p> <p>To agree and sign the Code of Conduct As minuted under 4c Actions.</p> <p>To agree Link Roles</p> <ul style="list-style-type: none"> i. DJ Inclusion ii. RT Maths iii. Vacancies to be delegated appropriately to new governors. <p>Resolution: The Board AGREED the above Link Governor roles.</p> <p>To agree effective monitoring arrangements Resolution: The Board AGREED the monitoring arrangements policy and procedure.</p> <p>To agree St Chad's Collaboration Agreement The Board discussed the relevance of the historic collaboration agreement between the School and St Chad's and AGREED that it was not mutually beneficial. In future, if assistance was required to convene a panel; experienced governors within the Umbrella Trust would be invited to assist. Resolution: The Board; subject to mutual confirmation from St Chad's that the collaboration agreement between the School and St Chad's was no longer required.</p>	<p>3</p>
<p>6</p>	<p>HEADTEACHER'S REPORT</p>	
	<p>Circulated prior to the meeting, RT invited questions from the Board.</p> <p>Q. In the report you mentioned an advertisement for SLT; what role is that for in January?</p> <p>A. Regarding SLT we didn't recruit for a Deputy Headteacher at the end of last year. I think that we would benefit more from appointing an Assistant Headteacher especially with the development of the Middle Leadership Team. We will advertise in January for either a Deputy Headteacher or Assistant Headteacher. I will update the governing board in due course when I can ascertain what appointment will meet the needs of the pupils better. (DA)</p> <p>Q. Can you tell us more about the mixed year group?</p> <p>It was difficult to ensure the children were having the best quality of education we could provide. Results last year indicated children were progressing and attaining well however we believed that one form would improve the quality of their education. There were some Greater Depth Yr. 2 children and some less able Reception children, the spread was wide. We have done monitoring reviews we understand the quality of the provision and we had an independent teaching and learning review which substantiated our view.</p>	



	<p>We conducted an independent review and I instructed external advice to ensure any changes were informed. GG attended the teaching and learning review, which was very thorough. There were some parents who wanted to leave the school because of the mixed class who have multiple children. Retaining the mixed class would negatively impact the finances of the schools. We separated the class and I was able to find money in the budget to make it viable, the children are doing much better including one child at risk of permanent exclusion. Most importantly teachers are able to teach at age related expectations and make more adaptations, so it has been really successful. (DA)</p> <p>Thanks was extended to DA for finding a financial alternative to the Mixed Year Class and finding savings in expenditure.</p> <p>Q. On page 4 there is a reference to LA concerns and targeted support can you elaborate?</p> <p>A. When I met with Rachel Fox the LA Advisor, she let me know that our school was a targeted one. <i>Targeted Support</i> means the LA have concerns about the performance of the school. Even though we are rated Ofsted Outstanding we are in receipt of different support and I wanted the Governing Board to be aware. Me and my leaders, know what our priorities are and we are executing it successfully. We are taking the team with us who are on board; we are focusing on culture relationships and safeguarding in the Autumn Term. (DA)</p> <p>Everyone is on board; they want to do their best for the children to help them achieve their best. It is really nice to see everyone happy with certain changes, the children are more settled in the playgrounds and outside. We have had a fresh new start and everyone is happy, we have been able to get on with our jobs and do the best for our children. (MW)</p>	
7.	SAFEGUARDING	
7a	<p>Circulated with the Headteacher's Report, the HT presented the Board with an executive summary including:</p> <ul style="list-style-type: none"> i. All staff had completed KCSIE 1 training and PREVENT conducted. ii. A key strength of the School is how staff monitor safeguarding; data entry and records were of a high standard. iii. KMN as DSL leads on CPOMs working with the HT who quality assures the safeguarding practices and addresses any issues. iv. Next steps include DSL training for the Early Years Lead and safeguarding training for the Office staff. v. There is weekly safeguarding training as part of the staff briefing. vi. Safer Recruitment training was undertaken and will be offered to the MLT who will participate in recruitment moving forward. vii. A DSL email was created for out of hours contact monitored by DA and KMN. viii. Incidents of an inappropriate touch from younger children were recorded and followed up appropriately. The whole School undertook NSPCC pants training to let children know what is appropriate touch. ix. DA invited the LA to conduct a Safeguarding Audit on 24th November 2023. x. Single Central Register was excellent; the HT requested some additions including: updating the prohibition list to include staff medicals, KCSIE and PREVENT training. xi. A spot check of DBS records was undertaken. <p>Q. When was the Single Central Register last checked by governors?</p> <p>A. I know that the previous Chair conducted one last year and was part of the audit, if DJ would like to attend given her commitments she would be welcome. (DA)</p> <p>Action: Confirm time of Safeguarding Audit with DJ. (DA)</p>	5




7b	<p>SEN Information Report</p> <p>Differed to the next FGB meeting the HT updated the Board with key updates under inclusion including:</p> <ul style="list-style-type: none"> ii. Improvements in relation to inclusive practice were being undertaken. Given the number of children with SEN requirements a full-time SENCO had been appointed beginning in January 2024. An Intervention Teacher was also appointed to support English, Maths and ELSA in the Junior School. iii. MW noted that those children who had undertaken interventions were clearly benefitting. Children have been grouped according to needs KMN conducts weekly meetings to better understand need. iv. Some Reception children have found transition challenging, with support from the LA some children were placed on reduced timetables. Other children attending on a part-time basis would be offered a space in January. v. With support from the LA Special Needs Lead KMN had implemented support for children where required. vi. MW and DA undertaken a project in assessment resulting in a specific intervention programme for each child including: reading, writing and maths . Positive feedback from staff were received who were working collaboratively and sharing best practice. 	
8.	<p>FINANCE UPDATE</p>	
	<p>The Full update was differed to the January FGB meeting in JS' absence, RT invited questions from the Board in relation to reports circulated prior to the meeting.</p> <p>Q. Could you update us as to developments with the Site Manager role?</p> <p>A. The advert will be live from 16.11.2023, we have found money in the budget for a full-time Premises Manager. It was not possible to fill the role on a part-time basis. JS had been doing the role in addition to her role which is not sustainable. (DA)</p> <p>The HT advised the Board that approval was required to appoint the new caterer and updated them as to the outcome of the tender process. Pabulum was successful, the panel (including pupil voice from the Student Council) found the offering inclusive and operations least disruptive to School life.</p> <p>Q. What are the cost implications of the decision?</p> <p>A. The loss we would make on the current trajectory would be £170,000 by using Pabulum there is still a loss, but it is significantly less. (DA)</p> <p>Q. How long is the contract?</p> <p>A. It is a three-year contract with frequent break out clauses regarding the quality and delivery allowing us further opportunity to exit. (DA)</p> <p>Q. Is it possible for someone to check the contract, did you get advice through the tendering process?</p> <p>It went through the UT who appointed consultants to check the contract and lead the whole tender process.</p> <p>Q. Are we benefiting from the economies of scale in terms of negotiation?</p> <p>A. Each school decides which ones would be most appropriate for them so it is not a blanket contract. The contracts and legalities are being reviewed robustly.</p> <p>GG advised that governors were required to check the process and protocols were effective. The HT reassured the Board that the Umbrella Trust's procurement process was robust and safe.</p> <p>Resolution: With assurances from the HT the Board APPROVED the three-year catering contract with Pabulum.</p>	
9.	<p>RESOURCES UPDATE</p>	



<p>9a</p> <p>RPA Audit</p> <p>9b</p> <p>Health & Safety Update</p> <p>Staff/Personnel</p>	<p>The recent audit flagged historical, remedial work required. In addition the School had been significantly impacted by a flood as a result of recent bad weather. The areas affected included: the Headteacher's Office, School Office, Reception and Hallway. Consequently, the School Office and Headteacher's Office were relocated during the first week in November.</p> <p>The HT liaised with the Archdiocese and they had a crisis meeting in response to the damage, due to the urgency, the Archdiocese took the decision to waiver the tender process and approved works prior to Christmas. Some furniture and carpets were covered by insurance and would be replaced.</p> <p>The Health & Safety Policy was differed to the January FGB meeting.</p> <p>The HT advised the Board that practices were being refined in the school and health and safety training was being undertaken.</p> <p>Recorded confidentially under Part B minutes.</p>	
<p>10.</p>	<p>POLICIES</p>	
	<p>As minuted under item 4c Actions, all tabled policies for approval were differed to a Policy Review Meeting scheduled for Tuesday, 28 November (6pm).</p>	
<p>11.</p>	<p>UMBRELLA TRUST & MAT</p>	
	<ul style="list-style-type: none"> i. The first meeting of the Umbrella Trust was scheduled to meet 16.11.2023 ii. In terms of teaching and learning collaboration across the trust was being undertaken all Subject Leaders would meet via Zoom during the week commencing Monday, 27 November for their first meeting via Zoom. iii. DA attended the recent Catholic Headteacher's conference who found it supportive and beneficial in terms of networking. 	
<p>12.</p>	<p>RELIGIOUS EDUCATION & CATHOLIC LIFE OF THE SCHOOL</p>	
	<ul style="list-style-type: none"> i. DA confirmed that CSI would be conducted in due course. ii. A support governor meeting was conducted with GG, the HT extended thanks to GG for her support and time. 	
<p>13.</p>	<p>GOVERNOR TRAINING</p>	
	<p>The Board were advised of the following resource: Octavo/Croydon Education Partnership Governors For Schools https://schoolgovernors.thekeysupport.com/</p> <p>The Board discussed streamlining training and focusing on specific termly and link requirements. The HT advised the Board that training could be assigned to the Board via TES on a bespoke basis to meet objectives.</p> <p>Action: Confirm if governor training is included in TES package. (DA) Action: Log training undertaken. (All)</p>	<p>6 7</p>
<p>14.</p>	<p>DATE OF NEXT FGB MEETING</p>	
	<p>Wednesday, 24 January (V) Wednesday, 19 March (IP) Wednesday, 19 June (IP) Wednesday, 17 July (IP) Admissions Committee to be confirmed</p>	
<p>15.</p>	<p>ANY OTHER URGENT BUSINESS</p>	
<p>15a</p>	<p>Admissions</p>	



	<p>The HT advised the Board of numbers applying for 2024/25 via the online admissions portal.</p> <p>Q. Will we get those, or have they applied for multiple Schools?</p> <p>Awe don't have that information yet, but they have competed the online application for us. We have had quite a few in year joiners. We were concerned about Pupil Premium numbers in the Infants, so we have sent reminders for families to check their eligibility. I have included an eligibility questionnaire for parents in the welcome packs. Our numbers are around 50% for practicing Catholics, so it's about letting people know that non-Catholics are welcome. (DA)</p>	
<p>16.</p>	<p>CONFIDENTIAL MATTERS</p>	
	<p>The following agenda items were recorded confidentially under Part B minutes.</p> <p>i. 9c Staff/Personnel</p>	
<p>17.</p>	<p>CLOSING PRAYER</p>	
	<p>The meeting was closed by RT at 19:49 with prayer and vote of thanks to the Board.</p>	

Signed.....approved by the Full Governing Board on:
Chair of Governors

Part A Actions arising from the minutes of meetings of the Full Governing Board, Academic Year 2023/24

Action	Detail	Who	Update	Status
Meeting of 28 November 2023				
1.	Email details of Policy Review Meeting Tuesday, 28 November 6pm virtually.	NB	ASAP	Closed
2.	Introduce a "Meet the Governors Event" as part of meeting schedule where governors are invited in to meet the team and experience teaching and learning	DA	ASAP	Open
3.	Liaise regarding parent elections	DA, GMP	ASAP	Open
4.	Recorded confidentially under Part B minutes		ASAP	Open
5.	Confirm time of Safeguarding Audit with DJ.	DA	ASAP	Open
6.	Confirm if governor training is included in TES package.	DA	ASAP	Open
7.	Log training undertaken.	All	ASAP	Open

Action	Detail	Who	Update	Status
Meeting of 19 September 2023				
1.	Table the skills collation matrix 2023/24 at the next appropriate FGB meeting.	GMP/NB	November	Ongoing
Meeting of 19 September 2023				
2.	Send the Board an updated Code of Conduct to sign and return.	NB	ASAP	Closed



3.	Redraft 2023/24 meeting dates, reducing number and correlating to assessments, data and financial/legal requirements.	DA	ASAP	Closed
4.	Review committee memberships.	GMP/RT/ GG	ASAP	Closed
5.	Confirm HTPM panel.	DA		Closed
6.	Amend the Education Commission's Disciplinary and Grievance Policies for adoption and approval by the Board.	DA/KMN	November	Closed
7.	Send policies for approval to DA and GMP.	DN	ASAP	Closed
8.	Meet to consider new meetings dates and next FGB.	DA, GMP	ASAP	Closed

DRAFT