

Minutes from the Federation of St Joseph's Junior, nursery and Infants School on Monday 7th July 2025 at 6pm, meeting held online.

Danielle Ashley (DA) Patricia Salami (PS) Stephen Webb (SW) Noel McEvily (NM) Bryan Ball (BB) Noella Wete (NW) Marika Winters (MW)	Executive Headteacher LA appointed Governor Foundation Governor Foundation Governor Parent Governor Parent Governor Staff Governor	Present Present Present Present Present Present (6:32pm) Apologies
Yvonne Epale (YE) Kim Mapp-Nwosu (KMN) Sarah Amissah (SA) Rihanna Farid (RF)	Governance and Compliance Office Southwark Diocese Assistant Headteacher Governance Strategic Lead Croydon Council Clerk	Present Present Present Present

	Item	Action
1.	<p>Welcome Prayer, Apologies for Absence and Quorum The meeting began at 6:15pm and DA led the Governing Board in an open prayer. Apologies were received and accepted from Marika Winters The meeting was declared quorate.</p>	
	<p>Declarations of Interests There were no interests declared against the agenda items. DA informed the Board that she attended the headteacher's conference this year and nominated herself for the National Association of Headteachers. She has successfully been appointed on the National Association of Headteachers.</p>	
	<p>Minutes of the Previous Meeting Minutes of the previous meeting on 27th March 2025 were agreed to be a true and accurate record of the meeting.</p> <p>DECISION: The Minutes of the previous meeting 27th March 2025 were approved by the Governing Board.</p>	

	<p>Matters Arising School creed and meeting link to be added to each agenda. (this item is now closed). Item 3, 4 and 5 are now closed. The School is still working on the SDP and will be reviewed in the first meeting of September. NW and BB have both visited the school as part of their Governor visit. Q. When Governors are visiting the school are they completing a governors visit report? A. (DA) I have given them the template. NW has completed hers but BB has not yet.</p> <p>ACTION: Governors to complete governor visit reports after carrying out a visit on the school.</p> <p>DA to recirculate the raw data of the staff survey to Governors. This action is still open.</p> <p><i>Noelle Wete joined the meeting at 6:32pm</i> Q. Is 6pm an issue for everybody, do we need to think about amending the meeting time? A. No, it is not an issue for me.</p>	
	<p>Executive Headteacher’s Report Assessment outcomes are looking strong across the board. SEN children are doing really well with the support of KMN.</p> <p><i>Sarah Amissah joined at 6:36pm.</i></p> <p>Kaylee Lodge (KL) has done an excellent job working with the EHT on leading assessments.</p> <p>Year 4 MTC 18 children got full marks this year which is 48% of the class. Last year 71% of children scored above 20.</p> <p>Year 6 and EYFS is looking strong.</p> <p>Health and Safety Audit (EHT is currently leading on this) Amber: 19 areas down to 12. Green: 3 areas increased to 8 Red: 1down to 0</p> <p>Fire assessment (EHT is currently leading on this)</p>	

Have not had the report form the Diocese
 Reds: There were 11 in the infants, now there is only 1 left which is the fire door. This is being fixed this week.
 Ambers: 10 has decreased down to 3
 Green: 17

Junior school

Red: 14 now down to 2. Which are also being fixed this week.
 Q. Are they being fixed or replaced? A. They are being fixed.
 Amber: 11 down to 1
 Over 22 green areas.

Funding

Da informed that there is a parent who is a manager for Toyota Europe and they have kindly provided a massive donation of £10,000 of crockery, microwaves and chairs. The school sent a letter of thanks to Toyota for the contribution.

Awards

The school received a British international school award in June.

Governance planner is nearly created for the next academic year.

Waiting to hear back from 4 foundation governors who have applied to the Diocese to be a Foundation Governor for the school.

There was a letter that was sent from Diocese with regards to their stance on Catholic Academy Trust's. There was a discussion about CAT's with the following suggestions made:

YE suggested reaching out to the CEO's of the Trusts.

SA suggested CEP training for governors which would look at MAT's and CAT's.

PS suggested a small working party to do some initial investigations on CAT's.

ACTION: YE to send out the link to the information to RF to circulate with the Governing Board.

Q. Is there a timescale with this YE? A. Yes there was on the original letter and it is especially important for those schools in London.

	<p>DA noted that St Joseph's is unique because the school's roll numbers are holding firm or growing.</p> <p>The governors discussed the process from moving from a voluntary aided to a MAT and the costs involved and which of the Catholic Academy Trust's would cover our area.</p> <p>ACTION: Governors to reach out to the MAT's that cover the school's area and invite them into speak with Governors.</p> <p>The discussion moved on to the Working Party and DA thanked governors for their involvement and shared that she found them really beneficial.</p> <p>SW shared that he is feeling less worried than he was a few months ago but will feel more at ease if he saw regular budget updates.</p> <p>NM informed governors that they have been interviewing for an SBM and also noted that that there were a number of invoices that had not been raised which came to £95,000. This has now been found and reduced the deficit drastically.</p> <p>DA shared that she has also found some discrepancies in the budget which have now been resolved and helped ensure further savings.</p> <p>SW congratulated DA on finding the discrepancies.</p> <p>Q. Do you know when we will get the Q1 budget? A. It is due in July.</p> <p>There was a long discussion around the school's finances, with SW suggesting that governors are provided with a monthly update on finances so they can clearly see what is happening.</p> <p>Safeguarding KMN provided governors with the following update: There is 1 DSL and 6 deputy DSL. Chrissie Francis who is our SENCo completed her safeguarding training in June. NM has done two school visits as the safeguarding link governor and complete the SCR check.</p> <p>PS requested that reports are made without abbreviations so that the governors know what the EHT or AHT are referring to.</p>	
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	<p>Staffing are sent weekly briefings and updates. Case loads continue to be small. The school does lots of monitoring and also provides updates to the children such as holding parent's assemblies. This is a NSPCC initiative around age appropriate sexual awareness.</p> <p>Attendance Infant school was below 80% and it has now gone up. 4 children had an attendance of 78.8%, we are closely monitoring them and some of them have medical needs. There was a delay in off rolling pupils this had impacted our figures, but we have a new system to resolve this.</p> <p>Behaviour We have had 23 incidents; the categories were online safety, verbal and racism. We do excellent reintegration with parents involved and we have not had any repeat incidents because of the process.</p> <p>SEND We have a new SENCo and we have 3 more EHCP's processed and approved. We are still awaiting on confirmation of the banding.</p> <p>Q. It mentions a risk register which is approved by Governors annually, is that an action point you would like put in? A. This came from the audit. We would like this to start in September.</p> <p>ACTION: to include a risk register from September.</p> <p>Father James is leaving, he is the priest at Virgo Fidelis.</p> <p>The PTA has had a relaunch and it is going really well.</p> <p>NW shared that the event went really well. It was nice to see the community coming together.</p>	
	<p>Education and Standards Update NM shared that the junior school has more work to do than the Infant school, but overall standards are improving.</p> <p>School development plan will be shared in the Autumn term and KS2 is taking place tomorrow.</p> <p>N shared that she has met with staff and children. She was really impressed with the staff training. She met with support staff and seen a lot of improvement since September.</p>	

	<p>PS reminded governors to complete the governor visit reports as soon as they have visited the school.</p> <p>Q. Is there a proforma for the governor visits? A. Yes there is and there is a policy too. it should be on Governor Hub. I will circulate it.</p> <p>ACTION: DA to circulate the governor visit report template. ACTION: Once reports are signed off by SLT they need to be emailed to RF.</p> <p>BB gave feedback on his experience of visiting the school during the Croydon’s consultant visit. The consultant picked up on a lot of things and the teacher’s were very receptive to the feedback.</p> <p>PS clarified that this was the SIP visit.</p> <p>ACTION: SIP report to be circulated. ACTION: Governors to be invited to future SIP visits.</p>	
	<p>Resources Committee Update</p> <p>SW noted that this was covered under the Executive Headteacher’s report and congratulated the governing board for all their hard work.</p> <p>Q. Have we seen the 2025/ 2026 budget? A. We have approved the first year of the three years. Even though we are aware that it is inaccurate.</p> <p>SA informed governors that Eddie from the DfE should have been in touch to suggest dates in September to do the SRMA.</p> <p>ACTION: SA to follow up with him and ensure dates are put in the diary.</p> <p>The 2025/2026 budget was put forward to the Full Governing Board for recommendation for approval.</p> <p>DECISION: the 2025/2026 budget was approved.</p>	
	<p>Finance and Audit Action Plans and Updates</p> <p>There are number of action points from the Finance and audit action plans. Mandy French has been attending the working party.</p>	

	<p>The Chair thanked the Governors for being so active in the working party.</p> <p>There was a discussion around how to report on the outcomes of the working party.</p> <p>ACTION: Action points from the working party need to be itemised so that Governors can keep track of it.</p> <p>Finance monthly report. The monthly reports have been coming through and these have been submitted to the LA. The school is currently transitioning to Arbor as we can use it across the board and is more efficient.</p>	
	<p>LA/Diocese Meeting The Chair informed the Board that there were no notes from this meeting. The Governing Board was contacted by the LA as they were very concerned by the school's finances and also the audit which stated there were no assurances. They also wanted to see if we had a handle on the situation and also put us in touch with someone from DfE to do a review and SMRA. As well as sourcing an SBM for us.</p> <p>The LA said they will support the Board by finding new Governors as well as putting us in contact with someone from the DfE to carry out an SMRA and finding us a SBM.</p>	
	<p>Governing Board Business</p> <p>Vacancies Q. Do we have an update on the applications that we have submitted? A. They are in progress. However, with the situation at the school we require more experienced governors on the governing board.</p> <p>Q. Is there an update on Samantha? A. I do not have specific people.</p> <p>Training NM is currently doing safer recruitment training and has completed the PREVENT training.</p> <p>DA shared that she has set up governors for the compulsory training and requested that governors complete this by the beginning of the academic year.</p>	

	<p>Governor Hub RF provided a quick overview of the different tabs under Governing Board.</p> <p>ACTION: DA to send over confirmations for the compliance section of Governor Hub.</p> <p>ACTION: Chairs to electronically sign their minutes.</p>	
	<p>Any Other Business RF provided the Board with an update from the DfE. With a focus on staff wellbeing. The DfE has also approved the 4% pay awards for teaching but it is not currently full funded.</p> <p>DA shared that with regards to staff wellbeing she has felt overwhelmed with the number of governing board meetings. Highlighting that there were 8 meetings in the first part of the Spring term.</p> <p>PS thanked DA for sharing her experience with the Board. She highlighted that she has taken on board DA's experience, the governing board and school was in a position which required a high level of involvement. PS confirmed that they have had many conversations about DA's mental wellbeing and if there is anything DA feels she requires to ensure the right level of support is in place, then she needs to let PS know.</p> <p>The meeting dates for the next academic year has also been circulated and are reasonable for the size of the school.</p>	
	<p>Confidential Items The Governing Board agreed that there was an item that should go into confidential minutes.</p>	
	<p>Closing Prayer</p>	

No.	Action	Who	Date
1	Governors to complete governor visit reports after carrying out a visit on the school.		
2	YE to send out the link to the information to RF to circulate with the Governing Board.		
3	Governors to reach out to the MAT's that cover the school's area and invite them into speak with Governors.		
4	to include a risk register from September.		
5	DA to circulate the governor visit report template.		
6	Once reports are signed off by SLT they need to be emailed to RF.		
7	SIP report to be circulated.		
8	Governors to be invited to future SIP visits.		
9	Action points from the working party need to be itemised so that Governors can keep track of it.		
10	DA to send over confirmations for the compliance section of Governor Hub.		
11	Chairs to electronically sign their minutes.		