

THE ST JOSEPH AND ST THOMAS MORE CATHOLIC PRIMARY FEDERATION

**MINUTES OF THE MEETING OF THE GOVERNING BODY HELD AT
ST JOSEPH'S RCVA PRIMARY SCHOOL ON FRIDAY 2 NOVEMBER 2018 AT 1.00PM**

Present:

Mr L Addison- Smyth, Mrs P Conway, Mr D Edwards, Reverend C Hayden, Mrs H Haywood, Ms C Lawlor, Mr P Norman, Mrs J Smith and Mr J Wheeler

Also present:

Mrs Joanne Nicholson, Clerk to the Governing Body
Miss K Haggart, Observer

The meeting was opened with a prayer

		Action
	The Clerk explained that she would be chairing the meeting for the first item. In Mrs Clarke's absence, Mr P Norman, Acting Headteacher, would be presenting information to Governors.	
1 Election of Chair	The Clerk reminded Governors of the previously agreed procedures for the election of Chair and Vice Chair. Following receipt of a nomination from Mr D Edwards, discussion and voting ensued and it was RESOLVED: THAT Mr D Edwards be elected Chair until the date of the first meeting of the Autumn Term 2021.	
	Mr Edwards in the Chair	
2 Introduction and Welcome	The Chair welcomed Governors to the meeting.	
3 Election of Vice-Chair	Following receipt of a nomination for the position of Vice Chair received from Mr L Addison-Smythe, discussion and voting ensued and it was RESOLVED: THAT Mr Addison-Smythe be elected Vice-Chair until the date of the first meeting of the Autumn Term 2021.	
4 Apologies for Absence	Governors received and considered a number of apologies for absence.	

	<p>RESOLVED:</p> <p>THAT the following apologies for absence be received and accepted:</p> <ul style="list-style-type: none"> • Mrs M Clark - Maternity • Mrs S Clarke - Sickness • Mrs S Walmsley - Work Commitments 	
<p>5 Declaration of Interest</p>	<p>Governors were reminded of the need to complete the 'Register of Governors Interest' form and hand to the Headteacher at the end of the meeting.</p> <p>The Clerk invited Governors to declare any personal interests in agenda items at this or any point during the meeting.</p> <p>RESOLVED:</p> <p>(a) THAT the information be noted;</p> <p>(b) THAT there were no declarations of interest received at this meeting;</p> <p>(c) THAT the Chair of Governors be asked to ensure the 'Register of Governors Interest' forms were completed by Governors not present at this meeting and forwarded to the school.</p>	<p>Chair</p>
<p>6 Minutes</p>	<p>Governors received the minutes of the Summer Term 2018 full Governing Body meeting. In addition, minutes of meetings held since this date were also received.</p> <p>RESOLVED:</p> <p>(a) THAT the minutes of the Summer Term full Governing Body meeting held on Friday 15 June 2018 be confirmed and signed by the Chair;</p> <p>(b) THAT the minutes of the meetings of the following Committees of the Governing Body be received:</p> <p>Finance, Premises and Grounds Committee which were held on 5 July 2018. The minutes had been approved by the Committee and were tabled at the meeting for information.</p> <p>The Curriculum and Standards Committee which were held on 19 June 2018 would be circulated separately.</p>	<p>Mr Edwards</p>

<p>7 Matters Arising including Action Points</p>	<p>The Action Points relating to the Summer Term 2018 full Governing Body were received.</p> <p>It was confirmed that Mrs Smith had agreed to be the Link Governor for Cultural Education and the LA Governor would be asked to be Link Governor to oversee Data Protection.</p> <p>RESOLVED:</p> <p>THAT the Summer Term 2018 full Governing Body meeting Action Points be received and updates noted.</p>	
<p>8 Chair's Action</p>	<p>It was reported that the Chair had taken the following action since the last meeting:</p> <ul style="list-style-type: none"> • Approval of the updated pay ranges for teaching staff • Approval for additional pupils to join St Thomas More School <p>RESOLVED:</p> <p>THAT the report be noted.</p>	
<p>9 Headteacher's Report</p>	<p>In the Headteacher's absence, Mr Norman presented his report to Governors which had been circulated prior to the meeting.</p> <p>The following areas were highlighted:</p> <p>Staffing There had not been a great deal of the change during the term.</p> <p><i>St Joseph's</i> Miss Hind had moved into Y3 whilst Miss Haggart acted up into Mr Norman's role.</p> <p><i>St Thomas More</i> Mr Summerill was covering Mrs Clark's maternity leave.</p> <p>Admissions Various incentives had been arranged to promote both schools and as a result several enquires had been made by prospective parents.</p> <p>Mobility within the term saw one pupil join St Joseph's and four pupils leave and two pupils join St Thomas More and no pupils leave.</p> <p>Attendance Attendance at St Josephs' had improved and currently stood at 96.7% however St Thomas More had seen a dip to 95.6%.</p>	

An overview of Y6 transition and the various activities to prepare pupils for the transfer both from 2018 and 2019 (which had already begun) were included in the report.

A data pack for both schools were tabled at the meeting and would be looked at in detail at the next Curriculum and Standards Committee meeting.

The increased number of racist incidents was **queried** and it was confirmed this related to one pupil with SEND.

Staff Development

An overview of staff development for both schools was provided. All staff had received School IP training; which was an online performance management tool. On the same day, Mr Hunt had trained staff on the implementation of White Rose Maths.

One member of staff from each school were part of the Archimedes Maths Hub and were working with a maths specialist to develop the teaching of mastery maths.

School Improvement Plans

Governors received a log in code at the meeting to enable them to view the School Improvement Plans on the website.

School Environment

St Joseph's

A complaint had been received regarding the improper use of the disabled bays in the church car park and parents had been reminded to only park in those bays if they were blue badge holders.

St Thomas More

Following the request to move the water meter, Northumbria Water had visited and were looking into moving the cover free of charge.

The lighting in the school hall and classrooms were a concern and the Diocese were looking to arrange for funding to enable the situation to be resolved.

Health and Safety

A pupil at St Joseph's had an accident on the monkey bars and health and safety procedures were followed. Increased supervision was now in place to eliminate further risks.

Links with Other Educational Institutions

Each school had a placement student, one from Durham St Margret's Teacher Training Partnership and one from Carmel Teacher Training Partnership and further placements were to be offered to students throughout the year.

Links with the Church and the Community

The various activities which had taken place during the term were outlined. The work of the Parish Youth Worker, Katie Flood, was highlighted. Katie was working with pupils in KS2 and everyone was thoroughly enjoying the sessions.

	<p>The breakfast club continued to flourish however the teatime club at St Joseph's had closed due to financial constraints.</p> <p>Mr Norman was thanked for his informative report.</p> <p>RESOLVED:</p> <p>THAT the report of the Headteacher be received with interest and thanks.</p>	
<p>10 LA Monitoring & Intervention for Improvement</p>	<p>It was confirmed that the school continued to be at Level T3 of the Monitoring and Intervention for Improvement Scheme, which had been agreed following the appointment of a new leadership team, and were currently receiving additional support from the Local Authority.</p> <p>RESOLVED:</p> <p>THAT the report be noted.</p>	
<p>11 School Funding Update</p>	<p>Governors received a briefing paper from the Local Authority's School Funding Team which included information on:</p> <ul style="list-style-type: none"> • Budget Reviews • Forward Planning • Budgetary Control • Formula Funding (remove for Nursery and Special) • Early Years Funding (remove for Secondary and Special) • Leasing • Value-Added Tax • Invoice Payments <p>RESOLVED:</p> <p>THAT the update be noted.</p>	
<p>12 Final End of Year Statements 2017/2018</p>	<p>Governors received a briefing paper from the School Funding Team, which included the final end of year revenue and capital statements for the financial year 2017/2018.</p> <p>RESOLVED:</p> <p>(a) THAT the final revenue and capital balance statements for financial year 2017/2018 be noted;</p> <p>(b) THAT the Finance and Premises Committee incorporate the final revenue balance in the budget plans for the financial year 2018/2019 taking into account both School Improvement Plans;</p>	<p>Finance, Premises & Grounds Committee</p>

	<p>(c) THAT the Finance and Premises Committee consider appropriate use of the current capital balance in the context of the Asset Management Plan and the School Improvement Plan.</p>	<p>Finance, Premises & Grounds Committee</p>
<p>13 School Budget 2018/2019 Update – Forecast of Outturn</p>	<p>The Acting Headteacher reported on the current position regarding the 2018/2019 budgets and referred to the Forecast of Outturn Statements, which gave a forecast of both school's expected carry-forward balance from the 2018/19 financial year. The Acting Headteacher confirmed that, following discussion with Carol Linn, School Funding Officer, the carry-forward balance, at the end of the financial year, was projected to be -£29,500, (rather than £23,724 as originally anticipated) for St Thomas More and £10,000 (rather than the -£1,338 as originally anticipated) for St Joseph's.</p> <p>It was explained by the Chair that historically both schools had consistently underspent on budget and that the increase in pay and pension contributions had significantly impacted both budgets however there was potential that funding could be received from The Government to offset pension increases and teacher pay awards so further savings could be made.</p> <p>The reduction in pupil numbers and funding for higher needs pupils had also impacted the budgets.</p> <p>RESOLVED:</p> <p>THAT the information be noted.</p>	
<p>14 Budget Estimate 2019/2020</p>	<p>Governors received Budget Review Grids for both schools from the School Funding Team, the purpose of which was to enable the Governing Body to determine any action that might be necessary thereby ensuring that a viable budget could be set for the 2019/2020 financial year.</p> <p>The Clerk circulated a briefing note from the School Funding Team, which indicated that based on current information there would be a significant funding shortfall for both schools in 2019/20.</p> <p>Governors were advised to delegate all matters relating to the preparation and implementation of the budget plans for the financial year 2019/2020 to an appropriate committee of the Governing Body.</p> <p>RESOLVED:</p> <p>(a) THAT the updates and Budget Review Grids be noted;</p> <p>(b) THAT the First/Pay Review Committee be delegated responsibility for all matters relating to the preparation and implementation of budget plans for the 2019/2020 financial year;</p>	<p>First/Pay Review Committee</p>

	<p>(c) THAT the agreed delegation remain valid to the date of the first meeting of the Governing Body during the Autumn Term 2019.</p>	
<p>15 Monitoring of Service Level Agreements (SLAs) and Other Contracts</p>	<p>Governors received a briefing paper, together with a list of the school's current Service Level Agreements (SLAs) and were reminded of the need to monitor and review SLAs on an annual basis.</p> <p>Governors noted that the majority of SLAs offered to schools were on a "roll-over" basis and would continue unless notification was received in writing to withdraw.</p> <p>The Acting Headteacher advised that a decision had been made to cancel the Crisis Response SLA following issues with the service provision.</p> <p>RESOLVED:</p> <p>(a) THAT the update and school's SLA list be noted;</p> <p>(b) THAT it be agreed the following SLA's would not be purchased for the 2019/20 financial year;</p> <p>(c) THAT the Acting Headteacher inform the appropriate service provider in writing that buyback of the SLA would not be continued with effect from 1 April 2019.</p>	<p>Mr P Norman</p>
<p>16 Monitoring Link Governor Reports</p>	<p>A Governor monitoring event had taken place on 26 September. The Chair requested that reports following the event be forwarded to Mr Norman.</p> <p>RESOLVED:</p> <p>THAT written reports be forwarded to the Acting Headteacher for retention in The Federation's Monitoring File.</p>	<p>Governors</p>
<p>17 Membership of the Governing Body</p>	<p>The Clerk reported on the following:</p> <p>Vacancies: 2 x Foundation Governors 1 x LA Governor (Mr Tate proposed)</p> <p>Resignations: Dr P Crilley, Foundation Governor, 31 August 2018</p> <p>Appointments: Mrs P Conway, Foundation Governor, 1 September 2018 Mrs S Walmsley, Foundation Governor, 1 September 2018 Mrs H Haywood, Foundation Governor, 1 September 2018 Mr D Edwards, Foundation Governor, 3 September 2018 Mr L Addison- Smyth, Foundation Governor, 3 October 2018 Reverend Hayden, Foundation Governor, 28 October 2018</p>	

	<p>Terms of Office: Mrs J Shaw, Parent Governor, 21 October 2018 Reverend C Hayden, Foundation Governor, 27 October 2018 Mr J Wheeler, Parent Governor, 1 March 2019</p> <p>In considering an appointment to the position of Local Authority Governor, the skills gap identified through the recent Skills Audit were discussed.</p> <p>Governors considered the nominee proposed by the Local Authority for the position of Local Authority Governor and agreed to the appointment.</p> <p>RESOLVED:</p> <p>(a) THAT the report be noted;</p> <p>(b) THAT the Governing Body agreed to the nomination submitted by the Local Authority for the position of Local Authority Governor.</p>	
<p>18 Committee Structure and Terms of Reference</p>	<p>The Terms of Reference were to be reviewed and amended to suit the needs of The Federation.</p> <p>RESOLVED:</p> <p>THAT the Terms of Reference be reviewed and amended.</p>	<p>Governors</p>
<p>19 Governor Training Feedback and Impact</p>	<p>Following a discussion regarding the identified training needs of the Governing Body the following was to be arranged.</p> <ul style="list-style-type: none"> • ASP training • SEND training <p>RESOLVED:</p> <p>THAT the training to be undertaken be noted.</p>	
<p>20 Federation Issues</p>	<p>Appointment of Link Governor for Data Protection and Cultural Education Mrs Smith agreed to be Link Governor for Cultural Education Mr Tate would be asked to take on the role of Link Governor for Data Protection.</p> <p>Internal Audit Report- St Thomas More An update on the recent intern audit was provided by Mr Norman. All priorities which had been deemed to be high had been actioned. A copy of the full report would be circulated with the Spring Term Pack.</p>	<p>Clerk</p>

<p>21 Report of the Clerk</p>	<p>Governors received the Report of the Clerk briefing paper which included information on:</p> <ul style="list-style-type: none"> • Academies Planning Calendar • Academies Financial Handbook • SEND Governance Review • Understanding Your Data • Annual Quality Questionnaire 2018 • Chair’s Email Addresses • Chair, Vice Chair and Committee Chair Job Descriptions • Governors Code of Conduct • Suspension of Staff – delegation arrangements • Transfer of HR Function <p>The Clerk would provide the Chair of Governors with his Office 365 email and password. Following a discussion it was</p> <p>RESOLVED:</p> <p>(a) THAT the update be noted;</p> <p>(b) THAT the Chair of Governors use the email address, which would be provided by SGSS, for all Governor related business;</p> <p>(c) THAT the template job descriptions for Chair, Vice Chair and Chairs of Committees be forwarded to the Chair of Governors for use by the Governing Body;</p> <p>(d) THAT the Governing Body review their Governor Code of Conduct;</p> <p>(e) THAT the Governing Body delegates lifting of suspensions of staff to the Chair of Governors and in the case of the Headteacher, to the First Committee;</p> <p>(f) THAT the Governing Body noted clerking of HR related meetings would be chargeable.</p>	<p>Chair</p> <p>Clerk</p> <p>Chair</p>
<p>22 Training & Development Update</p>	<p>Governors received the Training and Development briefing paper, which provided information on:</p> <ul style="list-style-type: none"> • Governor Training & Development Booklet • Chairs’ Briefings • Monitoring Link Governors <p>RESOLVED:</p> <p>(a) THAT the update be noted;</p> <p>(b) THAT the Training and Development Link Governor arrange training as agreed by the Governing Body;</p>	<p>Training & Development Link Governor</p>

	<p>(c) THAT the Chair / Vice Chair considers attending the Chairs' Briefing each term;</p> <p>(d) THAT the Governing Body confirms Monitoring Link Governors for the following key areas:</p> <ul style="list-style-type: none"> • Safeguarding • LAC and PLAC • Pupil Premium • Sports Premium • SEND • Data • School Website 	<p>Chair / Vice Chair</p>
<p>23 Report of the Schools Advice and Support Team</p>	<p>Governors received a briefing paper from the Schools' HR Advice and Support Team which provided information on the following:</p> <ul style="list-style-type: none"> • Update regarding the new Schools Team • Attendance Management Training for Governors and Headteachers • New/revised guidance on the following: <ul style="list-style-type: none"> – Recruitment and Selection Policy – Bereavement Leave Policy – Compassionate Leave Policy – Redeployment Policy – Code of Conduct – Adverse Weather Guidance <p>Information was also provided regarding the review of other policies.</p> <p>In addition, the paper also provided details of current HR functions and the service offered to schools.</p> <p>RESOLVED:</p> <p>(a) THAT the update be noted;</p> <p>(b) THAT Governors attend the Attendance Management Policy training, particularly those who may be involved in the attendance management process;</p> <p>(c) THAT the Headteacher and/or a representative responsible for managing sickness absence attend the Attendance Management training;</p> <p>(d) THAT the revised policies be adopted for use in school;</p> <p>(e) THAT the Headteacher ensure staff were aware of the revised policies.</p>	<p>Governors</p> <p>Headteacher/ School Representative</p> <p>Headteacher</p>

<p>24 Admission Arrangements 2020/2021</p>	<p>Community and Voluntary Controlled Schools Governors received a paper from the Local Authority, as the relevant Admission Authority, confirming that a consultation exercise regarding proposed admission arrangements for 2020/21 would be held between 1 October and 31 December 2018.</p> <p>Details of the proposed Published Admission Number for the school were also presented.</p> <p>RESOLVED:</p> <p>(a) THAT the update, together with the proposed Admission Limit of 22 for St Joseph’s RCVA Primary School for the 2020/2021 Academic Year be received and noted;</p> <p>(b) THAT the Local Authority be requested to consider an alternative Admission Limit of 17 for St Thomas More RCVA Primary School for the 2020/21 academic year.</p>	
<p>25 Fraud Awareness Campaign</p>	<p>Governors received a briefing paper from the Corporate Fraud Team, which provided information regarding the types of fraud and how fraud can be reported.</p> <p>Governors noted that the Council had launched a new campaign to fight against fraud and schools have been asked to support this.</p> <p>Advice on how the school’s Whistle blowing Policy could be used to report fraud was also provided.</p> <p>RESOLVED:</p> <p>(a) THAT the update be noted;</p> <p>(b) THAT the Headteacher be responsible for advertising awareness of fraud to school staff;</p> <p>(c) THAT the Governing Body acknowledged responsibility for ensuring systems were in place to detect and prevent fraud and to report fraud immediately;</p> <p>(d) THAT the Finance, Premises and Grounds Committee consider fraud risks as part of their meeting agendas;</p> <p>(e) THAT the Finance, Premises and Grounds Committee ensure the Whistleblowing Policy was kept up to date and staff were made aware of the policy.</p>	<p>Headteacher</p> <p>Governing Body</p> <p>Finance, Premises and Grounds Committee</p> <p>Finance, Premises and Grounds Committee</p>
	<p>Mrs Lawlor joined the meeting</p>	

<p>26 Cut the Cost of the School Day: Raising awareness of child poverty</p>	<p>Governors received a briefing paper from Education Durham regarding 'Raising Awareness of Child Poverty'.</p> <p>Training sessions had been developed to raise awareness of child poverty across County Durham and would be held on 17 October and 21 November 2018 for school leaders and Governors.</p> <p>RESOLVED:</p> <p>(a) THAT the update be noted;</p> <p>(b) THAT the Headteacher consider identifying up to two members of staff to attend the training session.</p>	
<p>27 Dates of Future Meetings</p>	<p>RESOLVED:</p> <p>(a) THAT the following dates be agreed for meetings of the full Governing Body:</p> <p>Spring Term 2019: Friday 15 March at 1.00pm</p> <p>Summer Term 2019: Friday 14 June at 1.00pm</p> <p>Autumn Term 2019: Friday 18 October at 1.00pm</p> <p>(b) THAT the Committee dates were to be agreed.</p>	
<p>28 Any Other Business</p>	<p>Governors were updated by the Chair following his meeting with Mr Phil Hodgson regarding possible additional funding along with future proposals for The Federation going forward.</p>	

There being no further business the meeting closed at 3.10pm