

# ST JOHN EVANGELIST CATHOLIC PRIMARY SCHOOL

Minutes of the meeting held in the school, Duncan Street, Islington, London N1 8BL on Monday 10 January 2022 at 5.30pm via the Zoom online meeting platform.

Present:

Daniel Beazer	<b>Chair</b>	Rev Mgr Seamus O’Boyle
Stephanie Day	<b>Headteacher</b>	Kirsty O’Connor
Daniel Godfrey		Kelly Reid
Amy Hall		Claire Zammit
Reyna Maldonado-Wynne		

Also present:

Honey Akinbo	<b>Prospective Foundation Governor</b>
Sara Casalunghe	<b>Prospective Foundation Governor</b>
Lauren Matthew	<b>Assistant Headteacher</b>
Gemma Raheem-Lee	<b>Deputy Headteacher</b>
Rev Mgr Seamus O’Boyle	<b>Observer (Former Foundation Governor)</b>
Matt Lake	<b>Clerk to the Governing Body</b>

The meeting was preceded by a prayer led by Rev Mgr Seamus O’Boyle.

		<b><u>ACTION</u></b>
1.	<p><b><u>APOLOGIES AND CONSENT FOR ABSENCE</u></b></p> <p>Apologies for absence were received from Associate Member Nicholas Matthias.</p> <p><b>RESOLVED:</b> to consent to the absence of Nicholas Matthias.</p> <p>The Chair welcomed Prospective Foundation Governors Honey Akinbo and Sara Casalunghe to the meeting following completion of applications to be appointed as Foundation Governors.</p>	
2.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Governors were reminded that they have a continuing duty to declare any changes to their interests since the completion of their annual declaration and to declare any interest in any of the items on the agenda of the meeting for which they should exclude themselves from the meeting.</p> <p>No new or revised declarations of interest were presented at the meeting.</p>	
3.	<p><b><u>MINUTES OF LAST MEETING</u></b></p> <p>The minutes of the Full Governing Body meeting held on 11 October 2021 had been circulated with the agenda.</p> <p>a) <u>Accuracy</u></p> <p>There were no amendments made to the minutes of the previous meeting as presented.</p>	

		<b><u>ACTION</u></b>
	<p><b>RESOLVED:</b> to approve the minutes of the Full Governing Body meeting held on 11 October 2021 as accurate record of the meeting.</p> <p>b) <u>Matters Arising</u></p> <p>i) <u>Item 4bi – Skills Audit, p2</u></p> <p>Claire Zammit (CZ) confirmed that skills audits had been completed by all governors and a report would be presented at a future meeting.</p>	<b>Claire Zammit</b>
4.	<p><b><u>COMMITTEE REPORTS</u></b></p> <p>a) <u>Curriculum Committee</u></p> <p>The minutes of the meeting of the committee held on 23 November 2021 had been circulated with the agenda.</p> <p>The Committee Chair reported that the committee had reviewed projected end of year attainment across all stages including in formal assessments including in Phonics assessments as well as in formal Key Stage assessments that would return this year having not been conducted in the previous two years due to the Covid 19 pandemic.</p> <p>The committee also considered the schedule of planned visits to the school by committee members, noting that some of these had not gone ahead due to Covid reasons. Those visits that had not been able to be undertaken would be rescheduled for later in the academic year.</p> <p>The committee had received a presentation on the updated Religious Education Policy and its implementation across the school. Governors recognised the value of displays in maintaining the profile of the Catholicity of the school.</p> <p>b) <u>Resources Committee</u></p> <p>The minutes of the meeting of the committee held on 11 November 2021 had been circulated with the agenda along with Budget Monitoring reports for the period up to 31 October 2021.</p> <p>The Chair noted that the committee had sought assurance that action had been taken to implement changes in the school’s insurance arrangements and had reviewed the latest budget monitoring reports including projections for the end of the 2021-22 financial year. The Chair highlighted that the school had experienced some financial savings on staff costs and the likelihood that projected income from after school club provision would be reduced although this was recognised as a positive offer to families.</p> <p>The Chair reported that approval was still awaited from the Diocese of Westminster on the proposed building improvement plans for the school with the potential for work to be delivered over the summer break and prior to the start of the 2022-23 academic year.</p>	<b>Curriculum Committee Members</b>
5.	<p><b><u>FINANCIAL MANAGEMENT</u></b></p> <p>a) <u>Statement of Internal Control</u></p> <p>The school’s Statement of Internal Control covering the 2021-22 financial year had been circulated with the agenda. The Chair reminded governors that this was a formal statement that the financial procedures in place were robust and effective and were being complied with as required in day to day financial operations.</p>	

		<u>ACTION</u>
	<p><b>RESOLVED:</b> to approve the Statement of Internal Control for the 2021-22 financial year as presented at the meeting.</p> <p>b) <u>Budget Review</u></p> <p>A budget forecast spreadsheet for the end of the current financial year had been circulated with the agenda with schools requested to provide additional forecast outturns to Islington Council to support close monitoring of pupil numbers in light of falling demand for primary school places.</p> <p>A governor asked whether the school was anticipating reducing staff numbers. The Headteacher noted that adjustments had been made to staffing costs with one agency staff post withdrawn and potentially a reduction in the Senior Leadership Team (SLT) from three to two staff members.</p>	
6.	<p><b><u>HEADTEACHER'S REPORT</u></b></p> <p>The latest Headteacher's report to the governing body had been circulated with the agenda. The Headteacher highlighted the following detail from the report.</p> <p>a) <u>Roll and Attendance</u></p> <p>The Headteacher noted that the total number of pupils on roll at the school at the start of the Spring Term 2022 including those attending Nursery provision stood at 276. Pupil absence levels stood at over 8% since the start of the current academic year with some concerning evidence in relation to attitudes to attendance becoming evident. The Headteacher noted the need to re-establish clear expectations on attendance and punctuality and to remind parents and carers of the lack of tolerance of term-time holidays.</p> <p>The Headteacher informed governors that the school had been experiencing very high levels of Covid-related staff absences recently due to the impact of the Omicron variant.</p> <p>b) <u>The Church and Charities</u></p> <p>The Headteacher reported that weekday mass liturgies had recommenced during the Autumn Term 2021 with each class in Key Stage 2 attending the Parish Church weekly to support with readings and bidding prayers. It was intended that Key Stage 1 pupils would also participate in this during the Spring Term 2022.</p> <p>Through the Advent season the whole school community participated in a 'reverse advent calendar', a concept supported by CAFOD, with food donations collected and provided to a local food bank. In addition, staff and pupils had taken part in the annual Christmas Jumper Day in which funds were raised to support the work of Save The Children.</p> <p>c) <u>Teaching and Learning</u></p> <p>Support from MeadwayCarr literacy consultants to strengthen the overall teaching of reading and to implement a new skills based writing scheme continued through the Autumn Term. The majority of this support was being delivered alongside Early Career Teachers (ECTs) and Recently Qualified Teachers (RQTs).</p> <p>Due to Covid related absences it had not been possible to complete a full programme of formal lesson observations for all teaching staff with this to be fulfilled in the Spring Term 2022.</p>	

		<u>ACTION</u>
	<p>Training on the Collective Act of Worship had been provided to all teaching staff whilst ECTs had attended Diocesan training to support their understanding of teaching Religious Education effectively.</p> <p>The programme of intervention activities had been considered in depth at Curriculum Committee meetings including the pilot role undertaken by the school in hosting a 'Bright Start' practitioner. This had increased capacity to respond to requests for support received from parents and carers although it had still not proved possible to access the regular one day per week of Speech and Language Therapy (SaLT) support.</p> <p>d) <u>Pupil Voice</u></p> <p>The Headteacher reported that a new School Council had been elected with members keen to have the 'playground friends' support programme back in place. School Council members have written to Arsenal in The Community and the Parents Association to request funds for playground equipment having spoken to their classes about items that they would wish to see made available. The Headteacher commented that it was intended to move to a place where Year 6 pupils were able to manage the administration of School Council meetings.</p> <p>New Faith Leaders had also been elected following class votes with former Year 5 Faith Leaders now chairing the group which was meeting every two weeks. They had actively supported the reverse advent calendar and discussed additions to the prayer areas in the school playground.</p> <p>The pupil 'Eco-Team' was at an early stage of development with class representatives elected. Initial activity had included encouraging children to try new vegetables at lunchtime, considering actions that could be taken at home and in school to boost sustainability and supporting planting of vegetables and herbs for use in the summer.</p> <p>e) <u>Leadership and Management</u></p> <p>The Headteacher reported on the following activity undertaken to strengthen and develop the leadership and management of the school.</p> <ul style="list-style-type: none"> <li>• All Early Years staff had developed a reading action plan and attending Maamaluah Network training following the completion of the Early Years Reading Audit which would be considered at the next meeting of the Curriculum Committee;</li> <li>• Topic leads and the Headteacher were participating in an accredited programme to develop an Inclusive Curriculum Framework;</li> <li>• A number of meetings had been held with consultants from the Islington School Improvement Service including the Headteacher, subject leads and the Early Years lead with a review of support provided to be undertaken later in the Spring Term;</li> <li>• The school had joined the Islington Trauma Informed Practice Group to develop its practice in responding to and supporting pupils exposed to traumatic events, with a practitioner attending the school every Tuesday;</li> <li>• Two staff were currently participating in the Leadership Matters programme through the Maamaluah Network that has continued to be delivered online.</li> </ul>	<p><b>Curriculum Committee</b></p>

		<b><u>ACTION</u></b>
	<p>A governor sought clarification on examples of trauma impacting the school community. The Headteacher stated that this included impacts that had arisen from domestic violence, bereavement and poverty and deprivation.</p> <p>Another governor sought clarification on the Inclusive Curriculum Framework. The Headteacher informed governors that the school was working with Professor Paul Miller on reviewing curriculum content to assess whether this was reflective of the needs and experience of pupils and families. These discussions had been initiated following a presentation by Professor Miller at the Diocesan Leadership Conference with proposals to be shared with the Curriculum Committee.</p>	<b>Headteacher</b>
7.	<p><b><u>SAFEGUARDING</u></b></p> <p>The Annual Safeguarding Report on the 2020-21 academic year had been circulated prior to the meeting.</p> <p>The Deputy Headteacher reported that a ‘Rag-rated’ list of vulnerable children had been created prior to the initial Covid related closure at the onset of the pandemic to ensure that these were monitored appropriately in her capacity as Designated Safeguarding Lead (DSL). During these periods staff carried out live online lessons, contacted families by phone and reported any concerns to the DSL.</p> <p>The Deputy Headteacher informed governors that there had been an increase in the number of concerns raised and that many children were having to re-learn social interaction skills on their return to full-time in-person learning. In addition, governors were informed that formal meetings related to children designated as Children In Need (CIN) and with Child Protection (CP) Plans in place had continued through lockdown periods.</p> <p>The Deputy Headteacher reported that the linked Section 11 Self-Assessment return on Safeguarding processes operating in the school had been completed and returned to Islington Council as required.</p> <p>A governor asked whether any concerns had been highlighted around the online behaviour of pupils.</p> <p>The Deputy Headteacher informed governors that in a pupil survey completed on their return to in-person learning children had reported feeling safe. However, this had been focused on in-school online tools and there was a need to provide more assistance to pupils and families on safeguarding and remote learning. It was hoped to be able to deliver this during e-safety week to be held in February 2022 and potentially to ask School Council members to engage with their peers on this.</p> <p>The Deputy Headteacher agreed to share the updated Section 11 action plan with governors following the meeting and to include detail of any relevant additional training undertaken provided to her by governors.</p>	<b>Deputy Headteacher</b>
8.	<p><b><u>GOVERNANCE PLANNING</u></b></p> <p>A proposed annual cycle of areas of focus for Full Governing Body and Committee meetings alongside a list of committee responsibilities for reviewing policies had been circulated with the agenda.</p> <p>Governors noted the content of these and Committee Chairs agreed to seek to ensure that these areas of focus and responsibility were actively delivered upon throughout the academic year.</p>	<b>Committee Chairs</b>
9.	<b><u>DIOCESAN ACADEMISATION PROPOSALS</u></b>	

		<b><u>ACTION</u></b>
	<p>The Headteacher reminded governors of the documents that had been shared by the Diocese of Westminster on its proposal for all Catholic schools within the Diocese to convert to academy status and become members of Catholic Academy Trusts (CATs). A meeting was being held with Diocesan representatives on 13 January 2022 at which the opportunity would be provided for school representatives to ask questions about the proposal.</p> <p>Rev Mgr Seamus O’Boyle commented on the increase in pressure on ‘faith’ schools in recent years and that the proposal was intended to strengthen the protection of Catholic schools within a CAT structure. A number of CATs were already in operation with a mixed operational experience.</p> <p>Governors expressed concern over the autonomy of the SLT of individual schools including around schemes of work and the purchasing of resources, noted the continuation of Diocesan support for this proposal and agreed to forward any specific questions to the Headteacher for potential use at the meeting with Diocesan representatives.</p> <p><b>[Rev Mgr Seamus O’Boyle left the meeting at this point – 7.20pm]</b></p>	<b>All Governors</b>
10.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>a) <u>Away Day</u></p> <p>Governors agreed to consider the potential content of a more Inclusive Curriculum Framework at the next Away Day</p>	<b>Chair / Headteacher</b>
11.	<p><b><u>DATES OF FUTURE MEETINGS</u></b></p> <p>A schedule of meetings and events for the whole of the 2021-22 academic year had been shared with governors including the following date for a Full Governing Body meeting.</p> <ul style="list-style-type: none"> <li>Monday 23 May 2022 at 5.30pm</li> </ul>	

There being no further business, the meeting closed at 7.45pm with a prayer led by the Chair.

CHAIR: \_\_\_\_\_

**Matt Lake**  
**Clerk to the Governors**  
**The Bridge London Trust**

DATE: \_\_\_\_\_