



**MINUTES:**

**BOARD:** Full Governing Body Meeting

**SCHOOL:** St John Catholic School

**DATE:** Monday 5 December 2022

**TIME:** 17:30 Hours

**VENUE:** Virtual

**ATTENDED:**

Daniel Beazer	Chair – Foundation (31.08.2023)
Kirsty O'Connor	Vice Chair - Foundation (31.08.2023)
Stephanie Day	Headteacher
Gemma Raheem-Lee	Deputy Headteacher
Daniel Beazer	Foundation (31.08.2023)
Daniel Godfrey	Parent (13.12.2024)
Amy Hall	Staff (31.08.2023)
Rev Mgr Seamus O'Boyle	Foundation (31.08.2019) needs review
Claire Zammit	Local Authority (16.05.2025)

**APOLOGIES:** Kelly Reid Parent Governor 13.12.2024)

**ABSENT:**

**ATTENDING:**

Sara Casalungho	Observer
Nicholas Mathias	Associate
Holly Park	Observer
Jane Boyce	Judicium Clerk

**QUORUM:** Four Governors

**MEETING FOLDER:**

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

<b>Item</b>	
	<b>Opening Prayer by Rev Mgr Seamus O'Boyle</b>
1.	<b>Welcome and Introductions:</b> Those present were welcomed by the Chair.
2.	<b>Procedural items:</b>



2.1.	<b>Apologies for absence</b> Apologies for absence as recorded, were accepted by the Governors.
2.2.	<b>Confirmation of Quorum</b> The meeting was confirmed as quorate.
2.3.	<b>Declarations of interest for this Meeting:</b> No pecuniary or personal interests were advised for any agenda item for this meeting.
2.4.	<b>Confidentiality Statement:</b> It was noted that all matters discussed during the meeting were confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.
3.	<b>Membership Matters</b>
3.1.	<b>Vacancies were noted as follows:</b>
3.1.1.	There were two Co-Opted Vacancies. The HT had placed advertisements on the 'Governors for Schools' website and also on the school website.
3.1.2.	There also remained four Foundation Governor Vacancies, even after the additions of Holy and Sara.
3.2.	<b>Election of Chair and Vice Chair</b>
3.2.1.	Daniel Beazer was appointed as Chair.
3.2.2.	Kirsty O'Connor was appointed as Vice Chair.
3.3.	<b>Election of Foundation Governors x 2</b>
3.3.1.	Sara Casalungho was approved as a Foundation Governor. <span style="float: right;"><b>Approved.</b></span>
3.3.2.	Holly Park was approved as a Foundation Governor. <span style="float: right;"><b>Approved.</b></span>
3.4.	<b>Committee Membership was approved as follows:</b>
3.4.1.	<b>Admissions</b> <b>Chair</b> – Vacancy. Daniel Beazer. Headteacher. Daniel Godfrey. Kirsty O'Connor. Kelly Reid. Clare Zammit.
3.4.2.	<b>Curriculum &amp; Pupil</b> <b>Chair</b> – Daniel Godfrey. Daniel Godfrey – Chair Headteacher. Amy Hall Kelly Reid
3.4.3.	<b>Health &amp; Safety</b> <b>Chair</b> - Kirsty O'Connor. Kirsty O'Connor. Headteacher. Holly Park. Claire Zammit. Nicholas Matthias.
3.4.4.	<b>Pay</b> <b>Chair</b> – Daniel – Beazer. Daniel Beazer. Headteacher. Kirsty O'Connor.
3.4.5.	<b>Resources, Staffing, Health &amp; Safety</b> <b>Chair</b> – Daniel Beazer. Daniel Beazer.



	Headteacher. Nicholas Matthias. Seamus O'Boyle Kirsty O'Connor Claire Zammit																																
3.5.	<b>Linked Governors were approved as follows:</b>																																
3.5.1.	<b>Catholic Life of School (DB/SC)</b>																																
3.5.2.	<b>Pupil Premium (DG)</b>																																
3.5.3.	<b>Safeguarding/Child Protection (KR)</b>																																
3.5.4.	<b>Single Central Record (SCR) (KOC)</b>																																
3.5.5.	<b>Religious Education (RE) (DB/SC)</b>																																
3.5.6.	<b>Training (KOC)</b>																																
3.5.7.	<b>Eco-Schools (CZ)</b>																																
3.5.8.	<b>Looked After Children (KR)</b>																																
3.6.	<b>Annual Approval of the Instrument of Government</b> <b>Approved.</b>																																
4.	<b>Minutes:</b>																																
4.1.	<b>Minutes 23 May 2022</b> The Minutes of the last Full Governing Board meeting held on 23 May 2022 were approved and would be signed by the Chair. <b>Approved</b>																																
4.1.1.	<b>Matters Arising 23 May 2022</b> <b>Actions arising from the FGB held on 23.05.2022</b>																																
	<table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Skills Audit</td> <td>Chair</td> <td>Clerk To be put on GH. KOC to work with Clerk.</td> </tr> <tr> <td>7</td> <td>Draft Letter about attendance the Governors concern about poor expectations and the school to consider penalty notices.</td> <td>KOC</td> <td>Letter sent. Superseded.</td> </tr> <tr> <td>8</td> <td>Section 48 training through Diocese.</td> <td>Chair</td> <td>Attended by 4 – 5 Governors Complete.</td> </tr> <tr> <td>9</td> <td>Academisation – Governors to reconsider Diocesan proposals 22-23.</td> <td>Chair</td> <td>On agenda</td> </tr> <tr> <td>11</td> <td>Governor profile and team building discussion 22-23</td> <td>Chair</td> <td>Clerk. To be put on GH. KOC to work with Clerk.</td> </tr> <tr> <td>15</td> <td>22-23 meetings to be circulated.</td> <td>HT</td> <td>Complete</td> </tr> <tr> <td>7 above</td> <td colspan="3">KOC drafted a letter and it was sent. HT reported that attendance policy was being changed and so this would not necessarily be relevant. In spring 2023 Islington would contact SJE with the updated document.</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	3	Skills Audit	Chair	Clerk To be put on GH. KOC to work with Clerk.	7	Draft Letter about attendance the Governors concern about poor expectations and the school to consider penalty notices.	KOC	Letter sent. Superseded.	8	Section 48 training through Diocese.	Chair	Attended by 4 – 5 Governors Complete.	9	Academisation – Governors to reconsider Diocesan proposals 22-23.	Chair	On agenda	11	Governor profile and team building discussion 22-23	Chair	Clerk. To be put on GH. KOC to work with Clerk.	15	22-23 meetings to be circulated.	HT	Complete	7 above	KOC drafted a letter and it was sent. HT reported that attendance policy was being changed and so this would not necessarily be relevant. In spring 2023 Islington would contact SJE with the updated document.		
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5.	<b>Chair's Report</b> The Chair gave a brief verbal report. Section 48 was imminent.																																
6.	<b>Committee Reports and Approve Terms of reference</b>																																
6.1.	<b>Admissions</b> There were no updates.																																
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6.2.	<b>Curriculum &amp; Pupil</b>	
6.2.1.	<b>Curriculum &amp; Pupil TOR</b>	<b>Approved.</b>
6.2.2.	<b>Curriculum &amp; Pupil Chair's Report</b> The minutes <a href="#">02.03.2022</a> and <a href="#">minutes 08.11.2022</a> were noted. DG reported that the penultimate meeting had not been quorate, so it had been postponed. SC agreed to join the Committee membership to reduce the likelihood of not being quorate. The Diocese targets for Early Years were detailed in the <a href="#">minutes 08.11.22</a> . The issues surrounding the increased number of SEN pupils had been discussed as the impact that this had on school funding. SEND total expenditure for this year was £58661 above the income, with the highest cost £330k for Teaching Assistant (TA) SEND support due to number of EHCPs and insufficient funding for these. Three children had been allocated £8000 in funding but required 1:1 TA support all day which was costing about £22,000 per TA. The DHT had reported in this meeting that there were 45 families who were classed as Persistent Absentees (PAs). PA was when attendance was under 90%. This represented 55 children which was 22% of the school. Attendance across the school for the 2021-2022 academic year had been 92.4%. Good attendance was 96%. It had been noted that Islington would support with attendance Spring term 2023. Islington were currently updating their 'Attendance Matters' guidance.	
6.3.	<b>Headteacher's Performance</b> There was no report.	
6.3.1.	<b>Headteacher's Performance TOR.</b>	<b>Approved.</b>
6.4.	<b>Pay</b> The Chair reported that the Pay Committee had not met, as no requests for pay rises had been received.	
6.4.1.	<b>Pay TOR.</b>	<b>Approved.</b>
6.5.	<b>Resources</b>	
6.5.1.	<b>Resources TOR.</b>	<b>Approved.</b>
6.5.2.	<b>Resources Chair's Report</b> DB gave a verbal report and referred to the <a href="#">minutes 03.03.2022</a> Items discussed included: staffing updates, academisation, building projects and the budget. The budget monitoring for 2022-23 projected year-end balance had reduced from approximately £131K to £121,929. The key changes which had caused the reduced balance were staffing pay rises of 1.75% estimated to be around £9,000 increase across the staff. However, there were no other significant increases in spending. There had been a small increase of approximately £4K from the SEN funding. At a more recent meeting, the discussion had been focussed on the re-forecast requested by Islington for all schools in their borough. This had been requested in connection with falling Pupil Admission Numbers (PAN).	
6.6.	<b><a href="#">Headteacher's Report</a></b> The HT referred to the detailed written report and highlighted the following: <ul style="list-style-type: none"> <li>• PAN were down by 25 pupils, a similar pattern of falling PAN across the schools in Islington.</li> <li>• Attendance issues that had resulted from a reaction to Covid. Headteachers of the other Maamulaha, all but three of the network, had employed an Educational Officers (EWO). The EWO service had previously been supplied by the LA. Employment of an EWO could be considered when budget setting April 2023 and for adding to the LIP priority areas.</li> <li>• SEN numbers were increasing and this had been discussed in committee. Number of pupils with EHCPs was now twelve and a further two had been submitted (autumn 2022) and one that was at the mediation stage after being turned down for assessment. Financial pressure: A child with an EHCP could be funded at different levels. Children in this school</li> </ul>	



	<p>with 1:1 adult support due to complex needs were funded approx. £11000 through the EHCP top-up funding. A TA costs approx. £22000. The school then had to pay the remaining cost from the school's block SEND funding. There were also four pupils who were not adequately 'top-up' funded who required full-time 1:1 support.</p> <ul style="list-style-type: none"> <li>• During the Summer term, weekday mass liturgies had re-commenced</li> <li>• Mass had taken place for whole school on the Feast of Ascension and beginning of term. Year 6 had celebrated a Leavers Mass with their parents.</li> <li>• Charities this year had supported Jean for Genes, Catholic Children's Society, CAFOD</li> <li>• Teaching and Learning. In May, Trevor Davies (LA School Improvements Officer) carried out a school review of Topic (History and Geography) with the Topic Lead, Andrea Lynch. The quality of learning in books and on the walk was good or better. One teacher had been RI, but this teacher had now left</li> </ul> <p><b>Q DG:</b> Reminder of what RI stands for? <b>A HT:</b> RI stood for Requires Improvement.</p> <ul style="list-style-type: none"> <li>• Interventions were detailed in the report.</li> <li>• Trevor Davies had visited the school on 7th July to support with the school's self-evaluation of the academic year (SEF) and to formulate the targets for the 2022 – 2023 academic year (Learning Improvement Plan – LIP). These documents were shared and considered for the annual governors away Day in October 2022.</li> <li>• KOC had visited the group on 29th May and had a productive conversation with the group about what they had been doing as a school council this year and how they felt that governors could be more visible for pupils.</li> <li>• Trips and achievements were detailed in the report</li> <li>• White paper, which had been subsequently rescinded.</li> <li>• Staff Changes and the impact on the year 3 and 6 cohort was reported. Year 6 and 3 teachers have since been resolved.</li> </ul>
6.6.1.	<p><b>Educational Welfare Officer (EWO)</b> <b>Q DG:</b> Could the EWO be explained further? <b>A HT:</b> EWOs worked closely with key staff in schools to identify and resolve attendance problems; met parents and pupils at school or home to explain legal responsibilities; helped families get benefits for school meals, transport or clothing; and took necessary action through the magistrates' court.</p>
6.6.2.	<p><b>Update on Building Works</b> <a href="#">Progress meeting Minutes Nos 5 St JE CP School</a> <a href="#">Project St JE Overview 02.12.22</a></p> <p>The HT reported that the building work had been discussed at the last resource committee meeting, so included in the resources minutes. Following concerns raised by the Governors, there had been a meeting with Nigel and Owen. The school had raised their concerns about additional costs. The school had been told that it was not possible to 'cap' additional spending above a certain level. It would be necessary to wait until the end of the project and then assess the above budget spend. An extension of 'time agreement' covered the current 9-week delay. There were some embedded savings in the contract that could be employed. The school were responsible for the bad weather delays. KOC explained that there had been some frustrations that there appeared to be no intent to address issues directly with the contractors.</p>
6.6.2.1.	<p><b>Q HP:</b> How frequently were meetings being held? Could we put more pressure on over details on the costing? <b>A HT:</b> Meetings were being held fortnightly and other communication took place as well. The main issue was the response delay when information was requested. It would be a good idea for Governors to attend the project meetings which took place once a month. <b>A GRL:</b> A meeting was booked for 12.12.22 which GRL and KOC were attending.</p>



6.6.2.2.	<p><b>Q CZ:</b> Would it be possible to have access to minutes of the meeting? Was there somebody else in the Diocese we could contact?  <b>A HT:</b> Nigel was senior.</p>
6.6.2.3.	<p><b>Q CZ:</b> Should we write as a Governing Board and say we are unhappy with the outcome of this most recent meeting? Should we make our dissatisfaction formal?  <b>Q HP:</b> Yes, shouldn't we have the minutes from the meetings so they can't change their minds?  <b>A HT:</b> Yes we have minutes from project board (Addendum: attached to link above.) We don't have minutes from weekly meetings with Owen.  <b>Q HP:</b> Even just action points?  <b>A HT:</b> Minutes would be circulated to the Governors.</p> <p style="text-align: right;"><b>Action: HT/GRL.</b></p>
6.6.2.4.	<p><b>Risk Register and Contingency</b>  <b>Q CZ:</b> Was there a risk register for the project? The potential financial drain to the school needed to be risk assessed.  <b>A HT:</b> Initial documents included what the risks were. These had not been updated. The issue was that the contract was between the contractors and the Diocese.  <b>Q CZ:</b> That made the situation clearer. What is the risk to the school in terms of financial burden?  <b>A HT:</b> 10% of total costs.  <b>Q CZ:</b> If costs went over, what would be the additional 10%?  <b>A HT:</b> Did not know at this stage.  <b>CZ:</b> This represented the risk.  <b>HT:</b> Currently there was contingency funds and if costs exceeded the contingency there were parts of the project that could not be completed.  <b>CZ:</b> Considered that an email should be sent stating that the Governors required more information, as 10% of an unknown final cost wasn't something that the school necessarily had.  <b>HT:</b> This was already included in the minutes of the last project board meeting. In particular that the 9-week delay was covered and that firmer savings could be achieved. The minutes also state that there is £50K contingency.  <b>CZ:</b> need to be careful with that £50K. This contingency needed to be an agenda item at every project meeting.  <b>Q CZ:</b> Had we gone into this £50K?  <b>A HT:</b> Yes the contract had. The minutes recorded included that: the Governors had asked for a programme so that they could perform checks; the Governors were not responsible.</p>
6.6.2.5.	<p>It was agreed that the contractors should clarify the position with the contingency. GRL would email Owen and ask what the contingency was at the start of the project and the current position.</p> <p style="text-align: right;"><b>Action: GRL.</b></p> <p>KOC exited meeting 18:30</p>
7.	<p><b>Reports from External Advisers</b>  HT agreed to share the minutes of the Diocese advisor which had taken place as part of the preparation for the Section 48 inspection. Recommendations had been mostly about website improvements, which had now been undertaken.  Governors, that were able to make themselves available for an inspection, were asked to familiarise themselves with the website.</p> <p style="text-align: right;"><b>Actions: Governors.</b></p>
8.	<p><b><u>Governing Body Action Plan</u></b>  The Chair reported on the Governing Body Action Plan that had been populated following the Governor Away Day. The main focus had been on the anticipated Section 48 Inspection and also around strengthening links within the parish. The training of teachers new to the school in the Catholic Life of School has also been discussed. The away day had also focussed on</p>



	the points raised at the last Ofsted. Governors had also been encouraged to become involved with supporting the building project through attendance at the associated meetings.
9.	<p><b>Safeguarding</b> GRL asked for Governors to ensure that Governors had read and updated their confirmations on their Keeping Children Safe in Education 2022, Prevent Training, and General Confirmations on Governor Hub.</p> <p style="text-align: right;"><b>Action: Governors.</b></p> <p><a href="#">The Annual Safeguarding Report 2021-22</a> was noted. Every two years a similar report called Section 11 was sent to Islington, this had been sent last year. The Annual Safeguarding Report targets would be:</p> <ul style="list-style-type: none"> <li>• Governors completing their confirmations (KCSiE 2222, Annual Safeguard training) in GH;</li> <li>• Islington Safeguarding Children’s Board Escalation Policy and the associated staff training;</li> <li>• Informational board for children around the school on Trusted Adults in school;</li> <li>• Safeguard booklet for staff and visitors;</li> <li>• Additional deputy DSLs to be appointed;</li> <li>• Up to date Safer Recruitment training</li> </ul>
10.	<b>The following Policies (previously approved at the committee level) were ratified;</b>
10.1.	Safeguarding and Child Protection. <span style="float: right;"><b>Approved.</b></span>
10.2.	SEND Information Report; And Policy. <span style="float: right;"><b>Approved.</b></span>
10.3.	Admissions 2024/2. <span style="float: right;"><b>Approved.</b></span>
10.4.	Nursery Admissions 2024/25. <span style="float: right;"><b>Approved.</b></span>
10.5.	and Teachers’ Pay. <span style="float: right;"><b>Approved.</b></span>
11.	<b>Statutory Reporting</b>
11.1.	<a href="#">Pupil Premium</a> ; had been shared with the Curriculum Committee.
11.2.	<a href="#">PE and Sports Premium</a> ; would be considered at the next Curriculum Committee.
12.	<a href="#">Budget Monitoring 2022-23 action budget re-focus</a> . This had been addressed within the Chair’s report of the Resources Committee.
13.	<b>Governor’s Code of Conduct</b> The latest model published by National Governance Association was approved.
14.	<p><b>Diocesan Protocols including Academisation</b> Two documents were considered: <a href="#">Note on Academisation</a> <a href="#">RCDOW Diocesan Protocols for Schools and Academies Sept 2022</a></p> <p>It was noted that the Chair of Governors of St Josephs had written a useful document explaining the intricacies of the Diocesan wish for Westminster Diocese Schools to form Catholic Academy Trusts. This was the Paul Lasok document. At the end of the document, there was a useful summary of the pros and cons of academisation. Other schools, including Christ the King, Sacred Heart, St Joan of Arc had agreed to hold additional meetings to discuss academisation.</p> <p>It was agreed that a series of additional academisation meeting after the section 48 inspection during the Summer Term. Meetings would include inviting speakers to give their opinions, such as the LA, from the Diocese and potentially Paul Lasok.</p> <p style="text-align: right;"><b>Action: HT.</b></p>
15.	<b>Additional Standard Items on the Agenda</b> GDPR Safeguarding Pupil Admission Numbers (PAN)



	Academisation  There was nothing to report on, no live actions.
16.	<b>Governor Visits</b> Governors were asked to upload their visitors report to the GH.  KOC and Clerk to agree document folders for Governor Visits, skills audits, and Governor Training within GH.  <b>Action: Governors.</b>  <b>Action: KOC/Clerk.</b>
17.	<b>Term Dates 2023/24 Academic Year</b>  Committee Dates to be added to GH calendar.  The Committee Minute takers to ask Clerk how to add attendance to calendar so that an automatic attendance list can be downloaded for the end-of-year website information.  <b>Approved.</b>  <b>Action: Clerk.</b>  <b>Action: Minute Takers Committees/Clerk.</b>
18.	<b>Training and Development</b> Governors to log training undertaken on GH. This needed to be done within Governor's Personal profiles.  It was noted that the school had a budget for Governor training.  <b>Action: Governors.</b>
19.	<b>Future Meeting Dates</b> Governors are asked to note the 2022/23 schedule of meetings and to consider any changes to these. <ul style="list-style-type: none"><li>• <b>Monday 6 March 2023</b></li><li>• <b>Monday 5 June 2023</b></li></ul>
20.	<b>Any Other Urgent Business (AOB):</b> The HT reported that Governors had been sent a survey and were asked to forward these to GRL.  <b>Action: Governors.</b>
21.	<b>To identify Items for Confidential PART II Minutes – Staffing Issue and PEX</b> Staff Governor AH exited the meeting 19:08. meeting closed 19:14
21.1.	The HT reported that a staff member had reached Sickness Stage 3 and this meant that a Governor Panel would need to consider dismissal on sickness management procedure.
21.2.	Following the panel exclusion 2021, had reached the first stage of tribunal and the exclusion had been upheld and that the claims made by the parent had been dismissed. It was possible that a second appeal could be made by the parents.
	The Chair closed the meeting at 19: 14
	<b>Closing Prayer by Rev Mgr Seamus O'Boyle</b>

**Actions arising from the FGB held on 05.12.2022**

Item	Action	Actionee	Status
6.6.2.3	Circulate minutes to Governors – from building project.	HT	Complete
6.6.2.5	Contractors to be asked to clarify the position with the contingency. GRL would email Owen and ask what the contingency was at the start of the project and the current position.	HT	
7	Governors, that were able to make themselves available for an inspection, were asked to familiarise themselves with the website.	Governors	





9	Ensure that Governors had read and updated their confirmations on their Keeping Children Safe in Education 2022, Prevent Training, and General Confirmations on Governor Hub.	Governors	
14	Organise series of additional academisation meeting after the section 48 inspection during the Summer Term. Meetings would include inviting speakers to give their opinions, such as the LA, from the Diocese and potentially Paul Lasok.	HT	
16	Upload visitors report to the GH.	Governors	
16	Discuss storage of governors' completed forms (skills/visits forms) in a Teams session.	KOC/Clerk	
17	Committee dates to GH calendar	Clerk	
17	Committee minute takers to ask Clerk how to store their minutes within GH & how to add attendance (this will facilitate quick access to info needed for website.)	Committee Minute Takers	
18	Log training in GH	Governors	
21	Complete surveys on GH	Governors	