



Holy Family Catholic Primary School Governing Body

**Full Governing Body Meeting
Wednesday 10th October 2018 at 6.00 pm**

Present

Foundation Governors

Dave Dawson (DD)
Sharon Lewies (SL)
Father Gary Brassington (FGB)
Andrew Szeliga (AS)

Parent

Francis Mwangi (MT)

Guests

Vanessa Edwards (VE)
Roy Stephen (RS)
Nicole Price (NP)

Staff

Karen Bathe (KB) Head, Emma Elliott (EE) Mandie Thoburn (MT), L Ostaszewska (clerk)

Hand in hand in God's loving family we will dream and learn, growing into the best we can be.

FGB opened the meeting with a prayer.

1 Apologies and welcome new Governors following parent/staff elections

- 1.1 Danusia Thomas (DT) - work commitments. Denise Slaght (DS) – personal commitments.
- 1.2 Emma Elliott was welcomed as the new staff Governor. Louise Brown has stepped down as Staff Governor as she is on secondment. LO confirmed that there was no interest for the parent Governor vacancy.

2 Declaration of Pecuniary Interests and Related Party interests discussed at the meeting

- 2.1 There were none. AS has a relative working at the school.

3 Election of Chair

- 3.1 It was unanimously agreed by vote that Father Gary should continue as Chair.

4 Election of Vice Chair

- 4.1 It was unanimously agreed by vote that Dave Dawson should continue as Vice Chair.

5 Agree Committee members

- 5.1 It was agreed that due to the shortage and work commitments of governors that all Governors would be allocated to each committee. The Chair of Resources is still to be decided. Andrew Szeliga agreed to be chair of Facilities. LO confirmed that Governors could apply for a third term.

6 Minutes of Previous Meeting 20th June 2018 and Matters Arising

- 6.1 The minutes were approved, and all actions were completed.

7 Head Teacher Report

- 7.1 A consultation is taking place to increase the PAN to 48 in KS2. This has been agreed by the Admissions Governors. KB said that there is normally a much bigger waiting list for KS2 places. The maximum number of pupils in class would be 32 and there would be sufficient space to accommodate extra numbers. The increase in pupil number will increase revenue.
- 7.2 In term 1 there were two fixed exclusions for two children, both have a package of support from external agencies. KB hoped that the problem would not extend into term 2 but it would depend on the level of need. KB also added that there may be permanent exclusions and all legal pathways would be adhered to.
- 7.3 There was a Samuel Partnership Board meeting and it was confirmed that the formation of the Romero Trust had been agreed in principle. Due diligence will be carried out prior to a formal agreement between St Josephs and Holy Cross.
- 7.4 The Governors noted that attendance had slipped slightly to 93% this term. KB explained that a couple of children were on a part time table because they had behaviour issues. This was an authorised absence and she expected the figure to improve. However, KB said that she would check this. **KB**

8 End of Year Results and school priorities

- 8.1 The Early Years and the KS1/2 results had been circulated including the Aspire performance data. At the end of Foundation stage, 75% of children reached a good stage of development (GLD) and exceeding. This was above Swindon and national figures and up from 71% last year.
- 8.2 In KS1 (table below) results were above national for Reading, Writing and Maths at expected and greater depth. Phonics results were in line with national.

		Met expected	Greater depth
Reading	School	80% (91%)	36% (30%)
	National	76%	26%
Writing	School	71% (87%)	24% (24%)
	National	70%	16%
Maths	School	84% (89%)	36% (28%)
	National	76%	22%
R/W/M	School	71% (87%)	
	National	65%	
Science	School	98% (100%)	
	National	83%	
Phonics Y1	School	83% (87%)	
	National	83%	

8.3 For KS2 (table below) results were above national for Maths. Writing and SPAG at expected and greater depth. Reading was slightly above average at expected and slightly below average at greater depth.

		Met expected	Greater depth	Average scale point	Progress
Reading (Test)	School	76% (67%)	27% (27%)	107 (105)	+0.9
	National	75%	28%	105	0
Writing (TA)	School	80% (80%)	29% (27%)		+1.1
	National	78%	20%		0
Grammar, punctuation and spelling (SPAG) (Test)	School	84% (89%)	40% (42%)	108 (109)	
	National	77%	34%	106	
Maths	School	80% (87%)	27% (18%)	106 (106)	+0.5
	National	75%	23%	104	0
Science	School	80% (82%)			
	National	83%			

8.4 There was positive progress in R, W & M while there had been negative progress in reading last year.

8.5 KB said combined Attainment in Reading Writing and Maths was 60% against a national average of 64% which had been brought down by the reading results. This result has been below national for the third year.

8.6 The Governors asked if the change in the measurement of attainment 3 years ago were impacting the results. KB said that the correct teacher assessments and changes to the writing/spelling curriculum had been an issue. Teacher assessment has now improved and is fully understood.

8.7 KB said that writing was a big issue in Swindon two years ago and the town was below national averages. There has been a big drive since in the LA and the school has worked with the Cluster and now has a Writing Champion.

8.8 The Governors noted that the Science results were slightly down on last year and below national. They pointed out that the improvement in Maths results over two years was due to the recruitment of a part time maths teacher Lisa Smith. It showed the impact of focused resourcing as a tried and tested method that worked.

8.9 KB said the school worked with Holy Rood last year for science. Children did have an hour of science lessons a week and there would be science school trips and a science theatre production visiting. KB said that an effort would be made to be involved in more STEM activities i.e. Science, Technology, Engineering and Maths. *(message from Karen - since the meeting I have confirmed that our Science lead does attend Swindon Science coordinator meetings and will continue to do so this year).*

- 8.10 The Governors felt that Science was an important part of the wider curriculum and asked that it be included on the SIP to ensure a sustained focus.
- 8.11 The geodemographic profile of the school had been distributed. KB said that 63% of Holy Family pupils live in the 30% most deprived postcodes in England. Many families were “hard pressed”.
- 8.12 KB explained that the school provided a non-teaching SENCO, a Parent Support Advisor, and had high TA ratios to support the school’s children and families. However, the budget was in deficit and sustaining current standards was at risk if the same resources were not available. Discussions would need to take place to determine priorities.
- 8.13 KB said that she would be meeting with Ken Buxton the school Improvement Advisor to determine that the current judgement on school priorities were accurate. The priorities are:
- Establish the Nursery and ensure practice is at least good.
 - Ensure Reading is above national
 - Review reading assessment
 - SEN and low attainers progress to become an area of high focus
- 8.14 KB was very much aware that the social, emotional and mental health problems were increasing. This would impact children, staff and parents. KB confirmed that the school is joining a 25-school project to review the progress of vulnerable children.
- 8.15 The Governors asked if there was any funding available for deprivation. KB said that there was ADACI funding, but this was decreasing. Also, the Pupil Premium numbers in school were decreasing and the threshold for funding had also reduced. This meant that there was a band of children who were not eligible for PP funding but were still in struggling families.
- 8.16 KB said that a means to boost income was through grant application. Currently there is a grant available for free breakfasts which the school has applied for. *(Message from KB- Since the meeting this has been successful, and HF will have breakfast funded for 18 months – MAGIC BREAKFAST is the initiative).*

9 Pupil Premium

- 9.1 KB confirmed that the Pupil Premium report was on the website. (School allocation £85.8k-School spend £107k). LO to issue to all Governors. **LO**

10 Admissions-

- 10.1 There are 298 pupils in primary classes. There are 22 pupils in the Nursery over the week and two children waiting for a place in January. KB said that there was demand for 2-year-old places, but this was expensive as child staff ratios were high. These families may have to be turned away.
- 10.2 The Governors asked how many children were on roll in the Nursery in terms of FTE. KB said that she would confirm this **KB**

11 Staffing

- 11.1 There are two new Assistant Heads – Sharon Clift and Nicole Price. There is also a new KS1 Lead, Mandie Thoburn and FS Lead Nadia Mossop/Eva Gilbert.

11.2 There are two new teachers in Zebra class – Natasha Halliwell who is an NQT (Y1) and Panther class – Ann Abbott (Y2).

11.3 One teacher will be on maternity leave after October half term. The position is being advertised.

12 Nursery

12.1 KB said that the Nursery was a real success story and staff had worked hard to provide a wonderful environment. There had also been home visits to meet children and parents.

12.2 Confidential

13 RE

13.1 Kelly Kordula is the RE lead this year and has had a good handover with Louise Brown.

13.2 Father Gary attended a staff meeting to support new starters and spoke to years 1 and 2 about the Prophets Amos and Jonah.

13.3 There was a full school Mass at the beginning of term. There will be a Lemur class Mass on the 11th October and a Harvest Festival Mass on the 14th October.

13.4 There are plans to link with the Swindon Schools of Sanctuary to strengthen links and support deeper understanding of their work and the plight of refugees. Work with Harbour project continues.

14 SEN/AFA

14.1 The SEN/AFA report was circulated. KB said that the school had been awarded emergency funding for three children. This is only available for 6 months so the children's needed can be assessed. Then it may be applied for another 2 times before the school can apply for EHCP funding. Sharon Clift is the SENCO champion in the LA.

14.2 SL has agreed to be the new SEN Governor and she with LO would be meeting with Sharon Clift the following week. They will both attend Governor Support SEND training on the 18th October.

14.3 KB said reviewing the SEN policy and SEN report to parents is in progress.

15 Safeguarding

15.1 The Governors asked who the new CP leads were. KB confirmed that she was the Safeguarding Lead and Nicole Price, Sharon Clift and Sarah Moorland were Deputies. Nicole and Sarah have been trained and Sharon has had one day training and will have a full days training in January. Concerns relating to the Head should be directed to the Chair.

16 Policies

16.1 The following policies were approved. Planning, PE, E-Safety, Homework, Grievance/ notes, Feedback and Marking, Display Equality and Access Plan, Disciplinary, Home School Agreement, Medicines, Teaching and Learning.

16.2 The Standing orders, Governors Allowances and NGA code of conduct were approved.

17 Facilities/Finance Handbook

- 17.1 VE said that the school wished to purchase or lease 70 classroom laptops. St Josephs have been out to tender and Dell is the best value for money. Leasing costs £33.3k while purchase costs £35.7k. The cost of leasing will be spread over three years, but the VAT cannot be claimed back as Dell are based in Ireland. The purchase option would allow for the laptops to have a life of about 5 years and the VAT could be re-claimed.
- 17.2 The Governors asked if this would provide enough PCs per classroom. KB said that this would equate to 10 per class as 27 laptops had been bought previously. However, this would be manageable as the laptops could be borrowed from other classes. Reception children would have iPads which were a separate purchase. KB also said that the interactive whiteboards would need replacing.
- 17.3 Reliability, maintenance, insurance and cost of set up was discussed. It was agreed by the Governors to purchase the laptops as this was a cheaper option long term.
- 17.4 KB said that the teacher pay rises proposed by the LA had to be agreed. M scales would receive a 3% pay rise, Upper Pay scales would receive 1.5% and Leadership 2%. VE said that a 2% uplift had been put in the budget.
- 17.5 KB said that if this was not approved then the school would need to consult with the Unions. The Governors agreed the pay increases.
- 17.6 VE said that there had been no feedback from the Auditors, but they had been concerned that the budget surplus was being used up. The ESFA are also asking lots of questions about the school's deficit position. VE said that she provided feedback but after stripping out a lot of additional spend e.g. non-teaching staff and extra support the school would still have financial difficulties.
- 17.7 The Auditors will present the Annual accounts at the next FGB. LO was asked to ensure all Governors would be available for 4.30pm start to the FGB. Link meetings will also take place that evening.
- 17.8 FGB signed the documentation for the change of use of the Caretakers House.

18 Calendar 2019/20

- 18.1 It was agreed that there would be three TD days at the end of July and the summer term would finish on the 17th. These days would be used for twilight on 2 Sept, and 6th Jan. This has been agreed with staff and all efforts made to liaise with the Cluster.

19 Correspondence

- 19.1 The LA Governor Support and Go Governance briefings from the Diocese had been circulated. **LO confirmed that there will be a Diocese briefing on Tuesday 22nd November at 7pm.**

20 School Visits /Training undertaken

- 20.1 SL and DD attended teacher observations at the start of term. SL said that she observed an English class with Nicole Price. SL thought that the teaching was imaginative and engaging. The children were "super" well behaved, and she was impressed with the balanced feedback given to the teacher. Overall, she was very proud and pleased with the experience.

20.2 DD said that he had also observed an English lesson in year 6 where the pupils were looking at creative writing. DD thought the discussions were very mature and was impressed that former pupils' work was used to review mistakes and develop work. Behaviour was perfect, and the experience was very reassuring.

20.3 FGB said that when he had met with years 1 and 2 the behaviour was impeccable.

20.4 SL said that she had marshalled the sponsored walk in aid of CAFOD and the Indonesia appeal. FM took part in the walk and supported a child who became temporarily ill.

21 AOB

21.1 **LO to email Governors re 4.30 start at the next FGB**

22 Action Plan

22.1 KB to check a part time timetable reduced authorised absence KB

22.2 LO to issue Pupil premium report LO

22.3 Children in Nursery FTE KB

The meeting closed at 6.45pm

Next FGB Meeting- 27th^h November at 4.30pm which will include the Annual Report by the Auditors