Rosary Catholic Primary School
Governing Body Meeting

At a meeting held in the school hall on
Tuesday 22 November 2016 at 6.00 pm

Chair: Ms Nicola McDermott
Vice Chair: Mrs J Vowles

Present: Fr Robert Ehileme; Mrs M Fraser; Mr J Geraghty; Mr M Kenton; Fr Mark Leenan; Ms C McDonnell; Mr C O’Rourke; Ms Tressa Paczek (Headteacher); Mrs D Richards; Ms Y Sabado

Also Present: Mrs E Dulko (SBM)

Correspondent: B Bistrick-Bryan

Business Items

1. The meeting was opened with a prayer.

2. Apologies for Absence

   Apologies had been received from Miss F Bass (DHT) and Ms A Dodd.

   The Chair welcomed Ms Sabado to the Governing Body who had been elected as the new Parent Governor.

3. Date of Next Meetings:

   Tuesday 6 December 2016: full GB & Reports

   Tuesday 17 January 2017: Standards
   Tuesday 28 February 2017: Resources
   Tuesday 28 March 2017: full GB & Reports

   Tuesday 9 May 2017: Standards
   Tuesday 6 June 2017: Resources
   Tuesday 4 July 2017: full GB & Reports

   Governors agreed to start all meetings at 6.00 pm.

4. Declaration of Personal Interests

   No Governor declared any personal interest with regards to items on the agenda. Ms Sabado agreed to sign the register of Interest and Governor Disqualification forms as soon as possible.

   ACTION: Ms Sabado to complete and submit the Register of Interest form as well as the Governor Disqualification form.
5. Membership

a) Governor Information on Edubase

Mr Kenton pointed out that he had been unable to access the website as he could not get past the first page where a wrong name was repeatedly obstructing his attempts to log in. No other Governor had managed to access the website. Ms Paczek (Headteacher) agreed to contact the DfE to clarify the issue.

ACTION: Headteacher to contact the DfE to clarify access of the website for Governors.

b) Changes in membership

i) The Headteacher informed Governors that the LA had recommended a new LA Governor who had come to visit the school. Her professional background is in education and she would be able to attend the next GB meeting in December.

ii) There is one more vacancy for a Foundation Governor. The Chair agreed to review the vacancy with the Headteacher. In the meantime all Governors were asked to pass on the name of any interested person they knew.

ACTION: Chair and Headteacher to review Foundation Governor vacancy

c) Progress on DBS checks

Ms McDonnell had passed the details of her DBS check to Mrs Dulko. Fr Mark has a current DBS check but needs to pass the relevant details (the DBS check number, date and his date of birth) on to Mrs Dulko. Fr Robert and Ms Sabado still need to apply for their DBS checks.

ACTION: Fr Mark to pass relevant details of his DBS check to Mrs Dulko

ACTION: Fr Robert and Ms Sabado to apply for DBS checks asap.


Governors agreed the minutes of 27 September 2016. The Chair signed the minutes.

7. Matters arising including updates on agreed actions

a) Governors discussed the feasibility of DBS checks for Fr Robert and Fr Charles. Mrs Richards told Governors that to her knowledge any new person entering the country would have to wait for one year before they could be checked.

The Chair asked both Fr Robert and Fr Charles to contact the school as she believed it was possible to do DBS checks for both via the school. The correspondent advised that DBS checks for Governors should be seen as an urgent issue as part of Safeguarding matters.
ACTION: Fr Robert and Fr Charles to contact Ms Paczek (Headteacher) urgently with regards to applying for DBS checks

b) The Headteacher had received advice from the LA that only training on “Prevent” should be done as part of Safeguarding at schools and that further training on “Pursue, Protect and Prepare” was not required.

c) Mrs Dulko and Mr Geraghty had completed the H&S audit. Their report was to follow later in the meeting.

d) Mrs Dulko had identified a training course for the school’s welfare officer who had completed the training in the previous week.

e) The Headteacher reported that she was aiming to run a Sports Day during the summer term. The Chair emphasised that whilst discussions about a Sports Day had taken place before it had never materialised and that parental feedback suggested it would be very popular. She suggested for it to remain an item on the agenda to stop it from being overlooked.

Ms Paczek (Headteacher) pointed out that there was a choice between a competitive Sports Day or a day where all participants would achieve something. Ms McDermott (Chair) suggested that a competitive Sports Day would be a good opportunity to shine for children who struggle academically. It could also be an opportunity for the school’s PTA to raise additional funds.

CQ: Mrs Fraser asked if a Sports Day could take place in the park as previously it had been impossible for parents to watch their child participate due to the school’s premises limitations.

A: Mrs Dulko agreed to look into the practical implications of holding a Sports Day in the park.

ACTION: Chair to ensure Sports Day remains an item on the GB meetings’ agenda

ACTION: Mrs Dulko to look into the practical implications, in particular with regards to insurance, of holding a Sports Day in the park

f) There was no data available on attendance at the meeting but this would be included in the next school newsletter. The Headteacher informed Governors that attendance was continuing to be high.

8. Academisation Update

The Headteacher informed Governors that the Diocese wants all Catholic schools to become part of a Catholic Academy Trust (CAT). Whilst the national government was now not planning to force schools to become academies, the Diocese was going ahead with the plans. The Headteacher and Vice Chair were due to attend a meeting to hear the Cardinal’s views on the issue.

Ms Paczek (Headteacher) further explained that to her knowledge the Diocese wanted each academy to comprise of 10 primary schools and 2 secondary schools each with approximately 6,000 children altogether. By 2020 the Diocese would become a CAT and offer the provision of support services.
She added that she hoped for the exact plans to become clearer at the meeting. It was already clear that the LA would not be able to provide the same support services as before because of the withdrawal of the government’s grant to Local Authorities. She reminded Governors that the Catholic schools in Hounslow were already working together to some degree but the Diocese wanted this to expand to secondary schools, also, as well as go further by sharing management and leadership. Locality groups have already been set up within the Diocese. The pilot CAT that had been established in Watford would hopefully provide some lessons and guidance as to the way forward.

The Chair pointed out that it would be preferable to be paired within the Deanery. The Headteacher said she expected to be merged with some Ealing schools as well as there are only 6 Catholic primary schools in Hounslow.

The Chair expressed her disappointment at the lack of any meaningful consultation with schools about the plans. She was concerned about a CAT model in which an executive Headteacher would be appointed and most of the emphasis would be on performance drive. She said there would also be the risk of losing good staff to struggling schools within the CAT. Mr Kenton agreed with the Chair’s concerns and pointed out that there was a real risk of losing control of the school completely under a CAT.

Fr Mark pointed out that 6,000 children would not constitute too big a number for a CAT to work and that there might not be a need for an executive Headteacher. If the LA was no longer able to provide the support there would very soon be a gap for those services which needed to be filled. He also suggested that the participation in a CAT would ensure the safeguarding of the Catholic ethos in the school. Ms McDermott (Chair) replied that in her view the Catholic ethos was one of the current strength of the school but that it was also important for each school to be able to manage the school according to the demographic nature of the relevant local area.

Mrs Richards expressed concern that Governors did not know enough detail about the Diocese’s plans at the moment. The Headteacher replied that in her view the details had not been worked out yet, including the financial management plans. An economy of scales had been discussed but this had always failed in the past at the hurdle of lack of storage.

The Chair expressed her grave concerns about the plans whilst accepting that the school may not have an option but to go along with them. She did, however, suggest that the Governors’ concerns should be raised with the Diocese at the earliest opportunity.

**Q:** Mr Kenton pointed out that the LA had asked for a response from the Governors to the LA’s plans by the 30th November and asked what the response should be.

**A:** The Headteacher explained that the Deanery had nominated a representative to speak on their behalf.

All Governors agreed to keep the issue of academisation as a standing item on each meeting’s agenda.

**ACTION:** Chair to ensure academisation remains on agenda as a standing item
9. GB Code of Conduct

The Code of Conduct for Governors had been discussed in detail and agreed during the last academic year.

10. GB Terms of Reference

Ms Paczek (Headteacher) explained that the Terms of Reference needed to be renewed due to the new GB structure without committees.

The draft ToR had been sent out to all on 13 November. Governors had not read them yet and asked for more time.

Governors decided to carry this point forward as a formal agenda point to the next meeting. All Governors were asked to email comments to the Headteacher or Chair of Governors prior to the meeting on the 6th December.

**ACTION:** All Governors to read the draft ToR and send any comments to Headteacher or Chair

Mrs Dulko explained that the individual passwords for the Governors accounts had been changed. She agreed to send the new log in details to each Governors individually, who would then need to log in to activate the new account.

School Improvement Items

11. Finance Items

a) **Budget Monitoring**

Mrs Dulko presented the Budget Monitoring sheet to all Governors. Some queries had been sent in prior to the meeting which she had answered per email. She explained that the individual coding of the financial items was done according to the common financial framework with the school not having any flexibility.

**CQ:** Mrs Richards pointed out that the monitoring of budget reports was new to her and asked what the columns in the report meant.

**A:** Mrs Dulko explained the columns’ heading.

i) **Staffing:**

Relating to the staff expenditure she added that there had been an overspent due to the long term absence of one member of staff. Another staff member had been absent for a month. She explained that after 100 days of absence the staff member would only get 50% of the sick pay rate.

Even though the teacher on long term absence only received half the pay at the moment a full time agency staff member had to be brought in to cover the class.

Another teacher was currently undergoing a phased return to work trying out if she could come back to her role.
Whilst it obviously was positive news that she has started her return process this was still part time and the additional cover teacher was still in place to avoid too much disruption to the class. These issues have resulted in the staff overspent in the budget.

CQ: Mrs Richards asked who decided if a staff member was up to the teaching standard required for the school after a long sick absence.
A: The Headteacher explained that this would be decided by the Occupational Health in the HR department.

CQ: Mrs Fraser asked if both staff members were now teaching in the same class.
A: Ms Paczek (Headteacher) replied that the returning teacher was currently taking individual groups of children out of the class with the supply teacher leading the whole class work.

CQ: Mrs Fraser enquired as to the timescale of this arrangement.
A: If all went well and the teacher was found to be coping well with the return to work she should be back to work as the full time class teacher by January. If, however, she was to go on sick leave again the Headteacher would need to consider implementing the management of absence procedures.

CQ: Mr Geraghty asked if the staff member would return on the same level of salary as before her sick leave.
A: The Headteacher confirmed that the teacher would return on the same salary level as before.

Mrs Dulko continued to explain that there had been a higher spent on classroom support staff as there were two children at the school with higher needs. The school was currently in the process of applying for EHC (Education Health & Care) plans for the two children.

Q: The Chair asked if these had been new children to the school and if the school had known about their additional needs prior to them starting.
A: The Headteacher confirmed that these two children had only started at the school in September. One was a child in Reception, the other one in Year 4. School had been aware of the needs of the child in Reception, not, however, of the new child in Year 4.

CQ: The Chair asked how long the school expected the EHCP application process to last.
A: Ms Paczek (Headteacher) replied that the process usually took approximately 3 months. She was hoping for the extra funding to be in place by February 2017.

Mrs Dulko also informed Governors that one staff member had reduced her hours to 4 days per week. The 5th day was currently covered by another staff member.
ii) Premises Budget

Under point BP NON C Mrs Dulko expected a saving to be made. A canopy had been installed in the nursery playground following on from the Ofsted recommendation of improving the outdoor play space for the children. Whilst the allocated budget for this had been £30,000 only one third of the money had been spent, thanks partly to Mr Geraghty doing a lot of the work himself. Some of the saved money for the planned MUGA (Multi Game Area) had been put aside for the moment in view of a new discussion with Nigel Spears regarding a new building. Fr Mark explained that even though this had been refused in the past it might be a good time to revisit the idea of one building for both parts of the school. Money will need to be spent to keep the current buildings in good shape which could be an argument for investing in a new building instead. There was the option of looking at selling the “no man’s land” adjacent to the school which could lead to the Diocese agreeing the moneys necessary for a new building. The meeting with Mr Spears is planned in a few weeks’ time.

The Chair replied that in her view the school should be careful not to sell any land for several reasons. Firstly there would then not be any green space around the school at all. Secondly it could lead to a scenario in which someone bought the land and build several houses overlooking the playground.

Fr Mark argued that the school could look at building a 2 storey extension which would leave roughly the same amount of playground as available to the children now. It would, however, preclude the school from becoming a 3 form entry school in the future. For now he suggested for him and Mrs Dulko to look at the options and report back to the GB after the meeting with Mr Spears.

ACTION: Fr Mark to look into various options of re-building the school and report back to the GB

Mrs Dulko further reported that following on from the recent Health & Safety survey some money would be spent on the Asbestos Register and Management Survey in the New Year as well as the necessary water hygiene service. The building maintenance budget was therefore likely to be fully spent.

CQ: Mrs Richard queried the rather high costs of laundry in the budget.
A: Mrs Dulko explained that this was due to a contract the school had been locked into until now which had charged a lot for relevant materials (towels etc). The contract had now run out and the school had contracted a new supplier which would lead to some savings.

Q: Mrs Fraser asked what percentage of the budget amounted to staff costs.
A: Mrs Dulko agreed to send out an exact figure to Governors but added this was usually around 80%.

ACTION: Mrs Dulko to send information of percentage of budget spent on staff costs to Governors.
CQ: Mr Kenton reported that he had been informed at the recent HSGBA meeting that Rosary school had previously expressed an interest in becoming an energy efficient school and asked if any progress had been made in this respect.

A: Mrs Dulko replied that the scheme had been suggested to schools by the LA last year at which point the school had registered an interest. It had in the end not materialised but seemed to be taken up again now in which case the school would look at the scheme and possible participation again.

Mr Kenton said he had been told that the LA guaranteed a saving of £1,000 per year and even compensated schools for the difference if the saving were to be less than that.

CQ: Mrs Vowles (Vice Chair) queried the high costs of broadband services.

A: The Headteacher replied that this was mainly the costs for the lgfl services. Mrs Dulko added that this did not include the licences but that she was currently reviewing broadband services and licences the school is using. She also pointed out that the ICT coordinator was away at the moment.

CQ: The Chair asked if the role of ICT coordinator could be allocated to another staff member.

A: Ms Paczek (Headteacher) agreed to look into reallocating the role of ICT coordinator.

ACTION: Headteacher to look into re-allocation of the ICT coordinator role.

b) Financial Procedures Policy

Mrs Dulko presented the policy as emailed to all Governors prior to the meeting. The policy had been changed to reflect the change in the committee structure from a Finance Committee to the discussions taking place in the whole GB.

CQ: Ms McDermott (Chair) queried the description and procedure for signing cheques within the school, specifically if this was part of the individual teacher’s job description and if cover was guaranteed for the case of both the Headteacher and School Business Manager being absent.

A: The Headteacher reassured Governors that individual job descriptions included details on delegation of staff members authorised to sign cheques. There were also arrangements for cover in the case of both her and Mrs Dulko being absent.

Fr Mark pointed out that the Scheme of Delegation also mentioned the committees as well the Chair of a Finance Committee and would therefore need to be changed according to the new GB structure.

Governors agreed to adopt the new Financial Procedures Policy as well as a new Scheme of Delegation with the relevant changes relating to the new Governing Body structure.

ACTION: Chair to come into school to sign the new policies.
c) **Lettings Policy**

Mrs Dulko informed Governors that she had struggled to get advice from the LA and the insurance company about the issue of public liability insurance cover for any group using the school building. She has now referred the Letting Policy to the LA’s legal department to receive clarity on the issue but did not expect a reply any time soon. The policy as it is would require any group using the school building to provide their own public liability insurance. She would be happy to recommend a relatively cheap insurance company to any group that did not have public liability insurance but wanted to use the school’s premises. All groups currently using the school did provide their own insurance.

Governors agreed the Letting Policy as presented including the need for any group to provide their own public liability insurance.

d) **Any Other Finance Items**

i) The Audit Certificate & Accounts for Unofficial School Funds had been completed and presented to the Chair for signature.

ii) The Scheme of Delegation had been approved (see above under b).

12. **Premises, Health & Safety**

a) **Termly Health & Safety Inspection Checks**

Mr Geraghty reported to Governors on the recent H&S check with the LA’s H&S executive. He explained that all aspects of the school premises had been checked, including electric systems. He also explained that he does termly inspections himself with teachers feeding any problems directly to either him or Mrs Dulko.

There were a number of annual check-ups e.g. of the emergency lighting, pest control, boilers and alarm systems, in particular looking at any issues that had given cause for concern in the past. Other issues such as asbestos management and weekly fire tests were ongoing and recorded in the logs. He reported that both the asbestos management plan and the legionella plan needed to be updated which was due to happen in February.

He reported that to his knowledge all premises issues were being taken care of and that as site manager he had the paper trail and log books as evidence. Everything that needed to be done was being done.

**CQ:** Mrs Fraser queried where the teachers’ termly feedback was being kept.  
**A:** Mr Geraghty replied that these were kept in a file. He presented a sample of the report form to the GB and explained the logging system as well as his system of prioritisation.

**CQ:** Mrs Vowles (Vice Chair) asked if the fire risk assessment had been completed.
A: Mr Geraghty reported that the fire risk assessment had been done and that weekly checks were being carried out with an online logging system for the tests.

CQ: Mrs Vowles (Vice Chair) enquired if the front gate of the school would automatically open in the case of an emergency.

A: Mr Geraghty explained that the one occasion where this had not happened during a fire drill had been due to human error which was why the drills were so important, as they highlighted possible weaknesses in the system. The switch to open the school gates is in the school office and it is part of the fire drill procedure to practice the opening of the gate.

CQ: The Vice Chair asked if the asbestos survey would be carried out during the school week.

A: The work on the asbestos survey would not be done during the school day and neither staff nor children would be put at any risk.

b) Health & Safety Audit - Summary

Mrs Dulko informed Governors that the LA’s audit had focussed on the school’s risk assessment forms as well as fire safety and the control of substances. All relevant training and forms were found to be compliant with the regulations. Only the cleaners have access to the dangerous substances and they had been trained in accordance with health and safety regulations.

Not all statutory inspections regulations were relevant to Rosary school but those that were had been complied with.

The Chair complemented Mr Geraghty and Mrs Dulko for the work they had put into ensuring the safety of everyone at the school and thanked them for their efforts.

c) Fire Drill Verbal Report

Mr Geraghty reported that they had carried out several fire drills. The timing had been deliberate but not announced and had included drills some over the lunchtime period which had not gone as well as they had hoped. This will therefore be repeated with everyone now knowing what to do.

Q: Mrs Fraser asked if the problems had occurred in the infant part of the school.

A: Mr Geraghty replied that it had been the junior part causing some issues.

CQ: Mrs Richards asked if there had been any provisional training for a terrorist attack.

A: The Headteacher explained that this would be part of the Evacuation procedures at the school. Mrs Dulko was currently working on a new Evacuation Policy which should be ready to be presented by April next year. The main focus of the work for now was on fire drills. She reported that whilst there was an evacuation plan the school had not carried out an evacuation drill yet. This would be done once the fire drill procedure was safe and firmly established.
13. Pay and Personnel

The Headteacher pointed out that staffing had been discussed as part of the Finance item. The school was fully staffed. The Chair added that the staffing structure had been reviewed at length by the Governing Body over the last academic year.

a) Headteacher’s Performance Management

The Headteacher’s performance management review had already taken place with Mr Kenton and Mrs Vowles (Vice Chair) as well as the school improvement partner who had prepared a recommendation for the Governors.

b) Pay Panel

The Pay Panel had not been convened yet as the Headteacher was still in the process of reviewing teachers’ performance management.

Q: Fr Mark reminded Governors that he had reviewed the Pay Policy, as agreed in a previous GB meeting. He had looked through the ranges of salaries as well as the relationship between the Headteacher and Deputy Headteacher’s salaries and it looked fine to him. He pointed out that any reference to the Pay Committee may need to be amended in view of the abolition of committees. He asked if the Pay Committee needed to be re-established for the pay recommendations.

A: The Headteacher replied that a panel needed to be set up for Governors to agree pay rises for staff and members of the Senior Leadership Team.

Governors agreed to convene this panel on an ad hoc basis. The Chair, Fr Mark, Mr Kenton and Mrs Fraser agreed to be on the panel.

CQ: Fr Mark queried if the salaries for support staff would increase along a spine without any performance management review.

A: The Headteacher confirmed that support staff were not subject to the same performance management as teachers. She did look at whether support staff had met their appraisal targets but could not affect their pay as this had not been agreed to by the trade unions.

CQ: Fr Mark also pointed to the reference in the Pay Policy to leading practitioners and asked if there were any at the school.

A: Ms Paczek (Headteacher) replied that there were none at the school at the moment.

Q: The Chair asked if a TA could be the lead practitioner on e.g. PE or other areas.

A: The Headteacher confirmed that other schools did indeed have some lead practitioners for individual subjects but that there were none at Rosary at the moment.

Q: Fr Mark queried why the documents showed the actual pay spines for support staff, not, however, for teachers.
Mrs Dulko replied that TAs remained on the pay scale they were appointed on whereas teachers move up their pay scales regularly.

The Headteacher agreed to amend the Pay Policy according to the recent change to the GB structure.

**ACTION: Headteacher to amend Pay Policy with regards to amalgamation of committees with the GB.**

c) **Admission Panel**

The Headteacher reminded Governors that an admission panel also needed to be set up.

Mr Kenton, Mrs Richards and Mr O'Rourke agreed to sit on the admission panel.

Fr Mark pointed out that he had sent through various suggestions for amendments of the Safeguarding Policy before the last GB meeting which he had not been able to attend. He had noted in the minutes that they had not been included in the discussion. He agreed to re-send his suggestions to the school.

**ACTION: Fr Mark to re-send his suggestions with regards to the Safeguarding Policy to Mrs Dulko**

14. **Ofsted Inspections and Expectations of Governors**

Mrs Fraser reported on the recent training she had attended on Ofsted inspections with regards to the work of Governing Bodies.

She told Governors that there had been a number of inspections within the LA recently and that an inspection of Rosary school was possible soon. A lot of emphasis was on Governors’ awareness and understanding of Safeguarding at the school.

She explained that as the school had been rated a good school at the last inspection, a new inspection would most likely last one day during which inspectors would look for evidence that Rosary school was still a good school. Only if there were concerns about the previous verdict would they return for a second day with additional inspectors.

She said that Governors could also expect Ofsted to look at KS1 reading and deeper learning of the children. The inspectors would do a lot of research on the school through information on the school’s website and would test Governors on whether they could identify the school’s strengths and weaknesses and had an understanding on how the school was addressing those. They would be looking for evidence of Governors challenging the school’s leadership rather than simply accepting what they were being told. The Headteacher reminded Governors that a school in Hounslow had recently been judged to “require improvement” purely on the lack of understanding shown by Governors on the school’s Safeguarding procedures.
Mrs Fraser added that Ofsted inspectors were likely to look at the progress children made at the school rather than achievements and if the school was pushing the more able children. Governors would need to be able to show that they were monitoring children’s performance in other ways than simply reading the Headteacher’s report. Governors needed to know where to find evidence for the children’s achievements and progress.

Fr Mark pointed out that previously this data had been examined by the Curriculum Committee whose members had been familiar with the terminology and data presentation used but that this was new to other Governors. He would appreciate if the information could be presented in an easily accessible form to enable all Governors to have a better understanding of the data.

The Chair pointed out that Governors needed to be able to explain some of the school’s potential weaknesses, e.g. the reasons behind pupils’ absences.

Governors discussed the idea of individual Governors taking responsibility for individual areas to ensure deeper understanding. Fr Mark again suggested a basic information sheet on the main points for all Governors.

Mrs Dulko reminded Governors that a lot of information was in the Governors Handbook and Ms Paczek (Headteacher) pointed out that achievement and progress data changed all the time which meant Governors needed to know where to look for updates. However, she agreed to put together basic information for Governors on the main issues in cooperation with the Chair of Governors.

**ACTION: Chair and Headteacher to put together 10 bullet points on each area for Governors to understand for an Ofsted inspection**

Mrs Dulko also reminded Governors that each Headteacher’s report included the latest data which could also be found on the school’s website.

Mrs Richards agreed to arrange to meet with the Headteacher to go through the Single Central Register in her role as Safeguarding Governor.

**ACTION: Mrs Richards to arrange to meet with the Headteacher to look at Single Central Register**

Mrs Fraser further informed Governors on the Learning Walk with John Golding she had attended with Mrs Vowles highlighting the structure of a good Governor’s visit to the school. They had been given a visit report template to complete after each visit to ensure the feedback included the visit’s link to the School Improvement Plan. Governors were encouraged to participate in a structured visit accompanied by a member of the Senior Leadership Team who on this occasion pointed out to Governors different work being done in the different ability groups within the classes.

It had been a very positive and purposeful visit.

The Headteacher agreed to arrange for more Learning Walks with targets being given to Governors to look at during the visit. Mrs Vowles (Vice Chair) reported that it had taken her approximately 15 minutes to complete the visit report form.

**ACTION: Headteacher to arrange further learning walks for the Governors.**
15. GB Self Evaluation, Governor Training and Developmental Needs

a) **Report Training Attended**

Mrs Fraser had attended training on Pupil Premium, Finance and Ofsted requirements for Governors (see above).

**Mrs Richards was due to attend safeguarding training soon.**

Fr Mark had attended the Ofsted training course.

Mrs McDonnell had attended the Child Protection Course.

**ACTION: Mrs Richards to attend Safeguarding Training course**

b) **Identify Training Needs**

The Chair agreed to review the training needs and reminded all Governors of the online training courses available.

16. Policies

Policies had been discussed above under items 11, 12 and 13.

17. Any Other Business including any correspondence received

There had not been any correspondence received.

18. Meeting Overview

a) **Issues to focus on for next meeting**

Governors agreed that items to focus on in the next meeting were the Headteacher’s Report, the RAISEOnline data, preparations for a potential Ofsted inspection, the discussion around academisation and Pupil Premium interventions and their impact.

All Governors were reminded of the need to read all relevant documents prior to the meeting.

*The meeting closed at 9.00 pm*

Signed: ________________________________

Date: ________________________________
## Summary of Action Points Resulting from the Meeting

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<tr>
<th>Item No</th>
<th>By Whom</th>
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</tr>
<tr>
<td>11 a)</td>
<td>Mrs Dulko</td>
<td>To send information of percentage of budget spent on staff costs to Governors</td>
<td>ASAP</td>
</tr>
<tr>
<td>11 a)</td>
<td>Headteacher</td>
<td>To look into re-allocation of the ICT coordinator role</td>
<td>ASAP</td>
</tr>
<tr>
<td>11 b)</td>
<td>Chair of Governors</td>
<td>To come into school to sign the new policies</td>
<td>By next GB meeting</td>
</tr>
<tr>
<td>13 b)</td>
<td>Headteacher</td>
<td>To amend Pay Policy with regards to amalgamation of committees with the GB</td>
<td>By next GB meeting</td>
</tr>
<tr>
<td>13 c)</td>
<td>Fr Mark</td>
<td>To re-send his suggestions with regards to the Safeguarding Policy to Mrs Dulko</td>
<td>ASAP</td>
</tr>
<tr>
<td>14</td>
<td>Headteacher and Chair</td>
<td>To put together 10 bullet points on each area for Governors to understand for an Ofsted inspection</td>
<td>ASAP</td>
</tr>
<tr>
<td>14</td>
<td>Mrs Richards</td>
<td>To arrange to meet with the Headteacher to look at Single Central Register</td>
<td>ASAP</td>
</tr>
<tr>
<td>14</td>
<td>Headteacher</td>
<td>To arrange further learning walks for the Governors</td>
<td>Ongoing</td>
</tr>
<tr>
<td>15 a)</td>
<td>Mrs Richards</td>
<td>To attend Safeguarding Training course</td>
<td>ASAP</td>
</tr>
</tbody>
</table>