ROYAL BOROUGH OF GREENWICH

ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Minutes of the full governing board meeting held on the 21st November 2019

The meeting opened at 6.00 pm with a prayer led by Fr Richard Plunkett.
The meeting was quorate.

Governors in attendance; Ms L Collins, Mr G Jamieson, Mrs A Webber, Mr Craig Cabell (Chair), Ms Danielle Holmes, Mr Salvatore Consolino, Mr A Clarkstone, Mr Warwick Onyeama, Ms Cherry Simpkin, Ms Michelle Mananghaya-Watson and Fr Richard Plunkett

In attendance; Mrs S Cooper – Clerk to Governors

1. Absence

1.1 Apologies for Absence

There were apologies from Mr Markus Ryan and Ms Victoria Riddell.

1.2 Approval of Absence

The apologies from Mr Markus Ryan and Ms Victoria Riddell were approved by the governors.

1.3 Absence Noted

There were no absences to note.

2. Declaration of pecuniary or other interests

Governors were reminded that they must declare any pecuniary or other interest they may have with regard to the published agenda. No declarations were made. The business register forms were completed.

3. Partner School Activity
There had been some discussions with the team at the Secondary School regarding transition for Years 5 and 6 at the primary school. It had been agreed that teachers from the secondary school would be holding some drama lessons with the Years 5 and 6 children from the primary school. The new Ofsted framework centres around children building on their subject knowledge as they progress through school.

4. Constitution

The Clerk advised that the governor’s terms of office would be established and maintained by Bexley and reported on at Governing Body meetings when required.

**Action:** COG would discuss the Foundation Governor vacancy with Fr Richard Plunkett.

**Link Governors**

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<thead>
<tr>
<th>Area</th>
<th>Governor</th>
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<tr>
<td>Numeracy</td>
<td>Anthony Clarkstone</td>
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<td>Literacy</td>
<td>Craig Cabell</td>
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<td>SEN/LAC</td>
<td>Warwick Onyeama and Amy Webber</td>
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<td>Safeguarding</td>
<td>Craig Cabell</td>
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<td>R. E</td>
<td>Father Richard Plunkett</td>
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<td>Michelle Mananghaya-Watson</td>
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<td>History / Geography</td>
<td>Cherry Simkin</td>
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<td>Science</td>
<td>Salvatore Consolino</td>
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<td>Compliance</td>
<td>Danielle Holmes</td>
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<td>Music</td>
<td>Victoria Riddell</td>
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<td>Finance</td>
<td>Michelle Mananghaya-Watson</td>
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**Committee Membership**

**Curriculum Committee**

Craig Cabell (Chair)
Michelle Mananghaya-Watson
Victoria Riddell
Anthony Clarkstone
Danielle Holmes
Amy Webber
Gordon Jamieson

**Premises Committee**

Cherry Simpkin (Chair)
Craig Cabell
Salvatore Consolino
Danielle Holmes
Gordon Jamieson
4.1 Code of Conduct.

Governors agreed to accept and abide by the NGA Code of Conduct 2019.

5. Minutes of the Full Governing Board held on 7th June 2019

The minutes of the Full Governing Body meeting held on the 7th June 2019 were agreed as an accurate record of the meeting.

6. Matters Arising

Governors had discussed a Governing Body training session on the roles of governors and an analysis of the work of the governors.

Action: AC to devise a programme for the session and circulate to the governors for review.


Action: Training on the new Ofsted Framework – dates to be circulated.

7. Governing Board Delegation

7.1 Effectiveness of Existing Arrangements

The governors agreed that the committee structure and the governing body meetings work well, the final summer meeting of the Governing Body, Committees and various pupil group presentations had been very productive.
7.2 Strategic Direction of the School

7.3 Scheme of Delegation

The Scheme of Delegation would be reviewed at the Finance and HR Committee meeting.

**Action:** Scheme of Delegation would be reviewed at the Finance and HR Committee Meeting. Agenda Item. Clerk.

7.4 Governing Board and Committee Business Plans

The Governing Board does not have a current business plan, the next steps for governors would be to ensure that governors are familiar with the new Ofsted Framework. An overview of the new Ofsted framework was given, the following points were raised;

- There are two types of inspection a Section 5 or Section 8 Ofsted Inspection. The Section 8 Inspection is a monitoring visit which reviews the school, there needs to be significant changes in the school to trigger a Section 5 Inspection. The school had been reviewed as Good the next inspection is due in 2021-22. There are key triggers for an Ofsted Inspection before the due date which include a significant complaint that Ofsted would investigate, any issues around behaviour or if the results suddenly dip.
- To achieve Outstanding the school, need to achieve outstanding in all areas including the Quality of Education.
- There would be a 90-minute call the day before an inspection is scheduled to discuss what the inspectors would like to see. Ofsted inspectors would do a Deep Dive. The inspectors would not look at internal data, the staff may make reference to the data. The inspection would be held over two days.
- The inspectors would not look at progress measures they would review how much the children know and how much they can remember.
- The subject leads would be asked to share and demonstrate their knowledge of the journey throughout the school in that subject area.
- Senior leaders would be asked how the children get to their end goal in Year 6, what were the stepping stones on the way and how does the curriculum help with the journey.
- The inspectors will ask about testing and what the tests are used for. There are progress meetings in the school, the school are measured by the borough and nationally in terms of progress and attainment.
- Lessons should be part of a sequence that builds from reception to Year 6 and beyond.
- SEN will not be explored in isolation but how support for SEN child threads through the different subjects.
- There had been two twilight meetings for the staff to review the curriculum and what needs to be taught across the year groups.
Q: If inspectors have a two-day inspection and have to return to the school how long do they spend at the school when they return?
A: Two days total which can be up to a year later with a larger team to make a further judgement. It is more difficult to achieve outstanding in an inspection under the new framework. Governors need to ensure that they schedule link governor visits.

8. Headteacher’s Report

The Headteacher’s Report had been circulated and the following points were raised;

- There had been a review of the Single Central Record with the Safeguarding Governor. There were no issues or concerns. There were no children with Early Help, there were no child protection plans and there were no children in need. There had not been any referrals to MASH this term, there was one referral last term. There is a Safeguarding file that is maintained at the school each child has their own file and their records are transferred with them.
- There are 207 children on the roll. There are spaces in Year 1 and there are waiting lists for all other year groups, 82% of the children on the roll are Catholic.

Q: The number of Catholic pupils seem to have dipped in some year groups can you update us?
A: There are less Catholic families applying to the school. There are a significant number of Catholic families making applications, but the school may not be their first choice. The school does not have a nursery which may have an impact on applications. There had been open days scheduled to encourage parents to come in and visit the school, 29 families visited the school.

Action: Sign post from the main road to the school – to be discussed with the Local Authority representative.
Action: Look at further opportunities for promotional activities with the local parish.
Action: Banner for the Church to promote the school.
Action: Leaflet for the nursery schools to be sourced – Clerk
Action: Bus advertisements to be considered.

- There is one child with an EHCP. There is one child waiting for a decision on an EHCP application and one further application would be made for an EHCP. There is an extra pressure in some classes due to the number of EHCPs and SEND.
- The staff do complete nursery visits before the children start school.
- There are more EAL children in the older year groups.
- One staff member had been appointed for a one to one support.
- One staff member had been appointed for a breakfast club leader.
• There had been an internal audit which recognised that the direction of travel for the financial controls is improving the school had received a moderate grade for the review. Although the audit review found some weaknesses in the design and or application of controls, these would not have a significant impact on the delivery of the operational objectives of the systems, functions or processes. The management would need to take appropriate action to address the areas of weakness identified to ensure best practice. Of the 16 recommendations, 14 had been completed and 2 are awaiting further information from the borough. There was one high risk recommendation.

• The Council had admitted fault with the kitchen extractor. There had been a meeting to discuss solutions for the extractor which included screening. A diagram of the screening had been requested for submission to the planners who will make a decision.

**Action: Building Regulations agreements would be sourced for the work on the kitchen. Headteacher.**

• The Headteacher had written to Councillors regarding pinch points in the roads and road safety around the school. representatives would meet with the Headteacher to discuss the road safety. The Council had submitted a report stating the road is too wide. The school are on the list at the Local Authority for the temporary bollard project.

**Action: The document from the Council would be sourced. Headteacher.**

• The cycle of performance management and line management had been completed. The teachers all passed their reviews and new objectives would be set for the next academic year.

• There are regular meetings with the Heads of Schools. A Year 5 class is going to the secondary school for a drama workshop and performance review. A student from Year 10 is running a chess club and more clubs are planned.

• There had been an open evening to discuss the partnership at the school.

• The list of trips and events had been circulated in the report.

• The staff training and CPD had been circulated in the report.

**Action: Risk Assessment / Safeguarding Process for students running the extra-curricular clubs and activities.**

• STMP staff had identified opportunities for cross school work.

• There has been a Spirituality Day in St George’s Cathedral.

**8.1 Progress against the School Development Plan**

The plan had been circulated with the papers, the following points were raised;

• The plan is a working document that would be revised as the year progresses.
• The foci would be on Quality of Education, Leadership and Management and Welfare. Specific dates and rag status would be added to the plan.

Q: Where is the spirituality included in the plan?
A: It is included in the Welfare piece of the curriculum.

• The Headteacher and the Clerk have revised the policy cycle which would be ongoing piece of work.

9. Safeguarding

Update to Keeping Children Safe in Education 2019 was circulated.

Action: It was noted that the Governors agreed to read the Keeping Children Safe in Education 2019.

10. Policies

10.1 Child Protection

10.2 Keeping Children Safe in Education

10.3 Allegations Against Staff

10.4 E Safety Policy

10.5 Governors Statement on Behaviour and Discipline

10.6 Governors Code of Conduct

10.7 Pay Policy

10.3 Equality Information and Data

10.4 Whistleblowing Policy - external contact is provided in the policy

10.5 Teaching Assistant Appraisal Policy – CES Policy

Action: The Policies were circulated. The changes in the policies had been highlighted. Governors to send comments to the clerk on any policies by Friday 6th December 2019.

11. Reports

11.1 Chair’s Report

The Chair reported on the following issues;
• St Thomas More Primary School are in hard partnership with St Thomas More Secondary School and Holy Family Primary School, there is a Memorandum of Understanding (MOU) between the schools.

11.2 Curriculum Committee held on 10th October 2019

The minutes of the Curriculum committee had been circulated.

11.3 Finance and Personnel Committee held on 27th September 2019

The minutes of the Finance and Personnel Committee were circulated.

11.4 Premises Committee held on the 27th September 2019

The minutes of the Premises Committee were circulated.

11.5 Pay Committee held on the 10th October 2019

The recommendations from the Headteacher were discussed at the Pay Committee and agreed.

12. Effective Governance

12.1 To note Governor Attendance

The Governor Attendance Report would be circulated by the Clerk.

Action: The Governor Attendance Report would be circulated by the Clerk.

12.2 To note Governor Training Record

The Governor Training Report would be circulated by the Clerk.

Action: The Governor Training Report would be circulated by the Clerk.

12.3 Governing Body Objectives

There were no Governing Body Objectives discussed at the meeting.

12.4 Governor Training Programme 2019/20

The Governor Training Programme for 2019/20 was circulated with the papers. The sessions would be arranged with Bexley.

Action: Dates for monitoring visits would be circulated. Headteacher.
Action: Word version of the visit forms to be circulated. Headteacher.
Action: Contact had been made with the PTA, the school office is awaiting a response.
Action: Community lunches with the children to be agreed with the Church.

The meeting closed with a prayer.