ROYAL BOROUGH OF GREENWICH

ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Minutes of the full governing board meeting held on the 7th June 2019

The meeting opened at 1.00 pm

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

In attendance; Mrs S Cooper – Clerk to Governors

Presentation by the School Council

The following points were raised;

- The School Council meet with the Headteacher to discuss what we would like to make the school even better, after the meeting we have let our classmates know what we have talked about.
- We would like to have areas to play or sit in that are not in the playground.
- The garden could be improved, the gardening club have planted flowers.
- There are some things that the children did not like at lunch time, there have been some menu changes.
- The number of clubs had increased.
- The children had discussed a climbing wall and where to put it.
- The children had asked for more outside areas to read in, an area had been located for a reading space and the design would be considered. The school had purchased books which can be stored outside.
- The children had requested more seating in the junior end of the playground, there had been a competition and the winners would design the seating area.
- There had been a request to change the PE Kit, samples had been requested from suppliers.
Q: Why don’t you like your PE Kit?
A: The girls must wear shorts it is difficult to get changed quickly. Many of the children think it is too plain and some children would like to have branding on the kit.

Q: Was there a reason why the children used tyres for the seating areas?
A: We used tyres because we wanted to recycle things.

Q: You mentioned having more seating areas, do you think more areas should be provided inside the school as well.
A: We would like some areas inside the school as well.

Q: What do you like about the menu changes?
A: We all like different things, we did not like mash potato and the mousse which is now in a small cup which is better. The food has improved since the chef has been at the school.

The Lighthouse Group Presentation

The following points were raised;

- The Lighthouse team are involved in leading collective worship.
- The team volunteer and the classes vote for a representative.
- The group take a leading role in school masses at church and in school.
- In class we lead the children in collective worship on a Wednesday.
- The group led on a whole school Christmas Card competition and the winners were selected to be entered into a national competition.
- We led the school in celebrating the crowning of Mary.
- The team are attending a workshop at the Sister of St Agnes Convent in Lewisham.

Q: How often do the team meet?
A: We usually meet every Wednesday for a discussion.

Q: What do like about being part of the Lighthouse Team?
A: We have fun together and we have discussions about the plays that we do.

Q: What do you think is important about what you do?
A: We are following the scriptures of God and sharing them. We are changing the school and an opportunity to lead and take part in public speaking.

Q: What are you expecting from the visit to St Agnes convent?
A: We usually do a play we have been working hard on them, we have a trip to a religious place and we will meet the Sisters. There will be a workshop which will give us ideas to bring back to school.

Q: How long does each team work together?
A: We usually work together for an academic year then there is a ballot for representatives for the next year.
Junior Travel Ambassador Presentation (JTA)

The following points were raised;

- Our role is to promote safe independent travel.
- Every Wednesday the children record how they travel to school into a programme called Travel Tracker, children have many options to chose from. At the end of every month children can receive a WOW badge. The WOW badges are designed by children all over the UK. Every school can send in three entries and the JCAs can choose designs. A child from the school won the national competition this year. This is the first year that St Thomas More had won the competition.
- We celebrated the Walk to School Week and we try and promote park and stride where families park ten minutes away from school and walk the rest of the way. Children recorded how they travelled to school throughout the week, we recorded the data and awarded the class that made the most effort with a walking trip to the local park. This year, Year 2 won the competition.
- We had a walking bus, the bus included children and their families. It is good for our health and the environment and we can socialise with our friends.
- We celebrated Tuesday Any Shoes Day where we could come to school wearing any shoes we wanted to as long as they were safe.
- Cycle training and balance bike sessions had been organised.
- We are celebrating clean air day on Thursday 20th June 2019.
- Every year the school provides a free breakfast to children who walk or cycle to school. It has been very successful.
- Special parade for blinged out bikes and scooters.
- Be Seen and Be Safe Assembly.
- Travel survey before school where the negatives and positives were collated.

Q: The survey was phenomenal would this information be passed on to parents?
A: Yes, the information has been circulated to the parents, the Headteacher does go out and speak to the parents outside.

Q: How do you think you can change the behaviour?
A: We record the findings from the surveys, the children do tell their parents. The findings are put in the newsletters.

Q: What do you like the most about your role?
A: If people were safe incidents wouldn't happen, we can promote safety.

Questions for Governors

Q: Do you get paid for being a governor?
A: No. In our training it was reported that governors are the largest volunteer workforce in the UK. We do get to come in and visit and see the hard work that you do is better than being paid.

Q: How long does the training take to become a governor?
A: There are various training courses that governors can attend depending on their interests and understanding how the school works. It doesn't stop, there is always something to learn and find out about.

Q: What is your favourite thing about being a governor?
A: Today it was the delicious lunch! It is about working hard on something which may take a while when you have achieved this and you have made a contribution that is the best thing.

Q: How do you become a governor?
A: There are different types of governor, for parent governors, all parents can put their name forward and then there is a vote. For Local Authority governors, the Local Authority nominates a person. Foundation governors are appointed by Fr Richard and the Diocese. We decide which governor will be responsible for an area.

Q: What do you do as a governor?
A: We are there as a sounding board, there are lots of things going on at school. we ask questions about what is going on and the progress of the children we get an oversight of what is going on. We are a critical friend.

Mr Anthony Clarkstone opened the meeting with a prayer.

1. Absence

1.1 Apologies for Absence

There were apologies from Mr Markus Ryan and Ms Michelle Mananghaya-Watson which were accepted by the Governing Body.

1.2 Approval of Absence

The apologies for absence were approved by the Governing Body.

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.

3. 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. The Chair of Governors would discuss the Foundation Governor vacancy with Father Richard Plunkett.

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

### 3.1 Election of Chair and Vice Chair

Mr Craig Cabell was nominated for the position of Chair by Ms Cherry Simpkin there were no further nominations. The nomination was seconded Mr Salvatore Consolino and accepted unanimously by the Governing Body.

Mr Anthony Clarkstone was nominated for the position of Vice Chair by Mr Warwick Onyeama, there were no further nominations. The nomination was seconded by Ms Victoria Riddell and accepted unanimously by the Governing Body.

### 4. Minutes of the last meeting of the Governing Body held on the 2nd April 2019

The minutes of the last meeting had been circulated and after discussion the governors unanimously agreed that it should be signed as a true and accurate record of the meeting.

### 5. Matters arising from the meeting held on the 2nd April 2019

**Action: Ms D Holmes to check the school website for compliance.**


Governors discussed a systematic approach to the training programme and support to the school moving forward.

**Action: Opportunity to collective review the training programme and make decisions on which governor would attend appropriate training. Agenda Item.**

### 10.1 Governing Board Skills Audit

**Action: The Clerk would circulate a skills audit. Agenda Item next meeting. COMPLETED.**
**Link Governors**

- Numeracy: Anthony Clarkstone
- Literacy: Craig Cabell
- SEN/LAC: Warwick Onyeama and Amy Webber
- Safeguarding: Craig Cabell
- R. E: Father Richard Plunkett
- History / Geography: Cherry Simkin
- Science: Salvatore Consolino
- Compliance: Danielle Holmes
- Music: Victoria Riddell
- Finance: Michelle Mananghaya-Watson

**Committee Membership**

**Curriculum Committee**

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

**Premises Committee**

- Cherry Simkin (Chair)
- Craig Cabell
- Salvatore Consolino
- Danielle Holmes
- Gordon Jamieson
- Premises Manager

**Resources Committee**

- Cherry Simkin (Chair)
- Warwick Onyeama
- Michelle Mananghaya-Watson
- Amy Webber
- Victoria Riddell
- Craig Cabell
- Gordon Jamieson
6. Headteacher’s Report

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

- There are 201 children on the school roll. There are some children on the waiting list. There are 30 children in Reception for September 2019.
- There is one child with an EHCP and one child is waiting for an EHCP.
- The SEND data had been circulated. The Watch and Monitor data had been circulated. There are 20% of the children on the school roll that are on the Watch and Monitor list. The Watch and Monitor list is a list of children across the school who do not have diagnosed additional needs but are in danger of under achieving, vulnerable, progress and attainment is below ARE or there is a general concern about the child which impacts on learning. Some children have needs in more than one area. The data on need spread across the school had been circulated. The current provisions are purchased in by the school to support the SEN of the school, the provisions are reviewed according to the breakdown of need.

Q: What are the school doing to support the children in the lower year groups so that the issues do not become more apparent in Year 3.
A: This would be discussed with Mrs Wren and feedback on the data.

- The Steps programme is scheduled three times a week. The programme is a literacy and numeracy programme which is run by the borough, it is usually a one to one or small group programme that is tailored to the individual child. The Steps programme begins in Year 3.
- The school had been successful in securing animal therapy for 12 weeks. It is an educational and therapeutic project delivered in mainstream primary schools encourages social communication and collaboration between children with learning disabilities and children who do not have learning disabilities. the programme will run for 12 weeks and there are 20 one children across the school accessing this intervention. The therapy had been very successful. The school could consider a Reading Dog in the future.
- There is a Language for Thinking intervention.
- There are 13 children that receive Free School Meals, however, there is a high level of deprivation.
- There are 85 children who are EAL children. There are less EAL children in Reception.
- Attendance is at 97%, authorised absence is 2.6% and the unauthorised absence is 0.3%. the Headteacher has conversations with parents when absence dipped.
- There had not been any fixed term exclusions this term. There had been one managed move which had been successful. Most behaviours are managed without exclusions the school use Waterside for behavioural needs.
- There had not been any racist incidents. There are ongoing conversations with children using inappropriate language.
Q: Are there any concerns raised about bullying?
A: Yes, we do have concerns raised, there are friendship group challenges. There had been a parent feedback session at the last parents evening, there had been a period of uncertainty at the school and now the school is a much calmer place.

Q: Is there any cyber bullying going on?
A: We do tell children about the laws around usage. Parents often do not have any idea about the legal ages for social media sites.

Q: Is there a reason why we do not record bullying incidents in this report? Bullying and racism are on equal settings regardless of whether the Local Authority require it to be reported.
A: There is a definition for bullying, we only report bullying if it is repeated by the same person. It is a legal requirement to report racist incidents. Incidents are logged. Details can be provided on the incidents. There had been parent and children feedback surveys that indicated that the children feel safe in school which had been reported to the governors.

Q: Is there something that the School Council could take on?
A: Yes, but there are challenges with surveys and the results however. There is a box available for concerns and an email address for parents and children to detail any concerns. Ken Palmer also interviewed the children and feedback had been given to governors as part of the independent Safeguarding Audit.

Action: The Safeguarding Governor agreed to have an overview of incidents.

- There is one vacant post for a maternity cover.
- There are 30 confirmed places for September 2019. There would be a meeting for Reception parents on Thursday 26th June 2019.
- The mid time review meetings have been completed, the final term observations to be completed in the next two weeks. Following the maternity cover appointment class teachers will be informed about their new classes for next year.

Q: Do we complete home visits for the new children?
A: The staff visit the nurseries to visit the children.

Action: Home Visits for Reception children may be considered moving forward.
Action: Link to Prevent Training to be circulated. Clerk.
Action: Joint Safeguarding Training to be scheduled with Holy Family. Clerk.

- There had been a meeting with the PTA and the Chair of Governors. There had been a conversation about the allocation of funding some staff ideas and been collated for the PTA to review.
6.1 Progress against the School Development Plan

The plan had been reviewed with the SLT and the SIP would also review the plan, there would be a review in light of the new Ofsted Framework.

6.2 Implementation of the revised Ofsted Framework

Work had begun on implementation of the revised Ofsted Framework.

6.3 Safeguarding

There are no children on Early Help, there are no children on a Child Protection Plan and no children had been referred to MASH.

6.4 Mental Health and Wellbeing

The attached documentation is for information.

6.5 Review Times of the School Day

The times of the school day were circulated and agreed.

6.6 Approval School Terms and Holiday Dates 2019/20

The school term dates were agreed.

6.7 GDPR

The attached GDPR Checklist to be reviewed by the Compliance Link Governor.

Action: DH to review the GDPR Checklist.

6.8 Public Sector Equality Duty

A template would be circulated.

Action: Clerk to circulate a template.

6.9 Website Compliance

This item was taken under Matters Arising.

6.10 Complaints, Compliments and Successes
The school had received compliments on the calm environment and the behaviour of the children. The parents are happy with the school and the children are safe and looked after. The children are very well behaved, the school had an exemplary reputation with the local community. The children are very well behaved on all trips.

7. Reports

7.1 Chair of Governors

The COG attended the World Book Day which had been very successful. The Link Governor visit was very productive. The lunch today with the children and governors was a very positive experience, the menu and the organisation were excellent. The chef is a positive presence and encourages the children to try different foods.

Governors were invited to attend the Parish BBQ on the 14th July 2019. Governors do meet after Sunday Mass in the Community Room; all governors are welcome to attend.

The School Fund had been highlighted with the parents. The Chair of Governors and the Headteacher had regular meetings. The Chairs letters are uploaded to the website. The Chair attended the recent parents meeting which had been informative and positive.

Any governors interested in becoming a Foundation Governor at the secondary school to discuss the position with the Chair.

An additional briefing meeting on the SATS results would be arranged before the end of term.

Action: Headteacher and Chair to organise a briefing session.

7.2 Curriculum Committee 19th March 2019

The minutes of the committee meeting had been circulated.

7.3 Finance and Personnel Committee 12th March 2019

The minutes of the committee meeting had been circulated.

7.4 Premises Committee 12th March 2019

The minutes of the committee meeting had been circulated.

8 Effective Governance

8.1 Governor Visits
The Governor Visits had been minuted in the Curriculum Committee meeting.

8.2 Governor Training Report

The report would be compiled and circulated by the Clerk.

Action: Clerk

8.3 Governor Attendance Meeting 2018/19

The report would be compiled and circulated by the Clerk.

Action: Clerk

9 Scheme of Delegation

The Scheme of Delegation had been circulated.

Action: Agreed

9.1 Receipt of Approved Committee Terms of Reference

The Terms of Reference had been circulated and agreed.

Action: Agreed

10 Policies

10.1 Critical Management Plan

Action: Agreed

10.2 Data Protection Policy

Action: Agreed

10.3 Discipline and Behaviour Policy for Children

Action: Agreed

10.4 Code of Conduct for Staff

Action: Agreed

11 Dates of Future Meetings

The dates of future meetings would be circulated.
12 Any other business

- Consider CEOPS assembly / parent briefing
- Self-Assessment Facilitator for the Governing Body with an Ethos aspect.
- Assemblies for schools helping children to focus on the word of God and familiarisation with the Bible – Autumn term, Catechismus Centre. Anthony Clarkstone to support.

The meeting closed with a prayer.