1. Absence

1.1 Apologies for Absence

Father Richard Plunkett, Mr A Clarkstone, Ms V Riddell, Mr M Ryan and Ms V McLaughlin sent their apologies which were accepted by the governors.

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.

3.1 To note the vacancy for a Foundation Governor

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

Action: Chair of Governors discuss Foundation Governor vacancy with Fr Richard.
4. Minutes of the last meeting held on the 6th December 2018

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 6th December 2019

The following points were noted;

- Scheme of Delegation and Terms of Reference

Copies of the Terms of Reference and the Scheme of Delegation from St Thomas More Secondary School had been circulated.
Sample Terms of Reference and Scheme of Delegation from Bexley had been circulated for review.

Action: Chair and Headteacher to review the examples and a draft would be circulated for review at the next Governing Body meeting. Agenda Item next Governing Body Meeting.

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


6. Effective Governance

6.1 Link Governor Duties and Committees

https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/link-governors/allocating-link-governor-roles/#section-0

A briefing on link governor roles had been circulated. The Senior Leadership Team (SLT) had met and discussed the role of the link governor moving forward. The following link governors had been proposed;

- 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
Staff would be asked to make contact with their link governor and schedule a meeting there would be a schedule for the next academic year. Governors were reminded to consider the agreed Ofsted Framework on their visit. There would be a policy document outlining the expectations from a link visit. A draft Governor Visit form had been circulated for governors to complete a summary of the visit to be fed back to the full Governing Body.

Craig Cabell had completed a link visit and attended World Book Day, the following points were raised:

- A reading session had been arranged with the Juniors and the Infants.
- A learning walk had been arranged to look at the work on the walls. There had been a discussion about EAL students.
- There had been a review of the data.
- There had been a visit to the classrooms.
- Discussions with the children.
- Question and answer session and a discussion about the changes in the curriculum.
- Very productive enjoyable day.

Q: Can we link visits to the action plan?
A: Any points fed in by the governor after the visit would be used to update the action plan.

6.2 Governor Training Programme

The Training Programme had been circulated and governors were encouraged to attend training.

6.3 Arrange Monitoring Visits to the School linked to the SDP.

This item was taken under 6.1.

6.4 Governor Training Reports

There were some compulsory modules which all governors should complete,

Action: The link to the online training would be circulated to the governors. SBM.
Action: Any details of training to be sent to the Clerk and the SBM.

6.5 Plans for the summer term

The following points were raised;

- Sharing assemblies for each class.
- Preparation for the SATS and Phonics.
- Planning additional trips.
- Sports day.
- Preparing all classes for the transition.
- Welcoming new reception class.

7. Headteacher's Report

The report had been circulated and the following points were noted;

- All recommendations from the recent Safeguarding Audit had been implemented.
- There are no children on Child Protection Plans and no children referred to Early Help. There had been one referral to MASH.
- There are 200 children on the school roll, there is a waiting list.
- There had not been any referrals from the Fair Access Panel.
- There had been one failed managed move into the school, there had been interventions in place and there had been one successful managed move out of the school.
- There are 15 children on the SEND register, 41 children on the Watch and Monitor list. A list of therapies and support for targeted had been included in the report, there is an additional therapy strategy that would be used called Talking Reds which is a free therapy with animals with three workshops a week for up to 7 targeted children.
- There are 13 children who are eligible for Free School Meals.
- Attendance is at 97.2% which is very strong, there had been a low level of authorised absences and a low level of unauthorised absence.
- There are a lower number of EAL children in Year 1. There are 85 EAL children in the school.

Q: Some of the challenges that the school have is that English is not spoken at home, can you let us know what strategies are in place to support these children?

A: There would be a programme of support for the parents and children. The allocation of funding had been discussed at the curriculum committee regarding learning aids and resources to support learning.

- There had not been any fixed term exclusions this term. There had been a successful referral to Waterside. A Team Around the Child meeting would be scheduled for the end of April.
- The had not been any racist incidents reported this term. All staff continue to use a system of restorative justice, children are encouraged to tell the truth and be considerate of others. Victims are encouraged to forgive the aggressor and aggressors are walked through incidents to consider the impact of any actions on others.
- There had been two TA appointments, one PPA teacher on a job share in Year 6 until July since September 2018.
- The offers date for admissions is the 15th April 2019.
- Phonics screening took place this week, 60% passed and 27% were close to passing. The aspirational target is 90%, for those children who did not pass old papers had been sent home for practice.
- SATS preparation is underway, there would be a full revision programme. Tests have been sent home with the revision programme and a list of APPs to help the revision and testing process at home had been circulated. The school have a maths revision programme which had been loaded onto USB sticks for the children to use at home with You Tube videos to support the children.

Q: How are you finding parental support for the SATS preparation?
A: Parental support is mixed; many different approaches had been considered. The preparation folders were discussed with the parents at the recent parent evenings.

- The cycle of Performance Management and Objectives had begun, and mid-term review meetings had been scheduled with the teaching staff against the PM objectives and with new appointees to discuss and evaluate their start at the school.

Policies

The following policies were circulated for review and ratification;

- Link Governor
- Scheme of Delegation
- Accessibility Policy – template and guidance had been included in the Premises Committee Minutes.

Action: Policies to be circulated and ratified at the next Governing Body Meeting. Agenda Item.

Q: Where are events and celebrations loaded on the website?
A: There are issues with uploading on the website, some staff have now been given permissions to edit sections and upload photographs on the website. All permission slips had been completed by the parents and the staff have a list of children who have permission for photographs at events and trips.

PTA

The Events that the PTA had contributed to and a pending section which is awaiting the decision of the PTA had been included in the report. The PTA had advised that there would be contribution of £15.00 for each student and £20.00 per student was agreed for the Reception Class to cover the cost of any coaches for trips. The PTA balances had been circulated in the report.

Action: Consider a meeting with the PTA to discuss possible sources of funding for the school and the budget constraints.
Vision and Action Plan

Governors Relationships

- Updated list of link governors.
- Develop link with subject lead and complete link visits to the school.
- Governor’s attendance in official role in key assemblies and events.
- Improve communication between school and Governors.
- Complete governors survey.
- Governors training where required.

Increase Parental Engagement

- Class teachers are available at the end of each day.
- Swift response to parental enquiries.
- Parental survey March 2019 had been completed awaiting collation.
- Parents invited into school for key phase of learning.

Safeguarding Procedures

- Revised safeguarding policy approved by governors. Revision includes new regulations.
- Independent audit of the schools safeguarding systems in January 2019.

Develop Catholic Faith

- Regular participation of all students in the acts of reflection and prayer in the school. Calendar of events based on the Liturgical calendar.

Develop the range and number of extracurricular clubs

- There are five after school’s sports clubs
- Choir
- Increase the range of opportunity in consultation with the student council.

Increase Student Voice

- School Council elected.
- Council and staff to identify areas for improvement.

Parental Survey March 2019

The headlines for the Parental Survey which took place in March 2019 were circulated for information. The questions were the same questions used in the parent view survey for Ofsted. Some of the responses to the survey may have been related to historical issues. The Chair of Governors attended the parents evening and was available for questions with the parents.
Q: Do we load any additional resources on the website?
A: Teachers do direct parents to websites that can be used for suitable and appropriate resources.

8. Reports

8.1 Chair’s Report

The Chair attended the parents evening and was available for any questions from parents. The event went very well. Most parents attended the parents evening, any parents who did not attend were followed up.

8.1.2 Single Central Record

The Single Central Record would be checked by the Chair of Governors.

8.1.3 Urgent Action

There were no urgent actions to report.

8.2 Curriculum Committee

The minutes of the Curriculum Committee meeting would be circulated. The following points were raised;

- Year 6 progress and attainment would be a greater challenge this year. This had been recognised throughout the school. Many interventions and support had been put in place. Governors discussed allocating further resources if necessary.
- Year 3 was also a challenging year group.
- There had been detailed conversations regarding the progress and attainment in the challenging year groups. Governors were assured that the school staff knew what the challenges were and had plans for any necessary support.

Action: The Curriculum Committee minutes would be circulated. Clerk.

8.3 Finance Committee

The minutes of the Finance Committee were circulated, the following points were raised;

- There would be a £40,000 decrease in funding for the school next year.
- The committee had agreed to set up a school fund and a letter would be circulated to parent regarding the voluntary contributions. Staggering the voluntary contribution over the year and informing the parents why voluntary contributions were being requested would be put in place.
Action: Headteacher to circulate the information on voluntary contributions to the parents.

8.4 Premises Committee

The minutes of the Premises Committee were circulated, the following points were raised;

- It was agreed that the Cherry Simpkin would Chair the Premises Committee going forward.
- There had been improvements to the school environment and the outside spaces.
- There had been a discussion about raising the perimeter fence and the CCTV system.
- There had been a discussion regarding security and glazing the reception area.
- The committee considered if the budget was being spent in the correct areas and the members were assured that the budget was being spent in an appropriate manner.
- There had been a review of the large ticket items including the windows and the air conditioning.

9. Date of Future Meetings

All future meetings would be scheduled for Thursday and Fridays for the next academic year.
7th June 2019 – Resources and Premises Committee Meeting, Pupil Voice and Governing Body Meeting.

10. Any Other Business

Danielle Holmes would attend the SATS.

11. Governor Training

Details of the Governing Training Sessions for the Spring Term had been circulated and noted by the Governors.

The meeting closed with a prayer.