

SPRING TERM 2017

LONDON BOROUGH OF HARROW

THE GOVERNING BODY OF
ST GEORGE'S CATHOLIC PRIMARY SCHOOL

Mission Statement: *We are learning and growing together as God's family.
We will always do our best to love and respect each other
as we prepare for our future.*

MINUTES

Date: Thursday 6th April 2017

Time: 6.30 pm

Location: St George's School

Present: Mr M Power (MP) FG – Chairman	01.01.15 – 31.08.18
Mrs M Elton (ME) FGP	01.09.16 – 31.08.20
Mgr J Fairhead (JF) FG	01.09.15 – 31.08.19
Mr C Kugaswaran (CK) FGP	05.01.17 – 31.08.20
Mrs C Lally (CL) FG – Curriculum Chairman	06.03.15 – 31.08.18
Mr P Woods (PW) FG – Vice Chairman	26.10.15 – 25.10.19
Mrs D Monaghan (DM) – Headteacher	01.01.14
Miss L Loughlin (LL) SG	13.10.15 – 12.10.19
Mr M Nelson (MN) Co-Opt – Extended Schools Chairman	22.09.16 – 21.09.20
Mr J Sullivan (JS) Co-Opt – Finance Chairman	06.11.14 – 05.11.18
Mrs M Jones (MJ) PG	04.12.15 – 03.12.19
Mr S Keogh (SK) PG – Premises Chairman	04.12.15 – 03.12.19
Mrs C Flanigan – Clerk	25.09.14

In Attendance: Miss H Ahern – Deputy Head

FG – Foundation Governor, FGP – Foundation Governor Parent, SG – Staff Governor,
PG – Parent Governor, LA – Local Authority Governor, Co-Opt – Co-Opted Governor,
AM – Associate Member

The meeting was declared quorate. (A quorum is one half of the current membership of 15 governors rounded up, ie: there were at least 8 governors present at the meeting).

1. Opening Prayer

The meeting opened with the Governors' Prayer.

2. Apologies

Apologies were received from Mrs Anukem FG, Cllr Bath LA, Mr Harrington FG.

3. Authorised / Unauthorised Absence

All three absences were authorised. Condolences were extended to Mrs Anukem on the death of a family member.

4. **Declarations of Interest / Conflicts of Interest**

None were declared.

5. **Governing Body Membership**

The Clerk advised governors that the position was exactly as it was at the February meeting ie: one more foundation governor (not a parent) was needed to complete the governing body.

6. **Minutes of Last Meeting – 2nd February 2017**

The minutes were agreed as a true record.

They were signed by the Chairman and would be filed and published on the school's website.

7. **Matters Arising**

ACTION ITEM	GOV/COMMITTEE	DESCRIPTION	OUTCOME
8 (10)	All governors	To consider short & long-term actions post audit.	See Item 13 – Committees feedback
8 (12) Finance	JS	To circulate Benchmarking doc	Ongoing
8 (14)	MN	To report back to FGB re: impact on Nursery of 30 free hours	See Item 13 – Committees feedback
9	ME & CB	To visit school	Completed
13	PW & Clerk	To send & circulate Admissions policy & SIF 2018/19	Completed
16	Clerk	To set up 'The Key' for LH & CK	Completed
16	PW	To circulate Skills Audit	Ongoing
17	DM	To enter 'Lockdown Procedure' in Continuity Plan	Ongoing See Item 16
17	DM	To advise parents of 'Lockdown Procedure' and record safety measures already in place.	Ongoing

8. **Headteacher's Report / Catholic Life of the School**

The report had been circulated to all governors prior to the meeting. Mr Power asked if there were any comments/questions.

- A governor recommended checking the requirements for additional information under 'Safeguarding'.
- A comment was made about the percentages of various languages spoken. The Head informed governors that there are many children who are bi-lingual, but said that she would check the figures.
- A governor asked about budget allocation for new books. Mrs Monaghan assured governors that approx. £4k would be allocated.
- In answer to a query about school stability, she explained that although the school is stable, a growing number of families were moving out of London, mainly because of property prices.

- Fr Jeremy asked about the school nurse visiting Years 5 & 6 to cover 'Journey in Love'. The Head explained that it was part of the diocesan approved programme for SRE (Sex & Relationships Education). Fr Jeremy's concern was regarding current 'gender' issues.
- The fact that there was much good news re: sporting activities, was flagged up. Mrs Monaghan said that there was a very strong PE department.
- A governor asked a question about Leadership development. The Head advised governors that she would be looking to appoint an acting KS1 leader, as the current teacher was taking maternity leave. She was asked about the structure of the current SLT, and explained as follows: Head, Deputy/inclusion, EY lead, KS1 lead, lower KS2 lead. She also intended to appoint an upper KS2 lead via an external advertisement.

9. Academies

This item was confidential.

10. Future Nursery Provision

This item was confidential.

11. Taylor Wimpey / Castle Oak Developments

Mr Keogh reported that Castle Oak had not been forthcoming recently in terms of doing something for the school. On request, the school had provided artwork for the company to display on their hoardings, opposite the school entrance.

Taylor Wimpey had agreed to replace the boundary fence between school and their site. Work was due to start on Monday 10th April and would take all of the Easter holidays. As a precaution, it was suggested taking some photographs before work began, to ensure that the fence was erected exactly on the boundary.

12. Preliminary School Budget

N/A

13. Committees Feedback

Finance

Mr Sullivan gave verbal feedback from the meeting of 20th February. He explained that last year, because there had been a number of staff on maternity leave and the cover that was necessary, the budget had been stretched. Building and maintenance costs had also been high.

The After School Club had made a profit. As indicated in the Head's report, a substantial amount of money was to be spent on books and also a possible large playground project using PE and sports grant allocation.

Details of this project would be considered by the Premises committee.

Action: Premises committee

Mr Power assured governors that the school was very well run financially.

Curriculum & Standards

Mrs Lally tabled draft minutes from the meeting of 6th March and took governors through them. There was a SEN report by Miss Ahern, which was attached to the

Curriculum minutes. Main areas for improvement were identified as Yr 1 writing and Yr 4 reading. A SIP report by Mrs Monaghan (also attached), identified raising standards in reading across the school and also raising % of able children achieving high scores and greater depth in reading and writing.

Mrs Monaghan commented that she would be monitoring the impact on attendance of the school having a slightly different Easter holiday from some other schools.

Action: Head

Premises

Mr Keogh gave verbal feedback from the meeting of 3rd April. Main points were as follows:

- The outcome of LCVAP bids was not yet known
- Discussion on the H/S inspection by the LA
- Discussion on high maintenance costs eg: trees, and how to reduce costs
- Discussion on drainage – waste and run-off
- Discussion on the roundabout. Quotes to be sought for reducing the size. Possibility of putting a statue of Our Lady in the middle.

Extended Schools

Mr Nelson took governors through the previously circulated minutes of 21st February.

Main points of discussion were:

- Occupancy in the Nursery
- Use of Breakfast and After School Clubs and how they were growing
- Use of a ‘buddy’ scheme
- Parent questionnaires
- Care of children was very good

A question was asked about the size and make-up of the committee. Mr Nelson explained that it was made up of 4 governors and 3 members of staff who report back at each meeting.

In the future it was hoped to have a parent governor on the committee.

14. Reception Admissions

Mr Woods reported on the Admissions meeting of 28th February as follows:

- 174 applications for 60 places
- 120 applicants submitted a SIF (Supplementary Information Form)
- 30 from siblings within St George’s Parish
- 29 from other Catholic children in the parish
- 4 from siblings outside the parish
- 11 from outside the parish (neighbouring parishes)
- 35 from other parishes

Mrs Monaghan reported on the late in-year application to Reception from a child with very complex needs, who at the moment is having a phased entry. The school has concerns about the child being able to transition to KS1.

Two members of the GB declared an interest, and therefore did not attend the meeting.

15. Approval of SFVS

After a discussion about the document, there was a vote. 11 governors gave their approval, one governor abstained.

16. Policies

The 'Lockdown Procedure' would be circulated to all governors. Swift approval would be required.

Action: All governors

17. Secure Email / LGFL Mail

It was agreed to revert to using personal emails.

18. Governor Training

N/A

19. AOB

- Mr Power had received a 'Thank You' card from Mrs Garcia, the former school Business Manager.

The meeting ended at 9.10pm.

Mike Power
Chair of Governors

St George's Catholic Primary School
Sudbury Hill
Harrow HA1 3SB

Celia Flanigan
Clerk to Governing Body

ACTION POINTS FROM SPRING `17 FGB MEETING (2) – 06.04.17

ACTION ITEM	GOV/COMMITTEE	DESCRIPTION	DATE
7 (8) (12) Finance	JS	To circulate 'Benchmarking' doc	Before next FGB – 04.05.17
7 (16)	PW	To circulate Skills Audit	ASAP
7 (17)	DM	To update Continuity Plan and circulate to all govs for approval	ASAP
7 (17)	DM	Advise parents re: 'Lockdown Procedure'	After whole 'Plan' has been edited and approved
13 Finance	Premises	To consider the playground project	At next committee mtg
13 Curriculum	DM	To monitor attendance in light of different holiday	For next FGB mtg 04.05.17
16	All governors	To approve 'Lockdown Procedure'	Urgent