

SUMMER 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 4th May 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
Mr L Harrington (LH) FG	24.11.16 – 31.08.20
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
Cllr C Bath (CB) LA	28.11.14 – 27.11.18
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 Fr Jeremy FG, Mr Keogh PG, Mrs Anukem FG

3. Authorised / Unauthorised Absence

All three absences were authorised.

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 April meeting ie: one more foundation governor (not a parent) was needed to complete the governing body.

6. Minutes of Last Meeting – 6th April 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
7 (8) (12) Finance	JS	To circulate 'Benchmarking' doc	Before next FGB – 06.07.17
7 (16)	PW	To circulate Skills Audit	Completed. Doc to be completed and returned to PW by Friday 26 th May
7 (17)	DM	To update Continuity Plan and circulate to all govs for approval	Completed and approved
7 (17)	DM	Advise parents re: 'Lockdown Procedure'	Completed * See below
13 Finance	Premises	To consider the playground project	At next committee mtg – 12.06.17
13 Curriculum	DM	To monitor attendance in light of different holiday	See Item 8
16	All governors	To approve 'Lockdown Procedure'	Completed

* *Miss Loughlin asked about practising the lockdown procedure with the children. Mrs Monaghan advised that in an emergency, everyone would stay where they were. She would be discussing the procedure with staff.*

Mr Sullivan reported that a new telephone system was to be installed, that would greatly facilitate this procedure.

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

- Mrs Monaghan reported that despite a slight difference in holidays between schools, the effect on attendance was minimal.
- The summer term calendar re: Catholic life of the school had been set.
- St George's Day celebrations had been very successful, including Mass, outings for KS1 & KS2, a strawberry and cream tea hosted by the PSA and various assemblies.
- Two teachers had resigned. There was a new member of the SLT.

- Pupil progress meetings had begun re: monitoring. There would be ‘learning walks’ and ‘book looks’.
A question was asked about ‘book looks’. Mrs Monaghan explained that there were a variety of reasons for examining books eg: handwriting & presentation, Pupil Premium books, SEN books, consistency of marking and standards of children’s work.
- A final visit from the LA Early Years adviser would take place next week. There was a report after each visit. The suggestion was made that the adviser could take the opportunity to speak to parents, as her visit would coincide with home time.
- Safeguarding training had taken place, led by the LA lead for the MASH (Multi Agency Safeguarding Hub) team. The aim was to improve reporting and referral procedures. The outcome had been to review the concern sheets and what teachers record on them.
A question was asked about pupils leaving the school mid-year. Mrs Monaghan explained that in fact two families were leaving, but there was not a particular problem. However, it was happening more than in the past, but there was never a problem about filling the places. The remark was made that families moving away was a London-wide problem.

9. Academies

This item was confidential.

10. Budget

Mr Sullivan gave governors a detailed explanation of the budget 2017/18, a copy of which had been circulated prior to the meeting. He advised governors that budgeting would become increasingly more difficult over the next few years because of cuts. However, he assured governors that this year’s budget was achievable.

Questions were asked about the possibility of letting the computer suite and the field.

Discussions followed and these suggestions may be followed up.

The budget was ratified unanimously.

Mr Power thanked all those involved in producing it.

11. Reception Admissions Update

Mr Woods reported that the offer date for Reception admissions was 18th April and that all siblings had been offered a place at St George’s. There was the possibility of four appeals. Appellants were required to submit paperwork by 18th May.

12. Governor Training

The suggestion was made that when the Skills Audit had been completed, Mr Woods could decide on appropriate training. **Action: PW**

Mr Power recommended considering specific ‘Ofsted’ training, as an inspection was probably imminent. Additionally, Mr Woods recommended that all new and relatively new governors needed to register with ‘The Key’ and complete the online training by Friday 26th May. **Action: All new governors**

Mr Power urged all governors to access this website for Ofsted inspection information. He reminded governors that anyone could be required to speak to inspectors about the school.

13. Governor Visits to School – Summer term ‘17

Visits that took place last year were very successful and Mrs Monaghan intended to repeat them. She asked governors to concentrate on areas for improvement, when they visited their class. She would circulate some dates. **Action: DM**

14. AOB

None.

The meeting ended at 7.40pm.

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 SUMMER `17 FGB MEETING (1) – 04.05.17

ACTION ITEM	GOV/COMMITTEE	DESCRIPTION	DATE
7 (7) (8) (12) Finance	JS	To circulate ‘Benchmarking’ doc	Before next FGB – 06.07.17
7	All governors	To complete and return Skills Audit to PW	By 26 th May ‘17
7 (13) Finance	Premises	To consider the playground project	At next committee mtg – 12.06.17
12	PW	To decide on appropriate training post Skills Audit	By 6 th June ‘17
12	All new govs	To register & complete online training with ‘The Key’	By 26 th May ‘17
13	DM	To circulate dates re: govs’ school visits	By 19 th May ‘17