

Governor's Newsletter. Autumn Term 2017



Hello! I'm Peter Falconbridge, Chair of Governors at St. Catherine's School. Welcome to the autumn term newsletter.

I am pleased to announce that we, again, have a full complement of governors on our team. The vacancy for a co-opted governor will be filled at our first FGB meeting in 2018. Our current governors are:

Peter Falconbridge	Co-opted governor Chair
Cathy Irons	Co-opted governor Vice Chair
Graeme Stewart	Co-opted governor
Mrs Staiano	Co-opted governor
Julia Thurlow	Co-opted governor
Jean Legg	LA governor
Mrs Wallis	Head teacher governor
Vicky Burt	Staff governor
Denise Barrows	Parent governor
Jay Raynham	Parent governor
Gemma Wilkinson	Parent governor
Rachel Pennant	Foundation governor
Mike Marsh	Foundation governor
Andrew Davies	Foundation governor
James Harvey	Associate governor

Graeme Stewart is the Minister at the Riverside Church on Rye Road and has a seven-year-old son attending St. Catherine's School. We look forward to Graeme taking up his role as co-opted governor when he is officially welcomed and appointed at the Full Governing Body Meeting in March 2018.

What have we been up to recently?

Since our Summer Newsletter governors have been involved in training and meeting with the Head teachers and staff to monitor the effectiveness of the School and its efficient use of resources. Here are some of

the activities we have been involved in on your behalf: -

Catch-up. Catch-up is a monthly, informal, meeting between the Chair of Governors and the Head teachers. Since September I have met with the Head teachers on 06/09/17, 09/10/17 and 06/11/17. At these meetings, I am appraised of information regarding pupils and staff; e.g. child protection concerns, staff vacancies and recruitment. I am also provided with updates on current site and building projects, Ofsted related developments and key educational and financial policy.

Governor training

Governors regularly attend training to keep up-to-date with issues which impact on their role in school. On 26/10/17 I went on Chair's training in *succession planning*, which helped to equip me with the knowledge and skills necessary to prepare the governing body for any future change in leadership at the school. On the 07/11/17 one of our governors, Julia Thurlow went on *new to finance* training, which helped develop her understanding of the budget setting and management processes in school. The following week, 12/11/17 Julia also attend *SEND (Special Educational Needs and Disability)* training, which improved her knowledge of SEND so she could better support the School's SENCO (Special Educational Needs Coordinator), Sarah Brown.

Link visits

Some governors are 'link governors', which means they link with specific staff in school to monitor how effectively they are managing their area of responsibility. Since September the following link visits have taken place;

- **Health & Safety Link Visit.** Jay Raynham carried out his termly Health & Safety visit on 17/09/17, when he walked the site with the Site Officer, to review the condition of playgrounds and buildings. Jay reports his findings to the Resources Committee who monitor health & safety matters in and around school.
- **Safeguarding Link Visit.** Cathy Irons carried out a safeguarding link visit on 27/09/17 to review the annual safeguarding report, children looked after report and annual safeguarding checklist. These have to be checked annually before presentation at the October FGB.

- **Performance Management Link Visit.** I carried out a performance management link visit on 09/10/17 to check that the Head teachers had all the appropriate policies and procedures in place for evaluating and monitoring staff performance.
- **SIAMS Link Visit.** Rachel Pennant carried out a SIAMS link visit on 06/11/17 to meet with the School's RE Coordinator, Tracey Lines, and review progress on updating the School's RE Policy and implementation of the new Herts RE Syllabus.
- **Numeracy Link Visit.** I carried out a numeracy link visit on 20/11/17, when I met with the School Maths Coordinator, Joe Pring, to review the implementation of the School's new Maths Scheme – Maths no Problem (MNP)

Meetings.

Since September the following governor's meetings have taken place;

- **Performance Review Committee (PRC) Meeting on 15/09/17.** The PRC is responsible for monitoring the quality of teaching in the School, including the Annual Appraisal of the Head teachers. Currently the committee is Peter Falconbridge, Denise Barrows and Mike Marsh. We met with the Head teachers on 15/09/17 to review evidence of teachers' performance for 2016-17 and agree recommendations for pay progression.
- **Full Governing Body Meeting on 17/10/17.** Governors met to receive a report from the Head teachers on progress in key aspects of school life, including pupil attainment and progress and quality of teaching. We also agreed the School/Governor 2017-2018 Development Plans and Self-Evaluation Form, received Committee Reports, reviewed recent safeguarding arrangements and agreed curriculum policies.
- **Resources Committee(RES) Meeting on 06/11/17.** The RES committee is responsible for oversight of the financial management of the school and maintenance of resources, e.g. equipment, buildings, site. The committee met on 06/11/17 to monitor the school's budget, current and planned building/maintenance works, planned changes to e-Safety & data protection laws and review and agree policies.

- **School Improvement Committee (SIC) Meeting on 21/11/17.** The SIC is responsible for oversight of the curriculum, the attainment and progress of pupils, the maintenance of standards in teaching and learning. The School Self Evaluation Form (SEF) and the School and Governor Development Plans. The committee met on 21/11/17 to review the attainment and progress measures affecting Early Years pupils and the government's new system for measuring school effectiveness, Analyse School Performance (ASP)
- **Performance Review Committee (PRC) Meeting on 23/11/17.** The PRC met with the Head teachers and the School's Improvement Partner (HIP) to review the Head teacher's performance for 2016-2017 and set new performance targets for 2017-2018.
- **St. Catherine's Expansion Planning Meeting on 28/1/17.** As you know Herts County has agreed to expand provision at St. Catherine's to 2 Forms of Entry, commencing September 2018. On 28/11/17 I met with the Head teachers, Bursar and staff from County and KIER to review the proposed building work and developments to enable the expansion to go ahead. I will keep you informed of progress.

The last set of approved minutes for FGB and both committees are accessible on the school website. If you require copies of earlier minutes, please contact the school office.

Behaviour

The governors want to publically acknowledge their full support of School's approach to managing behaviour, including enforcement of the Home School Agreement. Unfortunately, over the last term I have been involved, as Chair of Governors, in situations involving children and families where behaviour has been unacceptable, usually involving a lack of respect or inappropriate use of the internet. Can I urge all families to re-read and familiarise themselves with the expectations detailed in the Home-School Agreement so that, together, we can strive to maintain an environment of mutual respect and positive behaviour? Thank you for your cooperation in this.

Mr P Falconbridge,

Chair of Governors St. Catherine's School

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