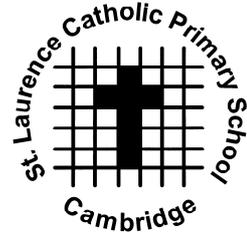




Cambridgeshire
County Council



St. Laurence Catholic Primary School

Through God's grace, a community growing in knowledge and understanding

Minutes of the Meeting of the Full Governing Body

Thursday 9th July 2015 @ 3.45pm

Present: Mary Jane O'Sullivan, Janet Scally (Chair), Sonali Kumarakulasinghe, Harry Roberts, Terry Taylor-Crush, Clare Clark (Head), Fr Pat Cleary, Nick Fraser, Phyllis Maynard, Rebecca Imhagwe & Charlotte Woodford

Associate Members: Shauna DeWolf, Claire Southgate, Joan Brierley

Others: Anabelle Sharman (Teacher for the School Council)

Clerk: Eric Smith

Apologies: Lynda McIntyre & Paul Robertson

1. Presentation by the School Council

The School Council members presented their annual report to the Governing Body.

Members had carried out a playground poster campaign reminding other children of the playground rules; reminding children not to make bad choices. There had been an assembly on the playground rules.

Members noted that there had been fewer playground incidents following the campaign; for example fewer 'pine cone throwing incidents'.

The School Council had interviewed the candidates for the post of Deputy Head Teacher; asking questions on their expectations of pupil behaviour and what they did 'out of school'. Members were able to get to know the candidates; their teaching styles, etc. Members voted on their preferred candidate; confirming that it was 50:50.

The School Council had supported 2 charities this academic year, CAFOD and Blue Smile. During a recent assembly a cheque for £500 was handed over to CAFOD.

To questions the children on the School Council confirmed that they had enjoyed their time on the Council and that they felt that they had helped the school.

Action by

To questions on the meeting with the candidates for the post of DHT the Council confirmed that Sonali Kumarakulasinghe had been present and Sonali confirmed that she had fed back the comments from the School Council to the Selection Panel.

2. Welcome, apologies and opening prayer

The Chair, Janet Scally, formally opened the meeting, extending a welcome to all those present and led a prayer invoking guidance for the proceedings.

Apologies offered for Lynda McIntyre & Paul Robertson.

3. Adoption of Joan Brierley as an Associate Member

Adopted unanimously for a 12 month period of office

4. Declarations of interests relating to items on this agenda

None

5. Approval of the Minutes of the Meeting of the Governing Body held on Thursday 7th May 2015

The Minutes were approved by the Governing Body as a true and accurate record and signed as such by the Chair.

6. Matters arising from the Minutes of the Meeting held 7th May 2015

Page 2 - Item 6 - Matters Arising – Equality Award. The working party has met and consists of 2 Members of Staff, 2 Governors and 2 Parents. The school has paid the assessment fee that covers the audit and support for the project.

Page 2 - Item 6 - Matters Arising – Parent Questionnaire. Mary Jane O'Sullivan confirmed that the Parent Questionnaire is on the website.

Page 3 - Item 8 – Living Wage – The Head confirmed that all actions have been completed; all contractors (except for Cambridgeshire Catering Services) have confirmed that they are paying the 'Living Wage'.

Page 5 - Item 11 – Governor Development Sub-Committee – Audit of GB Effectiveness. The audit has been submitted to Governor Services.

Page 4 - Item 10 – Reconstitution of the Governing Body. Action completed.

7. Head Teachers Report

The Head Teacher had circulated her report and the updated SEF ahead of the meeting, updated Governors and answered questions accordingly.

To questions the Head explained the background and actions taken by the school following the reported Racist/Gender/Homophobic incidents.

The Head commented on the SATs results, noting that KS2 results were better than expected; the Yr6 cohort was very good. However, the KS1 results were not good; this is a low achieving cohort. There will be a lot to do in KS2 and the children achieving 2A's will be targeted for accelerated learning.

Phonics screening was not up to National Standard and to a question the Head noted that there were many EAL children in Yr1, some of whom have difficulty with English. To a further question the Head acknowledged that Phonics screening does not check understanding.

8. Annual Child Protection Report

Presented to the Governing Body as required by Regulation.

To a question on the CCC Wellbeing Survey the Head confirmed that the survey was anonymous and personal; there had been no 'Red Flags' for the school.

9. Annual Report on the cycle of Governor Visits

The report was circulated ahead of the meeting and Shauna DeWolf updated Governors and answered questions accordingly.

Shauna reported that there will have been 27 formal Governor Monitoring Visits to the school this academic year. She also noted that by the next FGB Meeting there will be a clear plan for Governor Monitoring Visits for the 2015/2016 academic year. To a question Shauna confirmed that Monitoring Visits will be linked to the School Improvement Plan so that Governors can monitor the planned improvement in the school. To a further question Shauna emphasised that Governors should 'link' to the subject/class teacher responsible. To questions on whether SEND and the Catholic Ethos would be priorities, Shauna noted that monitoring visits would focus on the priorities in the School Improvement Plan. The Head has issued the Improvement Plan for 2015 – 2016.

10. Membership of HTPR for the coming year

It was agreed that the panel for the Head Teacher Performance Review would comprise, Sonali Kumarakulasinghe, Paul Robertson and Charlotte Woodford. The panel will meet on 8th September 2015, with School Improvement Advisor, Sally Rundell and the Head. The day will also include the KIT review (Keeping in Touch). It was agreed that Claire Southgate will undergo training to enable her to join the panel under the 'rolling membership' arrangement of the panel.

CS

11. Audit of GB Effectiveness

The Governor Development Sub-Committee had circulated the audit to all Governors for comment. The Chair thanked all for the comments made which had been very constructive. The Chair reported that the Governor Development Sub-Committee had also updated the Governing Body's Structure and Organisation Handbook as a result of the audit. As noted above the audit had been submitted to Governor Services.

12. Standing Reports as Appropriate

Learning and Achievement Committee: Not met since the last FGB Meeting; but will be meeting on 21st July. Seven Governors attended staff training on Target Tracker which included a session for Governors on how Target Tracker can be used to support Governor Monitoring. It was noted that Sonali Kumarakulasinghe met with the Head and Jenny Robertson (Inclusion Manager) to monitor the impact on the spending of Pupil Premium Monies. A report will follow, Head to action

Head

Finance & Personnel Committee: Not met since the last FGB Meeting
Premises Committee/Health & Safety Committee: Met recently, minutes circulated. To a question on the 'Trim Trail', (Item 5, Heads Report) the Head responded that this was the Outdoor Play Equipment. The Committee will be concentrating on the strategic aspects of their work i.e. specific school improvements rather than on routine repairs.

Governors Visits: As above in item 9. To a question on whether there had been any e-safety issues in the school the Head responded that there had been no such issues; however, there was to be an e-safety training session soon. The Foundation Governors noted that children were leading assemblies in the school.

Governor Development Sub Committee: The Governor Development Plan has been updated and circulated to all Governors. There is a clearer focus on school improvement. To a question on the data available from the Fischer Family Trust and when it will be updated the Head responded that it should be available in the Autumn Term. Un-validated information will be available via RAISEonline by January. It was agreed that there will be a full analysis of the SATs data for the first meeting of the FGB in September, Head to action, Clerk to add to the Agenda. Mary Jane O'Sullivan had circulated a draft of a Summer Term 'Governor News' to all Governors for comment. It was also agreed that this would be published to all Parents/Carers the week following this meeting, Head to action.

Head/
Clerk

Head

Link Governor for PTFA: The school summer fair that was held on 27th June raised £2815. The raffle in particular raised comment as it enabled supporters to donate to the school that might not have attended the fair.

Parish: The Chair noted that the medal for Jan Southgate for her services to the school and parish had been presented at a Parish Mass on 21st June. Fr Pat noted that the 9.30am Mass for every Sunday in August will be held in the Church rather than the school. Fr Pat reported that 3 volumes of Lectionaries have been donated to the school and parish by parishioners.

Chair's Correspondence: The Chair confirmed that she had received reports from visits to the school by the LA and the Improvement Partner and these reports confirmed the Heads assessment of the school that had been shared with Governors

Policy Review and Adoption Cycle:

Discipline Procedure/Grievance Procedure/Behaviour Policy: To be added to the Agenda for the next meeting. Action Clerk.

Clerk

Link Governor for Training: Mary Jane O'Sullivan reported on a 'Chairs Network Meeting. To a question on e-safety the Head confirmed that the material used to promote e-safety in the school was 'Age-Appropriate'. To a further question the Head confirmed that the PCSO for the area was willing to carry out an assembly on e-safety. Head to action. The Head had delivered Child Protection Training to Governors on 11th June.

Head

13. Election of the Chair of the Governing Body for the Academic Year 2015 – 2016

Mary Jane O'Sullivan elected unopposed. Governors expressed thanks to Janet Scally for her time in office as Chair. To a question it was noted that

Mary Jane will take over as Chair on 1st September 2015.

14. Election of the Vice-Chair of the Governing Body for the Academic Year 2015 – 2016

Janet Scally elected unopposed. Janet agreed to take the position for 12 months; succession planning to take effect.

15. Committee Structure, Link Governors for the Academic Year 2015 – 2016

Agreed by Governors, chart appended

A debate regarding Academy Status commenced during this item. It was agreed that a working party will review all items relevant to this school and to report to the next meeting of the Governing Body. Academy Status will also be a standing item on the Agenda for every FGB Meeting.

The working party will comprise Mary Jane O’Sullivan, Janet Scally, Joan Brierley, Nick Fraser.

Working
Party
Clerk

16. Dates for the 6 @ FGB Meetings for the Academic Year 2015 – 2016

- 15th October 2015 @ 3.45pm to meet the teachers
- 3rd December 2015 @ 4pm
- 28th January 2016 @ 4pm
- 17th March 2016 @ 4pm
- 5th May 2016 @ 4pm
- 14th July 2016 @ 3.45pm to hear the report from the School Council

17. Embedded Risk Management

Academy Status

18. Other matters appropriate to the Governing & School

None

There being no further business the meeting closed at 5.45pm.

Signed as a true record *Mary Jane O’Sullivan* Date *15th October 2015*
(Chair)