



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 28th January 2016 @ 4.00pm

Present: Mary Jane O'Sullivan (Chair), Sonali Kumarakulasinghe, Harry Roberts, Terry Taylor-Crush, Clare Clark (Head), Shauna DeWolf, Claire Southgate, Janet Scally, Rebecca Imhagwe, Charlotte Woodford, and Nick Fraser.

Associate Members: Lizzy Bennett, Joan Brierley

Clerk: Eric Smith

Apologies: Fr Pat Cleary and Phyllis Maynard

1. Welcome, apologies and opening prayer

The Chair, Mary Jane O'Sullivan, formally opened the meeting, extending a welcome to all those present and led a prayer invoking guidance for the proceedings.

Apologies from Fr Pat Cleary and Phyllis Maynard, accepted by Governors

The Chair requested that all members check their contact details and circulated an up to date contact list.

2. Declarations of interests relating to items on this agenda

None

3. Approval of the Minutes of the Meeting of the Governing Body held on Thursday 3rd December 2015

Spelling error on Page 2, item 4, Phycologist should be Psychologist, With this correction the Minutes were approved by the Governing Body as a true and accurate record and signed as such by the Chair.

4. Matters arising from the Minutes of the Meeting held 15th October 2015

Page 2 – Item 5 – Head Teacher's Report – The Head was asked if attendance in Reception had improved since the last meeting. The Head was able to confirm that attendance had improved and in one of the

Action by

Reception classes had been 100% the week preceding this meeting. The Head noted that she had held a meeting with the EWO to discuss attendance and could confirm that the percentage of persistent absence had reduced.

5. Head Teachers Report

The Head Teacher gave a verbal report to Members and answered questions accordingly.

The Head noted that this was a 'short' half term; staff members were working very hard. Two members of staff had lost parents since the start of term and other members of staff had had sick leave.

Sally Rundell, the School's Improvement Partner had visited the school the day before this meeting. The visit had focused on Yr6 with lesson observations and book scrutiny.

The Head noted that since September there had been several Ofsted Inspections of Cambridgeshire schools and the outcomes from the inspections had given the Local Authority considerable concern. The School's advisor; however, was of the view that this school was unlikely to be inspected in the near future. The Local Authority had produced a 'Checklist' to assist schools with the likelihood of inspection.

To a question on whether there had been a shift in the 'goalposts' for assessment, the Head confirmed that the new National Curriculum was more stringent than the old version; there were limited materials to assist schools in planning for the end of Key Stage assessments in Years 2 & 6. The Head also noted that the new expected national standard of 'meeting age related expectation' or 'exceeding age related expectation' was not yet fully defined. To a further question the Head confirmed that the school was using Target Tracker. The Head further explained that members of staff were confident in using Target Tracker for assessment using 'Steps and 'Bands' but the uncertainty was adding to the insecurity and stress felt by members of staff. To a question the Head confirmed that the school was pushing for as much pupil progress as was possible. Every school was in the same position. To a question on the reasons for there being no information on assessment it was noted that the DfE had that responsibility. To a question the Head confirmed that the school was organising moderation of work with St Albans and schools in the CB4 cluster. To a question it was confirmed that the end of Key Stage tests will take place in May and to a further question the Head confirmed that the children were not being taught 'to the test' as it was not yet known what the tests would look like. To a question the Head confirmed that the KS1 assessments would be written tests.

To a question the Head confirmed that the new school website was now on-line. There is a Governors secure area and it is for members to decide what will be contained in the secure area. It was noted that Claire Southgate has the Administration Rights to the website and members should contact Claire for access to the secure area.

All

6. Governing Body Membership

Parent Governor Election Process. The Chair reported that there had been no nominations for the vacancy and therefore no poll could take place. Members agreed that the election process would be repeated after Easter.

Clerking Arrangements for Committees.

Learning & Achievement Committee – Claire Southgate

Finance and Personnel Committee – Charlotte Woodford

Premises, Health, Safety and Wellbeing Committee – the Committee will be meeting on 22nd February and will decide on the Clerk to that Committee.

Head Teachers Performance Review. The 3 Governors will be Charlotte Woodford, Sonali Kumarakulasinghe and Claire Southgate. It was noted that there will be an interim meeting this term, date to be arranged.

Sonali Kumarakulasinghe has returned the required forms to the LA to enable her to continue as the LA Governor.

7. Academy Status

The Head reported that there had been a meeting recently of the Heads of Catholic schools in the Diocese and that there had been a noticeable change in attitude to Academy Status amongst the Heads. It was noticeable that schools in the Diocese apart from those in Cambridgeshire and Peterborough were moving more rapidly to various closer arrangements which could lead to Academy Status. The Head noted that schools in Cambridgeshire and Peterborough were at risk of being 'left out' and reported that these schools will be holding an 'open' meeting' to which Governors will be invited to learn more about the issue. The Head will circulate the date when published. To a question the Head confirmed that there was one Secondary School and 2 Primary Schools in Peterborough with 2 Primary Schools in Cambridge.

Members were concerned about the geographical issues; there were serious issues over the physical separation of the schools in Peterborough to those in Cambridge. To a question the Head outlined the benefits of entering a partnership that included the 3 Peterborough schools as well as St Albans, for example, greater efficiency regarding back office functions, opportunities for staff career development, etc.

To a question the Head confirmed that St Bede's (Secondary) was most unlikely to become involved in a Catholic Multi Academy Trust due to complications around their multi-faith foundation.

To questions on what was happening with the CB4 cluster the Head responded that the other CB4 schools were not showing much enthusiasm for academisation; there were 15 schools in the cluster some of which were Anglican and some Community.

The Chair noted that the Regional Schools Commissioner suggested in a recent letter to Governors that 2016 is expected to be the year of Primary Academisation and will circulate a copy to all Governors for information.

To a question the Chair confirmed that the Academy sub group of this Governing Body will convene as and when required.

Action by

Premises
Comm

Head

8. Standing Reports as Appropriate

Learning and Achievement Committee: Minutes of the meetings held in October and December circulated. No matters raised by Members.

Finance & Personnel Committee: Will be meeting the day following this meeting of the Full Governing Body. It was agreed that the County Procurement Audit will be delegated to this committee.

Premises, Health, Safety & Wellbeing Committee: Will be meeting on 22nd February. The report from the H & S Advisor has been received and will be considered at this meeting. H & S Inspections (both internal and external) have been carried out.

Governors Monitoring: Shauna Dewolf updated Members, reminding all that reports on all monitoring visits were required. These reports had to be reviewed by the Head and then circulated to all Governors as soon as possible following the monitoring visit. Governors were reminded to arrange their monitoring visits through Veronica Harvey. Veronica will then make the necessary arrangements with the relevant member(s) of staff. Shauna also reminded Governors that some monitoring visits were still to be done. To a question on a visit to monitor behaviour it was noted that Terry Taylor-Crush had carried out a lunchtime monitoring visit. To a question the Head explained some of strategies being used to further improve behaviour at lunchtimes. There had been a whole school assembly on lunchtime behaviour; the Head had been explicit on the expectations on behaviour in school, in the playground and in the dining hall. Pupils with good behaviour were given tickets to sit at the 'Golden Table' for lunch. At another school pupils with good behaviour were issued with tickets 'You've been Good' by members of staff. The pupils put these tickets in a box and a 'winning ticket' was drawn weekly for a prize.

Governor Development Sub Committee: Will be meeting on 9th February.

Equality Working Party: Janet Scally reported that progress had been made; there had been a meeting with members of staff on 25th January. The on-line application for the 'Equality Award' was partly completed with an aim date of Easter for completion. The next meeting will be 8th March.

Link Governor for PTFA: 2016 Calendars have been sold out. There will be a family disco next term. The PTFA will be selling 'school' tea towels.

Parish: There was still an issue with the sound system used for the Sunday Mass. To a question it was confirmed that there will be a Mass in the school on Ash Wednesday.

Chair's Correspondence: The Chair has been in contact with Mark Broadbent, the Chair of the Governing Body at St Albans to suggest a reciprocal arrangement to share Governors for Panel Hearings. The Chair noted that this would be done only in circumstances when the school had 'run out' of available Governors to sit on panels.

The Chair therefore proposed that Governors from St Albans Catholic Primary School be allowed to sit on Governor Panels for St Laurence Catholic Primary School as and when needed. Carried unanimously.

The Chair noted that she had received a draft report from Sally Rundell's visit to the school. The local PCSO has been monitoring parking in the vicinity of the school and a discussion took place on parking in the local community centres for parents arriving with children. There is a consultation on the proposed cycleway in Kings Hedges Road. The complimentary trial membership for 'The Key for School Governors' was discussed. This is 6 week free trial running from 15th February. To a question it was confirmed that the NGA Magazine was still available to Governors. To a question on the 'Prevent Duty' the Head confirmed that an action plan is in place and will be circulated to all Governors. The Head confirmed that two Catholic Teaching Certificate twilight sessions had been held for staff this term. These have been well attended and feedback from members of staff has been positive.

Policy Review and Adoption Cycle:

Discipline Procedure/Grievance Procedure: Joan Brierley and Sonali Kumarakulasinghe have met to review these policies. There are some items in these EPM Model Policies that give rise to concern and these will be passed back to EPM for their consideration. Clerk to add to the Agenda for the next meeting of the FGB

Clerk

Governing Body Declaration of Interests Policy: Members agreed that this policy was not required; the matters were covered elsewhere.

Governors' Induction Policy: Clerk to add to the Agenda for the next meeting of the FGB

Clerk

Dugs Policy: Members agreed that this policy was not required; the matters were covered in policies elsewhere.

E-safety Policy: Adopted

Link Governor for Training: Rebecca Imhagwe confirmed that she was on the circulation list for the LA as the Link Governor for Training. It was noted that the DfE has updated the Governor Handbook. Reference was made to the Governor Conference on 5th March. It was agreed that the 'In House' Training will be 'Evaluating Governing Body Effectiveness'. Rebecca to arrange for a Thursday afternoon during the summer term, commencing 4pm to hold this training.

RB

9. Dates for FGB Meetings for the Academic Year 2015 – 2016

17th March 2016 @ 4pm

5th May 2016 @ 4pm

7th July 2016 @ 3.45pm to hear the report from the School Council

10. Embedded Risk Management

Academy Status

11. Other matters appropriate to the Governing & School

To a question on the number of pupils in Reception the Head reported that there were 41 pupils currently in Reception; it had been up to 42 and down to 40. To a further question the Head confirmed that she did not as yet have the number of potential applicants for Reception places in September 2016.

There being no further business the meeting closed at 5.46pm.

Signed as a true record..... Date.....
(Chair)