

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 5th May 2016

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

Associate Members: Lizzy Bennett (Deputy Head), and Joan Brierley

Minutes taken by: Lizzy Bennett

Apologies: Charlotte Woodford

1. Welcome, apologies and opening prayer

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

Apologies offered for Charlotte Woodford

2. Declarations of interests relating to items on this agenda

None

3. Report on the Performance against Budget for the Financial Year 2015 - 2016

The surplus from the financial year 2015-16, which carries forward into 2016-17, is £109,189 which is less than the carry forward of £115,225 last financial year.

➤ *A Governor asked if the staffing arrangements would stay the same next academic year.*

The Head teacher explained that the full time Pupil Premium teacher will be leaving at the end of this half term and a new Pupil Premium teacher with a 60% contract has been appointed. If needed, this teacher can convert into a class based role in future years.

Action
by

The Headteacher also reported that there many factors affecting the budget e.g. funding streams are reducing, deprivation funding reduced by £20,000; the CB4 area is being judged as being more affluent than before. As a result the school has £50 less per pupil for this financial year due to factors out with our control. Costs for staff have increased for all employers this year: there has been an increase in pensions and National Insurance contributions as well as a 1% increase in wages for staff. 80% of the school budget goes on staffing. The Chair explained how much work Liz Taylor (Principal Officer) had put into organising the budget.

4. Approval of the Budget for the Financial Year 2015 – 2016

The budget has been built with an expected carry-forward into 2017 – 2018 of £72,671k approximately £30,000 lower than last year.

The Finance and Personnel Committee had reviewed and approved the Budget for 2016 – 2017 and recommended that the Full Governing Body adopt the Budget. Having considered the draft budget figures;

The budget was adopted unanimously.

5. Approval of the Minutes of the Meeting of the Governing Body held on Thursday 17th March 2016

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

6. Matters arising from the Minutes of the Meeting held Thursday 17th March 2016

- Item 9 pg4-5 The Schools Financial Value Standard (SFVS) was signed off by the Finance & Personnel Committee on 18.3.16 and is available for governors to view on the governor's secure area of the school website.
- Item 9 pg 6 The Health and Safety Advisor delivered handling training to caretaker and cleaners.
- Item 9 pg. 6 The Parent Questionnaire results have been circulated to parents and will be uploaded on the school website.

7. Head teacher report (verbal)

The focus this term had been preparing KS1 and 2 children for SATs. Lizzy Bennett and Phyllis Maynard explained to the Governing Body what preparation had been completed in Year 6 ready for the SATs next week.

There were no KS1 test refusals from parents. KS1 teachers will be putting the Y2 timetable for SATs on the website on their class page. The KS1 team are working hard and focusing on planning lessons that are effective in phonics and getting the Year 1 children ready for their Phonics check in June.

There was a lovely occasion in school yesterday (Wednesday 4th May) when Bishop Alan visited. He led a service in the Studio during lunchtime and presented certificates to staff from St Laurence and another school for either participating in the twilight sessions and completing the Diocesan Course in Catholic Studies or completing the Catholic studies assignment. Five members of staff will be taking the next step forward to get the full Catholic Education Certificate. One teaching assistant goes on maternity leave on 13th May.

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8. Governing Body Business

i. Parent Governor vacancy – There was just one nomination for the parent governor vacancy: Monica MacDonald. She is appointed unopposed. Monica's statement is going out to parents today. Claire Southgate volunteered to mentor Monica.

CS

ii. Recruitment of new clerk – A new clerk has been interviewed and appointed subject to pre-employment checks. Proposed start date is 1st June.

iii. Use of Governors' secure login on school website – Claire Southgate will give out usernames again. It was agreed that Governors need to develop a consistent format that each sub-committee follows; the Governor Development group will consider this. The following governors are responsible for uploading the information on the secure site for their committee:

CS

Gov
dev gp

Learning and Achievement – Sonali Kumarakulasinghe

Finance and Personnel – Janet Scally to confirm whether it'll be her or Charlotte Woodford

SK
JS
HR

Premises, Health, Safety & Wellbeing – Harry Roberts

It was agreed that minutes for each meeting from this term onwards need to be uploaded onto the site plus Terms of reference for each committee and the main part of the Governor's handbook (as separate documents).

iv. Use of secure e-mails – the Governors had a discussion about each governor having a school email address. All were in favour of all governors having a school email through the Cambridgeshire portal. The Chair will ask Liz Taylor (Principal Officer) to create emails that have each governor name rather than Gov1, Gov2, etc.

MJOS

v. Governing Body succession planning – At the next FGB meeting there will be a vote on roles in the GB. Janet Scally will be standing down as Vice Chair next year. The Chair asked the governors to give this some thought.

vi. Audit of Governing Body effectiveness – The self-audit tool needs to be completed yearly by the GB. The GB Development group will be completing this. The Chair asked all governors to have a look at the audit on the secure log-in site.

Gov
Dev Gp

All

Membership of the National Governors' Association (NGA). £79 a year. All governors would like to have logins for the NGA website. The Chair will ask Liz Taylor (Principal Officer) to set these up.

MJOS

9. Academy Status

Mary Jane O'Sullivan, Clare Clark, Janet Scally and Joan Brierley fed back on a meeting they attended for Cambridgeshire & Peterborough Catholic Schools led by the Diocesan Education Service on 12.4.16 about academy status. The first Diocese of East Anglia Catholic Multi-Academy Trust (MAT) went live on 1.4.16

Key points that came from the meeting:

- Two different academy structures were shared
- The Memorandum of Understanding between the Catholic Education Service & Department for Education is available on the gov.uk website
- Schools that have become MATs recommended paying for a facilitator to administer the conversion process

The Chair asked all committees to include the impact of academy status on each committee agenda.

The Head teacher and Veronica Harvey (Deputy Head) attended a meeting on academy status in the CB4 cluster. Many CB4 schools are keen to keep their autonomy and put plans forward for a CB4 cluster group.

If any new information comes forward then academy working party will arrange a meeting

The GB agreed that information about our current situation regarding academy status will be included in this term's governor newsletter to parents.

Com.
Chairs

Ac
working
party

10. Standing reports (as appropriate):

i. **Learning & Achievement Committee** – met 26.4.16. Maths and English scrutiny was presented and discussed, 5 policies approved.

ii. **Finance/Personnel Committee** – met on 18.3.16 & on 29.3.16 – both sets of minutes have been circulated to GB. Presented budget at the start of this meeting.

iii. **Premises/Health, Safety & Wellbeing Committee** – Harry Roberts and Terry Taylor-Crush will be doing a H and S inspection on 18th May and the committee meeting is planned for the 24th May.

iv. **Governors' monitoring feedback** – Recent reports include:
RE (work & planning scrutiny plus cross curricular writing)
Spring Term RAP review with Senior Management Team

Shauna DeWolf has sent an email to GB about visits that are outstanding and suggested a different way of organising for next year. The GB discussed whether visits could be completed by having a monitoring day (as suggested at recent in-house training); to be considered by L&A committee when drawing up next year's monitoring programme

v. **Governor Development sub-committee** – Not met this term. Date of meeting (before next FGB meeting) tba. Items to be discussed: Audit of GB effectiveness, format of agenda/minutes, governor preparation for Ofsted, format of governor secure login pages on school website.

vi. **Equality Working party & compliance with Equality duties** – Janet Scally

L&A

met with Veronica Harvey (DH) and Rachel Chalklin (Phase leader) yesterday (4.5.16). The equality award is nearly complete. Aim to send it off before half term.

The Chair mentioned that this will be a document that will be looked at, along with others, to inform the Equality Report & targets for next academic year.

vii. Link Governor for PTFA – Terry Taylor-Crush reminded the GB that the School Fayre will be on Saturday 25th June and the PTFA are currently raising money to pay for new markings on the KS1 and KS2 playgrounds. The School Council have been asked to look at the plan and give their views.

viii. Parish – 8 out of the 19 children who were confirmed on 26.4.16 are ex-pupils. St Laurence church is now open during the day and the GB suggested that the information could be advertised via the school newsletter.

ix. Chair's business – The Chair and Headteacher are meeting weekly. The Headteacher shared the new report format. The Chair received the note of visit (25.4.16) from Sally Rundell (School adviser) which reports “The school is making good progress to priorities set. The Headteacher is making a significant impact in the school through setting high expectations of all pupils and staff and is developing her senior leadership team to good effect”

DBS checks – DBS checks need to be completed for all members of the GB. A governor asked if the DBS checks done for the Diocese are accepted for governors in this school. The Chair has asked Cambridgeshire Governor Services for further guidance & has been advised it will be issued later this term. The Chair will circulate advice when it is available.

x. Policy Review and Adoption Cycle

Admissions Policy 2017-18 – Adopted. This policy reflects the Diocesan requirement that proof of baptism (not church attendance) is the criterion used for Catholic applicants for a place at school.

Governor Induction Policy – Adopted

Complaints Procedure – Adopted. The Local Authority is in the process of producing a new complaints procedure for consultation. In the meantime, the school complaints procedure has been updated in light of new DfE guidance dated January 2016.

xi. Link Governor for training – Becky Imhagwe has sent all the training course information through to the governors. Becky also requested that governors let her know the training they have completed.

Governors attended the in-house training on “Improving performance through governing body self evaluation” (26.4.16). A recommendation from this is to highlight key questions from governors to the senior management team in GB and committee meeting minutes to show the GB are challenging the school and supporting its development.

Joan Brierley attended a preparation for Ofsted training session on 23.4.16.

Three governors are planning to attend the Governors' termly briefing on 10.5.16

11. Dates for future FGB Meetings:

Thursday 7th July 2015 3.45pm presentation from School Council Following the meeting the GB will be having a meal at The Old Spring. Harry Roberts to coordinate numbers.

HR

12. Impact of Academy Status – Financial implications, strategic decisions dependent on scheme of delegation.

13. Embedded Risk Management – continue to monitor staffing structure in light of the financial carry over.

14. Other matters appropriate to school and governing body – safeguarding will be added to the agenda as a standing item

Meeting closed at 5.40pm

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