

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



Cambridgeshire
County Council



Meeting Date & Time: Thursday 6th October 2016, 3.45pm – 5.45pm

Attendance & Apologies:								
Foundation Governors:			Parent Governors:			Staff Governor:		
Mary Jane O'Sullivan (Chair)	MJOS	P	Rebecca Imhagwe	RI	P	Phyllis Maynard	PM	Ap
Claire Southgate (Vice Chair)	CS	P	Monica McDonald	MMcD	P			
Fr Pat Cleary	PC	P				Clare Clark (Headteacher)	CC	P
Dr Charlotte Woodford	CW	Ap	Local Authority Governor:					
Harry Roberts	HR	P	Sonali Kumarakulasinghe	SK	P	Associate Members:		
Terry Taylor-Crush	TTC	P				Lizzy Bennett (Deputy Head)	LB	P
Janet Scally	JS	P	Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	A
Joan Brierley	JB	P	Shauna DeWolf	SdW	P			

(key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

In Attendance: Mark Dowling (clerk)

Governors and staff mingled in the staff room before the meeting.

Opening Prayer

Unless otherwise noted, documents are in the folder for 6 October 2016 meeting on the Governors' secure login page of the website

	Notes	Actions/Dates/ Person responsible
1.	Pecuniary interests and declaration of interests relating to items on this agenda The Clerk collected declarations of pecuniary interests (or nil returns) from all Governors present. There were no interests relating to items on this agenda.	
2.	Approval of the minutes of FGB of 7th July 2016 Approved	

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3.	<p>Significant matters arising from minutes of previous meeting (from Item 5 of minutes of previous meeting)</p> <ul style="list-style-type: none"> ➤A Governor asked about the status of the caretaker's house: the Diocese was arranging a valuation survey. ➤A Governor asked whether the LA Education Welfare Officer had been replaced. The LA had made an appointment subject to references, but their altered priorities might mean that the new person spent less time on this school than their predecessor had. ➤Governors congratulated Liz Taylor (School Business Manager) on winning the Cambridge News School Award for support staff. (From Item 13a) ➤ The Chair reported that she had submitted the Audit of Governing Body Effectiveness 2016 to the LA. 	
4.	<p>Headteacher's Report (oral)</p> <p>The Head tabled a document <i>Summary Report of 2015-2016 Standards</i>, which also covered the initial attainment and progress targets for 2017.</p> <ul style="list-style-type: none"> ➤Governors asked whether the 2017 targets were rather high; the Head explained that the school's External Advisor Sally Rundell had been keen to set challenging targets and that the overall targets for the school were consistent with the individual targets set for teachers. An additional target for this year related to Foundation Stage phonics. ➤Governors noted with pleasure that the Self Evaluation Form for Summer 2016 showed that the school had progressed from 'amber' to 'green' on the criteria relating to <i>Outcomes for Children & Learners</i> and <i>Quality of Teaching, Learning & Assessment</i>, and was therefore green in all categories. ➤A Governor asked about the progress of pupils who had just entered Year 4, as their results at the end of KS1 had not been as good as more recent years' results. The Head and the Chair of the L&A Committee explained that, while measurement in KS2 did not focus on KS1 results, much data on children's progress was held, they were confident that strategies were in place and were succeeding, and the external advisor was satisfied, as was evidenced by the school's progression to 'securely good' and green in one year, much more quickly than expected. 	
5.	<p>Chair's Business</p> <p>The Chair reported that the Head's performance management review had happened.</p>	

6.	<p>Safeguarding:</p> <ul style="list-style-type: none"> ➤ Governors individually confirmed that they had read <i>DfE Keeping Children Safe in Education 2016</i> Parts 1 and 2'. ➤ Governors readopted the <i>St Laurence Catholic Primary School Code of Practice for All Adults</i>, subject to the reference (2.3) to '<i>Part 1 of Keeping Children Safe in Education DfE July 2015</i>' being changed to refer to 'the latest version'. ➤ The Chair reminded two Governors that their DBS checks were still outstanding (though the checks had been initiated) and needed to meet the requirement. ➤ The Head reported that all staff had had their annual safeguarding training, which focused on the Code of Practice. 	Governors without DBS check, by 31.10.16
7.	<p>Academy Status</p> <ul style="list-style-type: none"> • A Governor reported on a meeting held on 22 September at the Spinney School regarding the possibility of setting up a multi-academy trust (MAT). • However, currently the school could not enter into any such trust except with other Diocesan schools, and there was no progress to report, although MATs continued to be the Diocese's preferred direction of travel. Diocesan Heads were about to meet. • The Chair said that the first half of the next Governors' Meeting would be devoted to the matter of MATs, and would be addressed by Flavio Vettese, the new Diocesan Deputy Director of Schools. It was noted that the recent change in government policy on the composition of admissions to new Catholic schools might encourage their establishment and therefore have an effect on the emergence of Catholic MATs. It was not clear who would formally be the sponsor of any such trusts. • A group of Governors to include the Chair, the Vice-Chair, SK and JS was to meet before the next FGB to discuss the issues involved. 	Chair to arrange by 17.11.16

8.	<p>Learning & Achievement Committee Report:</p> <ul style="list-style-type: none"> • The meeting received the (now confirmed) minutes of meeting of 12 July 2016, the Governor Monitoring Plan and reports of visits (KIT visit, 15 Sep 2016; RAP review, 6 Jul 2016; Collective Worship, 14 July 2016; Lunchtime, 14 July 2016; Pupil perception, 18 July 2016) • The Committee had met on 4 October and was reported to have adopted its terms of reference and renewed the Pupil Premium spending plan. ➤ Governors undertook responsibility for the following visits listed in the Governor Monitoring Programme for 2016-17: <ul style="list-style-type: none"> Visits 1 and 2 (EYFS practice and learning styles): MMcD Visit 3 (Wider curriculum opportunities): RI Visit 4 (Wider curriculum opportunities): MJOS Visit 5 (Meet IPC lead and observe entry or exit point): JS Visit 6 (Meet IPC lead and observe entry or exit point): SK Visit 7 (Pupils with higher learning potential): SdeW Visit 8 (Pupil voice): JB Visit 9 (Pupil voice): JS Visit 10 (Growth mindset): CS • Governors were asked: <ul style="list-style-type: none"> ○ to arrange these and other informal class visits via VH ○ to keep their reports concise and focused on school improvement (no reports necessary on informal visits) ○ to be aware that future reports would be held in the 'Monitoring' folder in the Governors' secure area of the website, not in the folders for individual meetings or in hard copy ○ to make more use of the Spring Term for visits and avoid leaving them all to the Summer Term • The following L&A recommendations for 2016-17 were adopted by the FGB: <ul style="list-style-type: none"> ○ Review efficacy of individual Governors liaising with SMT prior to setting up visits. (Does this slow down process, overload inbox of individual SMT members, but give SMT chance to ensure staff not overloaded?) ○ Continue to consider alternative models for managing visits / monitoring activities – e.g. Monitoring 'days' / 'afternoons' etc. Consider good practice at other schools / visit schools using different models etc. ○ Review use of secure section of website for storing monitoring evidence and consider how to manage / who has administrative rights etc. to find most efficient system. ○ Consider phasing out hard copy file. No requests for access this year. 	
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9.	Finance & Personnel Committee had not met since last FGB	
10.	Premises, Health, Safety & Wellbeing Committee had not met since last FGB	
11.	Governing Body Code of Practice adopted	
12.	Equality Report and Objectives adopted	
13.	Policies a. <u>Admissions Policy</u> for 2018 (approved; same as for 2017) b. <u>Equality Policy</u> approved c. <u>Safeguarding and Child Protection Policy</u> approved	
14.	Governing Body Membership, Training and Development (including any report from Governor Development Working Group and action points from most recent Governor Audit) <ul style="list-style-type: none"> • TTC was willing to undertake a second term of office as a Governor when her first term of office expired on 30 November 2016. • Governors were urged to consider the training offer from the LA for the year, which the Clerk had circulated. • In-house training of Governors had not yet been arranged but if delivered by school staff would need to take account of the size and timing of their workload and possibly the opportunity to share the organisation and cost with other schools via the Chairs' network. • The Chair would circulate details of free places for sessions offered by the National College of School Leadership. • The Chair had attended the termly briefing for Governors, at which the main items had been on Cambridgeshire results compared with the national average and Safeguarding. • SK would attend the Improving Governance workshop. 	Chair, by 10.10.16
15.	Standing Orders: Governors approved the Governing Body Standing Orders, which were substantially unchanged from the previous version.	
16.	Other new documents and requirements: <ul style="list-style-type: none"> • Governors noted the creation of a National Database of Governors, and had no objection to the information it would store about Governors, which was already publicly available. However, they were not keen on a proposal from Edubase (reported by the Chair) that would store and publish much more personal information. • Governors also noted the additional information now required by the DfE census, including a proficiency grade for EAL learners. The Head reported that providing the extra information had caused a lot of work in the school office. 	

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17.	Parish Report Fr Pat reported that the first Sunday morning parish Mass was now back in the school following disruption due to the Arbury Rd roadworks. There had been a school Mass at the start of term and the harvest Mass would be the next day. Inscription Masses for children who would receive their First Communion this year had been celebrated. There was a link to the parish from the school website. Altar serving training was being conducted by the seminarian currently serving in the parish.	
18.	PTFA Report None	
19.	Governor Contact List Governors present checked their own details were up-to-date and confirmed they consented to their being shared with the school office, the Clerk and other Governors.	
20.	Any Other Business Governors expressed thanks to LB and others involved in Sports Day and to those who made the <i>Road to Rio</i> involvement such a success.	
21.	Embedded Risk Management None	
22.	Impact of Academy Status regarding matters considered in this meeting None	
23.	Dates of future meetings: All 4-6pm unless otherwise stated 24 th November 2016 26 th January 2017 16 th March 2016 4 th May 2016 13 th July 2016 @ 3.45pm to hear the report from the School Council	

Abbreviations: EAL = English as an Additional Language, EY – early years, FGB – Full Governing Body, KIT – Keeping in Touch visit, KS1 – Key Stage 1, KS2 – Key Stage 2, LA – Local Authority, L&A – Learning and Achievement, PP – pupil premium, RAP – Raising Achievement Plan, SEF – Self Evaluation Form, SMT – Senior Management Team, SEND – special educational needs and disabilities

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