

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



Cambridgeshire
County Council



Meeting Date & Time: Thursday 26th January 2017, 4 pm – 5.50 pm

| 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 | MM | P | | | |
| Fr Pat Cleary | PC | P | | | | Clare Clark (Headteacher) | CC | P |
| Dr Charlotte Woodford | CW | P | Local Authority Governor: | | | | | |
| Harry Roberts | HR | P | Sonali Kumarakulasinghe | SK | Ap | 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)

Opening Prayer

| | Notes | Actions/Dates/ Person responsible |
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| 0 | Opening Prayer | |
| 1. | Pecuniary interests and declaration of interests relating to items on this agenda None | |
| 2. | Approval of the minutes of FGB of 24th November 2016 Approved | |
| 3. | Significant matters arising from minutes of previous meeting None | |
| 4. | Headteacher's Report <ul style="list-style-type: none"> As recorded in the SEND Audit report, which had been circulated for the meeting, the termly visit from the | |

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| | <p>school advisor, Sally Rundell, had already occurred. She had been complementary about the Inclusion manager (Jenny Robertson) and about the SEND provision generally, especially the strategies for inclusion. Governors heard that Mrs Robertson had done a lot of work with teachers about implementing the new Code of Practice and agreed that she should come to a Full Governing Body meeting to raise Governors' understanding of SEND and inclusion as well as attending the L&A Committee meetings regularly.</p> <ul style="list-style-type: none"> • The Head reported on the Spring Term RAP plan, which had been shared with all staff and was being actioned. • The Head also reported the introduction of a further monitoring activity, a weekly pupil conference when a small number of pupils from each class in turn would meet her to discuss their learning and share their work books. | CC to invite |
| 5. | <p>Chair's Business</p> <p><u>National Database of Governors</u>: The Chair would follow up with the Head the implementation of the previous decision of Governors that those items of data that were already publicly available could be put on the National; Database.</p> <p>The Chair would liaise with the Clerk about the necessary updating to the information about Governors on the school's website.</p> <p><u>EPM HR policies</u>: It had recently come to light that individual schools' HR policies, unlike County-level ones, had not been through negotiation with trade unions, and ERM expected schools to conduct any necessary consultation themselves. This would affect the time necessary to prepare and implement such policies. ➤ A Governor asked if there were alternative providers to EPM. CC noted that other HR providers were also unlikely to have put their HR policies through the trade union negotiation process and that EPM remained a relatively cost-effective service.</p> <p><u>DfE advice on recording gender</u> In any case of doubt about a pupil's gender, the school could consult the parents. The Head was in the process of arranging for the annual school information forms to include a space for parents to identify their child's gender.</p> | <p>Chair, by 15.02.17</p> <p>Chair, by 15.02.17</p> |
| 6. | <p>Safeguarding</p> <ul style="list-style-type: none"> • The 'Prevent' Action Plan for 2016-17 had ben circulated. Governors confirmed that they were aware who to speak to if they had any concern that a child might be at risk of radicalisation. • The Head would check whether it was possible for Governors to access on-line Prevent training. <p>➤ A Governor asked if there had been any children about whom anybody had been anxious in this context and the Head said there had not.</p> | CC, by 15.02.17 |

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| | <ul style="list-style-type: none"> • The Governors noted their duty to ensure compliance with Prevent requirements during the regular audit cycle of policies. The Chair said she would adapt the Quality Impact Assessment Supplement part of policies to reflect this requirement. • The Chair thanked Governors who had brought in their DBS certificates, • Governors were also reminded about their responsibilities regarding safe recruitment. Governors regretted that local authority support had lately been confined to a succession of audit tools rather than face-to-face training. | Chair, by 28.02.17 |
| 7. | <p>Free School bids and Academy status update</p> <ul style="list-style-type: none"> • The Chair reported that the Diocese had appointed consultants to work on the bids shortly after she had contacted Flavio Vettese to propose this. • Nevertheless she had agreed to do four hours a week on the bid herself. CW and CS had also put themselves forward to do work on the bid, as had James Connolly (former Chair of Governors). • In the context of the need for evidence of an unmet demand for Catholic places, some Governors volunteered to assist in reading a diocesan statement at all Masses on a forthcoming Sunday and collecting details from parents and others interested in the plan. The Chair undertook to email all Governors to confirm arrangements. <p>➤ Governors noted that given that many children in Catholic schools had not been baptised locally, collecting parish data on baptisms would be an inadequate indicator of demand.</p> <p>➤ A Governor suggested that the number of children attending liturgies could be a supplementary source of information. However, Governors agreed that the complications of differentiating children who might attend the proposed new schools from those already attending Catholic schools and those living outside areas likely to be served by the proposed new schools made this unfeasible.</p> <p>The SIF forms completed by applicants to St Laurence were retained, and might be analysed to see the extent to which children had been baptised elsewhere.</p> <p>➤ A Governor wondered what was the point of promoting the bid if there was in fact no evidence of unmet demand for Catholic places.</p> <p>➤ A Governor asked whether a similar exercise would be conducted in St Philip Howard parish, as that would be more relevant, since that was where the proposed new school was to be located. The Head and the Chair confirmed that they have been advised that a member of staff from St Bede's had volunteered to do this.</p> <p>➤ A Governor asked whether the 50% cap on places in new faith schools that could be allocated by 'faith'</p> | <p>Chair, by 03.02.17</p> <p>CC, by 28.02.17</p> |

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| | <p>criteria was still in place. The answer was that it had not yet been abolished, and the Diocese could not submit the bid unless it was.</p> <ul style="list-style-type: none"> • Teresa Selvey, CEO of Our Lady of Walsingham Catholic Multi-Academy Trust, would come to speak to the FGB at the meeting of 4 May (not March) and would be accompanied by Flavio Vettese. | |
| 8. | <p>Learning & Achievement Committee Report (This item was taken first as CS, who gave an oral report, had to leave the meeting early.)</p> <ul style="list-style-type: none"> • The Committee had met in November. It had been decided that matters arising from Governors' visits would go into the termly RAP. • The SIP and RAP for the autumn had been discussed, and the Committee had been satisfied that all was going to plan and the school was on track to hit the targets set. . • JS agreed to produce a summary of her SEN Governor's activity in a similar format to a visit report. ➤ A Governor asked for an update on safeguarding training. New staff, including the caretaker, had had basic safeguarding training, and all other staff had had their training updated. • On Governors' visits, SdW reminded Governors conducting visits to check the Monitoring Plan and the corresponding part of the School Improvement Plan, and to liaise with VH. Visit reports would be visible to all Governors on the secure area of the website, and the Clerk would list new reports on the agenda of each FGB, though not for discussion. • The Chair would adapt the pdf of Governors' visit guidelines to form a Word document to act as a template for the visit reports. | <p>JS, by 28.02.17</p> <p>Clerk, by 09.03.17</p> <p>Chair, by 15.02.17</p> |
| 9. | <p>Finance & Personnel Committee</p> <p>Unconfirmed minutes of meeting of 06.01.17 were received and Annexes 1 and 2 to the Local Scheme of Delegation were approved.</p> | |
| 10. | <p>Premises, Health, Safety & Wellbeing Committee</p> <p>The unconfirmed minutes of the meeting of 25 November 2016 were received.</p> | |
| 11. | <p>Policies</p> <p><u>a. Complaints Policy</u> The local authority's revised policy was adopted.</p> <p><u>b. Attendance Policy</u> (as recommended by the EWO) was agreed subject to the correction of some typos.</p> | |
| 12. | <p>Governing Body Membership, Training and Development (including Governors' Annual Conference)</p> <p>The Chair:</p> | |

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| | <ul style="list-style-type: none"> reminded Governors that the training programme from the local authority had been circulated reported from the Authority's briefing session for Governors that day regarding the Authority's strategy for school improvement, the possibility of future co-operation with Peterborough or other neighbouring authorities, the DfE's new Governance Handbook (released 12.01.17). reminded governors of the need to review Governors' strategic priorities annually i.e. at the March meeting. The Governor Development Group would meet prior to the next FGB meeting to review these (Chair to convene) asked anyone able and willing to attend the Annual Governors' Conference on 4 March to contact her. <p>On Training, SdW reported she had been unable to attend a Mental Health Training event but had the pack of material for it.</p> | <p>All, by 10.02.17</p> <p>Chair, by 10.02.17</p> |
| 13. | Parish Report None | |
| 14. | PTA Report The PTFA had been re-named the PTA. The date of the Summer Fair had been fixed as 24 June 2017. | |
| 15. | <p>Any Other Business</p> <p>Arrangements were made regarding Barbara Quail's Mass on 3 February marking 25 years of teaching at the school and awarding her the Diocesan Certificate. PC said the parish would pay for any shortfall arising from lack of funds for the tea party later on 3 February. Jenny Robertson was arranging an article featuring Mrs Quail and some of her former pupils, which would appear in the parish magazine <i>The Pilgrim</i> after the event.</p> | |
| 16. | <p>Embedded Risk Management</p> <p>The amount of time spent by CC on preparation of the bid was less than had been feared but still substantial.</p> | |
| 17. | <p>Matters considered in this meeting which need to be highlighted in negotiations on Academy Status</p> <p>The possibility of co-operation between Cambridgeshire and other local authorities, mentioned in 12 above.</p> | |
| 18. | <p>Dates of future meetings: All 4-6pm unless otherwise stated</p> <p>16th March 2017</p> <p>4th May 2017</p> <p>13th July 2017 @ 3.45pm to hear the report from the School Council</p> | |

Abbreviations: EAL = English as an Additional Language, EPM – Education Personnel Management, EY – early years, FGB – Full Governing Body, KIT – Keeping in Touch visit, KS1 – Key Stage 1, KS2 – Key Stage 2, 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, SIP = School Improvement Plan

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