

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



Cambridgeshire
County Council



Meeting Date & Time: Thursday 5th October 2017, 3.45pm – 6pm

Attendance & Apologies:									
Foundation Governors:			Parent Governors:			Staff Governor:			
Mary Jane O'Sullivan (Chair)	MJOS	P	Rebecca Imhagwe	RI	P	Phyllis Maynard	PM	P	
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	Ap	Sonali Kumarakulasinghe	SK	P	Associate Members:			
Terry Taylor-Crush	TTC	P				Lizzy Bennett (Deputy Head)	LB	Ap	
Janet Scally	JS	P	Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	Ap	
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)

Unless otherwise noted, documents are in the folder for 5 October 2017 meeting on the Governors' secure login page of the website

	Notes	Actions/Dates/ Person responsible
0	Meeting staff Completion of annual declaration of other Governorships and pecuniary interests Opening Prayer	
1.	Pecuniary interests and declaration of interests relating to items on this agenda None	
2.	The minutes of FGB of 6 July 2017 were approved.	
3.	Significant matters arising from minutes of previous meeting None	

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff & governors to share this commitment.

4.	<p>Headteacher's Report (oral)</p> <p>The Headteacher reported on Early Learning, KS1 and KS2 SATs results for 2017, and recapped some of the relevant issues recorded in the report of the Keeping In Touch visit [Document 8d for the agenda].</p> <p>➤ Governors congratulated pupils and staff on the results, especially for KS2 and EAL pupils, and noted that the School Improvement Plan for 2017-18 already saw as a key development area 'retain a focus on narrowing gaps in attainment between identified vulnerable groups of their peers', which was relevant to the widening gap between Pupil Premium pupils and others. The Headteacher reported other strategies for dealing with this, including refocusing on PP children in her 'conferences' with pupils, and noted that it was helpful that the visit from the advisor Sally Rundell had occurred as early as 19 September.</p> <p>➤ Governors approved the targets in the report of that visit [Document 8d], seeing them as stretching but achievable.</p> <p>The Headteacher reported that it had not been possible to proceed with work to create a multi-purpose room next to the Hall, as quotations for the work had greatly exceeded the amount estimated by the Diocese and allocated to the school under LCVAP. It was hoped that these funds would instead be applied to repairs to the former school caretaker's house (but they could not be used for structural work). It was intended that this would be enough to enable the house to be used for a breakfast club, though not for staff living accommodation. The Diocese would put this non-structural work out to tender with a view to having costings by December and completion of the work by the deadline for funds to be spent (March 2018).</p> <p>➤ Governors questioned the disparity between the figures originally estimated and now quoted for the creation of the multi-purpose room and the relative costs of that work and repairs to the house. They queried whether this represented good value for money.</p> <p>➤ Governors concluded, however, that the constraint of the deadline of March 2018 for spending meant that this was the best way of maximising the benefits from the funds and might prevent the house turning into a liability rather than an asset.</p> <p>It was therefore possible that a Breakfast Club would be established after Easter 2018.</p>	
5.	<p>Chair's Business</p> <p>In response to some requests from parents, and following advice from the local authority's Governance team,</p> <p>➤ Governors agreed that the information on the school website about contacting Governors would be changed as follows in order to avoid a requirement to go through the school office:</p> <p><i>For most issues, we expect that you would wish to talk to your child's class teacher or the Headteacher.</i></p>	MJOS to ask school office to make

	<p><i>If you wish to bring anything to the attention of the governors, please write a letter addressed to Chair of Governors, Mary Jane O'Sullivan, and either hand it in at the school office or e-mail it to Clerk@stlaurence.cambs.sch.uk Letters to the Chair of Governors are usually acknowledged within one week during term time.</i></p> <p>The Chair had had the customary 'note of visit' from Sally Rundell (Advisor) following the KIT visit.</p> <p>A parent had asked about the means used by the school to raise LGBT awareness. After consultation with the Headteacher, the Chair replied advising that the school had taken the following steps:</p> <ul style="list-style-type: none"> - A teacher attended Stonewall accreditation training & cascaded this training within school. This included training staff in identifying and tackling homophobic bullying. - A second teacher had now accessed the training and had delivered a further training session to staff this term to ensure that key messages of the school ethos, particularly in relation to equality and diversity, are consistent and are understood by new members of staff. - The school had retained its Stonewall Champion accreditation - The school had invested in a range of book-based resources, as suggested by CREDs, for all year groups to support inclusive teaching and learning. - The school had also revamped its system for logging and responding to prejudiced related bullying. - Additionally, school staff had received training in Equality & Diversity delivered by CREDs. 	change by 20.10.17
6.	<p>Safeguarding:</p> <p>➤The Chair reported:</p> <ul style="list-style-type: none"> • <u>Single Central Record Audit of personnel file</u> She had done an audit of one personnel file against the Single Central Record on 22 September 2017. A file for a newly appointed teacher was audited, as files for all established members of staff had been audited and risk-assessed a year ago. She saw that the checks had been completed; signed dated copies of original documentation were in the personnel file. The SCR spreadsheet recorded the date that each check had been performed and who had carried out the check. • the Headteacher had delivered safeguarding training to all teachers on the training day in September, and the training for teaching assistants and volunteers was scheduled for 6 October. • Ofsted were said to be shifting somewhat from checking box-ticking to more emphasis on the culture of the school in their approach to safeguarding. 	

7.	<p>Academy Status</p> <p>The Headteacher informed the Governors that she had that afternoon received from the Diocese a letter stating that the intention of the Schools Commission was to continue to have only two MATs in the Diocese, and that schools in the Peterborough area would in due course become part of the St John the Baptist MAT while schools in the Cambridge area became part of Our Lady of Walsingham MAT. This, she read, would be put into effect 'by the end of the 2019 academic year'.</p> <p>➤ Governors thought it inappropriate to discuss this proposition, as they had only just heard it, but were pleased to note that a realistic timeframe had been suggested.</p> <p>➤ Governors also concluded that there was no longer any need to be proactive in arranging bilateral meetings with St Alban's Governors.</p>	
8.	<p>Learning & Achievement Committee Report:</p> <p>Governors received the unconfirmed minutes of the L&A meeting of 19 September 2017. Consideration of the Terms of Reference of the Committee was deferred to the next FGB.</p> <p>Governors also received the Governor Monitoring Report for 2016/17. SdW drew attention to the recommendations it contained for 2017/18, particularly with regard to action points from visits.</p> <p>➤ Governors agreed the allocation of visits for 2017/18 shown in Appendix A.</p> <p>Governors noted the report of the Growth Mindset visit and considered the KIT Visit report earlier in the meeting during Item 4.</p>	
9.	<p>Finance & Personnel Committee</p> <p>Governors received the unconfirmed minutes of the meeting of 7 July 2017.</p> <p>➤ A Governor asked about the arrangements for MFL in view of the departure of the teacher with responsibility for MFL. The Headteacher replied that National Curriculum requirements were being met, but now by buying a scheme for class teachers to deliver.</p> <p>➤ Governors asked why the contract with Cambridgeshire Music was not being renewed. The Headteacher replied that an alternative agency provided better value for money and might also reduce the number of subsequent issues that staff were having to deal with on a weekly basis.</p>	
10.	<p>Premises, Health, Safety & Wellbeing Committee had not met since the last FGB Meeting.</p>	

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11.	<p>➤The Governors adopted the Code of Practice for the Governing Body with the addition of the words ‘in the framework of a Catholic ethos’ to the statement of the main aim of the school in the first bullet point under the heading ‘General’.</p> <p>➤All Governors present signed the Code.</p>	
12.	<p>Policies</p> <p>a. <u>Admissions Policy</u> for 2019</p> <p>Having regard to issues of staff recruitment and retention, ➤Governors agreed to adopt the ‘Draft Admissions Policy – Primary’ circulated by the Diocese, with the re-numbering of clause 8(ii) as 8(iii) and the insertion of an additional clause 8 (ii):</p> <p style="padding-left: 40px;">Any child for whom a member of staff has parental responsibility at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made.</p> <p>➤The Governors also decided that if this adaptation was unacceptable to the Diocese the Diocesan draft policy should be adopted unchanged.</p> <p>b. The <u>Attendance Policy</u> had been revised to reflect the recent change in the local authority’s Code of Conduct regarding penalty notices. The wording of the new local authority policy was included with the addition of a footnote ‘Consecutive sessions may include sessions either side of a weekend or a school holiday’.</p> <p>c. ➤The revised policy was then adopted by the Governors.</p> <p>Consideration of the <u>Inclusion Policy</u> had been deferred to the next meeting of the FGB to give time for SEND parents to be included in the review.</p>	MJOS to convey/respond to Diocese by 10.10.17
13.	<p>Governing Body Membership, Training and Development</p> <ul style="list-style-type: none"> • From the termly local authority Briefing for Governors, the Chair reported the increase in funding across the County, the appointment of a new admissions manager across Cambridgeshire and Peterborough, and the intention that a new Director of Education also across those two authorities would take office on 1 January. • Governors noted the update on the Five Strengths & Priorities of the School, the update on Action Points from 2016 Governor Audit, and the 2017 Governing Body Self Evaluation form. 	

	<ul style="list-style-type: none"> The Chair asked Governors conducting monitoring visits to consult the Governor Monitoring Guidelines and Focused Questions on the Monitoring area of the website, and those taking the minutes of committees to highlight strategic questions asked. Governors who made use of on-line resources should tell RI (the link Governor for training). RI agreed to collate a list of online governor resources to be stored on the homepage of the governor secure login. CW undertook to audit the website, i.e. ensure that it complied with statutory requirements. JS and SK were compiling questions to be used in the '360° review' of the Chair's performance, which the Clerk would then circulate. The Chair would email all Governors to establish how they would prefer the evaluation of their contribution to be conducted. With a view to succession, any Governor with suggestions of future Governors should tell the Chair. Subject to their skills aligning with those needed, it might be appropriate to appoint them as Associate Members. Governors again considered the Ofsted Preparation Plan for Governors, which the Chair emphasised was an ongoing document intended for Governors to consult when the call from Ofsted came. It would be good to update it after each visit and committee meeting, which should be done via the Chair. The Chair had booked herself into a session on 22 November on being Ofsted-ready, and invited others to join her, The time of the Child Protection Training for Governors on 16 November was confirmed as 4 to 5 pm. 	<p>All by 16.11.17 RI by 30.11.17</p> <p>CW by 8.11.17 JS and SK by 31.10.17 MJOS by 17.10.17</p> <p>Committee Chairs All</p>
14.	Standing Orders , including updates to paragraphs 14 (DBS checks) and 15 (removal of elected and appointed governors) were approved.	
15.	<p>Other new documents and requirements: Governors noted:</p> <p>a. New Ofsted criteria regarding healthy eating and fitness came into effect in September.</p> <p>b. All child protection records must be retained for duration of Independent Inquiry into Child Sexual Abuse, regardless of the usual limit of not retaining them once the young person is 25. (The Headteacher observed that this would apply only to the rare instances where a pupil did not transfer to another school when they left.)</p>	
16.	<p>Parish Report</p> <p>Governors voiced their support of use of school space for Children's Liturgy on Sundays and regretted that the children's liturgy did not have better space. However, Governors agreed that it was not appropriate to allow the use of classrooms on Sundays.</p>	

17.	PTA Report <ul style="list-style-type: none"> The disco had been scheduled, with separate sections for KS1 and KS2. MM would implement the suggestion from the previous PTA meeting that there should be a termly coffee morning. A used uniform sale (but no whites) was to be tried. 	MM by 01.11.17
18.	Governors updated the Contact List and confirmed they consented to their details being shared with the school office, the Clerk and other Governors.	
19.	There was no Other Business	
20.	Embedded Risk Management The danger that the upstairs of the school caretaker's house would never be used to full advantage.	
21.	Impact of Academy Status regarding matters considered in this meeting Unclear in view of the very recent news on academy status.	
22.	Dates of future meetings: All 4-6pm unless otherwise stated 16th November 2017 for Child Protection Training, 4-5 pm 30th November 2017 (rather than 23 rd as previously proposed) 25th January 2018 15th March 2018 3rd May 2018 12th July 2018 (presentation from School Council at 3.45pm)	

Abbreviations:

CREDS – Cambridgeshire Racial Equality & Diversity Service
 EAL – English as an Additional Language
 FGB – Full Governing Body
 KIT – Keeping in Touch
 KS – Key Stage
 LCVAP - Local Authority Co-ordinated Voluntary Aided Programme
 MFL – Modern Foreign Languages
 RAP – Raising Achievement Plan
 SEF – Self Evaluation Form

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Appendix A: Governor Monitoring Visits – 2017-2018

	Visit No.	Brief description of visit	Date	Governor
2.3	1	(With IM &TA) report on increased confidence/effectiveness of TAs leading identified interventions	Summer 1	Janet Scally
2.4	2	Progress of Computing Action Plan	Spring 2	Mary-Jane O'Sullivan
2.4	3	Meet with pupils – their views on experiences of new computing curriculum	Spring 2	Mary-Jane O'Sullivan
3.1	4	Meet with English Lead and T&L dep. To report on progress of English Action Plan	Autumn 2	Shauna DeWolf
3.2	5	PP governor to observe one- day PP review	Autumn 2	Sonali Kumarakulasinghe
3.3	6	Review spelling and grammar curriculum (KS2)	Summer 1	Shauna DeWolf
3.4	7	Review (with Maths lead) impact of new strategies in maths	Summer 1	Charlotte Woodford
3.5	8	Observe school grounds used as stimulus for learning / enhancing creative opportunities for pupils	Autumn 2 (Thursday PPA)	Becky Imhagwe
4.1	9	Review (with IM) systems for identification & support of pupils at risk of under-achievement due to social, emotional, mental health – impact of Hey! Cambridge ?	Spring 1 / 2 (? Mon – Hey Cambridge)	Janet Scally
4.1	10	Observe Growth Mindset in action	Summer 2	Claire Southgate
6.2	11	Meet with RE lead – review School self-evaluation (RE) in line with new diocesan handbook	Spring 1	Joan Brierley
6.3	12	Observe creative activities linked to identified World Faith focus	Summer 2	Monica McDonald