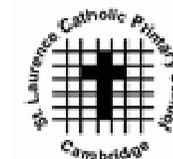


*Through God's grace, a community growing in knowledge and understanding*



Cambridgeshire  
County Council



**Meeting Date & Time:** Thursday 15<sup>th</sup> March 2018, 4pm – 6pm

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

	<b>Notes</b>	<b>Actions/Dates/ Person responsible</b>
0	<b>Opening Prayer</b>	
1.	<b>Pecuniary interests and declaration of interests relating to items on this agenda</b> None	
2.	<b>Approval of the minutes of FGB of 25<sup>th</sup> January 2018</b> Approved	
3.	<b>Significant matters arising from minutes of previous meeting</b> None	
4.	<b>Actions from Ofsted Inspection</b>  The Chair gave oral feedback on the recommendations and action points from the Ofsted inspection. The three 'next steps' were that leaders and those responsible for governance should ensure that:	

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	<ul style="list-style-type: none"> <li>• pupils make good progress across key stage 1 by continuing to coach and support teachers who are new to the school</li> <li>• disadvantaged pupils make good progress by providing support based on clear identification of their specific barriers to learning</li> <li>• all teachers share the same high expectations about the accuracy and presentation of writing in topic books</li> </ul> <p>The <b>Governors conveyed their congratulations</b> and thanks to all the staff who contributed to the successful outcome of the inspection.</p> <p>The Governor Development Group had produced the Governor Development Strategies arising from the inspection, which had been circulated as Document 4b. Governors considered alternative forms of training or governance consultation that were available. The Chair would circulate the details of these options to all Governors to enable a decision to be made.</p> <p>There was some discussion about preparation for the Section 48 (Religious Education) Inspection, although no date had been set for it to occur.</p> <p>➤<b>Governors asked</b> what reaction there had been from the Diocese to the Ofsted inspection report and the Head explained there had not been any specific feedback but the Deputy Director of Education had been present for the verbal feedback on the day of inspection.</p> <p>➤<b>Governors undertook</b> to write up reports of attendance at or involvement in any school religious activity, which would go towards evidence of leadership. Specifically, CW would report on the Lenten Reconciliation Service, CS on the Passion Play and MM on 'Stay and Pray' sessions she had recently attended. CC to monitor and provide feedback to VH on the class assembly due the following week. JS undertook to make the RE monitoring visit that was to have been performed by Joan Brierley.</p> <p>➤<b>Governors agreed</b> the annual review of Strategic Priorities for 2016-20, which the Chair would place on the website.</p> <p>➤<b>Governors noted</b> the updated list of the five strengths and priorities of the school, which were for their reference only.</p>	<p>MJOS by 31.03.18</p> <p>CW, CS and MM by 26.04.18 All as appropriate JS by 30.06.18</p> <p>MJOS by 31.03.18</p>
5.	<p><b>Academy status update</b></p> <p>The Chair reported on the briefing from the diocesan solicitors that had taken place on 21 February 2018. The DfE were said to think that preferably not more than two or three schools should be added to a MAT in a year. St</p>	

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	<p>Mary's Ipswich was already a third member of the OLW MAT and St Alban's Secondary School in Ipswich was to become a member in September 2018, but that still left seven other schools to join by September 2020 (a deadline that the diocesan officials had confirmed). <b>Governors confirmed</b> that St Laurence should join the MAT on whatever date best suited the interests of the school, but did not go further than the existing decision [FGB 25.01.18] that that should be in or after September 2019</p> <p>There had been a warning at the meeting on 21 February that local authorities were charging schools £6000 to £10,000 to become an academy.</p> <p>The Chair and the Head would be attending a meeting with potential OLW MAT schools in Bury on 25 April from 4 to 6.30 p.m. There was space for one additional governor to attend. The Chair agreed to forward details to the Academy Status Working Group. Governors agreed that a decision about the next meeting of the Academy Status Working Party should be postponed until after 25 April.</p>	MJOS by 18.03.18
6.	<p>There had been 115 completed responses to the <b>parental survey</b> (2017: 139). They were overwhelmingly positive, although there were a few expressions of dissatisfaction about bullying, reporting and information about children's progress. There had been many positive comments about staff. Eight parents had used the write-in facility to ask for a breakfast club. The Chair would write up the analysis and circulate it as a report.</p>	MJOS by 30.04.18
7.	<p>The <b>Head Teacher's Report</b> and its appendices were received.</p> <p><b>A Governor asked</b> about the impact on LB of being a class teacher in Year 3/4 for 50% of her time [Head's Report para 2/1]. The Head replied that LB's contract did require 50% of her time to be class-facing; there was some impact because of the reduced flexibility but it was the best option to minimise impact in terms of standards.</p> <p><b>A Governor asked</b> whether the apparently high number of days lost in exclusions [para 1.4] meant that more support needed to be found. The Head replied that the local authority and a range of professionals were giving support but it was not necessarily having the desired effect,</p> <p><b>A Governor asked</b> why support staff absences had been so much higher than for teaching staff [para 1.2]. The Head replied that (while teaching staff absence had been very low) four members of the support staff had coincidentally had medical reasons for absence for a significant time. There were also a proportionally larger group of staff within the support category (more than double the number of teaching staff)</p>	

	<p>Referring to the pupil roll, <b>a Governor asked</b> whether it was correct that there were five more pupils on the roll than there had been at the start of the school year. The Head confirmed this and commented that high levels of mobility in Cambridgeshire schools were not helped by the LA practice of re-offering places to children new to the school roll if a vacancy arose in another local school higher on their preference list. Surprisingly, however, (the Head said) no new children had been admitted to Reception (other than one child who had deferred a place to January 2018) where numbers were still down on last year, as they were in other local schools.</p> <p><b>A Governor asked</b> why the updated set of end-of-year KS1 predictions shared with the Local Authority were lower than at the start of the year [para 3.1]. The Head explained that churn in the Year 2 pupil roll tended to mean losing children who were working at the predicted national level but gaining others who were working below. The Year 2 predictions agreed with the School Improvement Advisor and Chair of Governors in the Autumn term were highly aspirational..</p> <p><b>A Governor asked</b> about progress on the former Caretaker's House and the breakfast club. The Head replied that it was hoped work on the house would be finished by Easter, so that it might be possible to start a breakfast club in September, depending on the recruitment of suitable staff, the necessary risk assessments, financial modelling (so as not to be a drain on school finances) and the purchase of equipment.</p>	
8.	<p><b>Chair's Business</b> The Chair informed Governors of an insurance matter that was taking up much Headteacher and administrative staff time.</p>	
9.	<p><b>Safeguarding</b> The 'safeguarding question' had not yet been added to the template for reports of monitoring visits because it was available only as a pdf. The Chair asked those putting documents on the secure area of the website to make them Word documents if it was likely that they would need editing.</p>	SK to forward word document to SdW by 16.04.18
10.	<p><b>Learning &amp; Achievement Committee</b> (not due to meet until 20 March 2018) <u>Monitoring Visits</u> SdW was updating the monitoring plan ready for the L&amp;A meeting. The Chair was about to make her first Computing visit.</p>	
11.	<p><b>Finance &amp; Personnel Committee</b> The meeting scheduled for 23 March had just been cancelled because the benchmarking information was not available and the budget could not be started until after Easter. The next meeting was scheduled for Friday 20 April at 8.30.</p>	

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12.	<p><b>Premises, Health, Safety &amp; Wellbeing Committee</b></p> <p>The Chair of the Committee reported:</p> <ul style="list-style-type: none"> <li>• Several new risk assessments were now in place.</li> <li>• The assess management plan had been drafted and shared with the committee.</li> <li>• The Committee needed extra members.</li> </ul>	
13.	<p><b>Policies</b></p> <p>Governors approved the <b>e-safety policy</b> subject to the correction of some dates. The Chair would make the minor changes and upload the policy to the school website.</p> <p>After discussion arising from the fact the Educational Welfare Officer had met the Head about strategies on persistent absence, the Governors decided that, although Penalty Charges on parents had never been used at St Laurence (almost uniquely among local schools), the facility to do so was there within the Policy and could in principle be used in the future. As this was not a change of policy, it was not necessary to communicate it to parents beyond sending the policy out again as a reminder.</p>	MJOS by 31.03.18
14.	The document <b>Equality report and objectives</b> was approved. The Chair would get it put on the website.	MJOS by 31.03.18
15.	<p><b>Governing Body Membership, Training and Development</b></p> <p>There was a <u>vacancy for a Foundation Governor</u> following the resignation of Joan Brierley. The terms of office of some other Governors would end in the foreseeable future., There was a discussion about the need to recruit Governors with a variety of skills, a diversity of ethnicity, the potential to be committee Chairs in the future, and ideally some availability during the school day. Appointing Associate Members who might later become Governors could be an appropriate route to take.</p> <p>CS, JS, CW and the Chair would word a note to invite expressions of interest from parishioners and others. Suggestions of names or other ideas could also be made to the Chair or Fr Pat.</p> <p>The Chair would circulate the feedback on 360 degree review of Chairs</p> <p>The Ofsted preparation document on the secure website was an aide-memoire to Governors that needed constant updating. In future the Chair would review it every half term.</p>	<p>CS, JS, CW, MJOS by 15.04.18 All by 30.04.18</p> <p>MJOS by 15.03.18</p> <p>MJOS by 25.05.18</p>

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	There was a reminder of the Governor conference on Saturday 24th March  <b>Governors agreed</b> that there should be another issue of the Governor Newsletter this term to congratulate the school on the Ofsted report, to ask for names of potential Foundation Governors, and to circulate the Attendance Policy.	MJOS by 28.03.18
16.	<b>Matters proposed by the Authority</b> <ul style="list-style-type: none"> <li>a. <u>General Data Protection Regulations</u> (come into force 25.5.18) The Head and Liz Taylor had been on training for this; ICT Services was to be the named Data Protection Officer in an extension to the existing service level agreement.</li> <li>b. <u>Governor access to Analyse School Performance (ASP)</u> The Chair, CS and SK would have access to this replacement for RAISEonline. MJOS &amp; SK had attended a training session in school on ASP alongside the SLT on 14 March</li> <li>c. <u>Ofsted Changes to Short Inspections</u> had already been experienced.</li> </ul>	
17.	<b>Parish Report</b> <ul style="list-style-type: none"> <li>• The Year 6 class Mass was the following day.</li> <li>• On Easter Sunday the 9.30 Mass would be at the school as usual.</li> <li>• It was agreed to advertise Fr Pat's intention to run a subsidised bus for the Children's Pilgrimage on Tuesday 29 May.</li> </ul>	CC by 18.05.18
18.	<b>PTA Report</b> <ul style="list-style-type: none"> <li>• The disco was the following day.</li> <li>• There was to be a grey/blue clothing sale</li> <li>• Fundraising money was going to buy smart boards.</li> </ul>	
19.	There was no other business.	
20.	There was no particular issue for embedded risk management.	
21.	<b>Dates of future meetings:</b> All 4-6 pm unless otherwise stated 3rd May 2018 12th July 2018 (presentation from School Council at 3.45 pm)	

**Abbreviations:**

DfE – Department for Education  
L&A – Learning and Achievement  
LA – Local Authority  
FGB – Full Governing Body

MAT – Multi-Academy Trust  
OLW – Our Lady of Walsingham  
SEND – special educational needs and disabilities  
SLT – Senior Leadership Team

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