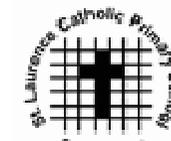


Through God's grace, a community growing in knowledge and understanding



Cambridgeshire
County Council



Meeting Date & Time: Thursday 21st March 2019, 4 pm – 6.05 pm

Attendance & Apologies:								
Foundation Governors:			Parent Governors:			Staff Governor:		
Mary Jane O'Sullivan (Chair)	MJOS	P	Adam Rokitnicki	AR	P	Phyllis Maynard	PM	A
Claire Southgate (Vice Chair)	CS	P	Monica McDonald	MM	P			
Harry Roberts	HR	P				Clare Clark (Headteacher)	CC	P
Janet Scally	JS	P	Local Authority Governor:					
Chioma Ubajaka	CU	P	Sonali Kumarakulasinghe	SK	P	Associate Members:		
Dr Charlotte Woodford	CW	P				Lizzy Bennett (Deputy Head)	LB	P
vacancy			Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	Ap
vacancy			Shauna DeWolf	SdW	P	Emori Cordero	EC	Ap

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

In Attendance: Mark Dowling (Clerk), Fr Simon Blakesley (Parish Priest)

Key issues arising from the Ofsted inspection of February 2018

- Continue to raise standards in all curriculum areas to improve end of year outcomes for all children
- Narrow gaps in attainment and progress for identified vulnerable groups (Pupil Premium and SEND)
- Support high levels of attainment in writing, including presentation.

	Notes	Action
0	Opening Prayer	
1.	Pecuniary interests and declaration of interests relating to items on this agenda. None. It was noted that Fr Simon is welcome as a visitor and beneficial that he is a Director of the OLWMAT.	
2.	The minutes of FGB meetings of 24 January 2019 and 7 March 2019 were approved.	

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3.	<p>The role of the local authority – visit from Jonathan Lewis, Service Director, Education, Cambridgeshire and Peterborough)</p> <p>Mr Lewis spoke, confirming:</p> <ul style="list-style-type: none"> • If changing to academy status is expected to benefit the pupils, it has his full support. • The children remained Cambridgeshire children, and the school would remain a Cambridgeshire school. He welcomed the intention to continue to participate in the CB4 cluster. • Arrangements for admissions would essentially remain unchanged. School numbers planning would remain an Authority focus. • Arrangements for broadband internet provision and employment terms and conditions would continue as now, the latter under TUPE requirements. • The local authority would not be involved in financial arrangements. • Buildings improvement would cease to be the local authority's responsibility; eligibility for LCVAP funding would cease, but DfE emergency funding would be available under some circumstances. • Training would be offered, as now, on a 'traded' basis. So would Cambridgeshire Music, insurance, Governor Services, and health and safety services. Other services currently provided free to academies might become 'traded' in the future. <p>➤Governors asked about:</p> <ul style="list-style-type: none"> • Attendance monitoring and exclusion arrangements, on both of which the local authority's role would continue. • Whether a charge was made by Cambridgeshire towards the costs of the conversion process. (A charge of £5000 or £10,000 would be made.) <p>Mr Lewis warned that the DfE usually challenged proposed MATs where the top slice being taken for central services was less than 5% of the budget, as it then seemed to them that there would be unlikely to be much benefit from the academisation.</p> <p>➤Governors thanked Mr Lewis for his visit and his presentation.</p>	
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4.	<p>Significant matters arising from minutes of previous meeting</p> <p>From 24 January Item 10: The Chair had confirmed with SK that the term ‘garden leave’ had a standard meaning to a human resources specialist, and Governors were content that no further clarification was necessary.</p>	
5.	<p>The Headteacher’s Report had been made available in advance and was received.</p> <p>➤ A Governor asked the Head whether the statutory tests for Years 2 and 6, and the preparation for them, were raising stress levels either among the staff or among the pupils, which then had to be dealt with through mental health initiatives. The Head replied that there had been no negative feedback from pupils, parents or staff on the pupil target setting and sharing that had taken place as part of the parent consultation dialogue. ➤ Governors thanked the staff for their brilliant work, and heard that staff always appreciated acknowledgement from Governors. Stress levels that rose from high-stakes national tests, the Head said, were moderated by the shared understanding throughout the school that children’s reported attainment is not just the responsibility of those teaching EY, Year 2 and Year 6.</p>	
6.	<p>Progress on key issues arising from the Ofsted inspection of February 2018</p> <ul style="list-style-type: none"> • Continue to raise standards in all curriculum areas to improve end of year outcomes for all children The Head’s report had mentioned that staff had reviewed and discussed the half term’s assessment point outcomes at pupil progress meetings. A classroom walkthrough focusing on the learning environment had been completed with feedback to staff. The School Improvement Advisor would be in school the following week for a writing-focused Learning Walk. • Narrow gaps in attainment and progress for identified vulnerable groups (Pupil Premium and SEND) • Support high levels of attainment in writing, including presentation. The Head had reported that the focus for discussion in each pupil progress meeting had been on the impact on narrowing the gaps in attainment between class/cohort Pupil Premium children, particularly in writing. A number of agreed actions had been identified and put in place arising from the meeting dialogue. <p>The Raising Attainment Plan and the Raising Attainment Action Plan for the Spring Term were received, having been made available in advance. The expected date for the RAP review meeting was 24 April.</p>	
7.	<p>Monitoring visits since the last ordinary meeting</p> <p>a. Monitoring of school website had led to suggestion that it was difficult to navigate around, more so on a PC than on a tablet or phone. Advice had been taken from the website designers to change the</p>	Clerk by 25.04.19

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	<p>visibility of drop-down menus without a significant redesign. However, AR would, as agreed, take a further look at the statutory compliance of the website and report back to the next meeting.</p> <p>b. Parent Café (Wednesday 30 January, 9.20 a.m.) EC's report had been made available.</p> <p>c. Ash Wednesday Mass (6 March): JS's report had been made available.</p> <p>d. Parents' survey (online or at parents' evenings). There had been 134 responses, the highest for a long time. The school had subscribed to SmartSurvey to get the analysis done. CS would report to the next meeting of the FGB.</p> <p>e. Dragon Writing intervention sessions JS had placed a report in the Monitoring section of the secure website area</p> <p>f. Maths Mastery AR was arranging this visit with VH.</p> <p>g. The Chair was attending a reconciliation service the following Monday. For next term, Governors agreed that SK would visit a lesson alongside the Inclusion Manager, focusing on provision for Pupil Premium children and MM would attend a focus group meeting with Pupil Premium children. There would also be an online survey of Pupil Premium parents. The Chair asked all Governors to consider what else would be a desirable visit theme for next term.</p>	<p>AR by 09.05.19</p> <p>Clerk by 25.04.19 CS by 09.05.19</p> <p>AR by 09.05.19</p> <p>SK by 30.06.19 MM by 30.06.19 All by 25.04.19</p>
8.	<p>Academy Status update</p> <ul style="list-style-type: none"> The Chair reported that the application for academy status had been sent to the Academies Application Department of the DfE on 15 March. The Diocese had submitted the necessary supporting letter. The Regional Schools Commission's Headteachers' Board had to approve it next, after which the consultation could start. This would be with staff, parents and unions, probably starting in early May and running for a month. <p>➤ A Governor asked what feedback there had already been to the letter to parents. The Head replied that there had been none so far.</p>	
9.	<p>Chair's Business None</p>	
10.	<p>Safeguarding</p> <p>CW, who had previous experience of being Link Governor for Safeguarding, had stepped into the vacancy created by the resignation of Terry Taylor-Crush as a Governor. She had previously been trained by the local authority</p>	

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	and would do further training next term on creating a safeguarding culture school. The report of her safeguarding review visit on 18 March had been made available in advance and was received.	
11.	<p>Policies for review</p> <p>a. e-safety – held over to next meeting</p> <p>b. Delegation of power to dismiss staff. Some of the model policies of the Catholic Education Service state that only the Governing Body has the power to terminate employment. Having confirmed that that the Governing Body was still accountable in this matter, and that it was convenient to delegate to the Headteacher so that members of the Governing Body remained available for any appeals, ➤Governors resolved to delegate power to terminate employment to the Headteacher.</p>	Clerk, by 25.04.19
12.	<p>Parish Report</p> <p>Fr Simon reported that the roof of the church needed to be stripped and re-covered and that it might become necessary to ask for all Masses to be held in the school during this work.</p>	
13.	<p>Learning & Achievement Committee Report:</p> <p>The unconfirmed minutes of the meeting of 29 January 2019 were received.</p>	
14.	<p>Finance & Personnel Committee</p> <p>A meeting was due to be held the following day. Among other things It would consider the annual self-check and statement of internal control. ➤The Governors thanked Mrs Taylor (School Business Manager) for her work on these and on so much else.</p>	
15.	<p>Premises, Health, Safety & Wellbeing Committee</p> <p>Governors received an oral report on the meeting of 1 March 2019.</p>	
16.	<p>Governing Body Membership, Training and Development</p> <p>a. <u>Governing Body vacancies and recruitment</u>: Governors noted the possibility of reverting to a [Local] Governing Body of 12 members rather than 14, in line with other primary schools in OLWMAT. There would then be 7 rather than 8 Foundation Governors, which would mean it was necessary to fill only one of the two current vacancies, which were proving difficult to fill. However, four other Governors were expected to leave during 2019, so It was important to pass ideas of possible new Governors to the Chair. Nevertheless, ➤Governors agreed that the size of the future Local Governing Body should be determined by the requirements of the functions to be covered rather than any immediate recruitment issues.</p>	All, by 15.04.19

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	<p>b. <u>Governor Training</u>: It was planned to have an all-Governor training session in the Autumn Term, as there would be new Governors and the role of the local authority would have changed. The local authority's programme of training sessions was recommended, and CW undertook to circulate a guide to accessing it easily.</p> <p>c. <u>Update on Governor Action Plan 2018-19</u> The Chair reminded Governors to look at the suggested focused questions in the Monitoring section of the secure website before conducting visits. ➤Governors agreed that at future meetings of the FGB there should be a discussion of the Raising Attainment Plan, possibly led by a member of the Learning and Achievement Committee. This would require some appropriate sequencing of the committee and the FGB meetings. Fr Simon said he would pass on a recent email from the MAT about sequencing committee, LGB and Directors' meetings.</p> <p>d. The normal <u>start time</u> of FGB meetings would remain 4 pm, as there had been little response to the suggestion that it should be later.</p> <p>e. <u>Date of July 2019 meeting</u> was likely to change to 4 July. Governors were asked to email the Chair by 23 March if this date would not be possible for them. <i>Post meeting note: meeting date is now confirmed as 4 July.</i></p> <p>f. <u>Committee structure</u>. ➤Governors agreed that the Premises, Health, Safety and Wellbeing Committee should merge with the Finance and Personnel Committee from the Autumn Term 2019. HR would be a member of that Committee and would maintain his contact with the School Business Manager about health and safety inspections. The terms of reference of the merged committee and its name would be reviewed after the school had joined the MAT.</p> <p>g. <u>Headteacher Performance Management</u>. ➤Governors agreed that for this year the review of the Headteacher's performance and the setting of targets for the following year would be separated, so that the review would happen at the end of the summer term 2019 and the target setting in the autumn term 2019. The panel for the review would be JS, HR and CS. CS and CC would arrange a date.</p> <p>h. <u>Feedback from local authority's termly Governor Briefing</u>: The Chair had collected some statistics about the school in hard copy and would pass them to the committee chairs,</p>	<p>CW, by 07.04.19</p> <p>Clerk, by 25.04.19 CS, by 09.05.19 Fr Simon, by 25.04.19</p> <p>CS and CC fix date by 31.05.19</p> <p>Chair by 28.03.19</p>
17.	<p>Matters proposed by the Local Authority</p> <p>- <u>Health & Safety on School Trips</u> In late November 2018, the DfE published new health and safety advice on educational visits: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-</p>	

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	<p>and-safetyn-educational-visits. The Head said the school was already complying with this.</p> <p>- <u>DfE Policy Paper - Teacher Workload Advisory Group & Government Response</u> The report from the Teacher Workload Advisory Group sets out recommendations and principles to reduce the unnecessary workload associated with data and evidence collection. The Head reported that the local authority's requirements for collection of in-year school data was not currently in line with this guidance. ➤Governors agreed that they would be happy about anything that made the Headteacher's report to them easier to produce.</p> <p>- <u>e-mail account security</u>: Governors were again reminded not to store emails unnecessarily, especially if they referred to individuals.</p>	
18.	<p>PTA Report Planning had started for the Summer Fair on Saturday 22 June.</p>	
19.	<p>Any Other Business First Holy Communions would be on Saturday 11 / Sunday 12 May.</p>	
20.	<p>Embedded Risk Management: Nothing new</p>	
21.	<p>Dates of future meetings: NB These are not the original dates proposed 9 May 2019 (4 pm) 4 July 2019 (3.45 pm to receive presentation from School Council)</p>	

Abbreviations:

DfE – Department for Education

EPM – Education Personnel Management Ltd

FGB – Full Governing Body

LCVAP – Local Authority Co-ordinated Voluntary Aided

Programme

LGB – Local Governing Body

MAT - Multi-Academy Trust

OLWMAT – Our Lady of Walsingham Multi-Academy Trust

RAP – Raising Achievement Plan

SEF – Self Evaluation Form

SIP – School Improvement Plan

TUPE - Transfer of Undertakings Protection of Employment