



Cambridgeshire
County Council



St. Laurence Catholic Primary School

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

Minutes of the Meeting of the Full Governing Body

Thursday 15th October @ 4.00pm

Present: Mary Jane O'Sullivan (Chair), Janet Scally, Sonali Kumarakulasinghe, Harry Roberts, Terry Taylor-Crush, Clare Clark (Head), Fr Pat Cleary, Nick Fraser, Phyllis Maynard, Rebecca Imhagwe, Charlotte Woodford, Shauna DeWolf, Claire Southgate, Paul Robertson

Associate Members: Joan Brierley, Lizzy Bennett

Clerk: Eric Smith

Apologies: None, all present

1. Welcome, apologies and opening prayer

The Chair, Mary Jane O'Sullivan, formally opened the meeting, extending a welcome to all those present and Fr Pat led a prayer invoking guidance for the proceedings.

No Apologies, all present.

2. Adoption of Veronica Harvey and Lizzy Bennett as Associate Members

Adopted unanimously for a 12 month period of office; with Veronica Harvey joining the Learning & Achievement Committee and Lizzy Bennett joining the Finance & Personnel Committee and the Learning & Achievement Committee.

3. Declarations of interests relating to items on this agenda

None

Action by

4. Approval of the Minutes of the Meeting of the Governing Body held on Thursday 9th July 2015

Page 3 – Item 12 – Standing Reports – Learning & Achievement Committee – ‘*There has been training given to Governors on Target Tracker*’ should read ‘*Seven Governors attended staff training on Target Tracker which included a session for Governors on how Target Tracker can be used to support Governor Monitoring*’.

Page 3 – Item 12 – Standing Reports – Learning & Achievement Committee
The report on the spending of Pupil Premium Monies will be produced by the Head and not Sonali Kumarakulasinghe

Page 5 – Item 15 – working party – *Joan Brierley* not *Jean Brierley*.

With these amendments the Minutes were approved by the Governing Body as a true and accurate record and signed as such by the Chair.

5. Matters arising from the Minutes of the Meeting held 9th July 2015

Page 2 - Item 6 - Matters Arising – Equality Award. The working party has met 3 times and is scheduled to meet again in November. Progress is being made.

Page 4 - Item 12 – Standing Reports – Link Governor for Training. At the last meeting the Head had been asked to contact the local PCSO; however, this had proved to be very difficult. Rebecca Imhagwe has contacts with the PCSO for her school in Essex and will contact to see if that PCSO can assist. It was noted that parking was still an issue for the school and the situation can only get worse as the school expands. It was agreed that if Governors have contacts with local councillors then these should be used. The Chair has the e-cops list; which she will review to see if it can be beneficial.

Page 5 - Item 15 – Committee Structure – It was agreed that Sonali Kumarakulasinghe will join the Academies Working Party. It was agreed that Joan Brierley will join the Premises, Health & Safety Committee. It was agreed that Janet Scally will retain the SEND link.

6. Head Teachers Report

The Head Teacher gave a verbal report to Governors and answered questions accordingly.

The Head confirmed that pupils and staff had had a good start to the new academic year and had settled in well. There are 3 NQT's; all have an in school mentor; all have a programme of training that takes them out of school to see similar good practice elsewhere.

There is progress on the new website. The Head noted that it was due to go 'live' during the first week in December; however, a more realistic date would be January. A photographer had been in school taking pictures for the website.

A long term member of the support staff was leaving at the half term break after 15 years' service. The school is advertising for a replacement with shortlisting the day following this meeting.

RI
All
Chair

7. Review of the SAT's Results

The Head circulated a report on the results, explained in detail the significance, gave details on the programme for improvement and answered questions accordingly. The Head recommended that Governors look at the FFT presentation on the SAT's results for the school, noting that it did not cover EYFS.

On the EYFS results the Head noted that the results were above National at the end of EYFS, despite being below National when pupils were assessed when joining the school. Many of these children have English as an additional language (EAL); pupils can only be assessed in language using English.

The Head confirmed that the results for KS1 showed a downward trend over the past 3 years. The results were not the result of poor cohorts; there were enough children in each cohort to 'level out' the differences. The Head has 'drilled down' to determine what was needed to improve results and had found that pupils were not being taught in a consistent manner; planning needed to be improved. To a question the Head confirmed that EAL children were joining during the school year adding pressure to teaching in KS1. The Head also noted that outcomes for EAL children were good in KS2. To a question the Head confirmed that assessment standards for KS1 had been externally moderated.

The Head noted that not enough children were passing the Phonics Test, for the same reasons as noted for KS1 results; teaching was spasmodic. The school has not met the National figure for Phonics since the start of the tests. There is now a daily phonics lesson for all pupils in KS1 as well as daily Maths and English lessons. The school has invested in phonics resources. Teachers have had training in the teaching of Phonics so that teachers can be comfortable in the teaching of Phonics. The school has set a Phonics Target for every child that is reviewed half- termly. The school has also invested some £2k in Project X-Code which supports groups of up to 4 children that did not pass the Phonics test.

The KS2 results were largely in line with National and the Head reported that the school had received a letter of congratulation from the LA regarding the KS2 progress.

The Head reported that there were developmental plans to address the identified priorities. There was a 'New Start' to the school day and a re-organised teaching day with positive effects. There was a new planning format for lessons. There was shared PPA time so that members of staff are not isolated in their classrooms. The Head also confirmed that the results were not due to a lack of effort; the effort needed better direction. All members of staff are dedicated and committed. To a question the Head confirmed that members of staff were accountable for all of the pupils in their respective classes.

The Head will circulate the report to all Governors.

Head

8. Governing Body Code of Practice

Circulated ahead of the meeting. The Chair noted that details of Governor Pecuniary Interests, attendance at meetings, etc., had to be published on the website.

It was agreed that children of Governors would not be allowed in meetings of the Governing Body/Committees. Governors were referred to the Governors Expenses Policy to cover childcare.

Adopted

9. Review of Governing Body Standing Orders

Adopted

10. Standing Reports as Appropriate

Learning and Achievement Committee: Met recently and agreed the Terms of Reference for the Committee. Items debated included Sports Funding, Raising Attainment, Expectations of staff, the FFT Dashboard, Section 8 Ofsted Inspection expected in 2017, Assessment without Levels, Target Tracker Steps. Veronica Harvey has joined the Committee and Elizabeth Bennett gave an update on English. The next meeting will be held on 24th November.

Paul Robertson left the meeting at 5.05pm

Finance & Personnel Committee: Met at the start of term. Terms of Reference for the Committee adopted.

Premises Committee/Health & Safety Committee: Meeting after the half term break. The school has agreed that the LA will provide Health & Safety Advice to the school and there will be a meeting the Tuesday following this meeting with the LA to audit Health & Safety provision within the school.

Governors Monitoring: Shauna Dewolf had circulated the monitoring plan. Governors had signed up for monitoring activities prior to the meeting and allocation of monitoring activities was finalised during the meeting. The report on the KIT visit had been circulated. Governors were asked to liaise with Veronica Harvey when setting up monitoring visits and to progress the visits that had been agreed and to write the subsequent reports.

VH
All

Governor Development Sub Committee: Not met recently.

Link Governor for PTFA: There is some £6k in the accounts. There will be a 'Table Top Sale' on 7th November 2 - 4 pm. The school pantomime, Jack & the Beanstalk, will be held on 7th December. There will be a Family Disco on 11th December when Father Christmas will attend. The Children in Need Day is 13th November. The PTFA supported the Yr6 party and is content to do so in the future.

Parish: Fr Pat reported on the situation with wireless microphones for the 9.30am mass. He also commented favourably on the fresh new displays throughout the school.

Chair's Correspondence: The Chair confirmed that she had received the KIT report from the Schools Improvement Partner (Sally Rundell) and the confirmation of the Head Teachers Performance Review.

	<u>Action by</u>
<p>Policy Review and Adoption Cycle:</p> <p>Discipline Procedure/Grievance Procedure/Behaviour Policy: It was agreed that Joan Brierley will liaise with EPM regarding these policies as EPM are not changing the wording of their model policies which is giving cause for concern. Clerk to add to the Agenda for the next meeting of the FGB</p> <p>Admissions Policy 2016 - 2017: The Head confirmed that the draft policy had been sent to the LA Admissions Team and to a question confirmed that the policy was to be in line with LA advice. To be on the Agenda for the next meeting of the FGB. Clerk to action</p> <p>Policy Review Cycle: Mary Jane O'Sullivan has circulated to all Committee Chairs and will recirculate an updated version.</p> <p>Link Governor for Training: The Termly Briefing for Governors had highlighted that SEND children that are also eligible for Pupil Premium were not making sufficient progress and recommended that Governors ask questions of school management. It was reported to the Briefing that Cambridgeshire County Council is approving more Education Health and Care Plans than some other local authorities and noted that the Council was looking at cost savings. To a question the Head responded that every application from this school for an EHC Plan had been rejected and to a further question confirmed that despite this the children in these applications were getting the support they needed from the school.</p> <p>Charlotte Woodford left the meeting at 5.35pm.</p> <p>The Head noted that Ofsted Inspectors were placing emphasis on Safeguarding. To a question it was confirmed that Janet Scally was monitoring the Single Central Record. Janet Scally and Mary Jane O'Sullivan had attended a training session on British Values the evening prior to this meeting.</p> <p>To a question it was confirmed that the Head is the 'Prevent' Leader in the school.</p> <p>Other training carried out recently includes Terry Taylor-Crush on Safeguarding and Safer Recruitment and Sonali Kumarakulasinghe on 'Narrowing the Gap'.</p>	<p>JB</p> <p>Clerk</p> <p>Clerk</p> <p>MJOS</p>
<p>11. Academy Status</p> <p>Mary Jane O'Sullivan, Janet Scally and the Head had attended a briefing on Academy status and the Head had attended a meeting of the Heads of Catholic Schools in Cambridgeshire and Peterborough when Academy status was discussed. This meeting discussed the impact of joining a Multi-Academy Trust.</p> <p>It was agreed that the working party will continue to review and explore co-operative routes.</p> <p>Rebecca Imhagwe left the meeting at 5.50pm</p>	

12. Dates for FGB Meetings for the Academic Year 2015 – 2016

3rd December 2015 @ 4pm
28th January 2016 @ 4pm
17th March 2016 @ 4pm
5th May 2016 @ 4pm
14th July 2016 @ 3.45pm to hear the report from the School Council

13. Embedded Risk Management

Academy Status
Amber Rating from the KIT visit

14. Other matters appropriate to the Governing & School

It was agreed that there will be a Governors' Newsletter; arranged by Mary Jane O'Sullivan and Claire Southgate.

Action by

MJOS/CS

There being no further business the meeting closed at 5.57pm.

Signed as a true record *Mary Jane O'Sullivan* Date *3rd December 2015*
(Chair)