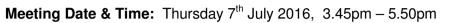
Through God's grace, a community growing in knowledge and understanding



~~~	Cambridgeshire County Council	*** Q.
		EAST (Province of V



## Attendance & Apologies:

Foundation Governors:			Parent Governors:		Staff Governors:			
Mary Jane O'Sullivan MJOS (Chair)	MJOS	Р	Rebecca Imhagwe	RI	Ρ	Clare Clark (Headteacher)	CC	Ρ
Janet Scally JS (Vice Chair)	JS	Р	Monica McDonald	MM	Ρ	Phyllis Maynard	PM	Ρ
Fr Pat Cleary	PC	Ар						
Dr Charlotte Woodford	CW	Р	Local Authority Governor:			Associate Members:		
Harry Roberts	HR	Р	Sonali Kumarakulasinghe	SK	Ρ	Joan Brierley	JB	Ρ
Terry Taylor-Crush	TTC	Р				Lizzy Bennett (Deputy Head)	LB	Ρ
Claire Southgate	CS	Р	Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	Α
vacancy			Shauna DeWolf	SdW	Р			

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

## In Attendance: Mark Dowling (clerk), Mercedes and Bailey (Y6, item 1 only)

## **Opening Prayer**

	Notes	Actions/Dates/ Person responsible
1.	Presentation by school council ≻Governors thanked the School Council representatives and their teacher Mrs Sharman, raised matters arising	
	from the projects reported, and asked about the term of office of School Councillors.	
2.	Pecuniary interests and declaration of interests relating to items on this agenda None	
3.	Approval of the minutes of FGB on 5 th May 2016 Approved	
4.	Significant matters arising from minutes of previous meeting None	

5.	<ul> <li>Headteacher's Report</li> <li>&gt;Governors considered the Key Stage attainment results tabled by the Head, observed that the % of pupils achieving the expected standard exceeded the national figure in all tests except KS2 reading, and noted the change in the nature of that test.</li> <li>&gt;Governors asked about the grounds for the submission of requests for re-marking of the KS2 reading tests of three pupils. The Head explained that they were issues of application or interpretation of the mark scheme by the original marker.</li> <li>&gt;A Governor asked about the implications if (Item 1.3 of Head's Report) the school's LA Education Welfare Officer were not replaced. The Head explained that extra tasks would fall to Mrs Harvey in liaison with the Head.</li> <li>&gt;A Governor asked about the report of exclusions (Item 1.4), and the record was corrected to show that there had been no permanent exclusions since September 2015.</li> <li>&gt;Governors congratulated the school on the re-award of the RE Gold Quality Mark (Item 2.3), and thanked Mrs Quail (RE subject leader) for her work.</li> <li>&gt;Governors sent congratulations to Liz Taylor (School Business Manager) on reaching the forthcoming final of the Cambridge News School Awards and wished her success.</li> <li>&gt;A Governor asked about the attendance record of pupils carrying Pupil Premium, and was referred to 1.3 of the Head's report; the figures there were deemed to be encouraging.</li> <li>&gt;A Governor asked about the Equality Award application recently resubmitted; the Head said there was plenty</li> </ul>	
	of evidence in justification.	
6.	Key points from Spring 2016 SEF and RAP (Summer Term 2015-16) ➤A Governor asked what change had occurred in the school's self-evaluation and attainment, and was referred to the narrative in the SEF and RAP among the agenda papers. The Head believed the quality of teaching had improved during the course of the year, and commented that schools were only halfway through the implementation of the new international primary curriculum, which was a two-year programme from September 2015.	
7.	Chair's Business	
	The Chair reported:	
	<ul> <li>her weekly meetings with the Head had continued</li> <li>she had been involved with Harry Roberts in the recruitment of a new caretaker.</li> </ul>	
	she had been inverted with harry heberts in the redulition of a new calculater.	

0	Cofequerding: Annual Benert to Covernore	1
8.	Safeguarding: Annual Report to Governors >Governors ratified the Annual Monitoring Report.	
	<b>Q</b>	Chair, by 31.07.16
	• The Chair would notify the FGB of the part of the DfE's new guidance on safeguarding (effective 05.09.2016)	All, by 06.10.16
0	that they had to read, as each member would be required at the next FGB to confirm that they had done so. <b>Academy Status</b>	All, Dy 00.10.10
9.	The Chair and the Head reported exploratory meetings with Governors and Heads of local and/or Catholic	
	schools.	
10	Learning & Achievement Committee Report	
	None, as next meeting was due to be held five days after the FGB.	
	Governor Monitoring Plan would be discussed at next L&A meeting, and then at the FGB meeting in October.	
11.	Finance & Personnel Committee Report (minutes of 10.6.16)	
	Report received.	
12.	Premises, Health, Safety & Wellbeing Committee Report (minutes of 24.5.16; May 2016 H&S inspection)	
	Report received	
13.	Governing Body Membership, Training & Development	
	Membership	
	Manias McDanald (new Devent Covernar) was unlasted to the Coverning Date	
	<ul> <li>Monica McDonald (new Parent Governor) was welcomed to the Governing Body.</li> <li>The main stimulation of Nick Free on (Ferry dation Operation) had been private to the Governing Body.</li> </ul>	
	The resignation of Nick Fraser (Foundation Governor) was noted. Joan Brierley (Associate Governor) had	
	expressed willingness to become a Foundation Governor in his place, and Fr Pat had agreed to this. Arrangements for this to be actioned by the Diocese were in hand.	
	<ul> <li>As the term of office of Phyllis Maynard (Staff Governor) had come to an end, the Head would make</li> </ul>	Head, by 30.09.16
	arrangements for an election.	110000, by 00.00.10
	a. Feedback from Governor Development Working Group (met 09.06.16)	
	a. Toodbaak nom advonor bovolopment werking aloup (met od.od. roj	
	- Use of gov login area of school website	
	>Governors agreed:	Clerk, by 29.09.16
	<ul> <li>For each future FGB meeting the Clerk would create a folder into which he would place agenda</li> </ul>	
	documents up to a week before the meeting.	
	The Chairs of the committees would set up similar folders for their meetings.	

Papers should not be presented less than a week before a meeting.	
<ul> <li>Audit of Governing Body Effectiveness 2016</li> <li>&gt;Governors asked about the robustness of the evidence used in the performance management system</li> </ul>	Chair, by 20.07.16 (LA deadline)
(Item 7 in draft audit) and then <b>approved</b> the audit for submission by the Chair to the local authority.	
b. Governor e-mails	
<ul> <li>Governors agreed:</li> <li>All Governor-related emails should go to the new email addresses for governors, not to personal/work email addresses</li> </ul>	
<ul> <li>Governors would check their St Laurence emails at least once a week during term time,</li> <li>If action/response was urgently needed, a separate email might be sent to the personal/work address saying simply 'I have sent an email to your Governor address for your attention.'</li> </ul>	
c. Governor DBS checks	
Three Governors had not yet got completed DBS checks and undertook to meet this requirement. d. Governor Newsletter	Governors without DBS check, by 15.09.16
Sovernors agreed that there should be another issue of the Governor Newsletter. Claire Southgate agreed to produce one, mentioning among other things changes to membership of the Governing Body, the Cambridge News award and SAT scores.	Claire Southgate, 20.07.16
e. Governor training	
<ul> <li>Monica McDonald had been on induction training. Becky Imhagwe asked Governors to tell her of training they were going on or had recently received.</li> </ul>	
<b>Governors agreed</b> that Becky should contact the leader of the last in-house training session to check the terms on which they might provide a session in the new school year, given that the SLA with Governor Services	All, by 15.09.16
no longer provided such a session free.	Becky Imhagwe, b 06.10.16
<ul> <li><u>f. Governors' reports of visits/monitoring</u></li> <li>&gt;Governors agreed that reports of visits/monitoring would be recorded formally at the next meeting, whether</li> <li>ECP or the Learning and Achievement (L&amp;A) Committee</li> </ul>	
FGB or the Learning and Achievement (L&A) Committee. The Chair would send her own recent report to Shauna de Wolf ready for the next L&A Meeting.	Chair, by 10.07.16

14.	Policies	
	a. <u>Equality Policy</u>	
	deferred until next term	
	b. Inclusion Policy	
	adopted (after typographical correction on Page 4 to read <i>pupils' health</i>	
	c. Code of Conduct for Staff, Governors & Volunteers (circulated prior to meeting)	
	adopted	
	d. Anti-Bullying Policy (circulated prior to meeting)	
	adopted	
	e. Health & Safety Policy	
	adopted	
	f. Critical Incident & Business Continuity Policy (available on gov login)	
	adopted	
15.	Parish Report	
	None: See Head's report for reference to recent First Holy Communions.	
16.	PTFA Report	
	Governors heard that the Summer Fair went very well and raised £2900.07: enough money to pay for markings	
	in both playground. The PTFA was arranging the recording of the Y5 and Y6 plays and the production of the Y6	
	year book.	
17.	Re-adoption of Joan Brierley, Lizzy Bennett & Veronica Harvey as Associate Members of the Governing	
	Body for the Academic Year 2016-17	
	Agreed, though it was expected that Joan would become a Foundation Governor from the start of the new school	
	year.	
18.	Election of the Chair of the Governing Body for the Academic Year 2016-17	
	Mary Jane O'Sullivan was the only nominee and was elected nem con.	
19.	Election of the Vice-Chair of the Governing Body for the Academic Year 2016-17	
	Janet Scally preferred not to stand again as Vice-Chair. Claire Southgate was the only nominee and was elected	
	nem con wef 1 September.	

20.	Allocation of Governors to Committees 17	and other Governor Responsibilities for the Academic Year 2016-	
	The following changes were made to the lis Safeguarding and Looked After Children:	st of responsibilities, linked classes, committees and working groups: TTC	
	Policies:	MJOS and MMcD	
	Pen portraits:	removed from list	
	School Governor information:	removed from list	
	RE and Values:	JSc and JB	
	SEND:	JSc	
	Able, gifted and talented:	SdeW	
	Robins and Wrens:	MMcD	
	Nightingales:	MJOS	
	Starlings:	SdeW	
	Owls:	SK	
	Eagles:	RI	
	Learning & Achievement Committee	MMcD to join	Janet Scally and
	>On pen portraits, Governors agreed that pen portrait out to each Governor for amen in same style; Janet would then collate the	Monica McDonald by 15.09.16 Claire Southgate by 29.09.16	
	Governors noted that, except for the Chair' the reception area.	s and the Vice Chair's, their photos would no longer be displayed in	
21.	Any Other Business		
	-	nt Y6 residential trip to Norfolk and the plans for trips for Y3/4 and Y5.	
22.	Embedded Risk Management		
	Caretaker's house: see Item 5 above.		
23.	Impact of Academy Status regarding ma	atters considered in this meeting	
	None evident	-	

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24	. Dates of future meetings: All 4-6pm unless otherwise stated 6 th October 2016 @ 3.45pm to meet the teachers 24 th November 2016	
	26 th January 2017 16 th March 2016	
	4 th May 2016 13 th July 2016 @ 3.45pm to hear the report from the School Council	

Abbreviations: FGB – Full Governing Body, SMT – Senior Management Team SEND – special educational needs and disabilities, PP – pupil premium, EAL = English as an Additional Language RAP – raising achievement plan, SEF – Self Evaluation Form, KIT – Keeping in Touch visit EYFS – early years foundation stage, KS1 – Key Stage 1, KS2 – Key Stage 2, LA = local authority, DBS = Disclosure and Barring Service