

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



Cambridgeshire
County Council



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

Attendance & Apologies:								
Foundation Governors:			Parent Governors:			Staff Governor:		
Mary Jane O'Sullivan (Chair)	MJOS	P	Rebecca Imhagwe	RI	P	Phyllis Maynard	PM	Ap
Claire Southgate (Vice Chair)	CS	P	Monica McDonald	MM	P			
Fr Pat Cleary	PC	Ap				Clare Clark (Headteacher)	CC	P
Dr Charlotte Woodford	CW	P	Local Authority Governor:					
Harry Roberts	HR	P	Sonali Kumarakulasinghe	SK	P	Associate Members:		
Terry Taylor-Crush	TTC	P				Lizzy Bennett (Deputy Head)	LB	P
Janet Scally	JS	P	Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	P
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); Helen Bates (Diocesan Assistant Director of School Service) and Craig Cooper (architect) attending at 4pm for item 3.

	Notes	Actions/Dates/ Person responsible
0	Opening Prayer	
1.	<p>Presentation on Pupil Voice by Veronica Harvey</p> <p>VH reported on the development of Pupil Voice activities across school this year; the widening of the school extracurricular club offer, including a survey of pupils about clubs, the introduction of LA Junior Travel Ambassadors and lunchtime playground Peer Mediators, e-cadets in all year groups, highlighting e-safety issues among pupils and the introduction of the Diocese's forts group of Junior Vincentians (mini-Vinnies)..</p> <ul style="list-style-type: none"> Governors commended these activities and thanked the pupils and staff involved. They noted that the 'pupil voice' now extended well beyond the School Council, which was also an effective vehicle for pupil involvement but necessarily engaged only a small number of children directly. 	
2.	<p>Pecuniary interests and declaration of interests relating to items on this agenda</p> <p>None</p>	

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3.	<p>Options for redevelopment of caretaker's house</p> <p>Helen Bates and Craig Cooper gave a presentation on this matter, the key points being:</p> <ul style="list-style-type: none"> • It would be difficult to use the house for anything but school purposes, as it was not worth much if sold, its access being via the school grounds (creating safeguarding as well as practical issues). • Some work would be necessary just to make the building habitable again. • Its footprint was too small to accommodate a nursery. • It could accommodate breakfast and/or after-school clubs, which were not subject to the same statutory requirements regarding space per child. • The current proposal was therefore to equip the ground floor for use as a possible breakfast club and the upper floor, which would have a separate entrance, as residential accommodation for school staff including two bedrooms with shared kitchen/living area. The ground floor could also be used by the school during the day e.g. for group work. • Change of use consent, and possibly a full planning application, would be necessary. • Knocking the existing building down and building a new one would be more expensive. The cheapest option would be to knock it down and not rebuild but use it as additional ground space for play, parking, etc.(cost estimated at approx. £50000) • The Diocese would not pay for the estimated cost of the work (£150,000 including VAT but excluding architects' and planning fees). • The most likely source of funding for the work, according to Helen Bates, was competing for some of the locally co-ordinated voluntary aided programme (LCVAP), as long as the school was still a voluntary aided school at the time the funds were granted, though LCVAP money (like other funds) was prioritised for rectifying the poor condition of buildings and circumstances where there was an increase in the number of pupils in a school, priorities that this application would not meet. • As the Diocese owned the house, it would pay for a full study of its condition, which would be a necessary pre-requisite for an LCVAP application. The result of such a survey would be available in late October. • It was likely that any income from the flat would remain with the school. • ➤Governors requested the Diocese to proceed with the survey. JS agreed meanwhile to do some research about the possible rental income from the flat and CW agreed to see what similar provision was being made for staff joining the new Cambridge University Primary School. 	JS & CW, by 01.09.17
4.	<p>The minutes of the Full Governing Body meeting of 4 May 2017 were approved.</p>	
5.	<p>Significant matters arising from minutes of previous meeting</p> <p>The Budget summary and SEND report had gone onto the Governors' secure area as requested.</p>	
6.	<p>Multi-Academy Trust</p> <p>Governors received the notes of the meeting of representative Governors of the four Catholic primary schools</p>	

	<p>in Cambridge and Peterborough held on 29 June 2017. The reaction of the Diocese to the wish of the two Peterborough schools to form a MAT on their own was still awaited. ➤ Governors resolved that it was therefore not possible for them either to confirm or to change the position regarding a MAT that they had taken at the Full Governing Body meeting held on 4 May 2017.</p> <p>If the Diocese still required a decision before the Diocesan Schools Commission meeting on 22 September, it would be necessary to have an additional Full Governing Body meeting before then, and Governors agreed that that meeting would be on Thursday 7 September. [Clerk's note: After further communication with Flavio Vettese, the Chair announced on 11 July that this extra meeting would not take place.]</p> <p>Meanwhile, the Chair would take forward the idea of getting together a few St Laurence Governors and St Alban's Governors.</p>	MJOS, by 07.09.17
7.	<p>Chair's Report on other matters</p> <p>➤ The Chair reported the helpful feedback from the English adviser's visit to the school on 18.5.17 to review Year 6 writing.</p> <p>➤ She also reported that the school had renewed its subscription to Cambridgeshire Governors' Services, which meant that their training sessions would continue to be available free.</p>	
8.	<p>SATS results 2017: report from Headteacher</p> <p>Governors received the 2017 attainment data for EYFS, Phonics, Key Stage 1 and Key Stage 2. The KS2 results in particular looked good, and it was pleasing that unlike 2016 the Reading figure was above the national average for % of pupils at the expected standard, and well above it for % of pupils working at greater depth than the expected standard.</p> <p>➤ A Governor asked how the figures for the County compared. The Headteacher replied that they were not yet available but as the County figures historically tended not be as high as the national figures it was better to benchmark school achievement against the higher national outcomes.</p> <p>➤ Governors congratulated the pupils and teachers on the results.</p>	
9.	<p>Headteacher's Report on other matters</p> <p>Governors considered the contents of the Headteacher's written report, which had been posted to the Governors' secure area in advance. They looked at the building plans for the additional community space (funded by the Diocese).</p> <p>➤ A Governor asked about disruption during the work, and the Headteacher reported there might be some temporary difficulties but hopefully only until October half-term.</p>	
10.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Governors noted the Single Central Record check conducted by the Chair on 4 May 2017 (circulated to Governors on 14 June 2017), details of which were as follows. <p>MJOS conducted a check of the Central Single Record on 4th May 2017 and noted that on that date it</p>	

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	<p>contained confirmation of checks being carried out for the following people:</p> <ul style="list-style-type: none"> All teachers, support staff and midday supervisors (checks done by school) Supply Staff /Agency staff (agency staff checks are done by agency) Volunteers (checks done by school) Student Teacher (Checks done by Cambridge Teaching Schools Network) Cambridgeshire Music Staff (checks done by Cambridgeshire County Council) Other peripatetic music teachers (checks done by school) Parent Support Advisors (checks done by Cambridgeshire County Council) CREDS staff (checks done by Cambridgeshire County Council) Cambridgeshire Catering Services staff (checks done by Cambridgeshire County Council) PPA art teacher (checks done by agency) Cambridge United visiting sports coaches (checks done by Cambridge United) ICT technician (checks done by Cambridgeshire County Council) After School staff (checks done by Cambridge Kids Club) Art therapist (checks done by Cambridgeshire County Council) Governors, including Clerk (checked by school) <p>In all situations where checks are completed by organisations outside school the relevant details are added to the CSR by the Headteacher)</p> <p>The CSR lists, where applicable, the following checks (some of which are not mandatory, but are suggested as good practice by the Local Authority):</p> <ul style="list-style-type: none"> CRB/DBS disclosure number, date, evidence seen (date & by whom), Barred list check (date & by whom), Prohibition register, Right to work in UK (with date) Checks on individuals who have worked outside the UK, Teaching qualification & date (for teachers) Disqualification by association declaration (including date) Clearance for being medically fit to work 	
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	<p>Confirmation that Keeping Children Safe in Education has been read Confirmation that Code of Conduct has been read, Child Protection training e-safety Acceptable Use policy</p> <p>MJOS further reported that CC was auditing all staff personal files for staff appointed before April 2017 to ensure that necessary safer recruitment documentation is in place. Where documentation is not on file, CC has done a risk assessment, checked and countersigned by the Chair of Governors. Examples of documentation not being on file include staff who were appointed before mandatory checks were introduced.</p> <ul style="list-style-type: none"> Annual Safeguarding Report <p>Governors received the LSCB Annual Monitoring Report 2017 completed by the Headteacher, which had been made available to them on the secure area in advance. The Headteacher commented that compared with previous years there was now a particular focus on on-line safety. Some Governors had already received e-safety training, and the Headteacher recommended that all should do so. Refreshing of Governors' child protection training could be combined with a session about on-line safety. The Headteacher offered to provide this combined child protection/online safety training to Governors in the Autumn Term (date to be decided)</p>	<p>CC/MJOS to confirm training date by 5.10.17</p>
11.	<p>Breakfast Club: verbal feedback from parents' survey & consideration of options The Chair reported the following response by parents to the survey of demand for a breakfast club.</p> <p>58 parents (representing approx 70 children) completed the survey. 42/58 parents (representing 52 children) said they would pay to use a breakfast club: 23 of these 52 children would use the club full-time (5 days/week)</p> <p>Some parents did not specify which days they would use the club, but overall, the demand stated for each day was between 29 and 33 children. In addition, the equivalent of 3 full-time children would use the club (i.e. demand among several children for 15 spaces across the week, but these would be ad-hoc bookings with the days not stated)</p> <p>With regard to preferred start time, among the 23 "full timers" there was an even split between 7.30 am and 8 am (9 children for each). Among all the children, 17 would like 7.30 am and 24 would like 8 am.</p>	

	<p>➤ Governors asked whether a breakfast club would be financially viable with such numbers and whether there would be enough room even with the new community space (which would have to be ready for immediate school use at the start of the school day).</p> <p>➤ Governors agreed:</p> <ul style="list-style-type: none"> • to ask school staff to obtain some costings for running a club • to ask school staff to identify any third parties who might be interested in running it under contract • to report to parents in the Governors' Newsletter that options were being explored but there would be no club before January 2018. 	<p>CC by 5.10.17 CC by 5.10.17 CS/MJOS by 20.7.17</p>
12.	<p>Learning & Achievement Committee Report The unconfirmed minutes of the Learning & Achievement Committee meeting of 23 May 2017 were available to Governors on the website, as was the monitoring visit report on lunchtime.</p>	
13.	<p>The Finance & Personnel Committee was due to meet on the following day.</p>	
14.	<p>The unconfirmed minutes of the Premises, Health, Safety & Wellbeing Committee meeting on 6 June 2017 had been made available to Governors on the website in advance.</p> <p>➤ A Governor expressed concern about some parents vaping outside the school and having their equipment in sight even in classrooms. The Headteacher agreed to put something in the School Newsletter in September and to refer to this explicitly when the relevant policy was next reviewed.</p>	<p>CC/MJOS by 30.9.17</p>
15.	<p>Policies for approval</p> <p>a. Governors re-adopted the <u>Persistent Complaints and Harassment</u> policy unchanged, as there had been no change to the local authority's version.</p> <p>b. New consideration of the <u>Inclusion</u> policy was postponed until the Autumn Term 2017, enabling the SEND policy to involve more parents, as suggested by the local authority.</p>	
16.	<p>Governing Body Membership, Training and Development</p> <p>➤ Governors re-adopted Lizzy Bennett and Veronica Harvey as Associate Members of the Governing Body for the Academic Year 2017-18.</p> <ul style="list-style-type: none"> • SK and JS fed back from Summer Term governor termly briefing. • MJOS confirmed a list of training undertaken by Governors. • The Governing Body Development Group would be conducting a review of actions from 2016 Governing Body Self Audit. 	

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	<ul style="list-style-type: none"> • MJOS explained that the 2017 Governing Body Self Evaluation Tool was a new template suggested by the local authority. It referred to carrying out 'a regular 360° review of the chair of governors and committee chairs' performance' and the chair's carrying out 'an annual review of each governor's contribution to the governing body's performance'. We did not currently do this. Governors with views on these suggestions were invited to email the Chair so she could feed them into the Governors' Development Group's consideration of the template. • MJOS reported that GEL (Governor East Learning) had ceased. As part of our subscription to Cambridgeshire Governor Services, we can access NGA Learning Link online training http://www.nga.org.uk/ConsultancyandTraining/NGA-Learning-Link.aspx 	All, by 20.7.17 Gov Dev Group by 5.10.17
17.	Mary Jane O'Sullivan was the only nominee as Chair of the Governing Body for the Academic Year 2017-18 and was elected nem con.	
18.	Claire Southgate was the only nominee as Vice-Chair of the Governing Body for the Academic Year 2017-18 and was elected nem con.	
19.	<p>Allocation of Governors to Committees and other Governor Responsibilities for the Academic Year 2017-18 (list of Governor Responsibilities circulated with agenda). MM agreed to be a member of the Premises, Health, Safety and Wellbeing Committee. The allocations were otherwise unchanged but might need to be reviewed again during the academic year, depending on the work generated by the possible switch to academy status. [Clerk's Note: JB later asked to come off the Learning and Achievement Committee/]</p> <p>After some discussion, ➤ Governors agreed that MJOS would circulate a list of class teachers and Class Link Governors before the end of term.</p>	MJOS by 21.07.17
20.	<p>Parish Report</p> <p>Pupils' activities involving parishioners had been mentioned in Item 1 on Pupil Voice. It was reported that the Parish Forum had received an enquiry about the possible use of the vacant caretaker's house for refugees. As discussed under Item 3, the house was not currently habitable and, given that its access was via the school grounds, its use for any other than school purposes would raise safeguarding issues. As noted in the Headteacher's report (Item 9), 31 pupils had received their First Holy Communion on 17-18 June.</p>	
21.	<p>PTA Report</p> <p>MM reported that the Summer Fayre had raised £2874, bringing the total raised during the year to over £5000. ➤ The Governors thanked the PTA for all their work.</p>	
22.	Any Other Business	

	<p>➤ Governors congratulated Lizzie Bennett on reaching the finals of the Teacher of the Year competition.</p> <p>➤ Governors thanked those responsible for the brilliant Sports Day on 4 July.</p>	
23.	<p>Embedded Risk Management risks attached to:</p> <ul style="list-style-type: none"> • the caretaker's house development • Multi-Academy Trust issue • the Breakfast Club. 	
24.	<p>Matters considered in this meeting which need to be highlighted in negotiations on Academy Status</p> <p>Access to LCVAP funding, generally and specifically for the work on the caretaker's house.</p>	
25.	<p>To confirm proposed dates of future meetings (on Thursdays, at 4 pm unless otherwise stated):</p> <p>5th October 2017 (meet the staff at 3.45pm, meeting at 4pm) 30th November 2017 (rather than 23rd as previously proposed) 25th January 2018 15th March 2018 3rd May 2018 12th July 2018 (presentation from School Council at 3.45pm)</p>	

Minutes approved by the Full Governing Body on 30th November 2017

Abbreviations: EAL = English as an Additional Language, EY – early years, FGB – Full Governing Body, KIT – Keeping in Touch visit, KS1 – Key Stage 1, KS2 – Key Stage 2, LCVAP – Locally Co-ordinated Voluntary Aided Programme, PP – pupil premium, RAP – raising achievement plan, SEF – Self Evaluation Form, SMT – Senior Management Team, SEND – special educational needs and disabilities

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