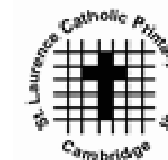


Through God's grace, a community growing in knowledge and understanding



Cambridgeshire
County Council



Meeting Date & Time: Thursday 30th November 2017, 4 pm – 5.42 pm

Attendance & Apologies:								
Foundation Governors:			Parent Governors:			Staff Governor:		
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 (Headteacher)	CC	P
Dr Charlotte Woodford	CW	Ap	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	Ap	Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	Ap
Joan Brierley	JB	Ap	Shauna DeWolf	SdW	Ap			

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

In Attendance: Mark Dowling (clerk)

	Notes	Actions/Dates/ Person responsible
0	Opening Prayer	
1.	Pecuniary interests and declaration of interests relating to items on this agenda None	
2.	Approval of the minutes of FGB of 5th October 2017 Approved	
3.	Significant matters arising from minutes of previous meeting <ul style="list-style-type: none"> Update on caretaker's house (Item 4): dealt with in Head Teacher's Report, below Parents' means of contacting Governors (from Item 5): The Clerk's school email address now appeared on the public part of the website as agreed. Admissions Policy 2019 (Item 12a): The Diocese had agreed to the additional clause regarding children of members of staff, and the new proposed policy had been passed to the local authority to put out for 	

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	<p>consultation.</p> <ul style="list-style-type: none"> • The Attendance Policy considered at the previous meeting (Item 12b) had been amended to include required wording about the responsibilities of parents/carers and the school to notify absence to one another. This text appeared in blue in the version of the document circulated for the current meeting. • 360° review of Chair's performance (Item 13): SK had just passed proposed questions to the Chair. The questions would be circulated to all Governors by Clerk in January. 	<p>Chair by 31.12.17 Clerk by 31.01.18</p>
4.	<p>Head Teacher's Report</p> <p>In presenting her report, the Head Teacher observed:</p> <ul style="list-style-type: none"> • Parents of prospective Reception class children seeking entry in September 2018 were being told only that there <u>might</u> be two Reception classes (the alternative being a mixed Reception / Year 1 class). This was because maintaining two separate Reception classes would not be affordable if there were a repetition of the low numbers in the current Reception year (34 children). ➤A Governor asked the reason for the low numbers this year and the Head Teacher said the LA Early Years Advisor had stated that numbers for Cambridge as a whole were lower than in previous years. • ➤A Governor asked about the persistent absence figure. The Head gave details and explained that the school is not currently able to compare it to the national persistence figure since the new Education Welfare Officer had not yet contacted the school. • ➤A Governor asked about the temporary change of Mrs Peloe's contract from HLTA to unqualified teacher. The Head reported that Mrs Peloe had requested to revert to being an HLTA in January, when Mrs Bennett would take over the job share teaching responsibility in Quails with Mrs d'Armada. • ➤Governors congratulated all who had helped the school to win best Primary School of the Year award in the recent Living Sport awards. • ➤A Governor asked whether the Head was happy with the plan for the cosmetic refurbishment of the former caretaker's house and she replied that while it was not the school's preferred structural alteration it was a better option than leaving the house in its current state. 	
5.	<p>Raising Attainment Plan</p> <p>Governors received the Plan and the Action Plan for the Autumn Term 2017.</p>	

6.	<p>Chair's Business</p> <ul style="list-style-type: none"> • A Note of Visit had ben received in respect of a phonics training session delivered to teachers and teaching assistants by the LA • The Chair had exchanged emails with the Chair of St Alban's Governors, who had confirmed that they would be happy to continue with the agreement made in January 2016 for the loan of governors between schools if necessary for hearings. ➤The Governors agreed that this arrangement should continue. • The Chair was asking the local authority for a temporary cap on in-year admissions to Years 3 and 4 in view of the high levels of SEND need there. 	
7.	<p>Safeguarding As Safeguarding Governor, TTC reported:</p> <ul style="list-style-type: none"> • She would spend half a day per term in the school monitoring safeguarding including the Single Central Record. • She was liaising with Carol Peel (Manager, Cambridgeshire Governor Services). • She intended safeguarding matters to become one element in all Governor monitoring visits; TTC will liaise with SdW to include a Safeguarding question on the Governor visit report template 	TTC / SdW by 09.01.18
8.	<p>Academy Status:</p> <p>➤Governors welcomed the Diocesan proposal for membership of a MAT to be achieved by schools in Cambridgeshire joining the existing Our Lady of Walsingham MAT.</p> <p>➤Governors agreed that St Laurence should join the MAT in September 2018, April 2019 or September 2019, with some preference being expressed for joining at the start of a school year. Deciding between the possible dates was deferred to the January 2018 FGB or if necessary a special FGB to be held before the scheduled March 2018 meeting. Flavio Vettese (Deputy Director, Diocesan Schools Service) was due to attend the January meeting.</p> <p>➤Governors agreed that meanwhile staff should receive a letter saying that St Laurence was likely to join a MAT by September 2019. The Chair would confirm a draft of this letter with SK, CS and the Head Teacher for circulation in the week beginning 4 December. It would be followed by a Governors' newsletter based on the draft already circulated to Governors for this meeting, to which would be added a mention of the separate matter calling on people to sign the petition asking the government to fulfil a commitment to remove the 50% cap on 'faith admissions' to new schools.</p>	Chair by 04.12.17

9.	Learning & Achievement Committee Report: The Terms of Reference of the Committee for 2017-18 were adopted.	
10.	Finance & Personnel Committee <ul style="list-style-type: none"> The minutes of the meeting of 6 October 2017 (which had become confirmed) were received. The Terms of Reference of the Committee for 2017-18 were adopted. The Governors' Pay Committee had met on 3 November, received and considered the Head Teacher's recommendations. 	
11.	Premises, Health, Safety & Wellbeing Committee <ul style="list-style-type: none"> The Terms of Reference of the Committee for 2017-18 were adopted. HR reported that the meeting on 16 November 2017 had worked on Health and Safety Policy. The Governors received the report of the safety inspection visit that had taken place on 6 November. 	
12.	Policies ➤The Governors adopted the Inclusion Policy.	
13.	Governing Body Membership, Training and Development <ul style="list-style-type: none"> The identification of a Governor to join the Headteacher's Performance Review panel for Autumn 2018 was held over to the January 2018 FGB. 9 Governors had attended the online safety training run by the Head Teacher earlier in the month. CS had joined a webinar on <i>Preparation for Ofsted</i> and recommended it as a form of training. The Chair had done face-to-face <i>Preparation for Ofsted</i> training and had emailed notes of the training to other Governors. JS had attended training about vulnerable groups. It was suggested that a governor should have responsibility for Attendance. ➤Governors agreed that TTC would take on this responsibility within her Safeguarding remit. CW had conducted an audit of the school website and had reported to the Head. Governors would in future conduct a website audit every term on rotation; MM would do it for the Spring Term 2018, to cover user experience and impression of the school as well as statutory compliance. Suggested names of possible new Governors were welcome and should be made to the Chair. 11 out of 13 Governors had had an annual catch-up meeting with the Chair, as had the Clerk. 	MM by 28.03.18

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14.	Parish Report PC told the Governors about the First Holy Communion programmes (parish and school) and date (weekend of 2/3 June 2018), and the change in the position of the altar for the 9.30 Sunday Mass in the school hall.	
15.	PTA Report The disco was due to happen on 15 December. A coffee morning for Children in Need had taken place on 17 November.	
16.	There was no Other Business .	
17.	Embedded Risk Management Risks arose from: <ul style="list-style-type: none"> • the small size of the Reception class, • change to academy status (even though there were prospective gains) 	
18.	Matters raised in this meeting which need to be highlighted for future Academy Status negotiations ➤ Governors agreed that this item would be removed from future agendas as almost all matters needed to be viewed in the light of the near-certainty of joining Our Lady of Walsingham MAT.	
19.	Dates of future meetings: All 4-6pm unless otherwise stated 25th January 2018 15th March 2018 3rd May 2018 12th July 2018 (presentation from School Council at 3.45pm)	

Minutes approved by Full Governing Body on 25.01.2017

Abbreviations:

FGB – Full Governing Body

HLTA – Higher-Level Teaching Assistant

MAT - Multi-Academy Trust

RAP – Raising Achievement Plan

SEF – Self Evaluation Form

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