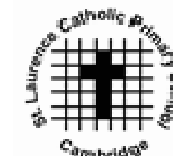


*Through God's grace, a community growing in knowledge and understanding*



Cambridgeshire  
County Council



**Meeting Date & Time:** Thursday 25<sup>th</sup> January 2018, 4.30 pm – 5.20 pm

<b>Attendance &amp; Apologies:</b>								
<b>Foundation Governors:</b>			<b>Parent Governors:</b>			<b>Staff Governor:</b>		
Mary Jane O'Sullivan (Chair)	MJOS	P	Rebecca Imhagwe	RI	P	Phyllis Maynard	PM	P
Claire Southgate (Vice Chair)	CS	P	Monica McDonald	MM	P			
Fr Pat Cleary	PC	Ap				Clare Clark ( <b>Headteacher</b> )	CC	P
Dr Charlotte Woodford	CW	P	<b>Local Authority Governor:</b>					
Harry Roberts	HR	P	Sonali Kumarakulasinghe	SK	P	<b>Associate Members:</b>		
Terry Taylor-Crush	TTC	P				Lizzy Bennett (Deputy Head)	LB	P
Janet Scally	JS	P	<b>Co-opted Governor:</b>			Veronica Harvey (Deputy Head)	VH	P
Joan Brierley	JB	Ap	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), Flavio Vettese (FV) (Deputy Director, Diocesan Schools Service) (Item 2)

	<b>Notes</b>	<b>Actions/Dates/ Person responsible</b>
0	<p>Prior to the Opening Prayer, MJOS gave verbal feedback from the Ofsted Inspection which had taken place in school today. Six governors had met with the Ofsted Inspector earlier today and were present at the Ofsted feedback session at 4pm today. The feedback remains confidential until the Ofsted Inspection report is published (in 12-19 working days).</p> <p><b>Opening Prayer</b></p>	
1.	<p><b>Pecuniary interests and declaration of interests relating to items on this agenda</b></p> <p>None</p>	
2.	<p><b>Academy Status</b></p> <p>Flavio Vettese gave the Governors an update on progress towards academy status. He confirmed that the proposed new free schools were still 'out of the equation', and that the St Laurence Governors were still free to choose the date on which they entered the Our Lady of Walsingham MAT.</p> <p>➤ <b>A Governor asked</b> whether there would be any clusters of schools within the MAT. FV said this depended on</p>	

*Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff & governors to share this commitment.*

	<p>the dates on which each school joined the MAT and on whether any existing Heads moved on.</p> <p>➤ <b>A Governor asked</b> about the recruitment of Directors to the MAT. FV confirmed that posts would be advertised but it was also appropriate to make nominations, and indeed desirable in order to ensure that certain skills were represented.</p> <p>➤ <b>A Governor queried</b> the policy that Deputy Heads, as well as Heads, would have to be Catholics. FV at first replied that there was no flexibility on this but then said they would look at it. A Governor asked him to check the policy for the St John the Baptist MAT as well.</p> <p>➤ <b>A Governor raised the question</b> of the prospective pension liabilities of the MAT, especially with regard to non-teaching staff. FV replied he would see where they were with that.</p> <p>➤ <b>A Governor asked</b> whether any schools were not keen on entering the MAT, and FV said all were pleased to have been given a clear directive.</p> <p>➤ <b>A Governor asked</b> whether (in view of the need for succession planning) there was a clear idea of the relationship between the MAT and the local governing bodies. FV said there was a Memorandum of Understanding which outlines this..</p> <p>FV then left the meeting.</p> <p>The Chair reported that a letter about the plans had been sent to staff and a Governors' newsletter had gone to parents.</p> <p>➤ <b>Governors agreed</b> that the timing of entry of St Laurence to the MAT should be in or after September 2019 in order to allow time for the Trust to reconsider the policy on Deputy Heads and for more clarity to emerge on the leadership and governance structure. This would also prolong the period for which the school would be eligible for capital funding from the locally co-ordinated voluntary aided programme (LCVAP).</p> <p>Governors did not think it was appropriate to invite Teresa Selvey (who had been confirmed as Executive Head of the MAT in its new form) or other MAT Directors to a meeting yet.</p> <p>➤ <b>Governors agreed</b>, however, that the Academy Status Working Party should meet, and that members of that group should if possible attend the information meeting with the Diocesan solicitors set up for 21 February at St Bede's.</p>	<p>MJOS to convene Academy Status Working Party 28.02.18</p>
3.	<p><b>Approval of the minutes of FGB of 30 November 2017</b> Approved</p>	
4.	<p><b>Significant matters arising from minutes of previous meeting</b></p> <ul style="list-style-type: none"> <li>• The requested cap on in-year admissions to Years 3 and 4 until the end of the school year had been agreed</li> </ul>	

	<p>by the local authority.</p> <ul style="list-style-type: none"> <li>• 360° review of Chair's performance: Governors who had not yet returned their replies to the Clerk were asked to do so by the end of February.</li> <li>• There was not yet any further information about the number of Reception classes there would be in 2018/19.</li> </ul>	All by 28.02.18
5.	<p><b>Head Teacher's Report</b></p> <ul style="list-style-type: none"> <li>• A collapsed timetable with a focus on emotional well-being had made for a successful start to the term.</li> <li>• Most of the curtains in the Hall had been replaced by blinds, which calmed the atmosphere there.</li> <li>• Work on the former Caretaker's House had started the previous Monday.</li> </ul>	
6.	<p><b>Chair's Business</b> None</p>	
7.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Safeguarding question on Governor Visit reports: TTC had liaised with SdW, who will email changes to Governors conducting visits</li> <li>• <b>➤Governors approved</b> the Prevent Action Plan 2017-18, which had been on the website in time for some weeks.</li> </ul>	SdW 09.02.18
8.	<p><b>Learning &amp; Achievement Committee Report</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting of 21 November 2017 and the unconfirmed minutes of the meeting of 9 January 2018 were received.</li> <li>• SdW would continue to chase on the arranging of Governors' visits and the reports arising from them.</li> </ul>	SdW, ongoing
9.	<p><b>Finance &amp; Personnel Committee</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting of 3 November 2017 and the unconfirmed minutes of the meeting of 19 January 2018 were received.</li> </ul>	
10.	<p><b>Premises, Health, Safety &amp; Wellbeing Committee</b></p> <ul style="list-style-type: none"> <li>• The unconfirmed minutes of the meeting of 16 November 2017 were received.</li> </ul>	
11.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>➤<b>The Governors adopted</b> the Publication Scheme for information available under the Freedom of Information Act.</li> <li>➤<b>The Governors approved</b> the Health and Safety Policy 2017, which had already been approved by the Premises, Safety, Health and Wellbeing Committee.</li> </ul>	

12.	<p><b>Governing Body Membership, Training and Development</b></p> <ul style="list-style-type: none"> <li>HR agreed to join the Headteacher's Performance Review panel for Autumn 2018.</li> <li>Governors were again asked to check their availability to attend one of the termly briefings in place of the Chair.</li> </ul> <table border="1" data-bbox="248 392 1476 571"> <thead> <tr> <th>Date/Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Thursday 25 January (7.00pm-9.00pm)</td> <td>Wood Green Animal Shelter, Godmanchester (PE29 2NH)</td> </tr> <tr> <td>Wednesday 31 January (7.00pm-9.00pm)</td> <td>Oliver Cromwell Hotel, March (PE15 9LH)</td> </tr> <tr> <td>Thursday 1 February (1.00pm-3.00pm)</td> <td>Ely City Golf Club (CB7 4HX)</td> </tr> <tr> <td>Tuesday 6 February (7.00pm-9.00pm)</td> <td>Cambridge Professional Development Centre (CB2 9NL)</td> </tr> <tr> <td>Thursday 8 February (1.00pm-3.00pm)</td> <td>Cambridge Professional Development Centre (CB2 9NL)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>There were still places available for the Governors' conference on Saturday 24 March (9.30 to 1 pm) at Swavesey Village College.</li> </ul>	Date/Time	Venue	Thursday 25 January (7.00pm-9.00pm)	Wood Green Animal Shelter, Godmanchester (PE29 2NH)	Wednesday 31 January (7.00pm-9.00pm)	Oliver Cromwell Hotel, March (PE15 9LH)	Thursday 1 February (1.00pm-3.00pm)	Ely City Golf Club (CB7 4HX)	Tuesday 6 February (7.00pm-9.00pm)	Cambridge Professional Development Centre (CB2 9NL)	Thursday 8 February (1.00pm-3.00pm)	Cambridge Professional Development Centre (CB2 9NL)	
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13.	<p><b>Parent Survey 2018</b></p> <p>Governors were asked to let the Chair know if they could help hand out surveys to parents at the parents' evenings on 6 and 7 March.</p>	All by 23.02.18												
14.	<p><b>Matters proposed by the Authority</b></p> <ul style="list-style-type: none"> <li>Governors were invited to look at the consultations that close on 12 February and 9 March: Changes to the Teaching of Sex &amp; Relationship Education and PSHE (ends 12 Feb) <a href="https://consult.education.gov.uk/life-skills/pshe-rse-call-for-evidence/">https://consult.education.gov.uk/life-skills/pshe-rse-call-for-evidence/</a> Strengthening Qualified Teacher Status (QTS) and Improving Career Progression for Teachers (ends 9 March) <a href="https://consult.education.gov.uk/teaching-profession-unit/strengthening-qts-and-improving-career-progression/">https://consult.education.gov.uk/teaching-profession-unit/strengthening-qts-and-improving-career-progression/</a></li> <li>The other items were held over to the next FGB meeting.</li> </ul>	All by 12.02.18												
15.	<p><b>Parish Report</b></p> <p>First Reconciliation was coming soon.</p>													
16.	<p><b>PTA Report</b></p> <p>The disco on 15 December went well, with good support from school staff. Another coffee morning was being planned for February.</p>													
17.	<p>There was no <b>Other Business</b>.</p>													

18.	<b>Embedded Risk Management</b> Risks arose from: <ul style="list-style-type: none"><li>the work on the Caretaker's House</li></ul>	
19.	<b>Dates of future meetings:</b> All 4-6pm unless otherwise stated 15th March 2018 3rd May 2018 12th July 2018 (presentation from School Council at 3.45pm)	

**Abbreviations:**

FGB – Full Governing Body

HLTA – Higher-Level Teaching Assistant

MAT - Multi-Academy Trust

RAP – Raising Achievement Plan

SEF – Self Evaluation Form