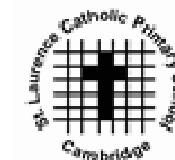


Through God's grace, a community growing in knowledge and understanding



Cambridgeshire
County Council



Meeting Date & Time: Thursday 3rd May 2018, 4pm – 6pm

Attendance & Apologies:								
Foundation Governors:			Parent Governors:			Staff Governor:		
Mary Jane O'Sullivan (Chair)	MJOS	P	Rebecca Imhagwe	RI	A	Phyllis Maynard	PM	P
Claire Southgate (Vice Chair)	CS	Ap	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	Ap
<i>vacancy</i>			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)

	Notes	Actions/Dates/ Person responsible
0	Opening Prayer	
1.	Pecuniary interests and declaration of interests relating to items on this agenda None	
2.	The minutes of the Full Governing Body of 15 th March 2018 were approved after the correction of two typographical errors in Item 4.	
3.	Significant matters arising from minutes of previous meeting On <u>Item 6, the Parental Survey</u> , ➤ a Governor asked whether there was an exit questionnaire for parents. The Head Teacher replied that there was, but in discussion it was suggested that the return rate might rise if it were made available online with a link from parent mail. ➤ A Governor queried the high rate (25%) of 'Don't know' responses to the question on whether the school	CC by 15.07.18

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	<p>dealt effectively with bullying. The Head Teacher suggested that this was in part a matter of uncertainty about what constituted 'bullying', although the school did a lot of work with children about what 'bullying' meant as well as following up actual cases of bullying in a restorative fashion.</p> <p>The Chair would draft a summary response to parents, and MM, JSc and CW undertook to review it. It would include a link to the school's anti-bullying policy as well a positive narrative comments on the responses regarding bullying (mentioning the fact that the School Council was actively engaged in considering this), homework, the Breakfast Club, extra-curricular and after-school clubs and school lunches.</p> <p>On <u>Item 7, the former Caretaker's House</u>, ➤ a Governor asked whether work had been completed. The Head Teacher replied that the building had been signed over at the start of term.</p> <p>The school was in negotiation with a number of possible providers of a Breakfast Club and possibly an After School Club, as such an approach was preferable to engaging school staff on invoicing, contingent liability and other matters. External providers were, however, likely to want larger numbers of pupils involved to make it worth their while, so a joint venture with Orchard Park School was another possibility under consideration.</p> <p><u>On Item 9, Safeguarding</u>, ➤ SK reported that she had passed SdW the wording of the safeguarding question on the template for monitoring visits as requested.</p> <p><u>On Item 16b, Analyse School Performance (ASP)</u>, ➤ a Governor asked whether access was now available to this successor to RAISEonline. The Head Teacher replied that it had still not been made available.</p>	<p>MJOS by 14.05.18 MM, JSc and CW by 21.05.18</p>
4.	<p>Academy status update</p> <p>The Chair reported on the meeting with OLW MAT schools in Bury on 25 April which had been an opportunity for all potential OLW MAT schools to meet some of the Directors of OLW MAT. The MAT will appoint a Chief Financial Officer for the Trust soon & also has plans to appoint a Human Resources Administrator. The Trust has shared its scheme of delegation and a FAQs document, which the Chair had forwarded to other members of the Academy Status Working Group. The Chair would set up a new folder on the secure area of the school website for such documents. It was agreed the ASWG should meet before the next FGB meeting. Members of the ASWG were asked to look at the scheme of delegation & FAQ document before their next meeting</p> <p>There was not yet a job description for a Head of School. Although it appeared to be the intention that in future advertisements for Deputy Heads would specify that the postholder had to be a practising Catholic, a current advertisement for another Catholic MAT suggested this restriction did not seem to apply to Assistant Heads.</p> <p>➤ A Governor asked whether schools entering the MAT would keep their existing financial surpluses. The Head Teacher replied that they would, and that the school would continue to have its own budget, paying into the MAT</p>	<p>MJOS by 10.05.18 ASWG members before their next meeting</p>

	<p>for use of general services.</p> <p>➤ A Governor asked about the role of the Head Teacher when there was also an Executive Head, but there had been no clear answer on this yet.</p>	
5.	<p>The Head Teacher reported:</p> <ul style="list-style-type: none"> Activities to celebrate the 50th anniversary of the school were well under way, including Mass with the bishop scheduled for the following day, the planting of a commemorative tree and time capsule, and a party in the field. There had also been a 60s themed day earlier in the week. The report on the interim Section 48 (RE) inspection of 24 April 2018 had been positive. The inspector was satisfied that the school was making progress on the actions from the previous report, and commented that the school was not complacent. It was likely to be 2 to 2½ years before the next inspection. In connection with the General Data Protection Regulation, ICT Services (the required 'Officer') had visited the school and identified actions. Privacy notices were ready to be uploaded to the school website. Encryptable memory sticks had been ordered for all teachers. As CCS would no longer be providing school meals from December, a procurement process would start next week, and some possible providers had already met the Head Teacher and the School Business Manager. 	
6.	<p>Chair's Business</p> <p>The Chair reported that Sally Rundell (Advisor) had paid a post-Ofsted visit to the school on 19 April and had commented on the strong clear leadership provided by the Head Teacher. Priority development areas for the attention of the Head Teacher had been agreed:</p> <ul style="list-style-type: none"> provision for proceeding to an 'outstanding' rating improving the chances of disadvantaged pupils, including white working class children developing the role of middle leaders ensuring a continued focus on accelerating the progress of pupils to secure age-related expectations at the end of Key Stages 1 & 2. 	
7.	<p>Safeguarding</p> <p>SdW had updated the template for Governors' visit reports with the 'safeguarding' question but needed to send it to SK again for her to put on the website secure area.</p> <p>TTC is working on the safeguarding questions to go with each Governor's visit.</p>	<p>SdW by 15.05.18 TTC by 31.05.18</p>

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8.	<p>SEND Report</p> <p>Jenny Robertson (Inclusion Manager) had, as usual, produced a detailed SEND Report, which was going to the Learning and Achievement Committee the following week. Governors were pleased to hear from the Head Teacher that Ms Robertson's contract had been altered to 2½ days a week instead of 2, going some way to reflect her increased workload.</p>	
9.	<p>Learning & Achievement Committee</p> <p>After the meeting scheduled for 8 May, the final meeting of the year for the Learning and Achievement Committee would be on Tuesday 17 July to enable it to consider the SAT results.</p> <p><u>Monitoring Visits</u> As well as the reports on RE and the RAP review visit of 25 April 2018, the reports on the Computing visits were now uploaded.</p> <p>SdW agreed to check that RI was still able to conduct the overdue Visit 8 (observe school grounds being used as a stimulus for learning...), which had to take place on a Thursday during PPA time. CW offered to substitute if necessary if somebody else did her Visit 7 (Maths) instead.</p> <p>The Head Teacher said she would like Visit 10 (CS, Growth Mindset) to come earlier in the term if possible in order to avoid congestion of events in the second half of the term. Visit 12 (World Faiths) had to remain late in the term.</p> <p>Governors' attention was drawn to the way in which the report of the Raising Attainment Plan visit showed that, although the targets set in September were ambitious, many of the indicators and actions had already been achieved.</p>	<p>SdW by 15.05.18</p> <p>CS to consider by 15.05.18</p>
10.	<p>Report on performance against budget for the financial year 2017/18</p> <p>The Finance and Personnel Committee reported a carry forward balance of £135,000 compared with the Budget for the year 2017/18. This represented about 10% of the budget</p>	
11.	<p>Approval of budget for the financial year 2018/19</p> <p>➤ Governors approved the Budget Plan for the financial year 2018/19, total spend of £1.317 million.</p> <p>It was noted that the school roll is expected to rise in September 2018 as the intake is likely to be larger than the number of Y6 pupils leaving.</p> <p>➤ Governors thanked Mrs Taylor (School Business Manager) for her clear management of the accounts.</p>	<p>CC to pass on</p>

12.	Finance & Personnel Committee <p>The Governors received the confirmed minutes of the meeting of 23 March 2018 (at which the School's Financial Value Standard had been agreed) and the unconfirmed minutes of the meeting of 20 April 2018.</p> <p>The Best Value Statement that had been agreed at the meeting on 20 April 2018 has now been shared with all governors. It was signed by the Chair & the Headteacher.</p>	
13.	Premises, Health, Safety & Wellbeing Committee <p>Governors received the minutes of the meeting of 1 March 2018, and expressed their appreciation of the improvements to the appearance of the Hall.</p>	
14.	Governing Body Membership, Training and Development <p>There had been expressions of interest in the vacancy for a Foundation Governor, and a process for dealing with them was in place. JSc agreed to provide induction for the new Governor.</p> <p>The terms of office of HR and MJOS were being renewed by the Diocese.</p> <p>There would need to be an election for a Parent Governor, as RI's term of office due about to expire on 03.06.2018.</p> <p>Sally Rundell has offered to run a training session for Governors and Senior Leaders on the morning of Wednesday 13 June. Governors were asked whether an after-school session on a Thursday would be more convenient. It was agreed that more Governors would be able to attend an afterschool session and the Head Teacher agreed to check whether the date and time could be changed.</p> <p>The Chair reminded Governors of previous notification that Peterborough Governors' training was available on a reciprocal basis with Cambridgeshire's. SK would check her availability for the Cambridge termly briefing for Governors on Tuesday 15 May, as the Chair was unable to attend it this term.</p> <p>The Chair's ongoing list of considerations for the next Ofsted was on the home page of the secure area of the website.</p>	<p>SK</p> <p>JSc by 11.07.18</p> <p>Clerk/CC: to be completed by Autumn Term 2018</p> <p>CC by 15.05.18</p> <p>SK by 10.05.18</p>
15.	Matters proposed by the Authority <p><u>General Data Protection Regulation</u> – Governors noted that a Data Protection Officer (ICT Services) had been</p>	

	named. The matter of the <u>Annual Child Protection and Safeguarding Monitoring</u> Report would be put on the agenda for the next Full Governing Body.	Clerk by 04.07.18
16.	Parish Report It was a year of anniversaries (church 60 th , school 50 th) and jubilees (Fr Bob 50 th) as well as nearing the time for First Holy Communion Masses (2/3 June).	
17.	PTA Report Fundraising continued for interactive screens and a contribution to the cost of coaches for the trip to Felixstowe. Instead of the usual Fair, this year there would be a barbecue after school on Friday 15 June.	
18.	Other Business A Governor asked about subscriptions to governance organisations. The Chair responded that the school no longer subscribed to The Key, but was a member of the National Governance Association.	
19.	Embedded Risk Management Budget for bringing the former Caretaker's House into use.	
20.	Dates of future meetings: 12th July 2018 (3.45 to 6 pm: presentation from School Council at 3.45 pm) HR agreed to make the usual arrangements for Governors to get together after the meeting.	HR by 12.06.18

Abbreviations:

ASWG Academy Status Working Group

FGB Full Governing Body,

L&A Learning and Achievement

LA Local Authority

MAT Multi-Academy Trust

OLW Our Lady of Walsingham

SEND Special educational needs and disabilities

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