

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



Cambridgeshire  
County Council



**Meeting Date & Time:** Thursday 15<sup>th</sup> November 2018, 4 pm to 5.55 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	Adam Rokitnicki	AR	P	Phyllis Maynard	PM	P	
Claire Southgate (Vice Chair)	CS	P	Monica McDonald	MM	P				
Harry Roberts	HR	P				Clare Clark ( <b>Headteacher</b> )	CC	P	
Janet Scally	JS	Ap	<b>Local Authority Governor:</b>						
Terry Taylor-Crush	TTC	P	Sonali Kumarakulasinghe	SK	P	<b>Associate Members:</b>			
Chioma Ubajaka	CU	Ap				Lizzy Bennett (Deputy Head)	LB	P	
Dr Charlotte Woodford	CW	Ap	<b>Co-opted Governor:</b>			Veronica Harvey (Deputy Head)	VH	Ap	
vacancy			Shauna DeWolf	SdW	P	Emori Cordero	EC	P	

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

**In Attendance:** Mark Dowling (Clerk), Fr Simon Blakesley (Parish Priest)

### Key school improvement priorities for 2018/19:

- Continue to raise standards in all curriculum areas to improve end of year outcomes for all children
- Narrow gaps in attainment and progress for identified vulnerable groups (Pupil Premium and SEND)
  - Support high levels of attainment in writing, including presentation

	<b>Notes</b>	<b>Actions/Dates/ Person responsible</b>
0	After the opening prayer, the Chair welcomed Adam Rokitnicki and Emori Cordero to their first meeting.	
1.	<b>Pecuniary interests</b> and declaration of interests relating to items on this agenda: None	
2.	The <b>minutes</b> of the Full Governing Body meeting of 11 October 2018 were approved.	

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3.	<p><b>Significant matters arising from minutes of previous meeting</b></p> <ul style="list-style-type: none"> <li>• The Chair reported that she had circulated a revised version of the ‘School on a Page’ document, and the Head added that a further update was on the secure area of the website with the papers for this meeting.</li> <li>• The Chair reported that it was not yet certain whether Jonathan Lewis (Service Director: Education, Cambridgeshire and Peterborough) would attend the January FGB meeting.</li> </ul>	
4.	<p><b>Headteacher’s Report</b></p> <p>In response to a <b>questions from Governors</b> about Table 1.1, the Head confirmed that</p> <ul style="list-style-type: none"> <li>• The total roll was 284 on 29 October and the individual figures were correct but some of the year group totals were incorrect. (Clerk’s note: They have since been corrected in a new version on Governors’ area of website.)</li> <li>• The number of children in Year 1 continued to be below the Pupil Admission Number of 45 (now 33 in consequence of three departures at the end of the Summer term) and this had implications for future funding.</li> <li>• There had been 19 new arrivals in Years 1 to 6 in the school since the start of the current term.</li> <li>• The high turnover of pupils was often due to the fixed-term nature of their parents’ work contracts and made the demands on resources even greater, while progress data for year groups became less valid in that many of the children changed, some leaving and disappearing from the data after considerable resource had quite rightly been expended on them.</li> </ul> <p><b>Governors also asked</b> about:</p> <ul style="list-style-type: none"> <li>• the wireless access in the new Nest facility, which the Head confirmed was working but accessible only to school staff so far. No request to use had been made by the wrap-round care contractor and would in any case be agreed only on only subject to satisfactory policies on the acceptable use of ICT.</li> <li>• the use of the Nest by school staff, which the Head reported to be happening but limited to use by staff on PPA / release time owing to the need to avoid time being lost by children having to move to and from the Nest during lesson time and possible safeguarding concerns</li> <li>• an accident to a member of staff, which the Head confirmed had been reported to the Local Authority</li> <li>• the meaning of disaggregation in the context of CPD days for staff. ➤ <b>Governors welcomed</b> the efforts made to align with term date arrangements at St Bede’s with regard to days when the school was closed to pupils.</li> </ul> <p>Governors were pleased to read about the high attendance and positive feedback at the Parent Café Maths lesson drop-in.</p>	

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5.	<p><b>Progress on key issues arising from the Ofsted inspection of February 2018</b></p> <p>The Head tabled the School Improvement Plan for 2018/19, in which <i>Reviewing progress against key issues arising from the Ofsted inspection of February 2018</i> was Section 1. This would continue to be monitored each term at the RAP review meetings.</p>										
6.	<p><b>Monitoring of SIP:</b> Consideration of how committees will monitor Sections 2 to 6 throughout the year</p> <p><b>Governors asked</b> that a column be added to the SIP stating for each Section which committee (if not the FGB) was monitoring it.</p> <p>For Section 2 (Effectiveness of Leadership and Management) the Finance and Personnel Committee was to consider whether there was anything shown that required addition to the monitoring they already did.</p> <p>The Learning and Achievement Committee would do the same with regard to Section 3 (Quality of teaching, learning and assessment), Section 5 (Outcomes for children) and Section 6 (School Catholic Ethos), They would, for example, consider opportunities for collective worship, and report back to the FGB routinely, using a monitoring pro forma that already existed and which the Head would circulate.</p> <p>Section 4 (Personal development, behaviour and welfare) clearly crossed the remit of more than one committee, and <b>➤Governors agreed</b> the following division of labour:</p> <table border="0" data-bbox="313 869 1131 981"> <tr> <td>4.1</td> <td>Rates of attendance, absence and lateness</td> <td>PHSW</td> </tr> <tr> <td>4.2</td> <td>Metacognition and self-regulated learning</td> <td>L&amp;A</td> </tr> <tr> <td>4.3</td> <td>Emotional health and well-being</td> <td>PHSW</td> </tr> </table> <p><b>➤Governors agreed</b> that they should all be aware of the whole of the SIP to help them to spot relevant matters during their contacts with the school.</p>	4.1	Rates of attendance, absence and lateness	PHSW	4.2	Metacognition and self-regulated learning	L&A	4.3	Emotional health and well-being	PHSW	<p>MJOS by 10.01.19</p> <p>F&amp;P by 10.01.19</p> <p>L&amp;A by 10.01.19</p>
4.1	Rates of attendance, absence and lateness	PHSW									
4.2	Metacognition and self-regulated learning	L&A									
4.3	Emotional health and well-being	PHSW									
7.	<p><b>Governor Monitoring &amp; Visits update</b></p> <p>a. MM reported how useful the parent café Maths session on 7 November 2018 had been in helping parents to help their children with maths at home and how good it was to see the children working in their school environment. The Chair invited those attending the next cafe session, on 21 November, to let her have brief comments so she could incorporate them in the report that she would write.</p> <p>b. The Chair would draft a report on the parents' evenings Governors' visits and would circulate it initially to MM and CS, who had also been involved in talking to parents and issuing questionnaires. MM would collate the results from the questionnaires about attendance. Only a very few parents had said they were unaware of</p>	<p>All by 07.12.18</p> <p>MJOS by 27.11.18</p> <p>MM by 14.12.18</p>									

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	<p>the attendance policy.</p> <p><b>c. Planning of visits for Spring Term 2019</b></p> <p>EC agreed to attend the Owls class assembly on 20 November, the Parent Phonics information evening on 22 November and the Year 1/2 Christmas performance on 4/5 December.</p> <p>CS would attend the Advent Say and Pray sessions on 3 and 10 December.</p> <p>The Head would send round a short pro-forma for reporting on the collective worship events [Clerks' note: see email from Head 16/11/18, 09:23]. CS said she would complete one on the Kestrels class assembly, which had already happened. Fr Simon would be at the Early Years Foundation Stage Nativity on 12 and 13 December and could give oral feedback on that to the next FGB.</p> <p><b>Governors agreed</b> that monitoring in the Spring Term should either be conducted as an on-line survey along the lines of Ofsted's Parent View or again be attached to the parents' evenings, at which parents might be invited to complete a survey while they were there. CS agreed to sort out the practicability of an online survey. The Chair agreed to send CS a copy of the paper survey.</p> <p>Arrangements would need to be made to monitor collective worship events around Lent (which would start on 6 March 2019). Other events that would happen anyway (for example, visits to the pantomime and Grafham Water, collaboration with Netherhall) might also provide opportunities for undisruptive monitoring, and all Governors were asked to let the Chair know if they would be willing to attend such events and write them up briefly.</p>	<p>EC by 20.11.18</p> <p>CS by 03.12.18 CC by 22.11.18</p> <p>MJOS by 17.12.18 CS by 31.01.19</p> <p>All by 10.01.19</p>
8.	<p><b>Key points from:</b></p> <p>a. current SEF and b. current RAP</p> <p>These documents had been circulated and the next review of the RAP was due on 4 January 2019.</p>	
9.	<p><b>Chair's Business</b></p> <p>School email accounts were being migrated and the school office would issue new passwords individually.</p> <p>Governors were reminded that they could reply by 30 November as individuals to the local authority's consultation on the reallocation of some general schools funding to High Needs.</p> <p>The Chair had had a note of the session on Maths mastery with the County Maths Advisor, which LB reported to have been very motivational and to have shown awareness of the issues of teaching in mixed year groups.</p>	<p>All by 30.11.18</p>

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	The Chair asked whether Governors would like to have the papers for FGB meetings projected onto the screen during discussions, but Governors preferred to use their own devices.	
10.	<p><b>Safeguarding</b></p> <p><b>Governors noted</b> that the Head's report recorded that the Peterborough and Cambridgeshire Local Safeguarding Committee had revised its threshold criteria for social care involvement. This was because they were struggling with capacity to deal with the level of referred cases. As reported, the Head and VH were attending professional training on working within the new guidelines.</p> <p>New Governors now needed a Section 128 check as well as a DBS check. The Chair had asked the School Business Manager to arrange this for AR and EC.</p>	
11.	<p><b>Policies for review</b></p> <p>Inclusion Policy – Held over to January 2019 meeting</p>	Clerk for 24.01.19
12.	<p><b>Parish Report</b></p> <p>Fr Simon reported that Erica Bowler of Arbury Road Baptist Church was going to be on a placement in the parish that would include the First Communion weekend.</p>	
13.	<p><b>Learning &amp; Achievement Committee Report:</b></p> <p>a. The minutes of the meeting of 9 October 2018 were not yet available, but it was reported that among other things the Committee had considered the impact of Pupil Premium funding from last year, what will be taken forward to next year and some worship, safeguarding and training items.</p> <p>b. To adopt committee terms of reference for 2018-19 – Held over to January 2019 meeting</p>	Clerk for 24.01.19
14.	<p><b>Finance &amp; Personnel Committee</b></p> <p>The previous meeting of the FGB had received an oral report of the F&amp;P meeting of 28 September 2018</p>	
15.	<p><b>Premises, Health, Safety &amp; Wellbeing Committee</b></p> <p>a. Governors had received the report of the termly safety inspection.</p> <p>b. To adopt committee terms of reference for 2018-19 – Held over to January 2019 meeting</p>	

16.	<p><b>Governing Body Membership, Training and Development</b></p> <p>a. <b>➤Governors adopted</b> Emori Cordero as an Associate Member until 31 August 2019. She agreed to be a member of the L&amp;A Committee, while the other new Governor, Adam Rokitnicki, agreed to be on the F&amp;P Committee and was happy to visit the L&amp;A Committee too.</p> <p>b. Update on <u>Action Plan</u> for Governors 2018-19: see Governor skills audit (below); the Governor Development Group would meet in January 2019 to commission training</p> <p>c. Governors were asked to complete the <u>skills audit</u> form (among the papers for the meeting) and return it to the Chair by the third week in January so they could be considered by the Governor Development Group. The Chair would circulate a Word version of the skills audit. It was preferable for returns not to be anonymous, but anybody for whom this created a problem could discuss it with the Chair or CS.</p> <p>d. Update on Governing Body <u>Self Evaluation</u> This was largely covered by the Action Plan. AR and TTC agreed to conduct the necessary audit of the website to check that it was compliant with DfE requirements and to make any other observations. Another need was to develop an ongoing strategy for the recruitment of new Governors, since some existing Governors were in their final term of office. All Governors were asked to pass their ideas on this to the Chair.</p> <p>e. Confirmation of Governors' Responsibilities 2018-19 Governors agreed that there would not be an allocation of link Governors to specific classes this year, nor a link Governor for training. Instead, the Clerk would forward emails he received about training to all Governors. A list of responsibilities and group membership is attached as an Appendix to these minutes.</p>	<p>MJOS by 22.11.18 All by 15.01.19</p> <p>MJOS to forward details to TTC and AR by 30.11.18 TTC to complete by 19.12.18 AR to complete by 05.04.19</p>
17.	<p><b>Academy Status</b></p> <p>The Chair had met the new Chair of Governors at St Alban's, which had received the same advice to defer a decision on joining the MAT because LCVAP funding might be available meanwhile. They were looking at the financial modelling in more detail. A joint meeting of the two schools' Academy Status Working Groups would take place in January. AR agreed to join the St Laurence Group.</p>	
18.	<p><b>PTA Report</b></p> <p>MM reported that calendars were about to go on sale. A cake sale, a visit from Santa, a disco (8 February) and the summer Fair were all planned.</p>	

19.	<b>Any Other Business</b> <b>Governors commented</b> on how nice the front of the school and the Hall had looked for Remembrance Day.	
20.	<b>Embedded Risk Management</b> The possibility of reduced funding from the local authority, which would represent an unwelcome per capita cut.	
21.	<b>Dates of future meetings:</b> All 4-6pm unless otherwise stated 24 January 2019 <b>21 March 2019</b> (which is not the date originally proposed) 2 May 2019 11 July 2019 (3.45 pm to receive presentation from School Council; date to be confirmed during Spring Term)	

**Abbreviations:**

CPD – Continuing Professional Development  
DfE – Department for Education  
F&P – Finance and personnel Committee  
FGB – Full Governing Body  
L&A – Learning and Achievement Committee

LCVAP - Local Authority Co-ordinated Voluntary Aided Programme  
MAT - Multi-Academy Trust  
PHSW – Premises, Health, Safety and Well-being Committee  
RAP – Raising Achievement Plan  
SEF – Self Evaluation Form  
SIP – School Improvement Plan

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## Governor Responsibilities 2018-19

<b>Governor Responsibility</b>	<b>Role Description</b>	<b>Named Governor</b>
Safeguarding & Looked After Children (LAC)	Ensure that school is meeting its Safeguarding duties including Safer Recruitment procedures) in conjunction with Head and Finance & Personnel committee. Participate in annual Safeguarding Audit Monitor progress & achievement of Looked After Children (LAC) in conjunction with Learning & Achievement committee and Head	TTC
Pupil Premium	Ensure production and publication of annual Pupil Premium report to parents Monitor progress & achievement of Pupil Premium children in conjunction with Learning & Achievement committee	SK
Equality	Monitor School's Equality Targets and issues in line with SIP Liaise with Headteacher in setting and reviewing Equality targets Ensure production and publication of annual Equality report to parents	MJOS
Policies	Audit school policies termly, ensuring that most recent versions are on school server, website, policy file and (for selected policies) staff room file. Maintain policy list, produce annual policy review schedule and liaise with Head, Chairs of GB and committees to ensure timely policy reviews.	MJOS MM
Website	Liaise with webmaster to ensure governors' page of school website is kept up to date Participate in school website audits as needed	TTC, AR
Newsletter	Draft governor newsletter (once or twice a year) Drafting paragraph of governor news after GB meetings (to be included in school newsletter)	MJOS CU
RE & Values	Monitor RE learning and collective worship across school in line with SIP.	CU JS
Health & Safety	Ensure that school is adhering to Health & Safety policy as needed in conjunction with Premises, Health & Safety committee	HR
SEND, Able, Gifted and Talented		JS SdW

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Name	Category	Appointed by	Duration of term	Date of appointment	Term of office ends	F&P	L&A	PHSW	GDG	ASWG	HTPR
<b>Mary Jane O'Sullivan (MJOS) (Chair)</b>	Foundation Governor	Bishop of East Anglia	4 years	01/09/2018 (3 <sup>rd</sup> term)	31/08/2022	✓			✓	✓	
<b>Claire Southgate (CS) (Vice Chair)</b>	Foundation Parent Governor	Bishop of East Anglia	4 years	01/09/2015 (1 <sup>st</sup> term)	31/08/2019		✓			✓	✓
<b>Harry Roberts (HR)</b>	Foundation Governor	Bishop of East Anglia	4 years	01/09/2018 (3 <sup>rd</sup> term)	31/08/2022			✓			✓
<b>Janet Scally (JS)</b>	Foundation Governor	Bishop of East Anglia	4 years	01/01/2016 (3 <sup>rd</sup> term)	31/12/2019	✓			✓	✓	
<b>Charlotte Woodford (CW)</b>	Foundation Parent Governor	Bishop of East Anglia	4 years	01/04/2017 (3 <sup>rd</sup> term)	31/03/2021	✓				✓	
<b>Terry Taylor Crush (TTC)</b>	Foundation Parent Governor	Bishop of East Anglia	4 years	01/12/2016 (2 <sup>nd</sup> term)	30/11/2020	✓		✓			✓
<b>Chioma Ubajaka (CU)</b>	Foundation Parent Governor	Bishop of East Anglia	4 years	01/07/2018 (1 <sup>st</sup> term)	30/06/2022			✓			
<b>vacancy</b>	Foundn Governor	Bp of East Anglia	4 years								
<b>Monica MacDonald (MM)</b>	Elected Parent Governor	Elected by parents	4 years	06/05/2016 (1 <sup>st</sup> term)	05/05/2020		✓	✓	✓		
<b>Adam Rokitnicki (AR)</b>	Elected Parent Governor	Elected by parents	4 years	17/10/2018 (1 <sup>st</sup> term)	16/10/2022	✓	obs			✓	
<b>Phyllis Maynard (PM)</b>	Staff Governor	Elected by staff	4 years	29/06/2016 (2 <sup>nd</sup> term)	28/06/2020		✓				
<b>Sonali Kumarakulasinghe (SK)</b>	LA Governor	Cambridgeshire County Council	4 years	17/03/2016 (2 <sup>nd</sup> term)	16/03/2020		✓		✓	✓	
<b>Shauna DeWolf (SdW)</b>	Co-opted Governor	Governing Body	4 years	01/09/2015 (1 <sup>st</sup> term)	31/08/2019		✓				
<b>Clare Clark (Head) (CC)</b>	Headteacher; a Governor by virtue of being HT for the duration of time in post as HT			01/01/2015	N/A	✓	✓	✓			
<b>Emori Cordero (EC)</b>	Associate Member	Governing Body	1 year	01/09/2018 (1 <sup>st</sup> term)	31/08/2019		✓				
<b>Lizzy Bennett (LB)</b>	Associate Member	Governing Body	1 year	01/09/2018 (4 <sup>th</sup> term)	31/08/2019	✓	✓				
<b>Veronica Harvey (VH)</b>	Associate Member	Governing Body	1 year	01/09/2018 (4 <sup>th</sup> term)	31/08/2019		✓				

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Key:

F&P Finance and personnel Committee

L&A Learning and Achievement Committee

PHSW Premises, Health, Safety and Well-being Committee

GDG Governors' Development Group

ASWG Academy Status Working Group

HTPD Headteacher's Performance Review Group

obs invited to observe