

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



Meeting Date & Time: Thursday 24th January 2019, 4 pm to 6.10 pm

Attendance & Apologies:								
Foundation Governors:			Parent Governors:			Staff Governor:		
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 (Headteacher)	CC	P
Janet Scally	JS	P	Local Authority Governor:					
Terry Taylor-Crush	TTC	Ap	Sonali Kumarakulasinghe	SK	Ap	Associate Members:		
Chioma Ubajaka	CU	Ap				Lizzy Bennett (Deputy Head)	LB	P
Dr Charlotte Woodford	CW	P	Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	A
vacancy			Shauna DeWolf	SdW	Ap	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, Items 1 to 16 and 18 to 21)

Key school improvement priorities for 2018/19:	
<ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> Support high levels of attainment in writing, including presentation 	

	Notes	Actions/Dates/Person responsible
0	The meeting started with an opening prayer.	
1.	Pecuniary interests and declaration of interests relating to items on this agenda: None	
2.	The minutes of the Full Governing Body meeting of 15 November 2018 were approved.	

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

3.	<p>Significant matters arising from minutes of previous meeting</p> <ul style="list-style-type: none"> Jonathan Lewis (Service Director: Education, Cambridgeshire and Peterborough) was coming to the March meeting at 4.15 to talk about the role of the local authority. 	
4.	<p>Headteacher's Report</p> <p>The Head reported that:</p> <ul style="list-style-type: none"> There had been a good start to the Spring Term, including an Epiphany Mass. Collapsing the curriculum for the first few days of term had permitted a focus on emotional health. There was a full complement of staff including a temporary part-time Pupil Premium Teacher to assist in covering a staff absence. First Holy Communion Classes had started, run by the Head, VH and MM. 	
5.	<p>Key points regarding the SEF and RAP</p> <p>Self-Evaluation Form (SEF): The Head would put 'Analyse School Performance' (ASP), the replacement for Raise Online, onto the website. The Head reported that areas for investigation, such as KS2 progress, KS2 achievement and KS1 progress were all showing statistically significantly good figures. KS1 phonics was in line with national figures. Absence was slightly, but not significantly, above the national average for schools with similar levels of deprivation. There had been no permanent exclusions in the last three years, nor any fixed-term exclusions so far this school year. The school was in the top 20% of schools in the country for the proportion of EAL pupils.</p> <p>➤Governors thanked the staff for their massive efforts. A cake would appear from the Governors in the next couple of weeks.</p> <p>Raising Attainment Plan (RAP): ➤Governors considered the report of the Governor visit to the school on 4 January 2019 to review the Raising Attainment Plan. ➤Governors noted that the proportion of pupils leaving and entering the school was exceptionally high even by Cambridge standards and this mobility affected the conclusions that should be drawn from any of the usual statistical measures. ➤Governors also noted the attention to pupils' mental health and that the report on the RAP visit had proposed monitoring communications to parents on mental health matters.</p> <p>➤Governors had read and received the Raising Attainment Plan for the Spring Term 2019.</p>	<p>CC by 15.02.19</p> <p>MJOS by 07.02.19</p>

6. h	<p>➤ Governors considered progress on the key issues arising from the Ofsted inspection of February 2018</p> <ul style="list-style-type: none"> • Continue to raise standards in all curriculum areas to improve end of year outcomes for all children – reported on extensively under Agenda Item 5b on the Raising Attainment Plan • Narrow gaps in attainment and progress for identified vulnerable groups (Pupil Premium and SEND) – Progress was showing as ‘green’ on Pupil Premium pupils and ‘amber’ on SEND, as stated in the report of the RAP Visit (Point 2.9). • Support high levels of attainment in writing, including presentation. Governors heard that there was plenty of evidence of a focus on writing, for example in the work of the English Lead, lesson observations, display work on the walls. ➤ A Governor asked how the pupils knew their targets in writing English. The Head explained that the previous practice of sticking targets in the back of pupils’ exercise books was no longer thought to be good practice, as pupils had too seldom been given a renewed opportunity to reach a target, and that the system now in use entailed success criteria with scaffolder steps. Children in KS2 also had target card bookmarks. 	
7.	<p>Other aspects of monitoring School Improvement Plan (SIP) and Visits update</p> <p>a. Monitoring of school website: Report carried forward to the next FGB owing to TTC’s absence</p> <p>b. Feedback on parents’ survey on attendance – 105 out of 110 respondents did know the school had an attendance policy. 106 out of 110 knew they had no right to remove children from school for family holidays. Of the free text comments, the most common theme was that the school is managing the policy well/parents have no concerns (17/55). Small numbers expressed unhappiness about the policy or the higher cost of holidays outside school terms. ➤ Governors thanked MM for collecting the data. The Chair said she would contact CU about producing an issue of the Governors’ newsletter that would include a report on the returns to the questionnaire.</p> <p>c. Monitoring of Single Central Record: The Head reported that TTC had visited the school as arranged but the monitoring was impacted because of a problem of corruption of a document. This has now been resolved.</p> <p>d. Reports of other Governors; monitoring visits that had taken place were on the secure area of the website. The Chair thanked Governors who had used the new system for reporting on collective worship.</p> <p>Possible future visits that could tie in with scheduled activities were:</p>	<p>Clerk, by 07.03.19</p> <p>MJOS, by 15.02.19</p> <p>CC/TTC, by 21.03.19</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.

	<ul style="list-style-type: none"> • Parent Café (Wednesday 30 January, 9.20 a.m.) EC agreed to cover this. Governors present should please feed back to EC. • Ash Wednesday Mass (6 March): MM agreed to attend and report. • Parents' survey (online or at parents' evenings). CS undertook to report on this. Other Governors involved (e.g. JS, MM, HR, CW) please feed back to CS • Dragon Writing intervention sessions (40 minutes 4 x weekly over a 6-week period, for children making insufficient progress in terms of their writing profile but who are not SEND): JS and CW • Maths Mastery– AR agreed to cover this during the Maths Leader Thursday afternoon release time (to be arranged through VH as usual). CW would also attend if she was available on the date agreed between VH and AR. • Class assemblies (as listed in the school newsletter): any Governor attending who could report using the collective worship form should please do so. 	<p>EC, 30.01.19 All, by 07.03.19 MM, 06.03.19 CS and others, by 07.03.19 JS, CW, by 28.02.19</p> <p>AR, CW by 07.03.19</p> <p>All, by 21.03.19</p>
8.	Chair's Business: None	
9.	<p>Safeguarding</p> <p>Section 128 checks are a requirement for all new Governors from September 2018, to be undertaken at the same time as an enhanced DBS check and recorded on the Single Central Record.</p> <p>➤ Governors agreed to adopt the local authority's new Safeguarding Policy on the basis that there were only minor changes from the version that they had adopted at the FGB on 27 September 2018.</p> <p>➤ Governors received the 'Prevent' Action Plan from the Headteacher (Agenda document 4a).</p>	
10.	<p>Policies for review</p> <p>a. ➤ Governors approved the Inclusion Policy.</p> <p>b. ➤ Governors approved the Grievance Policy (Catholic Education Service model policy), subject to the addition of an explanation (which the Chair would seek from the Catholic Education Service) of the expression 'garden leave' in Clause 1.11.</p> <p>c. ➤ Governors approved the Relationship & Sex Education (Diocese of East Anglia model policy) with the necessary school-specific inserts. ➤ A Governor asked whether it changed much. The Head replied that there was a lot more guidance on content, which would be welcomed by teachers.</p>	<p>MJOS, by 28.02.19</p>

	d. ➤ Governors approved the Employee Disciplinary Policy and Procedure, subject to the addition of an explanation (which the Chair would seek from the Catholic Education Service) of the expression 'garden leave' in Clause 6.3.3.	
11.	Parish Report: None	
12.	Learning & Achievement Committee Report: a. ➤ Governors approved the Committee's terms of reference for 2018-19. b. ➤ Governors received the unconfirmed minutes of the meeting of 27 November 2018.	
13.	Finance & Personnel Committee a. ➤ Governors approved the Committee's terms of reference for 2018-19. b. ➤ Governors received the unconfirmed minutes of the meeting of 23 November 2018.	
14.	Premises, Health, Safety & Wellbeing Committee a. ➤ Governors approved the Committee's terms of reference for 2018-19. b. ➤ Governors received the unconfirmed minutes of the meeting of 9 November 2018. c. ➤ Governors approved the Asbestos Management Plan.	
15.	Governing Body Membership, Training and Development a. The Chair thanked the nine Governors who had made returns for the Governor Skills Audit, which had shown how the range of skills among Governors had widened over the last few years. b. The Chair led a discussion of Governor recruitment and succession planning, in the light of the continuing vacancy for a Foundation Governor and the fact that the final terms of office of JS and SdW would come to an end in the next 12 months. The Chair also asked Governors to consider succession planning for the role of Chair & Vice Chair; the current Chair is planning to step down in September 2020 at the latest. ➤ Governors agreed to: <ul style="list-style-type: none"> • advertise as soon as possible to fill the existing vacancy for a Foundation Governor (the wording to be run past Fr Simon as well as the Governor Development Group), • advertise routinely in the school newsletter, • take opportunities to appoint associate members, • when possible to seek to match the demographic of Governors more closely to that of the pupil body. 	MJOS, by 28.02.19 Clerk, by 07.03.19

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>c. Partly in view of the need to recruit new Governors, ➤Governors agreed to consider at the next FGB:</p> <ul style="list-style-type: none"> • the advantages and disadvantages of a starting time for FGB Meetings other than 4pm, • whether two committees rather than three would be adequate. • whether rotation of minute-taking on the committees would be desirable to spread the load. <p>d. The Chair reminded Governors that they need to read agenda papers in advance and be ready to ask challenging questions. It was expected that Governors would check their school emails at least once a week during term time and that they would not use private email addresses, except sometimes to alert a Governor that something urgent had been sent to their school email address.</p> <p>e. Governor Training: The Chair had attended the third of three workshops on Leadership. It was desirable for all Governors to engage in training provided by Cambridge Governor Services. (The termly programme had already been circulated to Governors.) It was also noted that it would be desirable to engage in training to achieve a clearer focus on improvement areas, but ➤Governors agreed it was not expedient at the moment to spend significant sums buying in an in-house training session without a clear idea of what would be obtained for it.</p> <p>f. The Local Authority briefings for Governors this term had been listed on the Agenda paper, and the Chair urged each Governor to attend one of these at least once every two years.</p>	<p>All Governors to have booked/attended Induction training</p>
<p>16.</p>	<p>Matters proposed by the Local Authority</p> <p>The list of matters suggested by the Local Authority for consideration had been included with the documents on the secure area of the website for the meeting. Some had already been dealt with under other items. The 2 May meeting of the FGB would be in time to get the Budget approved by the Authority’s deadline of 10 May, but might nevertheless need to be deferred to 9 May, which would also meet the deadline.</p>	

17.	<p>Academy Status update</p> <ul style="list-style-type: none"> The Chair reported on the meeting of the Academy Status Working Group joint meeting with St Alban's Governors, including their Headteacher, held on 16 January 2019. The two schools seemed to hold similar views on their priorities, concerns about initial MAT financial modelling and on their desire to collaborate as diocesan schools, especially in the light of Bishop Alan's re-stated wish that all Diocesan schools should be in MATs by September 2020. Indeed, the St Alban's stated view was that the two schools could collaborate more with one another anyway. CC and LB gave feedback on the collaborative work that had been done with St Alban's over the past three years. Flavio Vettese had recently asked for a further three-year budget forecast to be provided to the Director of Finance and Operations of the MAT (Mark Wilkinson). ➤A Governor suggested that in that case it would be legitimate for St Laurence Governors to see evidence that the OLWMAT had improved the schools that are already in it. ➤Governors agreed that a meeting (to include the Head, Academy Status Working Group Governors and School Business Manager) with Mark Wilkinson & Teresa Selvey about financial modelling should be held in February or March. ➤Governors agreed that a further meeting with St Alban's governors should not be held until after the proposed meeting between the ASWG and Teresa Selvey, Bearing in mind the Diocesan hope to establish new voluntary-aided schools, ➤a Governor asked about the latest information on the availability of LCVAP funding while the school was not an academy. The Head said she was awaiting a reply from Helen Bates (Diocesan Assistant Director of Schools) to a query on this. 	MJOS, by 08.02.19
18.	<p>PTA Report</p> <p>MM reported that £1050 had been raised last term. The disco would be on Friday 8 February.</p>	
19.	<p>Any Other Business: None</p>	
20.	<p>Embedded Risk Management: Finances in the context of moving to Academy status.</p>	
21.	<p>Dates of future meetings: All 4-6pm unless otherwise stated</p> <p>21 March 2019 (which is not the date originally proposed)</p> <p>2 May 2019 (may be deferred to 9 May). Post meeting note: this is now deferred until 9th May</p> <p>11 July 2019 (3.45 pm to receive presentation from School Council; date to be confirmed at the FGB of 21 March)</p>	

Abbreviations:

ASWG – Academy Status Working Group
CPD – Continuing Professional Development
DfE – Department for Education
EAL – English as an Additional Language
F&P – Finance and Personnel Committee
FGB – Full Governing Body
KS – Key Stage
L&A – Learning and Achievement Committee

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