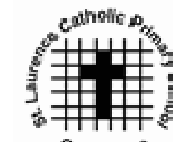


Through God's grace, a community growing in knowledge and understanding



Cambridgeshire
County Council



Meeting Date & Time: Thursday 9th May 2019, 4pm – 5.55pm

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	Ap			
Harry Roberts	HR	P				Clare Clark (Headteacher)	CC	P
Janet Scally	JS	P	Local Authority Governor:					
Chioma Ubajaka	CU	P	Sonali Kumarakulasinghe	SK	P	Associate Members:		
Dr Charlotte Woodford	CW	P				Lizzy Bennett (Deputy Head)	LB	P
vacancy			Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	A
vacancy			Shauna DeWolf	SdW	P	Emori Cordero	EC	Ap
						Vicki Worsnop	VW	P

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

In Attendance: Mark Dowling (Clerk)

Key issues arising from the Ofsted inspection of February 2018

- 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.

	Notes	Actions/Dates/ Person responsible
0	Opening Prayer	
1.	Pecuniary interests and declaration of interests relating to items on this agenda None	

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

2.	The minutes of the Full Governing Body meeting of 21st March 2019 were approved.	
3.	<p>Significant matters arising from minutes of previous meeting</p> <p>From Item 5: ➤Governors congratulated Jenny Robertson (Inclusion Manager) on becoming a nationally accredited Specialist Leader in Education.</p> <p>From Item 16a: Two people had expressed interest in becoming a Governor. Both had been invited to the meeting after conversations with the Chair, and one, Vicki Worsnop, had been able to come and was welcomed to the meeting after ➤Governors agreed that she should be an Associate Member until 31 August 2019.</p>	
4.	<p>Head Teacher's Report</p> <p>The Head Teacher reported orally on a successful start to the term, mentioning practice for the forthcoming SATs in Years 2 and 6 and attempts to keep possible anxieties at bay, a number of educational visits and visitors to school to enrich the curriculum and success by Year 5 in the Maths Challenge.</p>	
5.	<p>Academy status update</p> <ul style="list-style-type: none"> • The Chair reported that the school had received its Academy Order, i.e. approval of the application to convert by the Department for Education. This had enabled the consultation meetings date to be set for Thursday 23 May (3.45 pm for staff and 6.30 pm for parents). The staff meeting would be attended by the Chair and CW, as well as by the Head, an EPM representative and Teresa Selvey (CEO, OLWMAT). CS would join the other Governors for the parents' meeting in the evening. • Governors discussed the Frequently Asked Questions document, which was based on an earlier MAT version. Governors felt that the document was too long. SK, CW and AR agreed to join the Chair in editing it for issue to staff and parents the following week. • The Chair reported that the Local Authority did not feel it had the capacity to support the academisation of the school on 1 September 2019 owing to the commitment of its limited resources to other schools already converting on that date. It therefore was possible that St Laurence would not enter the OLWMAT until a date later in the Autumn Term 2019. Consultations would proceed as scheduled anyway, while (following advice) the school budget for 2019/20 had been set as if the school were to remain voluntary aided throughout the financial year. • ➤A Governor asked whether there should be another meeting of the Academy Status Working Group to consider the responsibilities of the future Local Governing Body, and it was agreed that the ASWG should 	<p>Chair, CW, Head, CS on 23.05.19</p> <p>Chair, SK, CW and AR by 14.05.19</p>

	<p>meet to work through the practicalities of the scheme of delegation.</p> <ul style="list-style-type: none"> • A Governor asked whether the terms of reference of the intended Resources Committee and Standards Committee should mirror those of the OLWMAT, as they would replace the existing three committees of the Governing Body on 1 September, whether or not the school had academised, and ➤Governors agreed that they should. 	
6.	<p>Progress on key issues arising from the Ofsted inspection of February 2018, Review of Spring Term Raising Attainment Plan and priorities for Summer Term Raising Attainment Plan</p> <ul style="list-style-type: none"> • Governors had received the report of the Raising Attainment Plan (RAP) Review Meeting covering the Spring Term 2019, were encouraged by its findings, and thanked those responsible for producing such a detailed report. ➤Governors commended the increased confidence of the school's middle management and their effectiveness in their roles. • Regarding the RAP Action Plan for the Summer Term 2019, ➤Governors agreed to defer discussion until the next meeting and to introduce a schedule under which the Review of the previous term's RAP would be considered at the first FGB meeting of each term, and the plan for the current term would be an item for the second meeting. The discussion of the plan at the second meeting each term would be preceded by a meeting of the Learning and Achievement / Standards Committee and would be led by that committee's members. 	
7.	<p>Governor Monitoring</p> <ul style="list-style-type: none"> • Governors had received the Worship Monitoring Record from 25 March 2019. • CS reported on the annual Parents' Survey, the questions for which were based on those used by Ofsted. The facilities for answering online or via iPads at the parents' consultation evening had contributed to the high number of returns (134). ➤Governors thanked the school staff for the efforts that had led to such positive responses to the questions and to some lovely comments about teaching and office staff, and asked the Head to ensure that the comments were relayed to the staff. <p>➤Governors agreed that CS, the Chair and the Head should draft a newsletter to parents to report the results of the survey to them and also to provide detail on initiatives regarding the two issues that had prompted the lowest positive responses (67% and 84%), which (as last year) had been bullying and homework, which were also mentioned several times in the 'additional comments' response.</p> <ul style="list-style-type: none"> • AR reported on his monitoring of school website. The Chair undertook to liaise with Claire Taylor in the 	<p>Chair, CS, Head by 21.05.19</p> <p>Chair by 31.05.19</p>

	<p>school office to ensure that the information about Governors was available there without a need to download documents, and that photographs of Governors were removed to be consistent with the policy that staff photos would not appear. Otherwise the site complied with best practice, given that the school did not use specific phonics or reading schemes and that some of the guidance on the NGA checklist was out of date.</p> <ul style="list-style-type: none"> • Planned Visits for Summer Term: The Chair and VW would jointly undertake a visit to Years 5/6 to monitor writing. This would add to already planned visits: <ul style="list-style-type: none"> ○ Pupil Premium Lesson Visit alongside Inclusion Manager (SK by 30.6.19) ○ Focus Group meeting with Pupil Premium Children (MM by 30.6.19) ○ Maths Mastery (AR by 30.6.19) ○ Dragon Writing (JS follow-up to visit of 5.3.19) 	Chair, VW, SK, MM, AR, JS
8.	<p>Chair's Business</p> <ul style="list-style-type: none"> • The Chair reported that the school's membership of the National Governance Association had been renewed. The Chair urged Governors to get themselves logins and read the headings contained in NGA emails. • The Chair reported that the feedback from Sally Rundell (School Improvement Advisor) had been very positive following her visit in March. 	All by 04.07.19
9.	<p>Safeguarding</p> <p>CW was going to attend the training session <i>Creating a Safeguarding Culture</i> on 22 May. She would report back to the next meeting.</p>	CW on 22.05.19 and 04.07.19
10.	<p>SEND Report</p> <p>No matters referred from L&A Committee</p>	
11.	<p>Learning & Achievement Committee</p> <p>Did not meet on 19 March 2019.</p> <p>Next meeting scheduled for 21 May 2019.</p>	
12.	<p>Finance & Personnel Committee</p> <p>Governors received the confirmed minutes of the meeting of 22 March 2019 and the unconfirmed minutes of the meeting of 3 May 2019.</p>	

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13.	<p>Report on performance against budget for the financial year 2018/19</p> <p>CW reported that the school had ended 2018/19 in a strong financial position, with a healthy cash surplus for reasons mentioned in the Minutes of the Finance and Personnel Committee. The school had continued improving standards while investing in staff development and training such as the coaching scheme and had operated during the year within its public funding.</p> <p>➤ A Governor asked whether the surplus would remain ours as we went into the MAT. The answer was yes, though possibly not indefinitely. The school would still have its own bank account, which would need some reserves in it.</p>	
14.	<p>Approval of budget for the financial year 2019/20</p> <p>After discussion, the ➤ Governing Body approved the School Budget Plan for the financial year 2019/2020 total spend of £1,385,561.34.</p>	
15.	<p>Premises, Health, Safety & Wellbeing Committee</p> <p>The date of the next meeting had been set for Monday 20 May.</p>	
16.	<p>Governing Body Membership, Training and Development</p> <p>a. <u>Governing Body vacancies and recruitment</u>: The Chair was awaiting an answer from the MAT to the proposal that the St Laurence Local Governing Body should have 12 members in line with other schools in the MAT, of whom 7 would be Foundation Governors. If this proposal went ahead, the new size of the Governing Body would be attained by recruiting only one Foundation Governor although there were currently two vacancies, and by the fact that there would be no local authority Governor. There would be a vacancy for a co-opted Governor, as SdW's term of office would expire on 31 August, when she would complete 16 years as a Governor. There would need to be an election for a Parent Governor in mid-September, as MM would be returning to the US at the end of the school year.</p> <p>The Chair would mentor VW. JS agreed that until 31 December 2019 (when her own term of office would expire) she would mentor Ursula Lowe, assuming that Ursula was also approved as an Associate Member at the next meeting.</p> <p>b. <u>Governing Body succession planning</u>. In anticipation of the end of JS's term of office in December, it would be necessary to have a new Chair of the Resources Committee (formerly Finance and Personnel) and a new link Governor for SEND. A new Pupil Premium Governor would also be needed, as SK's position would lapse when the school entered the MAT.</p>	<p>Chair to 31.12.19</p> <p>JS to 31.12.19</p>

	<p>c. <u>Training to be attended by Governors</u></p> <ul style="list-style-type: none"> • AR would be attending induction training in Peterborough on 11 May and was also booked onto a financial training event. • CW was going to attend the training session <i>Creating a Safeguarding Culture</i> on 22 May. • There were other opportunities in the termly programme as well as webinars. Governors were reminded that their attendance at training should be recorded at an FGB meeting. • In addition, the Chair was going to a MAT Network meeting in Birmingham. • Safeguarding training for Governors would be scheduled for the first half of next term. • The Chair and the Head would liaise over the possibility of running some form of external training in-school during the second half of next term. • AR agreed to attend the local authority's termly briefing on 21 May. • VW agreed to attend the Governors' annual conference on Saturday 15th June in Huntingdon (9.30am - 1pm) 	<p>Chair and CC by 30.06.19</p> <p>AR on 21.05.19 VW on 15.06.19</p>
17.	<p>Policies for review:</p> <p>a. ➤ Governors approved the e-safety Policy dated May 2019 subject to the addition of explanations of the acronyms.</p> <p>b. ➤ Governors approved the Governors' Induction Policy dated May 2019.</p> <p>c. ➤ Governors approved the Health and Safety Policy dated May 2019.</p>	<p>Chair, JS, VW to use</p>
18.	<p>Matters proposed by the Authority</p> <p>a. <i>The Early Years Foundation Stage Profile is a statutory assessment which must be completed in the final term of the year in which a child reaches age 5. The Local Authority is requesting the return of EYFS Profile data on Tuesday 25 June 2019. Governors need to be aware of this statutory data collection and the resulting analysis of outcomes. This was in hand.</i></p> <p>b. <i>In March 2019, the DfE produced an updated version of the Governance Handbook – a summary of the main changes can be found on pages 6-8 of the handbook.</i> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</p>	

	<p>c. In January 2019, the DfE released new guidance for schools about setting up or reviewing complaints procedures, this replaced the best practice advice. This document has since been updated in March 2019, the main amendments relate to Duplicate Complaints and Independent Complaint Panels. https://www.gov.uk/government/publications/schoolcomplaints-procedures</p> <p>d. This National Governance Association (NGA), The Right People Around the Table guide is designed to support governing bodies and clerks in their vital role of ensuring that the body has the right blend of knowledge and skills to enable it to govern effectively. https://www.nga.org.uk/getmedia/a8ec7663-1f87-451f-8e860b598317eb29/NGA-The-Right-People-Around-the-Table2018_1.pdf The school already did much of this.</p>	
19.	Parish Report: First Holy Communions were taking place the following weekend. ➤ Governors thanked Ms Hawkins, VH, the Head and MM for their help in preparing the children.	
20.	PTA Report: The Summer Fair would be taking place on 22 June.	
21.	Any Other Business: The NGA annual survey was currently available for completion by Governors individually.	
22.	Embedded Risk Management The effect of pupil numbers on our income. (The roll stood at 284 although the capacity was 315.)	
23.	Date of next meeting: 4 July 2019 (3.45 pm to receive presentation from School Council) To be followed by meal at The Old Spring at 7.30 pm (leaving time for the Year 6 production at 6pm in between). Dates for 2019/20 would be proposed once the dates of the relevant MAT meetings were known.	Chair by 20.06.19

Abbreviations:

DfE	Department for Education
FGB	Full Governing Body,
L&A	Learning and Achievement
LA	Local Authority
MAT	Multi-Academy Trust
NGA	National Governance Association
OLW	Our Lady of Walsingham
SEND	Special educational needs and disabilities

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