

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



Meeting Date & Time: Thursday 4th July 2019, 3.45 pm – 6 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			
Dr Charlotte Woodford	CW	P	Local Authority Governor:			Clare Clark (Headteacher)	CC	P
Harry Roberts	HR	P	Sonali Kumarakulasinghe	SK	P	Associate Members:		
Janet Scally	JS	P				Lizzy Bennett (Deputy Head)	LB	P
Chioma Ubajaka	CU	P	Co-opted Governor:			Veronica Harvey (Deputy Head)	VH	A
vacancy			Shauna DeWolf	SdW	P	Emori Cordero	EC	P
vacancy						Dr Vicki Worsnop	VW	P
						Ursula Lowe	UL	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); five members of Years 5 and 6 representing the School Council for Item 1

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	Presentation from the School Council	

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

	The Governors received a presentation from five members of Years 5 and 6 about the activities of the School Council during the year, covering the Buddy Bench and Buddy Bus Stop, the Thank You Tea, the Big Pedal, Anti-Bullying Week, the Healthy Food Survey and Healthy Recipes. The Governors asked the representatives more about the projects, and thanked them and Miss Kelly for their work on the School Council.	
2	Governors adopted Ursula Lowe as an Associate Member of the Governing Body pending confirmation of her appointment as a Foundation Governor	
3	Pecuniary interests and declaration of interests relating to items on this agenda: None	
4	The minutes of the Full Governing Body meeting of 9 May 2019 were approved.	
5	<p>Significant matters arising from minutes of previous meeting</p> <ul style="list-style-type: none"> • A Governors' Newsletter had been sent to parents as agreed. • The school website was now compliant with DfE requirements • The Chair now had the necessary access to sign up other Governors to use the NGA website, and would arrange for all governors to be signed up. 	Chair by 30.09.19
6	<p>Academy Status update</p> <ul style="list-style-type: none"> • A Consultation Meeting with parents had been held on 23 May. The Head and Deputy Heads, four Governors, Fr Simon (the Parish Priest), Teresa Selvey (CEO of OLWCMAT) and two parents attended. ➤Governors discussed the lack of response among parents and felt that it indicated the level of trust in school leadership rather than a lack of interest. ➤Governors asked about the advance notice of the meeting supplied to parents and were satisfied that they were sufficient in terms of numbers of reminders and notice. • A Consultation Meeting with staff had been held on 18 June. The Head and Deputy Heads, two Governors, Teresa Selvey, EPM representatives, 3 union representatives (NEU, NASUWT, GMB), and 17 other members of the school staff attended, It was reported that the staff meeting had had a good atmosphere, with the main concern expressed being a wish to protect the good work being done in the school. At the unions' request a follow-up meeting had been arranged for 3 July, but none of the union representatives had in fact attended. • There had not yet been any written responses to the consultation, but the period for responding had not ended. ➤Governors agreed that if any responses did arrive before the deadlines (15 July for parents, 18 July for staff) the Chair and the Head would review them and contact other Governors about any significant matter. • The Head and School Business Manager had had various meetings with the local authority and officers of the MAT. Building of a new Budget would have to start during the last weeks of term. The SLA with the Local Authority's School Governance Team was being renewed for the 2019-20 academic year: Governors would need to review in the Spring Term 2020 whether to renew the SLA thereafter. 	Chair and Head by 19.07.19

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	<ul style="list-style-type: none"> • It was reported that St Laurence was on track to enter the MAT on 1 September 2019. ➤A Governor asked about arrangements to notify parents if this date was finalised during the summer holidays. It was agreed that an update would be provided to parents in a Governors' Newsletter this term and that the school website would be updated to include reference to the school academies and joining the MAT in early September. • The Chair had previously circulated the beginnings of a list of questions that St Laurence Governors could ask the MAT as part of the due diligence process, along with the questions recently put by another school in the process of academising. ➤Governors suggested and discussed further questions, namely <ul style="list-style-type: none"> ○ What advice the MAT had received on its pension liability (since it had previously said it was seeking such advice) ○ Whether the Governors could see the MAT's risk register ○ What the financial viability of the MAT would be if other schools did not join by the schedule envisaged in the Diocesan plan ➤Governors agreed that CS, VW, the Chair and the Head would finalise a list of questions to put to Teresa Selvey by 12 July. • The Chair had attended an NGA event about MATs in May. • ➤Governors discussed the arrangement currently stated in the OLWMAT Local Governance Handbook whereby sub-committees of a Local Governing Body did not exist. The Chair had asked that this provision become an option. ➤Governors agreed that the good knowledge of the school that would be expected by Ofsted might be better achieved if Governors' Standards and Resources Committees were retained at local level. ➤A Governor suggested that the Governors might send an observer to a Local Governing Body meeting of one of the schools already in the MAT currently operating without sub-committees. The Chair agreed to pursue that possibility at the next meeting of LGB Chairs. • ➤Governors noted the considerable amount of work to be done by the School Business Manager and others to ensure the transfer date of 1 September, including financial systems and payroll by the start of next term, and thanked them for it. • The Chair would convey any routine information arising during the school holidays to Governors via school email addresses but would use other means if anything urgent arose. 	<p>Chair, Head, CS, VW, by 12.07.19</p> <p>Chair by 07.11.19</p>
<p>7</p>	<p>Governors adopted the following constitution of the Local Governing Body (after joining OLWCMAT):</p> <ul style="list-style-type: none"> 7 Foundation Governors, or 8 temporarily until 31.12.19 2 elected Parent Governors 1 Headteacher Governor 1 elected Staff Governor 1 co-opted Governor, or 0 temporarily until 31.12.19 <p>Total 12 governors. Foundation Governors would outnumber other Governors by two.</p>	

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	<p>➤ Governors agreed that the LGB should have a Resources Committee and a Standards Committee, each meeting once a term unless there was a specific need for an additional meeting.</p>	
8	<p>Policy Review:</p> <p>Governors agreed to hold over the Critical Incident Policy until the forthcoming OLWCMAT policy was available.</p> <ul style="list-style-type: none"> • Governor Visits Policy: CW and VW would prepare and circulate guidelines in the light of the recommendations previously made by Sally Rundell (Advisor) • Arrangements for Reviewing Policies when in the MAT, including transition to MAT policies. • Governors agreed to adopt the policy of OLWCMAT on Directors' and Governors' Allowances from 01.09.2019. • The Head would read the MAT policies and would report on any significant differences from those of St Laurence. CW would also look, but it was agreed that it was not necessary for the school to change its policies immediately. • On the other hand, policies for which St Laurence does not already have an equivalent in place <u>would</u> be adopted automatically upon the school's entry to the MAT; UL, CU, AR, EC and the Chair agreed to share these out for consideration. • It was agreed that from Autumn Term 2019 each LGB sub-committee will identify a governor to ensure updated policies were sent to the school office for uploading to the school server and (where appropriate) the school website. 	<p>CW and VW by 24.09.2019</p> <p>Chair, UL, CU, AR, EC by 31.07.2019</p>
9	<p>RAP Action Plan for Summer Term 2019</p> <p>Held over, as the Learning and Achievement Committee had not met.</p>	
10	<p>Headteacher's Report</p> <p>The Headteacher's report had been circulated in advance.</p> <p>➤ A Governor asked the reason for the increase in the number of Pupil Premium children and the Head explained that the extra numbers were new pupils rather than existing pupils qualifying for free school meals for the first time. There was some consideration of the general impact of the large numbers of pupils joining during the year, some of whom left very soon after. If they were not on roll on the census dates the school received no funding for these children.</p>	

	<p>➤ The Governors thanked the staff for all their efforts in the difficult but enriching context of children coming and going from the school.</p> <p>➤ A Governor asked whether the new modular structure to provide additional group teaching space was still scheduled to be ready for use at the start to the new school year. The Head confirmed that planning permission still needed to be granted so this was not yet confirmed..</p> <p>➤ Governors agreed that the Learning and Achievement Committee should scrutinise the KS2 and EYFS results, which were expected to be available for their meeting on 16 July, and would then report to the next FGB / Local Governing Body meeting. The school's Advisor, Sally Rundell, would be engaged on an ad hoc basis from September, as the school had not renewed its SLA with the local authority.</p>	CS and CC by 09.07.19
11	<p>Monitoring Visits (for information only):</p> <p>Monitoring Writing, Years 5/6 (MJOS and VW): report on website in Governors' area Focus Group meeting with Pupil Premium Children (MM): report on website in Governors' area Maths Mastery (AR) draft report was still to be finalised Dragon Writing (JS follow-up to visit of 05.03.19) scheduled for week beginning 8 July Pupil Premium Lesson Visit alongside Inclusion Manager (SK) scheduled for 17 July</p> <p>➤ Governors agreed that in 2019-20 Governor Visits would continue to be monitored by the FGB / Local Governing Body rather than by the L&A/Standards Committee. The future pattern of visits would be reviewed in Spring 2020 in the light of practice in other schools in OLWCMAT, where a number of visits occurred on one 'Governor Day'.</p>	
12	<p>Chair's Report</p> <p>The Chair reminded Governors that she had had 1:1 sessions with newer Governors and would be happy to have a 1 to 1 catch-up session with any other Governor who would like one.</p>	
13	<p>Safeguarding</p> <p>CW reported back from the training session <i>Creating a Safeguarding Culture</i>, which had been led by Chris Meddle. There was a clear shift away, even with Ofsted, from an emphasis on paperwork compliance to an emphasis on the safeguarding culture of the school. ➤ Governors agreed that evidence of this culture should be included in future reports of Governors' visits.</p> <p>The Annual Safeguarding Report 2019 had been tabled with the papers for the meeting and would be forwarded to the local authority by the end of term.</p>	

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14	<p>Learning & Achievement Committee Report</p> <p>Governors received the unconfirmed minutes of the meeting of 21 May 2019.</p>	
15	<p>The Finance & Personnel Committee not met since the last FGB meeting.</p>	
16	<p>Premises, Health, Safety & Wellbeing Committee Report</p> <p>Governors received the unconfirmed minutes of the meeting of 20 May 2019 and the inspection report dated 16 May 2019.</p>	
17	<ul style="list-style-type: none"> • Governing Body Membership, Training and Development • The process of election of a Parent Governor to succeed MM would start on 16 September with a letter to parents inviting nominations and reminding them that the person elected would need to have a DBS check. It was expected that the person elected would be able to start after October half-term. • ➤Governors readopted Lizzy Bennett, Veronica Harvey, and Emori Cordero as Associate Members of the Governing Body for the Academic Year 2019-20. • ➤Governors readopted Vicki Worsnop and Ursula Lowe as Associate Members from 1 September 2019 pending confirmation of appointment as Foundation Governors, • ➤Governors adopted Sonali Kumarakulasinghe as an Associate Member of the Governing Body from 1 September 2019 to 31 March 2020. • AR had attended the local authority's Summer Term governor termly briefing and VW had attended their Annual Governors' Conference, the slides from which had been circulated to all Governors. VW urged Governors to read at least the material relating to Ofsted; it seemed that during an Ofsted visit inspectors could be expected to speak to more teaching staff than previously and to seek to engage them in in-depth discussion rather than merely the collection of data. • As OLWCMAT did not provide Governors' training, ➤Governors agreed to hold over discussion of future in-house Governor Training for the whole Governing Body until the next FGB/LGB meeting, and the event itself to the Spring Term 2020. The Head agreed to discuss with Teresa Selvey the possibility of her running a session in the Spring Term on the role of the LGB. • The school had renewed for one year (2019-20) its SLA with the local authority regarding Governor training, and the Chair urged Governors to make use of this facility while it was available. • CS and UL undertook to explore different means for individual Governors to record on a central electronic register their attendance at training events. • The Governors' Strategic Priorities for 2016-20 were reviewed and confirmed, but ➤Governors agreed that they should not appear on the public website pending the availability of any MAT document of a similar nature. 	CC by 30.09.19

	<ul style="list-style-type: none"> The Chair and CU would draft a Summer Term Governor Newsletter to Parents covering welcomes, goodbyes, elections and the MAT. 	<p>CS and UL by 31.08.19</p> <p>Chair and CU by 16.07.19</p>
18	MJOS was elected Chair of the Governing Body for the Academic Year 2019-20 nem con. ➤Governors expressed their thanks to her for being willing to continue for a further year during the conversion to academy status.	
19	CS was elected Vice-Chair of the Governing Body for the Academic Year 2019-20 nem con.	
20	<p>Allocation of Governors to Committees and other Governor Responsibilities for Academic Year 2019-20</p> <p>➤Governors agreed the following:</p> <p><u>Resources Committee</u>: JS (to 31 Dec), CW MJOS, HR, AR, CC, LB;</p> <p><u>Standards Committee</u>: CS UL, VW, PM, EC, CC, SK (to Mar 2020), CU, LB, VH</p> <p><u>Pupil Premium</u>: EC</p> <p><u>Equality</u>: CS</p> <p><u>RE & Values</u>: AR and CU</p> <p><u>SEND, Able, Gifted and Talented</u>: VW</p> <p><u>Safeguarding</u>: CW (as previously)</p> <p><u>Policies</u>: MJOS (as previously)</p> <p><u>Website</u>: AR (as previously)</p> <p><u>Newsletter</u>: MJOS and CU (as previously)</p> <p><u>Health and Safety</u>: HR (as previously)</p>	
21	<p>➤Governors agreed the following dates for future meetings (to report to MAT Board meetings on 3.12.19, 15.4.20 and 24.6.20):</p> <p>3 October 2019 21 November 2019 (NB subsequently altered to 14 November 2019)</p> <p>30 January 2020</p> <p>26 March 2020</p>	

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	<p>14 May 2020 18 June 2020 (Thursday 17 October 2019 at 4pm had already been set aside for Governing Body Safeguarding Training)</p>	
22	<p>Parish Report</p> <p>Fr Simon explained the new arrangements for parking at the church on weekdays.</p> <p>He also said that he was considering whether it would be feasible to have a school-led Mass on Sundays. Given that this was not intended to take up staff time but would involve parents, ➤Governors supported in principle this way of raising the school profile in the parish, subject to Fr Simon's discussions with the Head.</p>	
23	<p>PTA Report</p> <p>The School Fair had raised nearly £3000 (a record). ➤Governors thanked the members of the PTA committee for the work that made this achievement possible.</p>	
24	There was no other business.	
25	Embedded Risk Management: Continuing high levels of mobility of pupil roll	
26	➤ Governors expressed their warm thanks and best wishes to Shauna deWolf and Monica McDonald as they left the Governing Body after 16 years and 3 years respectively.	

These minutes were confirmed by the St Laurence Local Governing Body on 3rd October 2019

Signed:

Mary Jane O'Sullivan (Chair of Governors)

Abbreviations:

DfE Department for Education
EYFS Early Years Foundation Stage
FGB Full Governing Body
LGB Local Governing Body
MAT Multi-Academy Trust
NGA National Governance Association

OLWCMAT Our Lady of Walsingham Catholic Multi-Academy Trust
PTA Parent Teacher Association
RAP Raising Attainment Plan
SATs Standard Attainment Tests
SEND special educational needs and disabilities
SLA service level agreement

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