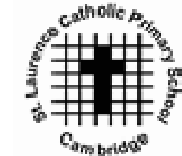


St. Laurence Catholic Primary School Local Governing Body Minutes (Approved) 3rd October 2019

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



Meeting Date & Time: Thursday 3rd October 2019, 4pm – 6.00pm

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	Vacancy			Clare Clark (Headteacher)	CC	P
Harry Roberts	HR	Ap						
Janet Scally	JS	Ap	Co-opted Governor:			Associate Memebrs:		
Chioma Ubajaka	CU	P	(none in post)			Lizzy Bennett (Deputy Head)	LB	P
Dr Charlotte Woodford	CW	P				Veronica Harvey (Deputy Head)	VH	Ap
Victoria Worsnop	VW	P				Sonali Kumarakulasinghe	SK	P
Ursula Lowe	UL	P				Emori Cordero	EC	P

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

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 – Led by the Chair (MJOS)	
1.	Pecuniary interests and declaration of interests relating to items on this agenda - None	
2.	Updating Governor details	All by 8.11.19

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	<p>➤ Governors agreed to add contact details to the Governor hub Minimum requirements: personal e-mail, phone number/s and DBS check details School staff do not need to provide a personal e-mail; school e-mail is sufficient.</p>	
3.	<p>➤ Governors approved the minutes of the Full Governing Body meeting of 4th July 2019</p>	
4.	<p>Significant matters arising from minutes of previous meeting St Laurence Catholic Primary School officially joined the OLW CMAT on 1st September.</p>	
5.	<p>Head Teacher's Report The Head Teacher reported orally on a successful start to the term. See key points below: Staffing Stable staff at start of year – some changes in year group deployment in all phases – to allow for professional development of staff Mrs d'Armada remains absent due to ill health. Mrs Katie Thompson is covering some aspects of PP role in KS2 Mrs Harvey has taken over responsibility as RE leader Congratulations to Miss Tanvir who has successfully completed her newly qualified year and gained QTS Professional development Target setting RAP benchmarking document set out target/predictions for Year 2 and 6 All year groups have set individual pupil/ cohort targets. All year groups have agreed a PP target for working at expected/exceeding level Appraisals will be completed for all teachers/TAs by 31st October – linked with school and Trust development Plan School Improvement School Improvement plan and RAP in place and shared with all staff. Subject actions plans being finalised by end of week – linked to school priorities in relation to 'Quality of Education' curriculum focus in new Ofsted Framework and school priority development area of oracy. All IPC units have begun with sparkling starts – all year groups out on educational visit this half term Full programme of planned weekly CPD linked to School Improvement Plan priority areas. A number of staff on NPQ programmes – now funded as Diocese geographically falls within national identified areas of educational underachievement</p>	

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	<p>➤ Governors agreed that the school's 3 priorities for 2019-20 will be listed at the top of each agenda/minutes:</p> <ul style="list-style-type: none"> - Ensure a consistent vision and intention for the school curriculum - Implement a focus on oracy aligned to improving the quality of writing in all year groups. - Develop direct teaching of whole class reading including vocabulary building and skills of comprehension. <p>➤ Governors agreed the school's pupil attainment targets for EYFS, KS1 (phonics and Yr 2) and KS2 (Yr 6) as detailed on page 2 of the RAP.</p> <p><u>Buildings</u></p> <p>Ongoing maintenance (painting) completed in Summer holidays – KS1 classrooms and shared area Still await outcome of planning permission application to LA for planned modular classroom building – Sports England have given their approval in relation to use of playing field this still needs ratified by DoE. Diocese have indicated should hear from planning authorities by end of October.</p> <p><u>Liturgy</u></p> <p>Start of year Mass Harvest Mass Welcome Liturgy for Reception before half term Hosted visit from CAFOD - Fast Day envelopes to be distributed tomorrow Advent Stay and Pray sessions planned First Holy Communion Inscription Mass and parents' information session have taken place jointly with Parish group. Programme in school to start January</p>	<p>MJOS to add priorities to minute taking guidelines (on governor hub) by 14.10.19</p>
6.	<p>Chair's business</p> <p>The chair reported that:</p> <p>Headteacher's Performance review was completed by the governors July 2019 with input from Sally Rundell (School Advisor)</p> <p>Angela Lemmon (Teaching Assistant) will be retiring the end of the this half term (Aut 2019)</p> <p>Sally Rundell (School Advisor) completed a KIT review in July</p> <p>➤ Governors wanted to pass on their thanks to all the staff for their hard work</p> <p>MJOS read letter from the Sally Rundell (School Advisor) to the Y5/6 teachers on the excellent results</p>	

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	<p>Sally Rundell (School Advisor) also formally acknowledged the hard work and dedication of the Headteacher and SLT. The Chair congratulated the Y5/6 and SLT on the aspirational targets set back in Sept 2018</p> <p>➤ A Governor asked whether the LA School Advisor would be working with the school again. CC said that we would wait to see what support OLW CMAT were able to offer.</p> <p>➤ A Governor asked who would be challenging in respect of school targets in the future. CC said that this challenge would come from the school SLT, the Governing body and the Trust.</p> <p>MJOS read a letter from a parent thanking the school for the excellent education and care their child received at St Laurence. The parents praised the hard work and dedication of the staff.</p>	
7.	<p>Approval of School budget September 2019-2020 for recommendation to the trust board</p> <p>CC shared the summary of the 3 year budget plan. CC explained the Trust has a different budgeting protocol. Within the budget plan the school is not able to draw on the school's financial reserve to set a balanced budget. The budget has to be set within the money that the school has been allocated from the DoE for the financial year. Therefore the school have set a deficit budget.</p> <p>This budget takes into account the money paid into the Trust.</p> <p>Individual budgets have still been allocated to curriculum areas.</p> <p>Staffing – TA retiring and TA long term sick exploring Early Health retirement. There are no plans to replace these TAs at the moment. The school will manage through TA redeployment.</p> <p>➤ A Governor asked if the money for St Laurence school comes now comes from the MAT. CC explained that from now on the money for the school now comes directly from the DfE.</p> <p>➤ Governing Body agreed to recommend the budget for 2019/20 as presented to the OLW Trust board.</p>	
8.	<p>Safeguarding</p> <p>The Chair asked Governors to confirm they had read Keeping Children Safe in Education (September 2019); all verbally confirmed that they had.</p> <p>A Governor said they had recorded on Governor Hub that they had read this but this was not showing on the report. It was agreed that someone with Admin access to Governor Hub would investigate.</p> <p>Governor Safeguarding training Thursday 17th October 4pm</p>	<p>School Office staff to check The Governor Hub and show that all Governors present had read the documents by 11.11.19</p> <p>Chair to invite Father</p>

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	All staff have completed annual Safeguarding training	Simon to Safeguarding training on 17 th Oct
9.	<p>Governing Monitoring</p> <p>JS completed her report on the writing intervention programme 1stClass@Writing called Dragon Hunters</p> <p>SEND Governor handover visit – VW reported it was a successful handover. She summarised the visit saying the Inclusion Leader, Mrs Robertson, works very hard for the children and parents at St Laurence School. She highly praised Mrs Robertson and said that she has achieved so much in order to plan and provide the best provision for children with SEND at the school.</p> <p>CW asked governors to read the minutes of her visit on Safeguarding.</p> <p>➤ Governors agreed that when uploading monitoring visit reports to Governor Hub, the document name with start with the date in the format YYYY.MM.DD (eg 2019.10.03) so that they automatically sort in date order.</p> <p>➤ Governors discussed and planned the six Governor visits this for this term:</p> <ul style="list-style-type: none"> ➤ Power Maths visit Rec and Y1 – Aut term (UL - preference Mon) ➤ Governors to meet with VH and CC to be involved in updating the SEF (CW) ➤ Maths Challenge day (8th Nov) UL (lead) and EC ➤ Stay and Pray (6th Dec and 13th Dec) – Governors to gather feedback from parents as they leave Stay and Pray – (CW and CS and others) ➤ Governor to book a time to Meet PiXL Raising Standards Leader (VW) ➤ Kestrels class assembly CS to complete a monitoring report <p>Proposed classroom visits for next term:</p> <ul style="list-style-type: none"> ➤ Whole class Guided Reading visit Y3/4 & Y5/6 – Spring term 	Governors to read the Safeguarding visit report by CW by 26.10.19
10.	<p>Standards Committee report</p> <p>Standards Committee will be meeting once a term</p>	

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	Meeting rearranged for 3 rd December	
11.	Resources Committee report Meeting later in the term	
12.	Policies ➤Governors approved the procedure for adopting/reviewing school policies Adoptions and reviews of school policies ➤Governors approved: Safeguarding and Child Protection policy RE, Collective Prayer and Worship policy Governor Visits policy (subject to an amendment to clarify no more than 15 minutes in the classroom during class observations) Governing Body Code of Practice Admissions policy 2021-22 ➤Governors confirmed the adoption of the following Trust policies: Code of Conduct Directors and Governors Allowances Equality Diversity & Action Objectives Public Sector Equality Duty Register of Business and Pecuniary Interests	CC to add to Governor hub by 7.10.19
13.	Governing body membership, Training and Development The recent letter to parents advertising the parent governor vacancy resulted in one self-nomination: Mr Felix Hearn will be the new Parent Governor. CS to mentor. The Chair confirmed that the Local Governing Body is currently at full compliment (12 governors): the next vacancy will arise on 1 st January 2020. This could be filled by either a Foundation or a Co-opted governor. Governors agreed that this vacancy will be advertised in the parish. The Chair shared information from a LA Governance termly briefing- Reading higher profile, Sex Education, met	MJOS to co-ordinate advertising in parish by 8.11.19

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	<p>George Hayes (new LA Governance Lead), Jonathan Lewis (Director of Education) talked about funding, parent view has been updated.</p> <p>The Chair asked Governors to look at the website called Governance to Schools which contains online training for school governors https://www.governorsforschools.org.uk/</p> <p>Thursday 17th Oct – Governor Safeguarding training. The Chair asked all governors to attend.</p> <p>The Chair confirmed that all governors have now been added to the school's membership of the NGA website and so can access their login section (using school e-mail addresses).</p> <p>A Governor asked whether a link to the LA training website could be added to Governor Hub.</p>	<p>CW to look at adding a link by 14.10.19</p>
14.	<p>Other matter proposed by the LA</p> <p>None</p>	
15.	<p>Parish report</p> <p>No report</p>	
16.	<p>PTA report</p> <p>AGM this evening (3rd Oct)</p>	
17.	<p>AOB</p> <p>None</p>	
18.	<p>Embedded risk management</p> <p>None</p>	
19.	<p>Dates of future meetings All on Thursdays, 4-6pm unless otherwise stated</p> <p>17 October 2019 (Governing Body Safeguarding Training)</p> <p>14 November 2019</p> <p>30 January 2020</p> <p>26 March 2020</p>	

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14 May 2020	
18 June 2020 (3.45 pm to receive presentation from School Council)	

Abbreviations:

CAFOD	Catholic Fund for Overseas Development
CPD	Continuing Professional Development
DfE	Department for Education
EYFS	Early Years Foundation stage
FGB	Full Governing Body
IPC	International Primary Curriculum
L&A	Learning and Achievement
KS1, KS2	Key Stage 1, Key Stage 2
LA	Local Authority
MAT	Multi-Academy Trust
NGA	National Governance Association
NPQ	National Professional Qualification
OLW CMAT	Our Lady of Walsingham Catholic Multi-Academy Trust
QTS	Qualified Teacher Status
RAP	Raising Attainment Plan
SEND	Special educational needs and disabilities
SLT	Senior Leadership Team
TA	Teaching Assistant

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