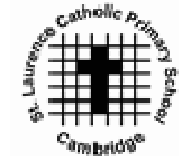


St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

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



Meeting Date & Time: Thursday 14th November 2019, 4pm – 6.00pm

Attendance & Apologies:								
Foundation Governors:			Parent Governors:			Associate Members:		
Mary Jane O'Sullivan (Chair)	MJOS	P	Adam Rokitnicki	AR	P	Lizzy Bennett (Deputy Head)	EB	P
Claire Southgate (Vice Chair)	CS	P	Felix Hearn	FH	P	Veronica Harvey (Deputy Head)	VH	P
Harry Roberts	HR	P				Sonali Kumarakulasinghe	SK	P
Janet Scally	JS	P	Co-opted Governor:			Emori Cordero		P
Chioma Ubajaka	CU	A	(none in post)			In Attendance:		
Dr Charlotte Woodford	CW	P				Fr Simon Blakesley (Parish Priest)	SB	P
Victoria Worsnop	VW	Ap	Staff Governors:			Mark Broadbent (Link Director)	MB	P
Ursula Lowe	UL	P	Phyllis Maynard	PM	P			
			Clare Clark (Headteacher)	CC	P			

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

Documents are available to governors on the 2019 Autumn 2 meeting folder on Governor Hub

Key priorities for 2019-20:

- 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

	Notes	Actions/Dates/ Person responsible
0	Opening Prayer – Led by Fr. Simon	
1.	Pecuniary interests and declaration of interests relating to items on this agenda – N/A	
2.	Approval of minutes of previous meeting (3rd October 2019) – 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.

St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

3.	<p>Significant matters arising & outstanding actions from minutes of previous meeting:</p> <p>MJOS welcomed new Parent Governor Felix Hearn to the committee.</p> <p>CC shared with the Governing Body that the school have heard back from the Inspire 2020 project. Unfortunately despite the quality and workmanship of the project, the size of it means that the museum cannot host the piece. The school will hold personal viewings for parents and parishioners and the Powerpoint of the project will be shared on website. The Governors wished to record their thanks to Lisa Bairos and the Art Club for all their hard work. VH noted that at the time of the meeting the members of the Art club were not yet aware of the result.</p> <p>MJOS informed Gov Body that from 1st Jan CC will be the Executive Head of St Laurence and St Louis. MJOS said that the position was well deserved for CC. MJOS informed the Governors that there will be an internal advert for the Head of School position released week commencing 18th November.</p> <p>Staff will be informed Friday, parents Monday. MJOS reminded the Governors to keep this information confidential</p> <p>A governor asked asked CC how her working week would work across the two schools. CC said it is planned to be a 50/50 split. It would be flexible timings based on the input and support required within each school.</p>	
4.	<p>Head Teacher's Report</p> <p>MJOS confirmed that the staff appraisals have been completed</p> <p>CC gave an overview of outcomes of performance management – and advised her recommendation that mid-point main and leadership scale teaching staff to move up by 1 point. One member of the teaching staff recommended to move to UPS. CC confirmed that if a member of staff had already achieved M6 and not applied for/assessed as met the UPS threshold, they would remain on M6. In response to a question, CC confirmed that these pay progressions had been budgeted for.</p> <p>➤ Governors approved the recommended pay progressions for staff.</p> <p>SB asked if staff's achievements could be celebrated? CC advised the good practice of support and praising teachers happens throughout the school year not just as part of the appraisal process.</p> <p>A governor asked about the new ISDR report which she found a little confusing CC agreed the new national format was not as clear as the previous one.</p> <p>A governor asked whether the fact that KS1 writing was highlighted red was mainly due to the early moderation results. CC agreed that in our internal end of year moderation a lower percentage of Year 2 children are showing they are not secure in their "readiness" for learning .CC highlighted the KS1 teaching staff's dedication to</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.

St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

	<p>ensuring good progress for all groups of children whatever their barriers to learning.</p> <p>CC noted that the school's Section 48 inspection is due soon. Three areas are inspected: Catholic Life, Collective Worship and Religious Education Provision.</p> <p>Historically the school has consistently been rated as Outstanding at Section 48 Inspections. At the Interim monitoring visit 4 terms ago the feedback was very positive and it was noted that the school had been proactive in continuing to improve quality of RE provision.</p> <p>VH (who is in the process of training to become a Section 48 inspector) fed back that since the school's last full Section 48 inspection the inspection framework has changed and requirements are now tighter. Teachers are expected to be more rigorous than previously regarding assessment procedures. 2 weeks' notice is given on the inspection and the Inspector will want to meet with governors; the Chair asked for volunteers to be contacted to attend.</p> <p>CC reported that during the RE learning walk in October high quality RE provision and classroom environments were observed across the school (regardless of whether or not staff were Catholic). VH (RE lead) will meet with the named RE governor to review the SEF and RE Action Plan. Additionally, VH will be undertaking RE observations in two other Trust primary schools.</p> <p>MJOS asked about current Progress in Yr. 2 CC confirmed that end of Autumn term progress data this would be discussed within the next governor Standards Committee meeting on the 3rd December</p>	<p>Actions:</p> <p>VH to meet with AR</p> <p>VH to send further information to governors re Section 48 inspection.</p> <p>MJOS will co-ordinate group of governors to attend when date is known from: MJOS, CS, HR, JS, CW, UL, AR, CU & EC.</p>
5.	Key points from current RAP and SEF covered in headteacher's report	
6.	<p>Chair's business</p> <p>The Autumn RAP will be reviewed in the early spring term</p> <p>The Trust Resource & Finance Committee will met next week; MB and SB will be present.</p> <p>MJOS attended the Trust LGB Chairs meeting: Teresa Selvey (TS) was positive that St Benedict's has passed a resolution to join the MAT at a later date. There are four other primaries still to join and individual meetings with these school are taking place. The Bishop has made it clear that all schools must join the MAT within the given timescales. St Bedes have agreed to become an associate member (a Memorandum of Understanding will be drawn up)</p> <p>The Trust's curriculum groups are working successfully to support the 3-18 curriculum</p> <p>TS shared RAG rated results from across the MAT as a way of monitoring across the board. AR asked if that information would be available for parents – MJOS shared that that information is available freely for parents on</p>	<p>RAP meeting date TBC</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.

St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

	<p>every schools website to compare, however it doesn't give the all-important background of school context.</p> <p>During the Trust meeting, the Executive Head with responsibility to teaching and learning shared that 2 Trust primaries have been Ofsted inspected using the new framework and is offering her experiences for Ofsted training within schools.</p> <p>Update on Governor training – Currently St Laurence is signed up to LA Governor Services training, but the other schools within the MAT are not. MJOS highlighted the need to access all training this year as the subscription might not be available at a later date. This particularly is vital when it comes to Safer Recruitment Training.</p> <p>The Trust development plan highlighted that a whole Governor day is the monitoring structure in other schools. MJOS confirmed that it happens in other schools once a term. MJOS will shadow St Louis next Gov visit in Jan to see how it works.</p> <p>A governor asked whether this the most effective way to monitor all areas? EB encouraged governors to go along to other schools and visit and note their contexts. MJOS also informed governors that St Felix Primary would be happy for the St Laurence governors to visits and attended meetings. CS, CW and SJ expressed an interest in attending.</p>	<p>MJOS to liaise with other Trust schools and CS/CW/SK to arrange visits to other schools' LGB meetings</p>
7.	<p>Safeguarding</p> <p>11 governors attended the Safeguarding Training on the 17th Oct 2019 JS updated her information online. VH has refreshed her Designated Officer Safeguarding training.</p>	
8.	<p>Governing Monitoring – Please email vharvey@stlaurence.cambs.sch.uk to arrange visits</p> <p>Update on planned visits for Autumn term 2019:</p> <ul style="list-style-type: none"> ➤ Power Maths visit Rec and Y1 (UL) – to be arranged for another Monday before end of term ➤ Governors to meet with VH and CC to be involved in updating the SEF (CW) ➤ Maths Challenge day (8th Nov) (UL & EC) – 48 hours too late for UL dates wrong on minutes. EC did not attend. EB fed back positively on the day and highlighted that they may be another in the Spring / Summer term ➤ Stay and Pray (6th Dec and 13th Dec) (CW and CS and others) CW will attend the class assemblies CS has written up the Kestrels assembly SB to write up the Reception Welcome Liturgy, PM to write up the Yr. 6 class mass. There are also opportunities for those governors present to write up the Carol Service 	<p>Governors listed: UL, CW, EC, CS, PM, plus SB</p> <p>MJOS to e-mail governors re Collective worship</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.

St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

	<p>and the Nativities.</p> <ul style="list-style-type: none"> ➤ VW will book a time to meet the PiXL Raising Standards Leader – Shelia Kelly. <p>Allocation of governors for classroom visits in Spring Term 2020:</p> <ul style="list-style-type: none"> ➤ Whole class Guided Reading visit Y3/4 & Y5/6 – VW was minuted as agree to attend this visit. 	visits.
9.	Standards Committee report (due to meet 3rd December 2019)	
10.	Resources Committee report (due to meet 29th November 2019)	
11.	<p>Policies</p> <p>Adoptions and reviews of school policies</p> <p>Communication Code - agreed</p> <p>Complaints Procedure (based on LA model procedure) – agreed. The LA procedure has model letters and a rigours paper based review which is in line with school's current procedures. Chris Meddle, LA Education Officer, advised school to use the LA model. SB asked about a vexatious complainants policy It was clarified that the tabled draft Serial and Unreasonable Complaints Policy covered this – adopted. Clerk references will remain as any emails to clerk address are picked up by the school office and forwarded to MJOS</p> <p>MJOS confirmed that any complaints against the Governing Body will be directed to the Trust board. MB said that the Trust will need to have a policy in place when dealing with any complaints</p> <p>Classroom observation protocol – agreed</p> <p>Critical Incident & Business Continuity Policy - 2 parts adapted from LA model policy which is on Governor Hub CW asked if it could be shared on the Local Governing page on Governor Hub. Fr Simon's phone number will need to be added. Subject to this addition – agreed.</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.

St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

	<p>CS asked about handling questions from the media and if there is anyone in the trust who has had Media Training? CC referred that schools would contact the LA number who would want to be heavily involved in supporting schools with critical incidents. MJOS will add LA number to make it clear that staff should advise media outlets to contact the LA rather than speaking to the media themselves. CS suggested that someone in the trust should have Media Training – MB to action.</p> <p>Critical Incidence Policy is not on the school's public website. Neither are the Human Resources policies - these are available on the school server and in the purple folder in staff room and from the school office.</p> <p>A governor asked whether the key people have read and have knowledge of the Critical incident and guidance; CC confirmed that this is the case.</p> <p>Data Protection Policy – delegated to the Resources Committee. The school will continue to use the LA as the school is currently signed up to the Cambridge ICT Services.</p>	
12.	<p>Governing body membership, Training and Development</p> <p>Update on governor recruitment – Pilgrim article advertising vacancy has been submitted.</p> <p>Feedback from in-house Safeguarding Training session (17.10.19) well attended</p> <p>Feedback from other training attended. – EC attended New Governor on the 14.11.19, FH will book training</p> <p>Feedback on use of NGA website - N/A</p> <p>Feedback on use of Governors for Schools website – N/A</p> <p>Governors are asked to record on governor hub:</p> <ul style="list-style-type: none"> • pecuniary interests • contact details, email and number • if they have read Keeping Children Safe in Education (2019) • all training, including safeguarding training, needs to be recorded on the Governor Hub <p>MJOS shared the news that JS has been with the Governing for 12 years and has reach the end of her term of office. MJOS thanked JS on behalf of all the Governors for all her hard work and extended an invitation for JS to attended the governor's end of year meal as a guest.</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.

St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

13.	Other matter proposed by the LA None	
14.	Parish report The work on the new roof is underway and next year will see work on reordering the sacristy The Church car parking monitoring system is in place Mon-Sat which means if drivers park longer than 30mins they may face a fine. Therefore it is important that you recorded your Car Registration in the system inside the church. If you would like your car reg to be permanently added to the system please give Fr Simon your registration number	
15.	PTA report AR reported back that the PTA's fund raising plans were in place for the academic year. Following a successful year the PTA have been able to give £2000 towards the whole school pantomime and £2500 towards laptops. The Calendar will be out soon and Nativities to be recorded – thanks to Mr Woodford for facilitating this. The PTA have also raised over £1000 through the Usbourne reading scheme which will be used to buy books to support the reading scheme.	
16.	AOB – N/A	
17.	Embedded risk management – N/A	
18.	Dates of future meetings All on Thursdays, 4-6pm unless otherwise stated 30 January 2020 26 March 2020 14 May 2020 18 June 2020 (3.45 pm to receive presentation from 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.

St. Laurence Catholic Primary School Local Governing Body Minutes 14th November 2019

The minutes were approved as a true and accurate record by the LGB on 30.1.2020

Abbreviations:

CAFOD	Catholic Fund for Overseas Development
CPD	Continuing Professional Development
DfE	Department for Education
FGB	Full Governing Body
IPC	International Primary Curriculum
L&A	Learning and Achievement
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

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