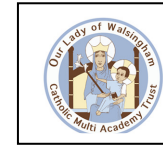


*Through God's grace, a community growing in knowledge and understanding*

**Meeting Date & Time:** Thursday 30<sup>th</sup> January 2020, 4pm – 6.00pm



<b>Attendance &amp; Apologies:</b>								
<b>Foundation Governors:</b>			<b>Parent Governors:</b>			<b>Associate Members:</b>		
Mary Jane O'Sullivan (Chair)	MJOS	P	Adam Rokitnicki	AR	P	Lizzy Bennett (Joint Head of School))	LB	P
Claire Southgate (Vice Chair)	CS	P	Felix Hearn	FH	P	Veronica Harvey (Joint Head of School)	VH	P
Harry Roberts	HR	P				Sonali Kumarakulasinghe	SK	P
Ursula Lowe	UL	P	<b>Co-opted Governor:</b>			Emori Cordero	EC	P
Chioma Ubajaka	CU	P	(none in post)			<b>In Attendance:</b>		
Dr Charlotte Woodford	CW	Ap				Fr Simon Blakesley (Parish Priest)	SB	P
Victoria Worsnop	VW	P	<b>Staff Governors:</b>					
			Phyllis Maynard	PM	P			
			Clare Clark (Executive Headteacher)	CC	P			

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

Documents are available to governors in the **2020 Spring 1** meeting folder on Governor Hub & in the "Monitoring > 2019-20 visit reports" folder

**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**

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	Notes	Actions/Date
0	<b>Opening Prayer</b>  Conducted by Fr Simon	
1.	<b>Pecuniary interests and declaration of interests relating to items on this agenda</b>  N/A	
2.	<b>Approval of minutes of previous meeting (14<sup>th</sup> November 2019)</b>  Approved	
3.	<b>Significant matters arising &amp; outstanding actions from minutes of previous meeting</b>  Re The Learning Tree (whole school art project for Inspire 2020) – note that it was on display at the front of Church for about 6 weeks over Christmas season. Positive comments from parishioners. Congratulate Veronica & Lizzy on new posts as shared Heads of School Critical Incidents policy and LA guidance are now on Governor Hub – in the LGB resources file for any governor to access. (MJOS to ask CT to update contact details)	<b>MJOS 29.2.20</b>
4.	<b>Head of Schools' Report (oral – completed by VH)</b>  <b>Attendance:</b> <ul style="list-style-type: none"> <li>Current Whole School Attendance is 97%</li> </ul> <b>Staffing:</b> <ul style="list-style-type: none"> <li>Moved to the Head of School model with Lizzy and Veronica in role.</li> <li>Support Staff – 27 days' absence; this rises to 74 with the additional inclusions of the 2 MDS who are currently absent due to illness. This absence is being managed in line with the school's sickness policy.</li> <li>Ongoing situation of the TA who has had 52 days of absence due to ill health and school are following further</li> </ul>	

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<p>guidance from EPM</p> <ul style="list-style-type: none"> <li>• School funding figures will be allocated later than normal</li> <li>• 2 PCGE Faculty of Education students</li> <li>• 1 SCITT student</li> </ul> <p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>• We attended a meeting with Helen Bates (Diocesan Assistant Director of Schools' Service) who gave us an update to the new building, the delay lies with the DFE and the Section 77 application which protects playing fields (from being sold off ) Helen has received assurances from the DFE that we will not lose the allocated funding.</li> <li>• Building works at the current Meadows Community Centre – rebuilding of a new shop, community café and 78 affordable dwellings of 1/2 bedrooms. This is positive that it may increase our PAN numbers, but with 56 of the dwellings given over to council rented, this may bring with it increase PP and vulnerable groups.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Updated training with STEPs – allows to roll out to TAs</li> </ul> <p><b>Trust:</b></p> <ul style="list-style-type: none"> <li>• Various MAT curriculum groups have met so far - HOS, English, RE and EYFS</li> <li>• Moderation session took place in late January</li> </ul> <p><b>Formal Monitoring</b></p> <ul style="list-style-type: none"> <li>• Lesson Observation on Math Mastery completing this week and next</li> <li>• RE book scrutiny and learning walk with a focus on learning environment</li> </ul> <p><b>Wider Community</b></p> <ul style="list-style-type: none"> <li>• HoS will attend the Parish Open forum</li> <li>• First Communion (33) children have started the “I belong” sessions in preparation for the Sacrament.</li> </ul>	
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5.	<p><b>Key points from current RAP and SEF, including Catholic Self Evaluation ahead of anticipated Section 48 Inspection</b></p> <p>Any outstanding Collective Worship reports from Governors to be uploaded as soon as possible.  Upcoming Collective Worship Dates: Ash Wednesday Mass – 26<sup>th</sup> Feb  Stay &amp; Pray – 13<sup>th</sup> March  Stay &amp; Pray – 20<sup>th</sup> March  Maundy Thursday – 2<sup>nd</sup> April  Passion Play – 3<sup>rd</sup> April</p> <p>All governors were asked to write a brief report if attending a Collective Worship Session. It was agreed that if any governor is able to attend one of the above and write up a report, they will contact VH in advance to confirm their attendance.  MJOS asked the Governors to look at the examples on the HUB of previous visit write-ups to use as a guide when writing a report.  MJOS reminded the Governors that the RE Subject Leadership Action Plan is in the Autumn 2019 Standards Committee meeting folder on Governo Hub.  MJOS asked, in view of the Section 48 inspection and the CU would be leaving St Laurence soon, if there would be another Governor interested in being an additional RE Governor - UL agreed.  Section 48 date needs to be shared with Governors and Parish Priest as soon as contact has been made.</p>	<p><b>All govs</b></p> <p><b>UL</b></p>
6.	<p><b>Trust CEO's Report</b></p> <p>Papers from the meeting were shared in order to compare St Laurence with other OLW schools. <b>A governor asked</b> where the data come from CC answered from the schools website  CC confirmed that St Albans Secondary in Ipswich was inspected – the result is embargoed at the moment.</p>	
7.	<p><b>Chair's business</b></p> <p>MJOS shared her findings from the St Louis Governor day. In total there were 7 Govs the CEO of the MAT and CC present. MJOS outlined her observations and introduced that the Trust favour that all the OLW schools follow this model. The idea is that we choose 3 dates fixed for the monitoring day throughout the school year</p> <ul style="list-style-type: none"> <li>• The day ran from 9am-4pm. No class visits, although this has happened on other days. Governor attended Assembly a meeting with the HoS, a mini book scrutiny in phases, pupil interviews, lunch with staff and then a report writing session at the end of the day.</li> <li>• MJOS offered to arrange for Governors from St Laurence to attend another one of the days at St Louis. She found</li> </ul>	<p><b>Any gov interested in visiting another</b></p>

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	<p>it motivating and collaborative.</p> <ul style="list-style-type: none"> <li>• Pros – Everything was completed in one day and the Governors has a visible presence in school. Cons – It is a big time commitment and once days are fixed there is less flexible. All governors would be expected to attend at least 1 of the 3 visits</li> <li>• <b>A governor asked</b> if the visits would have a thematic approach - MJOS said yes and that it was vital to have a clear focus for the day. CC felt it would be a best use of time to tick a lot of boxes in a concentrated period of time.</li> <li>•</li> <li>• A governor voiced that the time commitment on the Governors needed to be considered and how it would be communicated to new members of the Governors body as the commitment to be in school has increased. <b>Governors agreed</b> that if we adopted this approach to visits we would drop the separate committee meetings</li> <li>• MOS asked the Governors to think about what they could commit to as individuals. <b>A governor commented</b> that for a new Governor, it would be a good model to get to know other Governors and staff and to be supported in completing visits.</li> <li>• MJOS asked governors to consider whether or not they would want to hold the LGB meeting on the same day as well</li> <li>• <b>Governors agreed</b> to make a final decision in the Summer Term on whether to move to this model of governor monitoring for the 2020-21 academic year.</li> <li>• Smart Survey costs £243. The plan is to run the parent questionnaire using the new parent OFSTED questions and an additional Section 48 question (to be provided by VH) before the parent consultations. CU and CS agreed to host the questionnaire Current subscription runs out on the 6<sup>th</sup> March. In response to a question about whether support would be available for parents that might find tech items tricky VH said that they would be supported.</li> </ul>	<p><b>school's motoring day to contact MJOS</b></p> <p><b>CU &amp; CS by 5.3.20</b></p>
8.	<p><b>Safeguarding</b></p> <p>All members of the governing body have declared on Governor Hub that they have all read the updated Keeping Children Safe in Education. Some members need to update their DBS numbers on the Hub page. From now on as members receive their DBS they will need to update it onto Hub. MJOS will contact members individually to remind them to update</p>	<p><b>All/MJOS by 29.2.20</b></p>
9.	<p><b>Governing Monitoring – Reports are in the “Monitoring &gt; 2019-20 visit reports” folder on governor hub</b></p> <p><b>Update on visits from Autumn term 2019:</b></p> <ul style="list-style-type: none"> <li>• Power Maths visit Rec and Y1 (UL) - deferred to Spring Term – UL is arranging</li> <li>• Governor meeting with VH and CC to be involved in updating the SEF (CW) – CW to email VH to arrange</li> <li>• Gov meeting with VH &amp; AR to review Catholic SEF – done 30.1.20 - report to be written</li> </ul>	<p><b>All gobs</b></p>

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	<ul style="list-style-type: none"> <li>• Stay and Pray (JSc – report on governor hub; EC to write a report too)</li> <li>• Meeting with PiXL Raising Standards Leader (VW) – 25<sup>th</sup> Feb</li> <li>• Kestrels class assembly (CS – report on governor hub)</li> <li>• Carol service - 18<sup>th</sup> Dec 2pm (EC - report to be written)</li> <li>• Reception Nativity performance (MJOS – report on governor hub)</li> <li>• Reception Welcome Liturgy (SB - report written)</li> </ul> <p><b>Visit done so far in Spring Term 2020</b></p> <p>Feedback from Autumn Term RAP review (MJOS, VW, CS – report written)</p> <ul style="list-style-type: none"> <li>• Overall, the introduction of PiXL has been positive; the school is extending the use of this particularly to accelerate progress in writing</li> <li>• Phonics in EYFS/Yr 1 is a focus being addressed</li> <li>• Writing (including boys' writing) is a focus being addressed</li> <li>• Teachers' understanding of accountability in terms of Foundation subject leadership has further improved</li> <li>• Use of Trust network to support key elements of school improvement is developing.</li> </ul> <p><b>Visits planned for Spring Term 2020:</b></p> <ul style="list-style-type: none"> <li>• Whole class Guided Reading visit Y3/4 &amp; Y5/6 - VW and CW</li> <li>• Maths Challenge day 20<sup>th</sup> March</li> <li>• Catholic Life of School Monitoring Opportunities – see item 5</li> <li>• 11<sup>th</sup> March – SEND VW JR</li> </ul>	
10.	<p><b>Standards Committee report (met 3<sup>rd</sup> December 2019)</b></p> <p>CS noted that there may be possible duplication on meetings 17<sup>th</sup> March next meeting</p>	
11.	<p><b>Resources Committee report (met 29<sup>th</sup> November 2019)</b></p> <p>Anonymised pay recommendations for 2019-20 were considered in more details at the 29<sup>th</sup> November meeting</p>	

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	Next meeting: 2 <sup>nd</sup> March 8am	
12.	<p><b>Policies</b></p> <p><b>Adoptions and reviews of school policies</b> (available on governor hub)</p> <ul style="list-style-type: none"> <li>• Inclusion (SEND) – held over to next LGB meeting</li> <li>• Accessibility Plan – held over to next LGB meeting</li> </ul> <p><b>Adoption of Trust policies</b> (available on Trust public website): The following 3 policies were adopted:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Holidays in Term Time</li> <li>• Whistleblowing</li> </ul> <p>Adoption of Attendance policy from Trust - VH share with EWO and parents.</p> <p>VH will share whistleblowing policy with staff on My Concern &amp; flag to staff that the above 3 policies are on the Trust website</p>	<p><b>VH by 14.2.20</b></p>
13.	<p><b>Governing body membership, Training and Development</b></p> <p>One current vacancy: it was agreed that EC will take up this vacancy as a Foundation governor</p> <p>One vacancy anticipated in the Summer Term (could be filled by either a Foundation or Co-opted governor). Governors were asked to consider future possible governors and share ideas with MJOS.</p> <p>UL attended webinar on safer recruitment hosted by Gov for schools – the link to this is on the school's Governor Hub (LGB Resources folder).</p> <p>UL will log training attendance on Gov Hub. Would recommend</p> <p>FH went to the new to governance training</p> <ol style="list-style-type: none"> <li>1. Clerk – Trust is advertising for clerk. Trust schools do not legally need a "paid" clerk unlike grant maintained.</li> <li>2. School website– has been audited in the past year by the Trust and is compliant. <b>Governors agreed</b> that a governor will audit it in the 2020-21 academic year.</li> <li>3. Long term strategic plan – Gobs have a 5 yr plan (2016-20) which will be reviewed again in Summer Term 2020. We now sit under the umbrella of the Trust so the strategic planning sits at Trust level ie governors will not develop</li> </ol>	<p><b>All gobs by 19.3.20</b></p> <p><b>UL by 19.3.20</b></p>

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	<p>another strategic plan beyond this academic year.</p> <p>Governors noted that the only LA Governance Termly Briefing for the Spring Term was on 28.1.20 in Peterborough. Dates for Cambridge Summer Term Governance Briefings are:  Mon 11 May 20 Cambridge Professional Development Centre, CB2 9NL 1.00pm-3.00pm  Wed 13 May 20 Cambridge Professional Development Centre, CB2 9NL 7.00pm-9.00pm</p> <p>Governors discussed dates for our governors to attend LGB meetings in another Trust primary school. MJOS will co-ordinate with CS, CW &amp; SK.</p> <p>There is now the facility for governors to record on Governor Hub that they have read the school's Governors' Code of Practice; some governors have already done this</p> <p>All non-staff governors have recorded their annual Declaration of Interests on Governor Hub. (School staff record it on school records)</p>	<p><b>LGB 14.5.20</b></p> <p><b>All gobs to consider whether they can attend</b></p> <p><b>MJOS/CW/C S/SK by 19.3.20</b></p> <p><b>Remaining gobs to record by 29.2.20</b></p>
14.	<p><b>Other matter proposed by the LA:</b></p> <p><b>Governors noted the following publications and consultations</b></p> <ul style="list-style-type: none"> <li>• EYFS Reforms (DfE consultation closes 31.1.20) <a href="https://consult.education.gov.uk/early-years-quality-outcomes/early-years-foundation-stage-reforms/">https://consult.education.gov.uk/early-years-quality-outcomes/early-years-foundation-stage-reforms/</a></li> <li>• County Exclusion Guidance (consultation closes 14.2.20) available at <a href="https://www.cambslearntogether.co.uk/asset-library/exclusions-guidance-jan-2020.pdf">https://www.cambslearntogether.co.uk/asset-library/exclusions-guidance-jan-2020.pdf</a></li> <li>• DfE Guidance on Character Education for Children and Young People (published Nov 2019) <a href="https://www.gov.uk/government/publications/character-education-framework">https://www.gov.uk/government/publications/character-education-framework</a></li> <li>• DfE Guidance on Engaging parents with relationships education policy (published Oct 2019) <a href="https://www.gov.uk/government/publications/engaging-parents-with-relationships-education-policy">https://www.gov.uk/government/publications/engaging-parents-with-relationships-education-policy</a></li> </ul> <p><b>A governor asked</b> what actions the school needed to take to comply with this guidance. CC confirmed that the school's existing policy for Relationship &amp; Sex Education already covers the necessary content and has been</p>	

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	<p>shared with parents each time it has been reviewed (last reviewed January 2019, next review due January 2021). <b>Governors agreed</b> that there is no need for the school to arrange for additional parental consultation.</p> <ul style="list-style-type: none"> <li>DfE &amp; EEF guidance on Pupil Premium Effective Use &amp; Accountability <a href="https://www.gov.uk/guidance/pupil-premium-effective-use-and-accountability">https://www.gov.uk/guidance/pupil-premium-effective-use-and-accountability</a>  <a href="https://educationendowmentfoundation.org.uk/public/files/Publications/Pupil_Premium_Guidance_iPDF.pdf">https://educationendowmentfoundation.org.uk/public/files/Publications/Pupil_Premium_Guidance_iPDF.pdf</a></li> </ul>	
<b>15. Parish report</b>	VH attended the Parishioners' Open Meeting on 28.1.20	
<b>16. PTA report</b>	Fundraising has been successful at events so far this year, with another disco booked and regular cake sales ongoing	
<b>17. AOB</b>	<p>A member a positive response she had received by a parent from the Education Psychologist regarding the report that was written by the Inclusion and Class teacher.</p> <p>Governors noted that in the recently published national "Real Schools Guide" St Laurence is rated in the top 5 school in Cambridgeshire and within the top 6.5% in the country</p>	
<b>18. Matters to be brought to the attention of the Trust Board</b>	<p>The spelling on some of the MAT policies – it has been noted by members of our Governing body and Parents.</p> <p>The employment of a MAT clerk</p> <p>Software package for parent surveys</p>	<b>MJOS to feedback to MB (link Director) by 7.2.20</b>
<b>19. Financial risk management</b>		
<b>20. Dates of future meetings</b>	<p>All on Thursdays, 4-6pm unless otherwise stated</p> <p>26 March 2020</p> <p>14 May 2020</p> <p>18 June 2020 (3.45 pm to receive presentation from School Council)</p>	

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These minutes were approved by the Local Governing Body on 14<sup>th</sup> May 2020

**Abbreviations:**

CAFOD	Catholic Fund for Overseas Development
CEO	Chief Executive Officer
CPD	Continuing Professional Development
DfE	Department for Education
EEF	Education Endowment Fund
EPM	Education Performance Management
EWO	Education Welfare Officer
FGB	Full Governing Body
IPC	International Primary Curriculum
L&A	Learning and Achievement
LA	Local Authority
MAT	Multi-Academy Trust
MDS	Midday Supervisor
NGA	National Governance Association
NPQ	National Professional Qualification
PAN	Published Admissions Number
PGCE	Post Graduate Certificate of Education
PP	Pupils Premium
OLW CMAT	Our Lady of Walsingham Catholic Multi-Academy Trust
QTS	Qualified Teacher Status
RAP	Raising Attainment Plan
SCITT	School Centred Initial Teacher Training
SEND	Special educational needs and disabilities
SLT	Senior Leadership Team
TA	Teaching Assistant

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