

Our Lady of Lourdes Catholic Primary School

Minutes of an Admissions Committee Meeting – 23 February 2018 at 1.30pm at the school

Present: Paul Beverton (Headteacher), Mel Fane, Giulia de Rosa, Helen Snow (from 2.22pm onwards – agenda item 8)

In attendance: Ian Watson (Committee Chair and Foundation Governor awaiting re-appointment)

Apologies: Peter Tierney

Quorum: Three committee members and the Headteacher. Two committee members and the Headteacher were present for agenda items 1, 7 and 8, when the meeting was not quorate. Three committee members and the Headteacher were present for agenda items 2-6 and 9, and the meeting was quorate for these items.

Clerk: Ruth Ai

Minutes signed by: _____ Agreed on: _____

1.	Prayers, welcome and apologies for absence	Actions
	<p>The committee agreed that Ian, although not currently a governor, should chair the meeting due to his experience on Admissions.</p> <p>The Headteacher opened the meeting in prayer.</p> <p>Apologies were received and accepted from Peter Tierney. The committee was advised that Helen Snow had to deal with an emergency and would arrive as soon as possible. As the meeting would not be quorate without her, it was agreed that items not requiring a decision should be discussed first.</p> <p>Agenda items 7 and 8 were discussed first, before item 2.</p>	
2.	<p>Declaration of interests in agenda items</p> <p>None.</p>	
3.	<p>Minutes of the last meetings</p> <ul style="list-style-type: none"> • <i>To agree accuracy</i> <p>The minutes were agreed as a true record and signed by the Chair.</p> <ul style="list-style-type: none"> • <i>Matters arising, including action points</i> <p>All actions have been completed and did not require further discussion.</p>	
4.	<p>To approve the Appeals Information Timetable</p> <p>Approved:</p> <p>The committee unanimously approved the Appeals Information Timetable.</p>	
5.	<p>To determine Admissions Arrangements for 2019-20</p> <p>The school would like to offer Open Evenings to prospective parents, and it was agreed that this information should be added to the policy.</p> <p>Approved:</p> <p>Subject to rephrasing part of the paragraph “Visiting the School” to “Parents/carers are welcome to arrange a visit or attend an Open Evening. More details can be obtained by contacting the school office on 01273 306980 or visiting the school website”, the Committee unanimously approved and determined the Admissions Arrangements and Supplementary Information</p>	

	Form.	
6.	<p>Assessment and ranking of applications for admission to Reception September 2018</p> <p>25 first and second choice applications have been received, and the committee ranked them according to the criteria set out in the Admissions Policy. As fewer applications were received than spaces available, all applications were accepted. It was noted that some applicants used the wrong SIF. There were 17 Catholic applicants (68%).</p>	
7.	<p>To discuss implications of new General Data Protection Regulations (GDPR) on responsibilities of the Admissions Committee – feedback from the Diocese about changes to the SIF etc</p> <p>Ian reported that he had spoken with a lawyer specialising in GDPR who confirmed that it is not absolutely necessary to be 100% compliant by 25 May, but that the school must be in the process of preparing. The SIF is a document produced by the Diocese and should not be changed without Diocesan approval. The Diocese have so far not produced any advice on the matter, but have confirmed that they are looking into it. Ian will continue to check with them regularly.</p>	IW
8.	<p>To consider actions to be taken to promote the school with a view to increasing applications in future years</p> <p>The committee discussed a number of proposals suggested by email and collated into a document prior to the meeting.</p> <p>1. <u>Investigate how to and change the blurb on the LA records (pamphlet and website details) that go out to prospective parents</u></p> <p>It was noted that the blurb on the LA records is taken from the Admissions Policy by the LA and is the same for all Catholic schools. It was agreed that Ian should check with the LA whether this can be changed. If so, appropriate wording will be agreed.</p> <p>2. <u>Make sure our website shows that we do not fill with Catholics and that all applicants have a good opportunity of getting a place</u></p> <p>It was agreed that the following sentence should be displayed on the home page of the school website: Although we are a Catholic school we welcome members of all faiths and none into our community.</p> <p>The Chair of Governors and the Headteacher will also work together to compile a welcome message to feature on the homepage, together with photos.</p> <p>3. <u>Proactive visits by the Reception teacher to larger feeder nursery provision</u></p> <p>The Headteacher confirmed that the Reception teacher has agreed to visit feeder nurseries to proactively promote the school. Pamphlets could also be sent to nurseries and open days/evenings advertised, with an invitation to nursery staff. The Headteacher will continue to discuss further details with the Reception teacher.</p> <p>4. <u>Place boards in both parish churches that can be updated termly</u></p> <p>The committee was informed that someone had arranged for a small noticeboard in the entrance lobby to be provided in Our Lady of Lourdes church. However, it was agreed that this is too small, and another one should be put up in the parish hall (board to be provided by the school). Ian will follow this up.</p>	<p>IW</p> <p>RA</p> <p>GdR, PB</p> <p>PB</p> <p>IW</p>

	<p>The board would be updated regularly by Giulia with children’s work, newsletters and PTA events.</p> <p>Fr Ian in Peacehaven is currently unwell. It was agreed that a noticeboard in Peacehaven should be pursued when he is better.</p> <p>Giulia will speak with someone at St Patricks in Woodingdean to obtain a space there.</p> <p><i>5. <u>Place in Church newsletters and raise profile - particularly in Peacehaven</u></i></p> <p>It was agreed that the Headteacher would ask office staff to email information to the church office when sending out the school newsletter.</p> <p><i>6. <u>Write to local newspapers to let the locality know of what we are doing - as Ian and Mel have done recently</u></i></p> <p>An article has gone in the Deans Magazine. The Headteacher and Mel have met with representatives from Rottingdean Village News who were very positive about the school. Further submissions need to be coordinated appropriately so that articles are different in the Deans Magazine and the Rottingdean Village News.</p> <p>The Headteacher will continue to remind staff to pass on relevant information.</p> <p><i>7. <u>Place events and pictures in the A and B news</u></i></p> <p>The Headteacher confirmed that a news article has been submitted for this month. Articles in the “Celebrating our School” section cost £225 for five photos and a blurb. It was suggested that, if it is considered worth it, the PTA could cover the cost. As news articles are free, it was agreed that news articles supplied to the Rottingdean Village News and the Deans Magazine could be submitted.</p> <p><i>8. <u>To put a link to Parent View on the school website where the testimonials are encouraging parents to visit Parent View as well</u></i></p> <p>The clerk will add a link to that part of the website.</p> <p><i>9. <u>To have Parent View as a rolling agenda item with the Parent Council until parents are fully aware of it</u></i></p> <p>Parent View will also be promoted on the Parent Council Facebook page – Mel to arrange – and again through the newsletter – Paul to arrange.</p> <p><i>Helen Snow arrived 14.22pm</i></p> <p><i>10. <u>To add picture gallery to website</u></i></p> <p>Ian will discuss details with Joanna Janse van Vuuren (website administrator).</p> <p><i>11. <u>Keep calendar on website updated</u></i></p> <p>Ian to speak with Joanna about automating updating of the calendar on the website.</p> <p>The clerk will meanwhile update the calendar with dates from the newsletter.</p> <p><i>12. <u>Report back from meeting between Headteacher, Mel Fane and Nick Fame with Graham and Stephanie Shepherd (editors of Rottingdean Village News and organisers of Rottingdean Village Fair) to discuss ways to strengthen ties and increase profile of the school within the community</u></i></p> <p>The school will have a stall at the Village Fair again. The PTA will also have a stall at the Woodingdean Carnival.</p> <p>Helen will investigate events in Peacehaven, in particular church fair.</p>	<p>GdR</p> <p>GdR</p> <p>PB</p> <p>PB</p> <p>RA</p> <p>MF PB</p> <p>IW</p> <p>IW RA</p> <p>HS</p>
--	--	---

	<p><i>13. To consider a banner on the railing to make school more visible</i></p> <p>A number of options were discussed, and it was agreed that a solid Perspex board is preferable as it is more durable and just display OLOL name and logo.</p> <p>Mel agreed to investigate prices.</p> <p>It was noted that, if a board is fixed to the wall permanently, it will have to be approved by the Rottingdean Parish Council.</p> <p><i>14. Leaflet/prospectus</i></p> <p>It was agreed that a small brochure should be produced: A5, four pages (eight pages in printing terms). The clerk will find out prices for different quantities.</p> <p>It was noted that the school should be marketed as “Our Lady’s Rottingdean”, or “Our Lady of Lourdes, Rottingdean”, to give it a grounding by referring to the location.</p>	<p>MF</p> <p>RA</p>
<p>9.</p>	<p>To note proposed changes to Schools Admission Code</p> <p>Governors were advised through the NGA newsletter that it is intended to change the Admissions Code to ensure children previously in care outside of the United Kingdom should also receive highest priority for admission into a school in England. The committee chair has consulted with the Diocese and been advised that this should be considered in a future policy.</p> <p>The meeting closed with Hail Mary, at 3.39pm</p>	

Documents circulated prior to and at the meeting:

Minutes of the last meeting

Appeals Timetable

Admissions Policy 2019-20

SIF 2019-20

Summary of thoughts on promoting school

Letter from Nick Gibb re Admission of children previously in care outside of the UK