

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body to be held on Thursday 27 September 2018 6.30pm – to be preceded by a walk through the grounds at 6pm

The three core strategic functions of the Governing Body:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- c. Overseeing the financial performance of the school and making sure its money is well spent

In this meeting governors will be mindful of equalities issues in all agenda items

Present: Pier Anscombe, Paul Beverton (Headteacher), Noreen Buckley, Mel Fane, Sandra Hogan, Clive Müdd, Zouhour Robinson-Zaabar, Giulia de Rosa (Chair), Peter Tierney, Ian Watson, Lara Williams

Apologies: Adrienne Nnadi, Dee Simson, Helen Snow

In attendance: Anita Philbrook

Quorum: Seven governors. 11 governors were present. The meeting was quorate.

Minutes signed by: _____ Agreed on: _____

Action points **bold**. Questions to the school **highlighted**. Decisions **bold italic**

1.	<p>Welcome</p> <p><i>1.1 Prayers</i> The chair opened the meeting in prayer</p> <p><i>1.2 To consider Apologies for Absence</i> Apologies were received and accepted from Adrienne Nnadi, Dee Simson and Helen Snow.</p> <p><i>1.3 Declaration of business interests or interests of loyalty in agenda items</i> None.</p> <p><i>1.4 To review register of interests (annual review)</i> Not all declarations had been received at the time of the meeting, and the clerk will email the register to all governors once completed. There were not sought to be any declarations that would require discussion.</p>	Actions
	<p>Assessment system The Deputy Headteacher gave a presentation on the assessment system as an introduction for new governors and a reminder for all others. This included the Objective Tracker and the Assessment Tracker.</p>	
2.	<p>Minutes of last meeting – 12 July 18</p> <p><i>2.1 To agree accuracy</i> The minutes were agreed as a true record and signed by the Chair.</p> <p><i>2.2 To discuss matters arising and action points completed</i> Paul's actions: It has been difficult to get in touch with Fr Ian. Ian offered to arrange a date on behalf of Paul, to give a brief talk about the school at the end of a service. It was suggested that the same could be done at OLOL</p>	IW

	<p>church, and Paul will discuss this with Fr Benny. Items for displays at OLOL church will be passed on to a staff member. Mel's actions: Parent council meeting will take place on Monday 8 October, and Mel will be able to complete her actions then. Pier's actions: Pier will remind teachers now to inform their link governors of trips, as it is the beginning of the year. Some new governors have not received the newsletter, and the clerk will ask the office to use the governors' group email. Ruth's actions: Dates for Governance Briefing Meetings have been circulated to all. The first meeting clashes with this FGB meeting, but Mel agreed to attend the next one. A meeting of the GDPR working group has been arranged. Actions for all: Governors have not yet attended Monday assembly, but positive feedback has been received from Fr Benny. Governors were reminded to advise the Headteacher if they wish to attend (clerk copied in to add to visit record).</p>	<p>MF RA MF All</p>
<p>3.</p>	<p>Governors <u>3.1 To receive an update on Governing Body membership</u> Peter's term of office expires at the end of November. No other terms expire during this academic year. <u>3.2 To discuss and if thought fit agree to reappointment of co-opted governor</u> In Peter's absence, governors discussed his contributions and whether his skills set is still of value. Agreed: Governors unanimously voted to reappoint Peter for another term of one year. <u>3.3 To consider and agree to Governor Code of Conduct</u> The clerk highlighted the section on "commitment" and reminded governors that this includes checking emails regularly, so that no meetings are missed. It was noted that security settings for school email mean that emails cannot be forwarded to other accounts, nor downloaded to a phone. To enable download to phone, the clerk will email the Mobile Email Access Policy to all governors. Agreed: All governors agreed to subscribe to the Code of Conduct. <u>3.4 To appoint governor responsible for regularly contributing to Governors' Corner in the school newsletter</u> Governors appreciated Adrienne's contribution over the last year to provide parents with a regular brief update on governors' activities through the newsletter. Giulia agreed to take on overall responsibility for this, and all governors committed to contributing something once in a while and forward to Giulia. If no contributions are received, Giulia will include common themes and key messages. This will alternate with a photo and pen portrait of one governor at a time. All governors were asked to send their pen portrait to Giulia now. The pen portraits and photos will also be added to the school website. <u>3.5 To appoint another governor/more governors to the Pay Committee</u> Two additional governors, Zouhour Robinson-Zaabar and Peter Tierney, were appointed to the Pay Committee.</p>	<p>RA All RA</p>

	<p>3.6 <u>To review governor</u> training</p> <ul style="list-style-type: none"> • Training attended last year <p>It was the GB target that all governors should attend at least one training session or module. This was nearly achieved (except two). All training is recorded on the training tracker.</p> <ul style="list-style-type: none"> • Feedback from training attended <p>Mel has done three online training modules and will send out information to all governors how to access these.</p> <p>Zouhour has attended New Foundation Governor training at the Diocese and was advised that, although there is a course fee, the Diocese may waive this if schools cannot afford it.</p> <ul style="list-style-type: none"> • Forthcoming training opportunities <p>Not discussed.</p>	MF
4.	<p>Headteacher's Report and Governor Action Plan</p> <p><u>4.1 HT Verbal Update to include</u></p> <p>4.1.1 End of year external data</p> <p>4.1.2 Summer Term internal data</p> <p>4.1.3 SEF</p> <p>The Headteacher referred to the previously circulated At a Glance LA Data sheet and explained that these headlines are due to change and percentages will increase as one child will be removed from the data. Accelerated progress has been made in both Maths and Reading.</p> <p>Early Years Data: 80% achieved a Good Level of Development (GLD).</p> <p>Phonics Screening: 89% worked at expected level in Y1, and 100% in Y2.</p> <p>Greater Depth results were very good.</p> <p>Focus areas for this year:</p> <p>Writing both in KS1 and KS2</p> <p>Disadvantaged Pupils</p> <p>English as an Additional Language (EAL) Pupils</p> <p>Boys</p> <p>The Headteacher explained that until now he had focused on improving progress and attainment of pupils, and now that this has been achieved, and teachers are more confident with the new National Curriculum, subject leadership will be developed further and emphasis be put on the Creative Curriculum. He further thanked governors for the resources they had made available to him to give vulnerable pupils the support they need. Governors thanked him for his openness and also asked to pass on a card of thanks to staff.</p> <p>Further to be developed: Action Research</p> <p>4.1.4 GDPR</p> <p>Governors were advised that Paul Platts has been commissioned by the South Eastern Grid for Learning (SEGfL) to carry out audits. The GDPR Working Group will meet to discuss policies provided through SEGfL. Various versions and amendments have been circulated, and the Headteacher suggested it would be wise to wait with adopting policies until a finalized version is published.</p>	

	<p><u>4.2 To receive a brief summary of the Strategic Group Meeting and to identify Governor Actions for 2018-19</u></p> <p>The Chair went through the minutes of the Strategic Group, which will be circulated to governors after the meeting.</p> <p>Governors were advised that:</p> <ul style="list-style-type: none"> • Success criteria have been achieved • When attending Pupil Progress Meetings and writing visit reports, to remember the key focus areas • It is down to personal preference whether to use visit report forms or free form. • A curriculum report template has been created, which teachers will be asked to use when reporting to Q&S. The Headteacher will discuss with staff. The form will also be useful for subject link governors who do not find the time to visit their subject leader, as it can be completed by email, provided staff are given sufficient time to do so. <p>4.2.1 Outcomes for Pupils</p> <p>4.2.2 Quality of Teaching Learning and Assessment</p> <p>4.2.3 Leadership and Management</p> <ul style="list-style-type: none"> • To review subject link governors <p>4.2.4 Personal Development, Behaviour and Welfare</p> <p>4.2.5 Any other Governor Actions</p> <p>Noreen and Zouhour agreed to be part of the governors' group focusing on Theme 4 of the Single Plan (Personal Development, Behaviour and Welfare). As all other link responsibilities are allocated already, the new governors will shadow some existing links.</p> <p>The clerk will obtain still outstanding monitoring dates from staff.</p>	RA
5.	<p>School Development Plan</p> <p><u>To consider further input into the draft School Development Plan</u></p> <p>Success criteria and time frames still need to be identified and added to the draft SDP, and it was agreed that it is important that the final document is owned by everyone. It was agreed that a Working Group meeting should be arranged to which all governors are invited, although being realistic, not all will be able to attend. The clerk will circulate a doodle poll to all governors for after half term, day time dates, two hours minimum.</p>	RA
6.	<p>The School</p> <p><u>6.1 To continue discussions on how to promote the school referring to Marketing Action Plan</u></p> <p>Peter's suggestion made at the Resources Committee meeting was discussed further, ie to invite nurseries to an activity/sports day. This is expected to help with recruiting and also to establish links with the community. The suggestion was developed further, and it was agreed that this could be a targeted approach over the rest of the academic year:</p> <ul style="list-style-type: none"> • Firework night • Christmas Fair • Easter activity • Summer Sports day <p>It was agreed that the Easter and Summer activities should be discussed further at the Autumn 2 FGB meeting.</p>	

	<p>For the forthcoming Open Days, Mel will draft a banner and arrange for it to be produced.</p> <p>Pier will design labels for the remaining leaflets. These will be distributed as follows:</p> <p>Parents – volunteers will be sought to distribute in their local areas.</p> <p>Headteacher and Chair to draft a letter asking parents for their help</p> <p>Clive – libraries</p> <p>Pier – known feeder nurseries</p> <p>Ian – Ovingdean</p> <p>Zouhour – Peacehaven nurseries</p> <p>Noreen – Saltdean toddler groups and nurseries</p> <p>Peter will research the target market.</p> <p><u>6.2 To discuss how to celebrate 50th anniversary next year</u></p> <p>Some discussion took place on the benefit of celebrating the anniversary. Governors agreed that it strengthens links with the community and is also a form of advertising the school.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> • Ruth to make link to document in governors’ online files • All to contribute to document above and suggest what would be a good way to celebrate • Paul to find out exact opening date from Diocese 	<p>MF</p> <p>PA</p> <p>PB/GdR</p> <p>CM</p> <p>PA</p> <p>IW</p> <p>ZRZ</p> <p>NB</p> <p>PT</p> <p>RA</p> <p>All</p> <p>PB</p>
7.	<p>End</p> <ul style="list-style-type: none"> • <u>AOB from Resources:</u> <p>The Resources Committee reported that governors had borrowed money from the school budget to keep the Governors’ Fund solvent and then requested that governors delay paying it back. However, the school has also supported the PTA for work undertaken in the grounds (to be reimbursed by the PTA), and therefore there is temporarily not sufficient money in the maintenance budget. (This will be rectified when the PTA has reimbursed the school.) The school asks FGB to approve virement of £5,000 from Short Term Contingency to Buildings Maintenance, as this amount is outside of the Resources Committee remit.</p> <p>Agreed:</p> <p>FGB unanimously approved the proposed virement.</p> <p>The Headteacher reminded governors that last year’s LCVAP bid for refurbishment of the stairwell, glazing and corridors had not been granted. As this was also an issue highlighted as an urgent matter (to be completed within two years) in the Condition Survey, it is proposed to submit the same bid again this year, and highlighting the urgency.</p> <p>Agreed:</p> <p>FGB unanimously agreed to the proposed LCVAP bid.</p> <p>The Headteacher will circulate draft bid to all governors for comments.</p> <ul style="list-style-type: none"> • <u>Prayers</u> <p>The Chair closed the meeting in prayer.</p>	<p>PB</p>

Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Governors' Code of Conduct
NGA Article on Code of Conduct
At a Glance Data Sheet
KS1 LA School Information Pack
KS2 LA School Information Pack
Summer 2018 Data Report
Single SEF
GB Action Plan
Sample Curriculum Report
Draft School Development Plan
Marketing Action Plan