

# Our Lady of Lourdes Catholic Primary School

## Minutes of a meeting of the Full Governing Body held on Thursday 6 December 2018 6.30pm

### 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), Mel Fane, Sandra Hogan, Clive Müdd, Adrienne Nnadi, Giulia de Rosa (Chair), Helen Snow, Peter Tierney, Ian Watson,

**Apologies:** Zouhour Robinson-Zaabar, Dee Simson, Lara Williams

**Not present:** Noreen Buckley

**In attendance:** Anita Philbrook

**Quorum:** Seven governors. 10 governors were present. The meeting was quorate.

Minutes signed by: \_\_\_\_\_ Agreed on: \_\_\_\_\_

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

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| 1. | <p><b>Welcome</b></p> <p><i>1.1 Prayers and thanksgiving</i></p> <p>The Headteacher opened the meeting with an Advent prayer.</p> <p><i>1.2 To consider Apologies for Absence</i></p> <p>Apologies were received and accepted from Zouhour Robinson-Zaabar, Dee Simson and Lara Williams. No apologies were received and therefore not accepted from Noreen Buckley.</p> <p><i>1.3 Declaration of business interests or interests of loyalty in agenda items</i></p> <p>No interests were declared.</p>   | Actions |
| 2. | <p><b>Minutes of last meeting – 27 September</b></p> <p><i>2.1 To agree accuracy</i></p> <p>The minutes were <b>agreed as a true</b> record and signed by the Chair.</p> <p><i>2.2 To discuss matters arising and action points completed</i></p> <p><b>Paul's actions:</b> Deeds have been located, but they do not contain references to a date. Further enquiries will be made to find out the exact date of school opening.</p> <p>All other actions have been completed and did not require further discussion.</p> <p><b>It was noted that some thought should be given to changing and updating the flyer for next year.</b></p> | ??      |
| 3. | <p><b>Brief feedback from recent Ofsted visit – all</b></p> <p>The Chair congratulated all for their input into the very positive Ofsted report. This has been shared on Facebook. One parental comment to this was shared: "We don't need a piece of paper to know that the school is good", which was much appreciated by governors.</p>  |         |



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|  | <p>Governors ascertained that all teachers are happy with their area of subject responsibility. Some areas of responsibility were reviewed since the beginning of the term, ie Reading and Writing are now a combined area (English), but split up into KS1 and KS2. Early Years English is covered by the Early Years leader.</p> <p><u>4.4.2 Governor Actions – completed, outstanding, new</u></p> <p>Three visits reports have been received (Clive Mudd visited on two occasions, Mass and Assembly, and Sandra Hogan conducted a SEND Link governor visit). Governors were re-allocated responsibilities to reflect change in how English is led within school.</p> <p>Governors discussed whether a Handwriting Link Governor should be appointed, as this was picked up as an area of focus by Ofsted. Handwriting is not a separate subject area with its own subject leader. The implementation of the Handwriting Policy and the Letter Join programme will continue to be monitored by the school through pupil conferencing and book looks, <b>and all governors are invited to attend these sessions.</b> It was therefore agreed that a Handwriting Link Governor is not required.</p> <p><u>4.5 Personal Development, Behaviour and Welfare</u></p> <p><u>4.5.1 HT Report</u></p> <p>It was confirmed in conversations with the Ofsted inspector and in the subsequent report that the school has good systems in place and governors are aware of them.</p> <p>A big introduction this year is Mindfulness, and the Action Plan was circulated to all prior to the meeting.</p> <p><u>4.5.2 Governor Actions – completed, outstanding, new</u></p> <p>Helen Snow attended a Staff Meeting Mindfulness session and gave a brief verbal report. She was particularly interested to find out what a “Mindful Moment” is and understands that this moment is approached differently in each class. She would like to find out more about the approach of each class. She feels that there is more to learn, but she confirmed that mindfulness is helping children to focus more. School staff confirmed that it has also helped with a class that struggled with playtime behaviour, and there has been a big drop in playground incidents.</p> <p><b>Governors would be interested to know the quantitative drop in playground incidents,</b> but recognised that this drop is likely to also be due to the success of the Restorative Justice approach. <b>In response to the question how MSAs are dealing with lunchtimes,</b> the Headteacher confirmed that they are now able to manage situations. Attitudes have changed, but it is now important to sustain the current situation. <b>Governors ascertained that the reduction in playground incidents has also had a positive impact on the workload of the Headteacher.</b></p> <p>Before introducing mindfulness into school, school funded an eight week course for staff in the Spring Term to assist with their own wellbeing.</p> <p><u>4.6 HT Report - Other School Priorities and information</u></p> <p>Governors appreciated the information given in the report and were pleased with the positive attendance data.</p> <p><b>Staffing:</b> A part time TA has been appointed for two days a week into Reception; a good number of applications were received, enabling school to short list a number strong applicants. Interviews will be conducted shortly for an Individual Needs Assistant, also in Reception. This will have cost</p> | <p>All</p> <p>PB</p> |
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|    | <p>and governors are aware of and consider the risks to the school from a variety of other reports and documentation. It was agreed that at the moment a separate Risk Register is not required, although governors appreciated being made aware of good practice.</p> <p><u>6.4 Pay Committee</u></p> <p>The Pay Committee report was received. There was no need for further discussion.</p> <p><u>6.5 Headteacher Appraisal Panel</u></p> <p>End of year appraisal meeting has taken place, and objectives were very well met. New objectives have been set. The External Advisor is pleased with the way appraisals are conducted.</p> <p><u>6.6 GDPR Working Group</u></p> <p>Notes from the group were circulated prior to the meeting. It was confirmed that school is compliant with GDPR as far as currently possible. An audit will be conducted through SEGfL in the new year, <b>and the Headteacher will share the date with Ian and Adrienne.</b></p>  | PB           |
| 7. | <p><b>Governors</b></p> <p><u>7.1 To note Register of Interests</u></p> <p>Noted. The document did not give rise to further comments or discussion.</p> <p><u>7.2 Governor Training</u></p> <p><b>7.2.1 To receive feedback from training attended</b></p> <p><b><u>7.2.1.a Governance Briefing Meeting</u></b></p> <p>Giulia reported that a focus of this meeting was on equalities. Two women from BME backgrounds talked about their experiences in education, one in Bradford and one in Brighton. Governors were asked to look at their school's BME statistics.</p> <p>Governors are aware that data shows good progress, indicating that academically, there is no issue. However, <b>the Headteacher explained that he will look at signage in other languages.</b> One parent has already asked for it, and the INCo was able to offer help.</p> <p>In the new financial year, school intends to obtain a number of new books which will address this. <b>More discussion will be held at Q&amp;S.</b></p> <p><b><u>7.2.1.b Appraisal training (Deans initiative)</u></b></p> <p>This was attended by Giulia de Rosa and Adrienne Nnadi. Both felt that there was nothing to report that was not known already.</p> <p><b>7.2.2 To identify training needs through Training Tracker and to receive an update on forthcoming relevant training</b></p> <p>Sandra was asked for her availability to attend Poverty Proofing training. Mel has already signed up for it.</p> <p>Helen explained that she has been in touch with Governor Support to explain that she is not satisfied with the minimal amount of Safeguarding training that is on offer.</p> <p><u>7.3 To confirm all have read "Keeping Children Safe in Education" part 1 and 2</u></p> <p>Governors signed a document confirming that they have read KCSIE Part 1 and 2.</p> <p>The Headteacher informed governors about a recent incident in school and confirmed that as a result he will remind all staff of the appropriate steps of reporting as outlined in the Whistleblowing procedure. He took the opportunity to draw governors' attention to this as well and asked them to</p> | PB<br><br>RA |

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|    | ensure that they are also familiar with correct reporting procedures.   |                    |
| 8. | <p><b>Stakeholders</b></p> <p><i>8.1 To note results of Parent Survey</i></p> <p>Figures were not much different from previous years' and very positive, mirrored also in the Ofsted Survey. Comments were overall extremely positive, and school was reminded to be mindful of not putting excessive emphasis on individual negative comments. The Headteacher explained that he would still like to follow up any negative comments by putting a notice in the newsletter inviting parents to follow channels of communication to come forward with their concerns.</p> <p><b>It was suggested to consider rephrasing the governor question for the next survey – for example “Do you receive enough information about the work of the governors”. (Q&amp;S Autumn 2019)</b></p> <p><i>8.2 To receive feedback from governors who attended Parents' evenings</i></p> <p>No further discussion, except that governors would like to continue with the current format of serving refreshments and using the opportunity for informal conversations, although Governors/School Development Fund information should still be available.</p>   | RA                 |
| 9. | <p><b>Marketing the School</b></p> <p><i>Considering Pupil Numbers forecast from Schools' Bulletin 19.11.2018</i></p> <p>Numbers forecast for this area of Brighton are extremely low, and governors are aware of the need to continue to actively market the school as a Governing Body.</p> <p><i>9.1 Open events (feedback from last ones and plans for next one)</i></p> <p>A good number attended the three open events, and positive feedback has been received, commenting on the nice atmosphere in the school. Open events, and the school generally, were advertised after Mass in all the parishes served by the school. Fr Ian has been sent dates for all events and plans to come to one of the Advent reflections. Another open day will take place in January.</p> <p><i>9.2 Facebook page</i></p> <p>School now has a Facebook page, which is updated by Mel with posts in the Latest News and Governor Blog sections of the website. There is also a PTA page open for all school related issues, which has been positive so far, as well as a separate Parent Council page.</p> <p><i>9.3 Website</i></p> <p><b>Ian and Mel will look at websites of other schools and advise of ideas for areas of information which are not currently on our website.</b></p> <p><i>9.4 Nurseries</i></p> <p><b>Peter has drafted a letter offering school facilities, which will have to be put on school headed paper and sent out to nurseries.</b> He reminded governors that the vision is to have an interactive Sports day for nurseries and the school, in order to foster familiarity with the school. It was suggested that Y5 Sports Leaders should be given the opportunity to use their skills at such an event.</p> <p>On a previous occasion, <b>Peter offered to create a video tour of the school,</b> and it was suggested that this should also include interviews with pupils, as well as pupils contributing to the technical aspects of producing the video, as part of their IT learning.</p> | IW, MF<br>PB<br>PT |

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|     | <p><b>9.5 Wider community</b></p> <ul style="list-style-type: none"> <li>• PTA – Woodingdean Carnival</li> <li>• Grange Art Gallery</li> <li>• Articles in Rottingdean Village News</li> <li>• New: Peacehaven News – <b>Mel and Paul to work together. Helen will also contribute and extend work with social media.</b></li> <li>• Saltdean and Rottingdean Lions will produce a submission to the Rottingdean Village News and also the Argus.</li> </ul> <p><b>9.6 50<sup>th</sup> anniversary event</b></p> <p>Exact date of opening still to be ascertained. Ideally, celebration should take place in the Summer term, as most active PTA members will no longer be associated with the school in September.</p> <p>It was agreed to appoint a working group consisting of Giulia, Paul, Sandra, Adrienne, Clive, Helen, Mel and Peter.</p> <p>They will also contact the parishes associated with the school for their input. A comment from a past parent whose children have a very successful career was passed on – ie to contact past alumni asking for donation to the school.</p> <p>Governors signed a Thank you card for the Site Manager, as agreed at the last Q&amp;S committee meeting, as he has gone above and beyond his duties.</p>  | MF, PB, HS |
| 10. | <p><b>To approve</b></p> <p><b>10.1 <u>Term dates for next year</u></b></p> <p>It was proposed to go with the same dates as the LA as previously. Governors considered:</p> <ul style="list-style-type: none"> <li>• What is the view of teachers? – This has not been sought.</li> <li>• What was parental feedback for being out of sync with Cardinal Newman which had only one week of Autumn half term holiday? – There was none.</li> <li>• What are other schools doing? – All schools are going back to one week Autumn half term.</li> <li>• What is the Headteacher’s view? – We should go with what everyone else is doing.</li> </ul> <p><b>Agreed:</b></p> <p><b>It was unanimously agreed to go with the LA term dates for 2019-20.</b></p> <p><b>Governors would like to reconsider term dates annually</b>, in preference to agreeing to go with the LA as a matter of principle without discussion. They were disappointed that they had not considered consulting parents this year, but agreed that they can evaluate the report from the Brighton and Hove consultation, giving the views of parents across the LA.</p> <p><b>10.2 <u>Scheme of Delegation</u></b></p> <p><b>10.3 <u>Committee Terms of Reference</u></b></p> <p><b>10.4 <u>Pay Policy</u></b></p> <p><b>10.5 <u>Safer Recruitment Policy</u></b></p> <p><b>10.6 <u>Safeguarding and Child Protection Policy</u></b></p> <p><b>Agreed:</b></p> <p><b>All above documents were unanimously agreed.</b></p> <p><b>10.7 <u>Gifts and Hospitality Policy</u></b></p> <p>Since being recommended to FGB for approval by the Resources committee, some points came to light in connection with whole class thank you gifts to</p> | RA         |

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|     | <p>teachers, which would benefit from clarification. <b>It was therefore agreed that the Resources Committee should look at the policy again and also seek the views of staff again.</b></p> <p><i>10.8 <u>Premises Maintenance Documents Policy</u></i><br/> <b>Agreed:</b><br/> <b>The Premises Management Documents Policy was unanimously agreed. It was also agreed to delegate approval of the policy to the Resources Committee.</b></p> <p><i>10.9 <u>Anti-Bullying Policy</u></i><br/> <b>Approved:</b><br/> <b>The Anti-Bullying Policy was unanimously approved.</b></p> <p><i>10.10 <u>Behaviour Policy</u></i><br/> The reviewed Behaviour Policy, approved by the Headteacher, was noted.</p> | RA |
| 11. | <p><b>End</b></p> <ul style="list-style-type: none"> <li>• <i><u>Prayers</u></i></li> </ul> <p>The meeting closed at 8.45pm with prayer.</p>  |    |

**Documents circulated prior to and at the meeting:**

Minutes and Action points from the last meeting  
Headteacher's Report  
Counselling Report  
ASP Data  
Two Handwriting Visit Reports  
Mass and Assembly Visit Report  
SEND Visit Report  
Mindfulness Action Plan and Pupil Monitoring Report  
Two Trip Visit Reports  
Governor Action Plan  
Know Your School Visit Report (SPA)  
Security Fence Urgent Action  
Admissions Committee Minutes  
In Year Admissions Procedure  
Two Q&S Minutes  
Two Resources Minutes  
Sample Risk Registers  
Pay Committee Report  
GDPR working Group notes  
Register of Interests  
Keeping Children Safe in Education 2018, parts 1 and 2  
Parent Survey Results  
Pupil Numbers Schools Bulletin  
50<sup>th</sup> Anniversary ideas  
School Term Dates 2019-20  
Scheme of Delegation  
Committee Terms of Reference (combined into one document)

Safer Recruitment Policy  
Child Protection and Safeguarding Policy  
Gifts and Hospitality Policy  
Premises Management Policy  
Anti-Bullying Policy  
Behaviour Policy