

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body to be held on Monday 11 February 2019 5.30pm

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

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Present: Pier Anscombe, Paul Beverton (Headteacher), Mel Fane, Sandra Hogan, Clive Müdd, Giulia de Rosa (Chair), Dee Simson (agenda items 1-4), Helen Snow,

Apologies: Adrienne Nnadi, Zouhour Robinson-Zaabar, Peter Tierney, Ian Watson, Lara Williams

Not present: Noreen Buckley

In attendance: Anita Philbrook (Deputy Headteacher)

Quorum: Seven governors. Seven/eight governors were present. The meeting was quorate throughout.

Minutes signed by: _____ Agreed on: _____

1.	<p>Welcome</p> <p><i>1.1 Prayers</i> Anita opened the meeting with “Our Lady’s Prayer”.</p> <p><i>1.2 To consider Apologies for Absence</i> Apologies were received and accepted from Adrienne Nnadi, Zouhour Robinson-Zaabar, Peter Tierney, Ian Watson and Lara Williams. No apologies were received and therefore not accepted from Noreen Buckley. Governors recognised that many were not able to attend because the meeting had to be re-scheduled at short notice twice.</p> <p><i>1.3 Declaration of business interests or interests of loyalty in agenda items</i> No interests were declared.</p>	Actions
2.	<p>Minutes of last meeting – 6 December 2018</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 is not possible to provide quantitative information on playground incidents, as searches on CPOMS for “playground” bring up all incidents mentioning “playground”, not all of which are relevant to the information being sought. It is therefore more appropriate to gather qualitative material from staff and children, as has already been agreed to be done through a visit by Helen and Giulia (date still to be confirmed). School staff again confirmed that KS2 “Time Outs” given for behaviour incidents are now very rare. The Headteacher and the InCo have also been discussing</p>	HS, GdR

	<p>strategies for successful play with some children.</p> <p>The DfE Supply Teacher Agreement confirms that the best local provider is Supply Desk, which the school is with already. A follow up call to them confirmed that the school is still on the best deal available. The Headteacher thanked Adrienne in her absence for reminding him to check the DfE site.</p> <p>The data audit took place on 11 February, and a report will be provided. Some issues have been flagged up, which are broadly the same as have been found in other schools as well and can be easily rectified.</p> <p>Signage in other languages has been put up, and welcome messages on classroom doors are displayed in all the languages spoken in that class.</p> <p>Giulia's actions: A induction process review meeting with one new governor is scheduled for 12 February. It has not been possible to arrange a meeting with the other one.</p> <p>Actions for all: Handwriting Pupil Conferencing sessions have not been scheduled yet.</p> <p>Peter's actions: It was suggested that the best time to do a video tour of the school would be in the Summer Term.</p>	PT
3.	<p>School updates and reports</p> <p><u>3.1 Headteacher's verbal update and discussion</u></p> <p>Catholicity: Year Group masses have started with Reception and Y6. Positive reports have been received from parishioners. Liturgical dates have been set. The whole school will attend church on Ash Wednesday, and governors were invited to join in and also help with overseeing the children on their walk to the church. To meet at school at 9.30am, for a 10am start at church. The Q&S Committee meeting scheduled for 6 March was moved to 13 March. Staff have taken part in Deanery joint assessment twilight training, which has been beneficial.</p> <p>Outcomes for Children: Autumn Term data report has gone to the Q&S Committee. Pupil progress meetings (PPMs) have taken place. Next half term, PPMs will include book looks.</p> <p>Staff have taken part in Writing training course, with more scheduled. Action Research is going well, and teachers are constantly improving practice. Teachers appreciate the opportunity to watch other teachers and pick up ideas. This also helps in building up a consistency of approach.</p> <p>Reception Class had a student teacher who thrived there. Her lead from university has been most impressed with the school and the support given to the student.</p> <p>Admissions: Numbers for Reception 2019 in the east of Brighton and Hove are very low. From B&H, 12 first preference applications have been received, but 15 Supplementary Information Forms (SIFs) from East Sussex have also been received, bringing the number up to 27. There is steady interest from parents wishing their children to join higher up the school. Absence letters have gone out.</p> <p>School has received the extra capital funding ("little extras") and suggests that this should be used to renovate the Reception classroom. Two contractors have come in to give a quote, and the proposal will be discussed further at the Resources Committee meeting. Governors agreed that the money should be invested in Reception, with a view to increasing numbers. Y1 and Y2 classrooms will also be refurbished when funds are available.</p> <p>Sport: School is in the lead in the Deans Sports Partnership by two points.</p>	All

	<p>Budget: Currently being drafted. Due to new spine points for TAs, staffing costs have increased considerably, with a likely £90,000 deficit. Possible implications on staffing were considered.</p> <p>Governors discussed whether, and if so how, to get involved in the NGA Week of Action. Some emails were shared prior to the meeting. Both the Headteacher and parents have already taken part in relevant campaigns, and it was felt that it is now time for governors to be involved and support.</p> <p>Governors voted in favour of supporting the campaign, with one governor abstaining, due to conflict with another role within the local authority.</p> <p>Options for involvement, as shared by the NGA, were explained, and it was agreed that a letter should be written to the local MP. Giulia and Mel will set a date for a meeting to discuss further.</p> <p><u>3.2 To receive the Pupil Premium Report</u></p> <p>Governors appreciated the clear format of the report. This was already discussed by the Q&S Committee and also looked at in more detail by one of the Pupil Premium Link Governors.</p> <p><u>3.3 To discuss proposal and, if thought fit, to approve installation of solar panels</u></p> <p>A briefing paper was circulated prior to the meeting. The following points were highlighted:</p> <ul style="list-style-type: none"> • Interest has already been registered, at the meeting with OVESCO. • The project is subject to the roof being suitable (structural survey to be undertaken) • EPC is partly done • The company was recommended by Mark Brunet (Diocese) • The governing body is asked to approve the project, subject to structural survey. If the structural survey is ok and the governing body has approved the project, the work will commence without further reference to the governing body. <p>Approved: Governors unanimously approved the installation of solar panels, subject to structural survey.</p>	GdR, MF
4.	<p>Governor Action Plan (doc 04)</p> <p><u>4.1 To go through Governor Action Plan section by section and review</u></p> <ul style="list-style-type: none"> • Actions completed and reports received <p>Two Writing Link visit reports have been received. No key issues were identified. A SEND link visit has also been undertaken, and the report will be circulated once approved by the InCo.</p> <ul style="list-style-type: none"> • Outstanding actions (governors to give an update on their plans for visits, especially those long outstanding) <p>Some gaps were identified where no monitoring activities had been undertaken at all. Governors' availability appears to be limited at the moment, and options for more effective monitoring were explored. <i>Dee left at 6.35pm.</i></p> <p>Computing: Ian will be invited to training in Summer 1.</p> <p>Year links: Pier will ask teachers to invite their year link governors to trips.</p>	?? PA

	<p>All: It was suggested to explore the option of a “Governor Week”. A week (July fits in best with school) to be set aside when governors can come in early mornings before school or late afternoons after school to meet with their class based link staff. For staff, these meetings would be in lieu of the staff meeting that week. It is hoped that this option will make it easier for governors to make themselves available.</p> <p>The Headteacher will discuss this option with staff at their next meeting, and governors will explore this further at their next meeting.</p> <p>Giulia and Helen will be available for governor presence at parents evenings.</p> <ul style="list-style-type: none"> • <u>And to identify any new actions not yet recorded</u> <p>None.</p>	PB
5.	<p>Reports from Committees and Working Groups</p> <p><u>5.1 Q&S Committee</u></p> <p>Minutes were circulated prior to the meeting. The Q&S Committee chair highlighted the InCo’s request to the Resources Committee to prioritise external agencies supporting pupils with SEND, as their services are invaluable, and their experience is not available at TA or teacher level.</p> <p><u>5.2 Headteacher Appraisal Panel</u></p> <p>As previously reported, objectives were set on 27 September, but the interim review scheduled for 27 January did not take place. It was felt that the Ofsted visit could be counted as a rigorous review. Another review meeting will take place on 19 April. It was requested that the clerk should be kept informed of meeting dates arranged in smaller groups, so that she can ensure that a reminder goes out.</p> <p>The Headteacher took the opportunity to add further information to his verbal update given earlier:</p> <p>The Y4 part time teacher is leaving at the end of this half term, and the Deputy Headteacher will be in class full time during the Spring Term. A new part time teacher has been appointed to start after Easter. Governors were asked to keep the DHT’s work-life balance in mind for the time that she is teaching full time, and this may affect the availability of data reports for Q&S.</p> <p>The group of children who were winners in the ROAR competition attended an event in Arundel where they were presented with a certificate from the District Governor. The children ran a stall and were a credit to the school.</p> <p><u>5.3 50th Anniversary Working Group</u></p> <p>Some updates were made to the Action Plan. Another meeting will be arranged for the second week after half term to discuss further details.</p> <p><u>5.4 SDP Working Group</u></p> <p>Final wordings of “At OLOL we will ...” were agreed, as suggested by the Working Group.</p> <p>Broad aims/actions will still need to be set. The clerk will circulate a doodle poll.</p>	RA
6.	<p>Governors</p> <p><u>6.1 Governor Training</u></p> <p>6.1.1 To receive feedback from training attended</p> <p>Safeguarding training – Helen intended to take part, but is on same day as Lets Dance. The Clerk will send information on online training.</p>	RA

	<p>Sandra has attended Equalities Forum – Poverty Proofing and provided a report. This will be circulated.</p> <p><u>6.1.2 To identify training needs and to receive an update on forthcoming relevant training</u></p> <p>Due to the absence of the Training Link Governor, this item was not discussed in detail, but governors were reminded that they have all received a notice of forthcoming training from Governor Support.</p> <p><u>6.2 To reappoint Kevin Golding as Associate Member to the Resources Committee for another 2 year term</u></p> <p>Kevin Golding was reappointed as Associate Member to the Resources Committee for another 2 year term.</p> <p>Governors ascertained that he expressed no objections to this.</p> <p><u>6.3 To appoint Zouhour Robinson-Zaabar to the Q&S Committee</u></p> <p>Zouhour Robinson-Zaabar was appointed to the Q&S Committee.</p> <p><u>6.4 Governing Body Succession Planning</u></p> <p>Governors were advised of forthcoming changes:</p> <ul style="list-style-type: none"> • Lara is moving away – will require reallocation of the role of Sports Premium Link Governor • Giulia’s term of office expires in January 2020. By that time she will have completed her second term of office as Foundation Governor, and the Diocese prefer not to appoint governors to a third term, unless a specific case can be made why this should be considered. Governors were therefore made aware of the need to elect a new chair, should Giulia not be re-appointed or choose not to stand again as chair. <p>Due to low numbers, it was agreed that it is not possible to achieve meaningful outcomes at this meeting. It will be discussed again at the next meeting.</p>	<p>RA</p> <p>RA</p>
<p>7.</p>	<p>To continue discussions on Marketing the School</p> <p><u>7.1 Facebook page update</u></p> <p>Any items posted on “Latest News” or “Governor Blog” on the school website are shared on the school’s public Facebook page. Some of these items are then also selected for the Parents’ Facebook page. Mel reported that there are lots of views of the page, and people are tagging the page. She will also use this means to connect with alumni for the 50th anniversary.</p> <p><u>7.2 Website update</u></p> <p>The site continues to be regularly updated with photos and relevant information, and governors expressed their appreciation for this. Regular meetings between the Headteacher and Ruth will be set up to check through and discuss further updates to the site.</p> <p><u>7.3 Nurseries</u></p> <p>Letter advising of plans for summer event was sent out and two expressions of interest received. How to run the event will be discussed further at the Resources Committee.</p> <p><u>7.4 Leaflets/publicity material</u></p> <p><u>7.5 Wider community</u></p> <p><u>7.6 Timetable</u></p> <p>The clerk was asked to set up a doodle poll for a working party meeting.</p>	<p>RA</p>

8.	<p>Policies</p> <p><i>8.1 <u>Admissions Policy and Supplementary Information Form</u></i></p> <p>The Admissions Committee contacted Simon Parr for some advice on late applications as the arrangements set out in the model policy were different from local LA arrangements. The Brighton and Hove models were therefore adapted by Simon to reflect local arrangements. There were no other changes to the policy.</p> <p>Approved:</p> <p><i>The Admissions Policy and Supplementary Information Form 2020-21 were unanimously approved.</i></p>	
9.	<p>End</p> <ul style="list-style-type: none"> • Prayers <p>The meeting closed with “Hail Mary”.</p>	

Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Pupil Premium Report and Strategy
Solar Panels briefing paper
Governing Body Action Plan
Q&S Minutes
50th Anniversary Action Plan
Governing Body Succession Planning
Admissions Policy
Supplementary Information Form
Two visit reports
School development plan draft
NGA Funding the future document