

Our Lady of Lourdes Catholic Primary School

Minutes of an Admissions Committee Meeting – 19 October 2018 at 11.00am at the school

Present: Paul Beverton (Headteacher), Mel Fane, Helen Snow, Peter Tierney, Ian Watson (Committee Chair)

Quorum: Three committee members and the Headteacher. Five committee members including the Headteacher were present. The meeting was quorate.

Clerk: Ruth Ai

Minutes signed by: _____ Agreed on: _____

1.	Welcome, prayers and apologies for absence The Headteacher opened the meeting in prayer. There were no apologies as the meeting was fully attended.	Actions
2.	Declaration of interests in agenda items None.	
3.	<p>Minutes of the last meeting</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>Ian's actions: No reply has been received from the Diocese regarding the enquiry around GDPR and the SIF. However, it was agreed that the question can be addressed by including the school's Privacy Notice for Parents and Pupils with the Admissions Pack and also uploading it to the Admissions section of the website.</p> <p>Ian will try again and check with the LA whether the Admissions blurb for the school can be changed.</p> <p>Paul's actions: Information is emailed to the church office for inclusion in parish newsletters, but Paul will continue to ensure it is consistently done.</p> <p>Parent view was promoted in the newsletter, but a reminder will go in it again. It was suggested that parents could also be asked to review the school on Google Reviews. Google does not show the correct picture of the school, and Ian will see whether he can ensure it is changed.</p> <p>Other points in connection with promoting the school: Peter as Early Years Link Governor will do joint visits to nurseries with the Reception class teacher.</p> <p>A Facebook page will be set up for the school (Read Only).</p> <p>Paul and Ian will visit Peacehaven church early November. Some children will be asked to contribute. Ian will</p> <ul style="list-style-type: none"> ask the Peacehaven priest to announce the visit in the newsletter ask Fr Benny to visit Rottingdean church two weeks later. 	<p>PB</p> <p>RA</p> <p>IW</p> <p>PB</p> <p>PB</p> <p>IW</p> <p>PT</p> <p>MF</p> <p>PB</p> <p>IW</p>
4.	<p>To review Committee Terms of Reference</p> <p>Agreed:</p> <p>The committee unanimously agreed to recommend the Terms of Reference to FGB for approval without any changes from last year.</p>	

5.	<p>To review Admissions Policy and Supplementary Information Form (SIF) for 2020-2021 -</p> <p><i>5.1 <u>To note Alpha Beta Notice</u></i> Noted and Diocesan advice accepted, ie the Admissions Policy will not be amended to give preference to children adopted from abroad as the school is not currently in a position to verify relevant information.</p> <p><i>5.2 <u>To discuss, and if thought fit, to agree any changes resulting from this year's Admissions</u></i> The committee discussed an issue that had arisen in connection with late applications. The policy currently differs from LA policy, and Diocesan advice was sought. The advice given was that all schools within the same LA should change their policy to match LA policy, but this is subject to confirmation from the Diocese. If the policy is changed, it must go out to consultation. The committee discussed the impact of not amending the policy, ie late application children would go to another school if this school does not match LA policy. It was suggested that further enquiries should be made as to whether it is possible to change "will be classed as late" to "may be classed as late", and whether this also requires consultation.</p> <p>Agreed: <i>Subject to consultation with the Diocese, it was agreed to change "will be classed as late" to "may be classed as late".</i></p> <p>5.3 To review SIF 2020-2021 As agreed under item 3, the school's Privacy Notice to Parents and Pupils will be attached to the SIF in application packs and will also be added to the relevant section on the website. The committee would like to understand why parents apply to this school, but recognised that it would not be right to ask for the information as part of the application process. However, it was agreed to add further questions to the Parent Survey, to be answered by Reception parents:</p> <ul style="list-style-type: none"> • How did you find out about our school? • Why did you choose this school? <p>The clerk will add above to the parent survey and send to Q&S for comment.</p> <p><i>5.4 <u>Dependent on 5.2, to either approve Admissions Policy and SIF 2020-21 or to agree to go out to consultation on changes</u></i></p> <p>Agreed: <i>The committee unanimously agreed to make changes as discussed above, subject to Diocesan advice.</i></p> <p><i>5.5 <u>To discuss meeting date for determining Admissions Arrangements</u></i> The Admissions Arrangements must be determined by 28 February, and the next Admissions Committee meeting is scheduled for 1 March. It was agreed that the Admissions Arrangements should be determined by FGB on 31 January. Admissions meeting time to be changed from 1.30pm to 11am.</p>	RA
6.	<p>To review the In-Year Admissions Policy</p>	

	<p>The Headteacher explained that In-Year Admissions are also subject to the LA Fair Access Protocol, and it was agreed that this should be clarified in the policy.</p> <p>Approved: Subject to insertion of reference to the LA Fair Access Protocol, the In-Year Admissions Policy was unanimously approved.</p>	
7.	<p>Any other business <i>Paul Beverton left at 12.00.</i> The committee considered further ways forward to market school, as projected pupil numbers continue to be low. It was agreed that an indication of the lowest sustainable level of pupil numbers should be given at the next Resources Committee meeting.</p> <p>A “Virtual Tour” of the school will be added to the website. Peter to put together and Ruth to upload.</p> <p>“Marketing the School” will continue as a standing agenda item at FGB. At the next meeting, this could include discussing an Open Evening for Nursery Leaders. (Peter to suggest)</p> <p>The option of playing a PowerPoint presentation in the Foyer will be explored.</p>	<p>PT/RA</p> <p>RA</p> <p>PT</p> <p>IW</p>

Documents circulated prior to and at the meeting:

- Minutes of the last meeting
- Action points from the last meeting
- Committee Terms of Reference
- Alpha Beta extract
- Email correspondence around Late applications
- Draft Admissions Policy 2020-21
- Draft SIF 2020-21
- Admissions Tutorial