

# Our Lady of Lourdes Catholic Primary School

## Minutes of a meeting of the Full Governing Body held on Thursday 21 March 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), Noreen Buckley, Mel Fane, Clive Müdd, Adrienne Nnadi, Giulia de Rosa (Chair), Helen Snow (from 6.50pm), Ian Watson, Lara Williams

**Apologies:** Sandra Hogan, Zouhour Robinson-Zaabar, Dee Simson Peter Tierney

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

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

1.	<b>Welcome</b> <u>1.1 Prayers</u> The Headteacher opened the meeting in prayer. <u>1.2 To consider Apologies for Absence</u> Apologies were received and accepted from Sandra Hogan, Zouhour Robinson-Zaabar, Dee Simson and Peter Tierney. <u>1.3 Declaration of business interests or interests of loyalty in agenda items</u> None.	Actions
2.	<b>Minutes of last meeting – 11 February</b> <u>2.1 To agree accuracy</u> The minutes were agreed as a true record and signed by the Chair. <u>2.2 To discuss matters arising and action points completed</u> All actions have been completed or did not require further discussion. Ian as computing link will be advised of date for Coding Training (Paul Platts for teachers).	
3.	<b>Governors</b> <u>3.1 To discuss Governing Body Succession Planning</u> A list of current roles and what responsibilities these involve was circulated prior to the meeting. Governors concentrated mainly on discussing the chair/vice chair role, as Giulia’s second term of office expires in January next year, and she may not be reappointed as Foundation Governor. Governors were advised of the Chairs Development Programme, and options for shadowing were also discussed. The current vice chair and training link governor reported that she had discussions with Mel, who has also taken the initiative to undertake Chair Development training in connection with her role as Resources Committee	

	<p>Vice Chair, and she would recommend her to be considered for taking on the role of vice chair for next year. <b>It was agreed that the Chair, Vice Chair and Mel should meet to discuss what would work best in terms of shadowing,</b> and the option of co-chairing could also be considered.</p> <p>Lara reminded governors that she is moving away in the summer and will therefore have to resign as parent governor. It was suggested that initial steps should be taken to inform parents of the upcoming vacancy and to gauge interest.</p> <p>Governors' attention was drawn to the "Governor Journey" document, <b>and it was agreed that this should be made part of the induction programme.</b></p> <p><u>3.2 To discuss different opportunities for Governors' monitoring (Governor Week)</u></p> <p>It was suggested at the last meeting that it would be helpful for governors to have a week set aside at the beginning of the year where they would make an appointment to visit the school. It was hoped that this would make it easier for governors to fulfil their relevant monitoring responsibilities. The Headteacher has discussed this with staff, and they requested that visits should be in the afternoon, rather than in the morning before school. Staff time would be in lieu of staff meeting that week, though governors could come in any day of the week and are not restricted to the day staff meetings normally take place. They are also welcome to come in before school finishes to meet the class, as this would fit in with the school's citizenship education ("What is a governor and what do they do").</p> <p>Governors would still be expected to also attend Pupil Progress Meetings and other school initiated monitoring opportunities.</p> <p><b>It was agreed that this year, Governors week should be 10 – 14 June. To ensure this does not fall flat, all governors must put the date in their diaries and contact their link member of staff.</b> From next year, after half term in November would be preferable, as it is earlier in the academic year and therefore allows for more effective monitoring.</p> <p><u>3.3 Governor Training</u></p> <p><b>3.3.1 To receive feedback from training attended</b></p> <p>Adrienne attended the Governance Briefing meeting, which focused on SEND. This gave an outline of activities and support that is provided in Brighton and Hove.</p> <p>Mel has commenced the Chair's Development Programme.</p> <p>Helen had intended to do Safeguarding Training, but this clashed with Lets Dance and was then cancelled anyway.</p> <p>Noreen has done New Governor Induction training.</p> <p><u>3.3.2 To identify training needs through Training Tracker and Governance Journey and to receive an update on forthcoming relevant training</u></p> <p>Giulia is interested in some modules of the Chair's Development Programme. Governors were reminded of the Governance Conference at the end of March.</p> <p>The clerk advised that Governor Support will no longer subscribe to the NGA Learning Link (online training modules) and recommended that governors should consider subscribing to this as a Governing Body. This was noted, but not discussed any further.</p> <p><u>3.4 To note visits reports received since the last meeting</u></p>	<p>GdR, AN, MF</p> <p>RA</p> <p>All</p>
--	--	---

	Noted. More to follow, as Clive has drafted a report on Ash Wednesday Mass and a visit to Ashdown Forest, and Adrienne drafted feedback from Student Council.	
4.	<p><b>50<sup>th</sup> Anniversary Planning</b></p> <p>The 50<sup>th</sup> Anniversary Action Plan was updated and actions for individual governors identified.</p> <p>H&amp;S issues were considered in connection with some of the proposed activities, and Pier will do risk assessments.</p> <p><b>Another meeting will be scheduled to take place before the Easter holidays. Meanwhile governors were encouraged to continue to contribute ideas by email.</b></p>	RA All
5.	<p><b>To discuss approach to New Ofsted Inspection Framework consultation</b></p> <p>Mel reported that the NGA, at their regional conference, encouraged participation in the consultation.</p> <p>Some of the questions of the consultation questionnaire were briefly discussed. The general feedback was positive.</p> <p>Governors recognised that, although there may not be the same drive on data from Ofsted as there was previously, the DfE will still put an emphasis on this through the publication of league tables.</p>	
6.	<p><b>Chair's update - verbal</b></p> <p><i>6.1 MP Visit</i></p> <p>As part of the National Governance Association's Week of Action, the local MP had been invited into school and met with the Headteacher, Chair of Governors and Mel who outlined to him the current funding situation. He also took the opportunity to come into an assembly, which was enjoyed by the children.</p> <p>There may also be an opportunity for him to take groups of children to the House of Parliament.</p>	
7.	<p><b>Reports from Committees, (incl policies/docs approved) and Working Groups</b></p> <p><i>7.1 Admissions Committee</i></p> <ul style="list-style-type: none"> <li>• <i>Approved: Appeals Information Document</i></li> </ul> <p>Some needs for changes in administration were identified for the next year. School is undersubscribed for this year, which is due to people moving to cheaper areas to live, combined with a drop in the birth rate. Whilst it could be said that this may be cyclical, the trend has been confirmed for the next four years.</p> <p><i>7.2 Q&amp;S Committee</i></p> <ul style="list-style-type: none"> <li>• <i>Approved: Equalities Information, Homework Policy, Home School Agreement</i></li> </ul> <p>No further discussions. Minutes of the last meeting to follow.</p> <p><i>7.3 Resources Committee</i></p> <ul style="list-style-type: none"> <li>• <i>Approved: Health and Safety Policy</i></li> </ul> <p>No further discussion. The H&amp;S policy has meanwhile changed to a new model, which will be discussed under agenda item 9.</p> <p><i>7.4 GDPR Working Group</i></p> <p>Notes from the meeting of the group were circulated prior to the meeting.</p>	

	<p>The Headteacher informed governors that meanwhile the audit has been received back, and he will take it to the next staff meeting to address the issues that had been identified, all of which were in line with what is picked up at other schools as well.</p>	
	<p><u>7.5 SDP Working Group</u></p> <p>The draft SDP was circulated prior to the meeting. The Headteacher explained that the plan is deliberately general, as it is the longer vision for the school, and specific actions will be in the Single Plan. Further ideas from all governors were invited.</p> <p><b>The Headteacher will take the draft plan to staff and to the parent council (at their next meeting after 1 April).</b> It will be highlighted to both stakeholders that it is based on the mission statement, the creation of which everyone was involved in.</p>	PB
	<p><u>7.6 Marketing the School</u></p> <p>OLOL church does not yet have a display board. <b>Giulia will supply the school with dimensions, and one will be ordered.</b></p> <p>In connection with working with local businesses, crossover with the work of the PTA was discussed, and it was emphasized that there must not be a clash. If possible, the PTA should communicate to governors which businesses already support the school. This is already an agenda item at Parent Council, where PTA members are also present.</p> <p><b>Ian confirmed that he will book a stall for the Rottingdean Village Fair.</b></p>	GdR PB
		IW
8.	<p><b>Stakeholders</b></p> <p><u>8.1 To note results of Governors Staff Wellbeing Survey</u></p> <p><u>8.2 To note results of School Staff Workload Survey</u></p> <p>Governors were pleased with the positive results of both surveys.</p> <p><u>8.3 To receive feedback from governors who attended Parents' evenings</u></p> <p>The only governor who was able to attend was Giulia, and it was therefore not possible to run the usual "Governors' Café". However, Giulia suggested that on future occasions it might be better to run the café in the entrance area, as this would prevent anyone not connected with the school wandering in, and it would also ensure that contact is made with all parents.</p>	
9.	<p><b>To approve</b></p> <p>9.1 <u>SFVS</u></p> <p>9.2 <u>Whistleblowing Policy</u></p> <p>9.3 <u>Accessibility Plan</u></p> <p>9.4 <u>Equalities Policy</u></p> <p>9.5 <u>RSE Policy, and to appoint Foundation Governor as Link (doc 09.5)</u></p> <p>9.6 <u>H&amp;S Policy (new model, subject to insertion of school specifics)</u></p> <p><b>Approved:</b>  <b>All above documents were unanimously approved. Noreen was appointed as RSE Link Governor.</b></p>	
10.	<p><b>End</b></p> <ul style="list-style-type: none"> <li><u>Prayers</u></li> </ul> <p>The Headteacher closed the meeting with a prayer.</p>	

Documents circulated prior to and at the meeting:

Minutes of the last meeting  
Action points from the last meeting  
GB Succession Planning  
Governance Journey  
Governor Support Training Programme  
SEND visit Report  
RE visit Report  
50<sup>th</sup> anniversary action plan  
Ofsted framework consultation  
Ofsted framework questionnaire  
Admissions committee minutes and docs approved  
Q&S policies approved  
Resources committee minutes and docs approved  
GDPR meeting notes  
SDP v4 and v4a  
Marketing Action Plan  
Staff Wellbeing Survey Summary  
Staff Workload Survey Results  
SFVS  
Whistleblowing Policy  
Accessibility Plan  
Equalities Policy  
RSE Policy  
Health and Safety Policy and H&S Policy new model  
HT Report