

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body to be held on Thursday 9 May 2019 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, Adrienne Nnadi, Zouhour Robinson-Zaabar, Giulia de Rosa (Chair), Dee Simson, Peter Tierney, Ian Watson

Apologies: Clive Müdd, Helen Snow, Lara Williams

Not present: Noreen Buckley

In attendance: Anita Philbrook (Deputy Headteacher, until 7.15pm)

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

Minutes signed by: _____ Agreed on: _____

1.	<p>Welcome</p> <p><i>1.1 Prayers</i></p> <p>The meeting commenced with Hail Mary.</p> <p><i>1.2 To consider Apologies for Absence</i></p> <p>Apologies were received and accepted from Clive Mudd, Helen Snow 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>None.</p>	Actions
2.	<p>Minutes of last meetings – 21 March and 2 May 2019</p> <p><i>2.1 To agree accuracy</i></p> <p>Both were agreed as a true record and signed by the Chair.</p> <p><i>2.2 To discuss matters arising and action points</i> completed</p> <p>21 March:</p> <p>Adrienne’s action (with Giulia and Mel): A date for a meeting to discuss chair shadowing has been agreed.</p> <p>Giulia’s actions: Instead of obtaining a display board for church, it has been suggested to purchase a movable pull-up banner. This would have the benefit of being able to be used at other occasions as well (open days at school, stands at community events). The Headteacher was asked to arrange design and purchase.</p> <p>Paul’s actions: The SDP has been shared with staff, will go in the newsletter and will also be shared with parent council.</p> <p>All: 50th anniversary preparations are ongoing.</p> <p>Ian’s action: Not yet completed (book stall for Rottingdean Village Fair)</p>	<p>PB</p> <p>PB</p> <p>IW</p>

	<p>2 May: Action points not discussed.</p>	
<p>3.</p>	<p>School updates and reports</p> <p><i>3.1 Headteacher's verbal update and discussion</i></p> <p>Prior to the meeting, the Headteacher shared the SPA visit report with governors. He explained that the report is very positive, and the identified needs for development are as expected and had already been planned into the Single Plan timeline. The SPA has validated the school's judgments that staff are doing very well.</p> <p>A governor asked how far school is away from reaching aims in the areas for improvement. The Headteacher clarified that "areas for improvement" do not constitute a concern, but that improvements are continually sought to be made. Progress in the quality of teaching is seen, and no teacher is less than good.</p> <p>Last term's Headteacher report was also re-circulated, as this is a very short term and the information is still very much up to date. All staffing arrangements are working well, Y6 are still very settled, given their teacher is on maternity leave and they are just before their SATs. Administration for SATs has become more stringent, and the Headteacher asked governors to come in and observe the administration.</p> <p>Dee – Monday first part of the morning Adrienne – Tuesday first part of the morning Giulia – all other times</p> <p>The Headteacher will email out guidance. The same guidance applies to KS1 SATs and Phonics Screening.</p> <p>Staffing update: The new part time Y4 teacher is now in post, and arrangements are working well. The last date for teacher resignations is 31 May – so far no teacher has indicated their intention to hand in their notice. Some training and monitoring has taken place, though not as much monitoring, as the Ofsted report had been very positive.</p> <p>Attendance last term was adequate. The target is 97%, but current attendance is nearer 96%, and governors asked why there is a dip. There has been a lot of illness, particularly over the Spring Term. In addition, one particular child finds it difficult to come in. The child now attends only for half a day, but is moving in a more settled direction again. School endeavours to cater for all children and staff in this school. Governors were pleased to see extracurricular variation in activities, for equality.</p> <p><i>3.2 To discuss amendments to the proposal of installation of solar panels and, if thought fit, to approve</i></p> <p>The Headteacher informed governors that, since it was agreed at a previous meeting to proceed with the installation of solar panels, the Diocesan Buildings Officer Mark Brunet has negotiated a few changes to the general terms, and the revised documentation was circulated prior to the meeting. However, changes were not highlighted, leaving governors uncertain what these changes were.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> • In the case of repair or alterations to the roof, school incurs the cost of removing the panels. What is the cost, and how likely is this to happen? • If work is done to the roof, is there an indemnity for Ovesco workers 	<p>DS AN GdR PB</p>

	<p>in the case of an accident? What about insurance?</p> <ul style="list-style-type: none"> • What if the tariff charged by Ovesco, which is set to increase at regular intervals, goes higher than the national tariff? Could Ovesco commit to not increasing above the national tariff? <p>Agreed: <i>It was agreed that the best way forward would be to invite a representative from Ovesco and Mark Brunet to the next Resources Committee meeting. FGB agreed to delegate responsibility for making the final decision to the Resources Committee.</i></p> <p><i>3.3 To note school term dates consultation</i></p> <p>The LA school term dates consultation will also be shared with parents through the newsletter. No feedback has yet been received from staff. Governors were reminded that, as a Voluntary Aided school, they can set their own term dates, and that a decision as to whether or not to go with the outcome of the LA consultation should be agreed.</p> <p>Agreed: <i>Governors agreed that the school's term dates for 2020-21 should be the same as agreed by the LA, to ensure consistency for families who have associations with other schools.</i></p>	
4.	<p>Budget</p> <p><i>4.1 To receive a verbal report of the Resources Committee on their considerations of the budget and the final financial position for 2018-19</i></p> <p>Peter informed governors that the Resources Committee had considered a late revision of the previously circulated budget at their meeting just prior to this. He expressed governors' appreciation to the Headteacher and his team for their management of the budget.</p> <p>Assuming the scenario of the current Deputy Headteacher being Acting Headteacher for the next term reduces the previous £30,000 contingency to £19,000.</p> <p>The amount allocated to Agency has been reduced, being more in line with actual spend.</p> <p>The final financial position for 2018-19 was £47,998 underspent.</p> <p>The revised version will be emailed to governors.</p> <p><i>4.2 To approve the 2019-20 budget</i></p> <p>Approved: <i>Governors unanimously approved the 2019-20 budget.</i></p> <p>They congratulated the school for the prudent managing of the budget this year, continually improving standards without any obvious cutbacks.</p>	RA
5.	<p>Reports from Committees and Working Groups</p> <p><i>5.1 Admissions Committee</i></p> <p>Since the last report, an application for deferred entry into Reception has been made and agreed by the committee.</p> <p>Y5 will be full to capacity. The committee was initially asked to consider whether they would be willing to admit two other children, bringing the total number to 33 children (school policy is limit of 32 children in KS2), one of whom would be admitted outside their normal age group (Y6 age). They agreed to the request, and due to another child from Y5 moving to another country, the issue of exceeding the limit has resolved itself.</p>	

	<p>It was noted that school promotions have worked very well. Governors asked what the percentage of Catholic children in Reception in September 2019 will be. The clerk will check and email the information.</p> <p><u>5.2 Strategic Planning Group</u></p> <p>Minutes were circulated prior to the meeting, and comments were invited. Following on also from the FGB meeting on 2 May, the Chair reported that she had spoken with the InCo and will also speak with the Deputy Headteacher, as agreed, to obtain their views on stepping up to the Acting DHT and Acting HT roles respectively. The Diocese and the LA have also both offered their support for them, leaving the school very well positioned. The SPA has also obtained extra time for the school to offer support. Parents were positive about the forthcoming leadership changes and recognize that it is a strong school.</p> <p><u>5.3 Headteacher Appraisal Panel</u></p> <p>The Headteacher Appraisal Panel has conducted a review meeting and reported that all targets are well on track. A final meeting will take place at the end of this term.</p> <p>A governor asked whether objectives are also shared with SLT. The Headteacher explained that he has shared most, as they are the drivers for the school. Some discussion took place as to whether there is place for the current objectives to be used in the recruitment process, and it was suggested that aspects could be formulated into interview questions.</p> <p><u>5.4 50th Anniversary Working Group</u></p> <p>Some clarification was sought as to the budget available for the planned events. The PTA will buy stocks for the bar and food, as anything left can be used also for the following Summer Fair. It is hoped that costs will be covered through ticket sales, but some initial costs may come out of the Governors Fund. A budget of £1,500 was agreed. Governors also reconsidered the proposed ticket cost and agreed that lowering it from £15 to £10 is more realistic.</p>	RA
6.	<p>Governor Action Plan (doc 06)</p> <p><u>6.1 To go through Governor Action Plan section by section and review</u></p> <ul style="list-style-type: none"> • Actions completed and reports received • Monitoring opportunities for this term • And to identify any new actions not yet recorded <p>Governors were reminded that they had agreed to attend some Education Welfare Officer (EWO) meetings. A brief conversation was held around the work of the EWO, during which it was clarified that the EWO is no longer provided by the LA, but has been bought by the school. Dates for Restorative Justice monitoring etc will be set for Summer 2.</p> <p>Pier agreed to conduct the lunch time visit.</p> <p>Adrienne reported that she had enquired whether any further meetings are planned in the Deanery to discuss academies and has not had a response.</p> <p>The Headteacher will book Paul Platts for staff training on GDPR. He will check whether the cost of this is included in the Service Level Agreement. Ian agreed to run a session for governors.</p>	PA PB IW
7.	<p>Governors</p> <p><u>7.1 To complete the Skills Audit</u></p>	

	<p>It was agreed that this should be completed by governors individually in their own time and returned to the clerk, to be considered at the next meeting.</p> <p><u>7.2 Governor Training</u></p> <p><u>7.2.1 To receive feedback from training attended</u></p> <p><u>7.2.2 To identify training needs and to receive an update on forthcoming relevant training</u></p> <p>Governors were advised on forthcoming training. Safeguarding training and HT Appraisal training were highlighted.</p> <p>Governors discussed whether or not to continue with the NGA Learning Link subscription. The clerk explained that, although Governor Support had indicated that they would no longer subscribe to it from April, it appears to still be working.</p> <p><i>Agreed:</i></p> <p><i>It was agreed to continue with the NGA Learning Link subscription, once the Governor Support subscription to it no longer works.</i></p> <p><u>7.3 Governing Body Succession Planning</u></p> <p>As discussed previously, the current chair's second term of office as Foundation Governor is due to expire in January 2020. Governors were reminded that Foundation governors are not usually appointed to a third term of office unless a special request is made by the chair and the Headteacher. In Giulia's case, this is not possible, as she herself is the chair, the Headteacher is leaving and therefore not in a position to support this and no new Headteacher has been appointed yet.</p> <p>Governors agreed that it would be reassuring for parents to have some continuity in light of the many other forthcoming changes in leadership and governing body membership.</p> <p><i>Agreed:</i></p> <p><i>Governors unanimously agreed to request that Giulia should be appointed for a third term in order to enable her to continue as chair.</i></p>	All
8.	<p>To continue discussions on Marketing the School</p> <p><u>8.1 Facebook page update (MF)</u></p> <p><u>8.2 Website update (RA) – doc 08.2 – website usage information</u></p> <p><u>8.3 Nurseries</u></p> <p><u>8.4 Leaflets/publicity material</u></p> <p><u>8.5 Wider community</u></p> <p><u>8.6 Timetable</u></p> <p>Marketing so far has been successful. A special thanks was expressed to Pier and all involved for helping those who took part in the Children's parade to be on the front page of the Argus. It was a fantastic work of art.</p> <p>A governor suggested that the leaders of the local nurseries should be invited to the 50th anniversary celebrations. This was considered to be a good idea, and the clerk was asked to obtain a list of nurseries from the school office.</p> <p>The 50th anniversary celebrations are bringing many people of the wider community into school.</p> <p>Another article has been submitted to Rottingdean Village News, in connection with Rottingdean in Bloom.</p> <p>Website usage information is good. Facebook page works well.</p>	RA

9.	<p>End</p> <ul style="list-style-type: none"> • <u>Prayers</u> <p>Giulia closed meeting in prayer.</p> <p>The meeting closed at 8.35pm</p>	
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Documents circulated prior to and at the meeting:

Minutes of the last two meetings
Action points from meeting on 21 March
SPA Visit Report
HT Report Spring 19
Two OVESCO documents
School Term Dates 2020-21 proposal
Strategic Meeting minutes
GB Action Plan
Skills audit
Website analytics
Month 13 Report
Budget 2019-20 Multi Year Summary
Budget 2019-20 Summary Sheet
OLOL budget share
Summary of Funding