

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body to be held on Thursday 18 July 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), Noreen Buckley, Clive Müdd, Giulia de Rosa (Chair), Dee Simson, Helen Snow, Peter Tierney, Ian Watson

Apologies: Mel Fane, Sandra Hogan, Adrienne Nnadi, Zouhour Robinson-Zaabar, Lara Williams

In attendance: Anita Philbrook (Deputy Headteacher)

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

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

Action points: **bold** Questions to the school: **highlighted** Decisions: **bold italics**

1.	<p>Welcome</p> <p><i>1.1 Prayers</i></p> <p>The Headteacher opened the meeting with prayer.</p> <p><i>1.2 To consider Apologies for Absence</i></p> <p>Apologies were received and accepted from Mel Fane, Sandra Hogan, Adrienne Nnadi, Zouhour Robinson-Zaabar and Lara Williams.</p> <p><i>1.3 Declaration of business interests or interests of loyalty in agenda items</i></p> <p>Helen explained that her business, Theatrix, hires the school hall. However, this item is for information only. No other interests were declared.</p>	Actions
2.	<p>Minutes of last meeting –9 May</p> <p><i>2.1 To agree accuracy</i></p> <p>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></p> <p>Paul's actions: SDP still has to be shared with the parent council for further input. However, it was agreed that it can already be uploaded to the school website.</p> <p>Anita will take over Paul's action in connection with Paul Platts and staff training on GDPR.</p> <p>All: Skills audits have not been completed, except by a few. The clerk was asked to re-send.</p> <p>Ian's actions: Stall at Rottingdean Village Fair has been booked. Ian would like more people to help on the day.</p> <p>Instead of running a GDPR session for governors, it was agreed that governors should read the Information Security Framework, as this contains all the information.</p> <p>Pier's action: It was suggested that governors may also wish to join Reception and their parents when they have lunch together. Pier will circulate the dates.</p>	<p>AP</p> <p>RA</p> <p>All</p> <p>All</p> <p>PA</p>
3.	Headteacher's Report and Governor Action Plan	

3.1 Catholicity of the School/Events/Pastoral etc

Governors were pleased to see the many activities the school has been engaged in this term.

3.2 Outcomes for Pupils

End of year results were shared. External assessment data is above national in most subjects and particularly good for greater depth. Internal data is also positive. Targets for progress and attainment have been met. For KS2 SATs, Governors were aware that these would not mirror last year's. 81% RWM combined was expected from Teacher Assessment, but due to one child not meeting the expected standard in Reading, this was not achieved, though close. Requests for reviews have been put in place for some children who have just missed greater depth.

Governors ascertained that children were also pleased with their results, and those who did not do as well were reassured that they gave their best.

The Maths paper was challenging, and only 13% achieved greater depth (31% predicted). This will be on the action plan for next year. Governors asked whether this is affecting the mastery programme and were advised that mastery has worked very well, as more children are at the expected standard. The focus is just on greater depth.

3.3 Quality of Teaching Learning and Assessment

Some governors have attended monitoring and felt that pupils were questioned very skillfully.

A governor asked whether staff whose quality of teaching is currently judged good have CPD to enable them to develop outstanding features. SLT explained that staff who have proven success in some areas assist with developing their colleagues through action research and peer observations. Staff also refer to career matrices and visit other schools to assist with their development. Feedback is given after observations on what needs to be developed and how. Governors asked how often staff members are observed and were advised that formal observations take place once a term. However staff have the opportunity to ask for a drop in, and it was confirmed that staff do make use of this.

The Schools Partnership Advisor (SPA) provides quality assurance, and triad observations have taken place with other schools.

3.4 Leadership and Management

Not all subjects had subject leaders and, in light of changing staff, subject leadership has been reviewed. Inexperienced staff will be supported with action plans, and work is taking place together with other schools in the Deans Partnership.

Governors were reminded of the new updated Ofsted Framework. The Single Plan has been adapted to reflect this.

Governors were informed of which staff is taking on which responsibility, and respective link governors will be reviewed under agenda item 9.

A governor expressed concern that the creative arts may not receive the attention they deserve and was reassured that drama, in connection with English, has been included in the Single Plan. The Headteacher explained that subject leadership has been harder to develop, and has not been as robust, in the creative arts because of staff members' personal development needs.

3.5 Personal Development, Behaviour and Welfare

Governors discussed attendance in some detail. This dipped in Spring due to illness, bringing the year total to 95.57%. Despite missing the target of 97%, school is still in a very good place. The EWO will supply Anita with material to be included in the newsletter.

- Is the reason for absence mainly ill health? - This was confirmed, but there are also a number of children with Education Health and Care Plans (EHCPs) and barriers from outside and wider family issues. Governors recognised that low attendance also affects progress and attainment data and were satisfied that school works with a number of agencies to support that. Lateness has

	<p>improved throughout the school, though is a real issue in Reception, and school has endeavoured to address this through numerous meetings.</p> <ul style="list-style-type: none"> • Is the reason for lateness increase in traffic along the coast road? - Sometimes there are valid reasons, but more often they are the same children, parents have been approached on the issue, yet there is no obvious improvement. • Would these children benefit from accessing breakfast club, and if so are there financial barriers why they do not access breakfast club? - It appears to be a general time keeping issue as these children are also collected late at pick up time. • Do you invoke social services, or fines? - We have issued a record number of fines, and it does not make any difference. Some children are collected up to half an hour late. We did support a family for a term, but as their financial circumstances have improved we can no longer continue to do this and will now charge them for After School Club if late pick up persists. We have also made referrals to Front Door for Families, but it is up to the parents to engage. • In terms of poverty proofing, do you take into account parental circumstances? – Yes, we did. But circumstances improved a year ago. <p>It was noted that governors had not attended any EWO meetings. Dates for next year’s meetings will be shared again.</p> <p><u>3.6 HT Report - Other School Priorities and information</u></p> <p>Governors were pleased to note that numbers on roll have increased by 12 from September 2018.</p> <p>There are no anticipated issues around staffing for the next term.</p> <p>The Headteacher advised governors that the school had won the Deans Sports Partnership trophy for the third year and had also achieved the School Games Mark Gold award.</p> <p>School featured in BBC South East (children playing cricket). This included interviews with children and was brilliant. There had been great feedback from the team, and congratulations were extended to everyone, especially Reception and Y1. Helen will try and obtain the clip to be added to the website.</p> <p><u>3.7 Action Plan - Any other Governor Actions</u></p> <p>Some governors visited during Governors’ Week. Staff confirmed that it was useful for them to have had this week set aside to expect contact from their link governors. A summary has been circulated, including reports from Clive and Lara. Ian’s report on Maths, Computing and Y5 is still outstanding.</p>	<p>PB</p> <p>HS</p> <p>IW</p>
4.	<p>School Self-Evaluation (SEF)</p> <p><u>4.1 To discuss the SEF</u></p> <p>Noted. No detailed discussion.</p>	
5.	<p>Safeguarding</p> <p><u>5.1 SCR inspected</u></p> <p>Helen reported that she had visited the office and the InCo separately and looked through the SCR. Two issues were identified, and staff members were asked to ensure that these are rectified as a priority. This will be followed up by the Headteacher.</p>	PB
6.	<p>Sports Premium Impact Statement (PB, to follow)</p> <p>As the PE Subject Lead is on maternity leave, Darren Hambrook has agreed to put this together for the school. He has confirmed that he will be using the new DfE template from next year.</p> <p>The statement is expected to be finished w/c 22 July, ready to be uploaded onto the website. It will then be scrutinized by governors at the first Resources committee</p>	Resourc

	meeting of the new academic year.	es
7.	<p>GDPR</p> <p><i>7.1 To note Data Protection Education Visit Report</i> Noted. Governors expected more from this report.</p>	
8.	<p>Reports from Committees, incl policies/docs approved)</p> <p><i>8.1 Q&S Committee</i> Minutes were circulated prior to the meeting. Attention was drawn to discussions around the Phonics screening results, and governors asked whether a response had been received from Nick Locke. It was confirmed that his response had been forwarded to the Chair. He will meet with the Phonics lead in September to discuss.</p> <p><i>8.2 Resources Committee to include:</i></p> <ul style="list-style-type: none"> • Minutes <p>Dee was not present at the meeting in July where Term Time Only staff holiday pay changes were discussed. There is no further clarity yet of the full cost, but the LA will offer the option of spreading the cost over 10 years. Dee recommended that, if the budget can sustain it, to cover the cost in a shorter time. This will be discussed further at the next Resources Committee meeting when more details are known.</p> <p>Dee will ascertain whether the accountant has been paid for the independent examination of the voluntary funds.</p> <ul style="list-style-type: none"> • <i>To note independent examination report of voluntary funds</i> Noted. • <i>To agree, if thought fit, to proceed with Salix LED Lighting Scheme</i> A summary of building projects, as discussed at Resources, was handed out to all. The cost of the Salix LED Lighting scheme appears to be around £1,500 per year, being an interest free loan. The Headteacher recommended that governors should consider to have this completed in the summer of 2020 due to the amount of work involved. • <i>To follow up discussion on new Photocopiers contract, considering comparison document and to agree new contract</i> Governors considered the various options, which all included full maintenance. <p>Agreed: It was agreed to go for a five year contract for two Sharp machines (one for each rooms).</p> <ul style="list-style-type: none"> • <i>Solar Panels update</i> To be completed during the Summer holidays. • <i>To note reviewed Hire Agreements, approved by Resources</i> Noted. 	DS
9.	<p>Governors</p> <p><i>9.1 To receive an update on GB membership and to discuss recruitment</i> Clive and Zouhour have resigned from their role as Foundation Governors, and Lara has resigned as Parent Governor, due to moving abroad. This leaves vacancies for two Foundation Governors and one Parent Governor. Helen expressed an interest in being considered for appointment as Foundation Governor in order to free up an extra Parent Governor vacancy. This was not initially pursued. It was suggested that the pack that goes out to new Reception parents should include information about governors and notification of the vacancies. The Chair and the clerk will work together to produce a notification of the parent governor vacancy, which will be shared with all parents, but with particular emphasis on Reception. The Chair will speak with Fr Ian in Peacehaven to notify parishioners of the Foundation Governor vacancies there.</p> <p><i>9.2 To review and agree committee structure and governor link roles</i></p>	RA,GdR GdR

	<p>Anita Philbrook as Acting Headteacher will take the place of the Headteacher on the Governing Body from September and will also be a member of all committees. Noreen Buckley was appointed to the Q&S Committee. Dee Simson was appointed to the Pay Committee. Mel Fane was appointed to the Headteacher Appraisal Panel. Governor subject link roles were reviewed and the Governor Action Plan updated.</p> <p><u>9.3 To elect Chair, Vice Chair and Committee Chairs and Vice Chairs (Q&S, Resources, Admissions, Pay)</u></p> <p>Chair: The clerk explained that she had received two nominations – one from Giulia and Mel nominating themselves for a co-chairing arrangement, and one from Helen Snow, also nominating Giulia and Mel for a co-chairing arrangement. The two candidates had circulated a statement prior to the meeting, and Giulia was invited to explain this further. She confirmed that a lot of discussion had gone into this proposal and that her and Mel’s skills combined will work well for the leadership of the Governing Body.</p> <p>In Giulia’s absence, Helen confirmed that she had spoken with both Mel and Giulia and that both are keen on working in partnership. A governor expressed the concern in connection with Mel’s workload, as she was also keen to chair the Resources Committee. However, Mel’s enthusiasm is well known to governors, and they felt confident that she will manage what she takes on.</p> <p>Agreed: Governors unanimously voted for the co-chairing arrangement of Giulia de Rosa and Mel Fane for the period of one year (to the last FGB meeting of 2019-2020).</p> <p>Vice Chair: Nominated – Adrienne Nnadi.</p> <p>Agreed: Adrienne Nnadi was unanimously elected as Vice Chair for the period of one year (to the last FGB meeting of 2019-2020).</p> <p>Committee Chairs and Vice Chairs: Q&S – Helen Snow (Chair), Giulia de Rosa (Vice Chair). Resources – Mel Fane Chair, Dee Simson Vice Chair Admissions – Ian Watson Chair</p> <p>Year Link Governors: were updated. There are vacancies in Y1 and Y3. It is hoped that these will be filled by newly appointed governors in the Autumn Term.</p> <p><u>9.4 To note training and development opportunities offered by the Diocese</u> The clerk highlighted:</p> <ul style="list-style-type: none"> • Admissions training 26 September at St Pancras Primary School, Lewes. The clerk will book a place for Helen, Peter, Ian, Anita and herself. Mel will be asked whether she is also interested. • Relationships and Sex Education Training – Noreen confirmed that she has booked a place. 	RA
10.	<p>The School</p> <p><u>10.1 To receive an update and to continue discussions on how to promote the school</u></p> <ul style="list-style-type: none"> • Summer Fairs – The Headteacher attended Peacehaven Summer Fair, which went well, with a constant flow of adults, parents and children. He was also joined by Zouhour. Rottingdean Summer Fair was discussed under agenda item 2. <ul style="list-style-type: none"> • Visits to Churches – Ian to arrange with Anita before the Open Days in November. Roller banner to be taken. • Online – Summary of website traffic was circulated prior to the meeting. The clerk is meeting with Website Creatives to understand how to make more use of this information. • Flyer Distribution (strategy and volunteers) – Ideally to be distributed in September, although some will be taken to the Village Fair. <p>Ian – Rottingdean Village Fair</p>	

	<p>Dee – Community Centre and Café Woodingdean Clive – Libraries</p> <p>It was suggested that a one page data sheet should be produced for nursery parents, with photos of the newly refurbished Reception classroom, Ofsted quotes and key information which is particularly important to nursery parents. It would also be useful to have this displayed on the school website. It was agreed that Peter would compile this in September.</p> <p>Governors considered the diversity of the school community and the surrounding area and discussed to what extent this is catered for. This has already been discussed at the Q&S Committee, the school uses the Ethnic Minority Achievement Service (EMAS) to assist with translation, and there is a translation facility on the school website. Further steps should be taken, ie considering further the demographic make-up of the local area.</p> <ul style="list-style-type: none"> • Open Days – governors were advised of the Open Days and reminded to endeavour to keep these free in order to be able to assist. 	<p>PT</p> <p>All</p>
<p>11.</p>	<p>Policies etc</p> <p><u>11.1 To review the Collaboration Agreement</u> Agreed: In line with other schools, governors agreed that no changes to the Collaboration Agreement are required.</p> <p><u>11.2 To approve the Supporting Pupils with Medical Conditions Policy, recommended by Q&S</u> Approved: The Supporting Pupils with Medical Conditions Policy was unanimously approved.</p> <p><u>11.3 To review and subscribe to Governors’ Code of Conduct</u> Agreed: All agreed to subscribe to the Governors’ Code of Conduct.</p> <p><u>11.4 To approve the Governors’ Privacy Notice</u> Approved: The Governors’ Privacy Notice was unanimously approved.</p> <p><u>11.5 To discuss and, if thought fit, to approve the Information Security Framework</u> Approved: The Information Security Framework was unanimously approved.</p> <p><u>11.6 To approve the LA model Grievance Procedure</u> The LA model Grievance Procedure was recommended by the Resources Committee subject to HR advice in connection with who can support a staff member who is not a member of a union and who is unable to get support from a colleague. The clerk fed back advice from HR, which was that it is not recommended to allow any other support. Governors recognised that they would have to negotiate any changes with the unions themselves. It was confirmed that the unions would still support a staff member, even if they are not a union member themselves. School staff thanked governors for their care and consideration for staff. Approved: The LA Model Grievance Procedure was unanimously approved without changes.</p> <p><u>11.7 To approve the LA model Staff Code of Conduct</u> Approved: The LA model Staff Code of Conduct was unanimously approved.</p> <p><u>11.8 To approve the Gifts and Hospitality Policy</u> The clerk asked for this to be deferred to September and for the Resources Committee to reconsider some aspects of it.</p> <p><u>11.9 RE Policy</u> Approved: The RE Policy was unanimously approved.</p>	

12.	<p>End</p> <ul style="list-style-type: none"> • <u>Proposed Dates for next year</u> <p>Noted.</p> <ul style="list-style-type: none"> • <u>Prayers</u> <p>The Headteacher closed the meeting with prayer.</p>	
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Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Headteacher's Report with Governor Action Plan
Single Plan Review
Five visit reports (CM Reading and Handwriting, PPM, GdR Handwriting, Spelling, Governors' Week Summary)
Data Protection Visit Report
Q&S Minutes 17 May and 2 July
Resources Minutes 14 May, 7 June and 3 July
Independent Examination Report Governors Fund
Independent Examination Report School Fund
Single Hire Agreement
Repeat Hire Agreement
Governor Responsibilities
Diocesan Training booklet
Website analytics
Collaboration Agreement
Supporting Pupils with Medical Conditions Policy
Governors' Code of Conduct
Governors' Privacy Notice
Information security Framework
LA model Grievance Procedure and information sheet
Staff Code of Conduct
Gifts and Hospitality Policy
RE Policy
Meeting dates 2019-20
Two LED Lighting quotes
Single SEF
Photocopier quotes
Nomination for chair/vice chair