

Our Lady of Lourdes Catholic Primary School

Minutes of an Admissions Committee Meeting – 1 March 2019 at 11.30am at the school

Present: Paul Beverton (Headteacher), Mel Fane, Giulia de Rosa (Chair of Governors), Ian Watson (Committee Chair)

Apologies: Helen Snow, Peter Tierney

Quorum: Three committee members and the Headteacher. Two committee members, the Headteacher and the Chair of Governors were present. The meeting was deemed to be quorate.

Clerk: Ruth Ai

Minutes signed by: _____ Agreed on: _____

1.	<p>Prayers, welcome and apologies for absence</p> <p>The meeting commenced with a “Hail Mary”. Apologies were received and accepted from Helen Snow and Peter Tierney. The clerk advised that more governors must be appointed to this committee to ensure sufficient committee members are available for a quorum.</p>	Actions
2.	<p>Declaration of interests in agenda items</p> <p>None.</p>	
3.	<p>Minutes of the last meetings</p> <ul style="list-style-type: none"> • <u>To agree accuracy</u> <p>Giulia was not present. Subject to this amendment, the minutes were agreed as a true record and signed by the Committee Chair.</p> <ul style="list-style-type: none"> • <u>Matters arising, including action points</u> <p>Ian’s actions: Still to check with LA whether Admissions blurb can be changed.</p> <p>Visits to Peacehaven and Rottingdean churches were made and appears to have been effective as more applications from Peacehaven were received this year than in previous years. The same approach will be taken again this year, to tie in with Open Days.</p> <p>TV in foyer to be moved to actions for the Marketing Working Group.</p> <p>Paul’s actions: The office has been asked to include the Privacy Notice in the Admissions Pack.</p> <p>All other actions have been completed or will be discussed further by the Marketing Working Group.</p>	IW
4.	<p>To approve the Appeals Information Timetable</p> <p><i>Unanimously approved without changes, subject to insertion of dates once known.</i></p>	
5.	<p>Assessment and ranking of applications for admission to Reception September 2019</p> <ul style="list-style-type: none"> • <u>To consider any requests for admission outside of normal age</u> 	

	<p style="text-align: center;"><u>group</u></p> <p>There were none.</p> <ul style="list-style-type: none"> • <u>To rank applications</u> <p>The committee ranked applications with a Supplementary Information Form (SIF) according to the oversubscription criteria of the Admissions Policy, also referring to the Diocesan Admissions Guidance. 26 SIF applications were received and ranked as follows:</p> <p>Category 1: None Category 2: 1 Category 3: None Category 4: 11 Category 5: 1 Category 6: 6 Category 7: None Category 8: 2 Category 9: 1 Category 10: None Category 11: None Category 12: 4</p> <p>A number of applications were categorised as “6” because either a baptism certificate was not included or the SIF was not signed by the priest.</p> <p><u>Committee recommendations:</u></p> <ul style="list-style-type: none"> • For the office, in future, to follow up any SIFs which are submitted without baptism certificate or priest’s signature. • To have all SIFs recorded on a spreadsheet as they come in. • For governors to complete the front sheet when categorising the applications. <p>The Headteacher was asked to inform the office of these recommendations and to ensure they are implemented.</p>	PB
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Documents circulated prior to and at the meeting:

- Minutes of the last meeting
- Action points from the last meeting
- Appeals Timetable
- Admissions Policy 2019-20
- Diocesan Admissions Guidance