

# Our Lady of Lourdes Catholic Primary School

## Minutes of a meeting of the Full Governing Body held on Thursday 5 December 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, Emma Briggs (agenda items 1 – 3.1 only), Noreen Buckley, Mel Fane (Co-Chair), Sandra Hogan, Adrienne Nnadi (Agenda item 3 onwards), Anita Philbrook (Headteacher), Giulia de Rosa (Co-Chair), Helen Snow, Peter Tierney, Ian Watson, Jessica Winter

**Apologies:** Dee Simson

**Quorum:** Seven governors. 11/12 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><b>Welcome</b>                      The meeting was chaired by Mel Fane.  <i>1.1 Prayers</i>                      The Headteacher opened the meeting with prayer.  <i>1.2 To consider Apologies for Absence</i>                      Apologies were received and <b>accepted</b> from Dee Simson.  <i>1.3 Declaration of business interests or interests of loyalty in agenda items</i>                      None  <i>1.4 To note Register of interests</i>                      Governors were advised that the Register is now available to view on the website.                      Emma Briggs was introduced as new parent governor.</p>	Actions
2	<p><b>Minutes of last meeting</b>  <i>2.1 To agree accuracy</i>                      The minutes were <b>agreed as a true record</b> and signed by Mel.  <i>2.2 To discuss matters arising and action points completed</i>  <b>Anita's actions:</b> Paul Platts date has been booked.                      A School Business Manager (SBM) has been recruited. Three applicants were shortlisted, and the candidate with prior school experience was appointed. Governors asked:  <ul style="list-style-type: none"> <li>• <b>Have all required checks been initiated?</b> – Yes. The new SBM will also meet with the bursar for a handover.</li> <li>• <b>What is the probation period?</b> – This is not done in schools.</li> </ul>                     LCVAP bid has been submitted.  <b>Ruth's actions:</b> As previously advised by email, the required five yearly Buildings Survey may be submitted after the LCVAP bid. However, we do not know how much later it may be submitted, and this will require further investigation and discussion. Governors have been reminded to read KCSiE.  <b>Noreen's actions:</b> Apologies for not having been able to attend the Dr Happy event.</p>	

	<p>Local estate agents would be happy to market the school, <b>and Noreen will also pursue the option of sponsorship. She requested that some information packs should be prepared for their shops, as there has definitely been an interest.</b></p> <p><b>Actions for all:</b> Helen would have booked onto Safeguarding Network meeting, had there not been a clash with this meeting.</p> <p>Sandra has completed Safeguarding training as part of her job. Governors were asked to ensure Adrienne is kept up to date with training not completed through Governor Support.</p> <p><b>Giulia's action:</b> A prospective Foundation Governor has been found, although not from Peacehaven. The application is currently being processed by the Diocese. The candidate is a retired Headteacher, has other relevant skills and is a religious sister. Giulia attended the Dr Happy event.</p> <p><b>Peter's action: Peter is still planning to compile a data sheet for Reception and will endeavour to do so in time for the open day in January.</b></p> <p>All other actions have been completed and did not require further discussion.</p>	<p>NB AP</p> <p>PT</p>
3	<p><b>Headteacher's Report and Governor Action Plan</b></p> <p><b>3.1 Catholicity of the School</b> Taken as read, no further discussion.</p> <p><b>3.2 Quality of Education (Theme 1)</b></p> <p><b>Headteacher's Report:</b> Autumn Term data was not available yet. Teachers have been observed in RE in KS2 and Phonics in KS1. Four out of seven lessons had outstanding elements, and all but one were at least good. Relevant support is provided for the subject/teacher where the lesson was not good.</p> <p><b>In light of the expected Section 48 inspection governors asked whether there are any concerns around the quality of teaching of RE.</b> It was confirmed that there is a concern for one teacher, who is being supported. All class teachers have had training, and the RE lead's profile has been raised. She will conduct a prayer table scrutiny together with Giulia (RE link governor). Anita will also deliver further training at an Inset day. All class teachers deliver RE lessons to their classes, with one class also supported by a confident TA.</p> <p>Data gathered from Pupil Progress meetings looks on track, though this is usually the case with Autumn term data as all are working at .1.</p> <p>Phonics assessments have been conducted. Anita and Pier explained how the Read Write Inc scheme works, starting from the basics. Once the children have the basic skills they are ready to "fly". The target for Y1 is 88%, which is aspirational and aims to be above the national average. There are only 24 children in Y1, and another child is expected to join from the Steiner school and will therefore have gaps in phonics knowledge.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> <li>• <b>Is the phonics lead still in contact with Nick Locke for Read Write Inc support?</b> - This was confirmed.</li> <li>• <b>Are the children who did not pass the phonics test in Y1 on track now?</b> – Yes, except for one child who is unable to achieve it.</li> </ul> <p><b>Governors' actions on Theme 1:</b> It was good to see that more reports from governor visits have been submitted (Maths Pupil Conferencing, two SEND visits, one Phonics lesson). Governors were reminded that attending Pupil Progress Meetings (PPMs) is very useful to gain an overview. These were not attended this term, although one visit was planned but had to be postponed due to staff sickness. Governors were concerned that, if they commit themselves to the monitoring opportunities notified in the Action Plan, these are sometimes subject to change due to unforeseen circumstances. Anita explained that if she knows that a governor plans to attend, she will do her best to ensure that it goes ahead as planned.</p>	

<p><b>Governors asked whether staff enjoyed governors' week.</b> Anita did check this with staff and found that only very few governors attended. It was agreed that it is still good to have such a week planned in the diary.</p> <p>Monitoring dates for next term are not available yet.</p> <p><b>The clerk was asked to ensure that themes and linked governors are highlighted more in the Governor Action Plan,</b> as the links can be easily overlooked.</p> <p><b>Noreen intends to visit on 11 December for the Writing Book Look in her role as English Link Governor.</b></p> <p><u>3.3 Behaviour and Attitudes (Theme 2)</u></p> <p><b>Headteacher's Report:</b> Lateness is high in Y1 at 3.92%. One family has received a final letter, threatening a fine unless the child arrives on time 100% for the next two weeks. The support of the Education Welfare Officer (EWO) has been much valued. The Know Your School report also highlighted that absenteeism is above the national average.</p> <p><b>Governors asked how the child at the Pupil Referral Unit (PRU) is getting on and whether his attendance at the PRU had a positive impact on attendance here.</b> This was confirmed, as his attendance at the PRU counts as attendance at OLOL. The child attends OLOL two afternoons per week. There are still attendance issues on the occasions when school staff are unable to pick him up from the PRU to take him to OLOL afternoon sessions.</p> <p><b>Governors' Actions on Theme 2:</b> No governors have attended meetings with the EWO yet. Although not as a specific governor visit to see behaviour at arrival time, governors who are parents reported that children appear happy at their arrival at school.</p> <p>In connection with arrivals, governors were advised that there is an ongoing issue with parents using the staff car park for breakfast club drop off and are blocking staff parking places. This is now being addressed by having a key pad installed at the gate, which will also improve safeguarding of children.</p> <p><u>3.4 Personal Development (Theme 3)</u></p> <p><b>Headteacher's Report:</b> Two governors attended Parent Council (where poverty proofing related items were discussed) and reported that the meeting was useful and a good exchange between parents and staff.</p> <p><b>Governors' Actions on Theme 3:</b> Sandra has visited Zoe to discuss the Poverty Proofing Action Plan. Governors were reminded of the following monitoring opportunities:</p> <p><b>Mindfulness monitoring (Zoe and children) 9 December.</b></p> <p><u>3.5 Leadership and Management (Theme 4)</u></p> <p><b>Headteacher's Report:</b> No further discussion.</p> <p><b>Governors' Actions on Theme 4:</b> The following visits have taken place and reports received:</p> <p>PE, Early Years, Maths. A science visit was also done, in connection with Eco Council. Feedback in the form of Eco Council minutes and Eco Action Plan will go to the next Q&amp;S Committee meeting.</p> <p><b>English Subject Link visit to be conducted 11 December.</b></p> <p><u>3.6 Anything else</u></p> <p><b>3.6a School updates:</b> Anita and Kevin are in contact with a neighbour to assist with clearing away material that the school had previously promised to remove. This led to one governor pointing out that she had noticed the convent boundary fence leaning over. <b>This will be added to the next Property Action Plan (PAP) visit.</b></p> <p><b>Governors asked whether there are any other staffing changes expected,</b> in addition to those reported. The Y2 TA has submitted her resignation, which will have an impact on phonics support. Replacement will have to be on a temporary contract. The recently appointed MDSA has also resigned. A new staff member has been appointed for the specific purpose to run a Forest School. A resignation has been received from an INA, requiring that role to be covered with existing staff on a claims basis.</p>	<p>RA</p> <p>NB</p> <p>Any gov</p> <p>NB</p> <p>MF</p>
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	<p>Support staff absence was extremely high on one day this week, due to illness.</p> <p><b>3.6b GB Link Governor updates:</b> The following link visits have taken place: H&amp;S, Safeguarding, Pupil Premium/LAC/Poverty Proofing, Sports Premium, Eco Council, Reception.</p>	
4	<p><b>External Reports</b></p> <p><i>4.1 To discuss external data report (Inspection Data Summary Report [IDSR])</i></p> <p>The IDSR was circulated prior to the meeting. There were no surprises. Phonics was highlighted, but governors are aware of how this is being addressed and managed. <b>Governors noted that Reading progress had declined this year.</b> Anita explained that last year's cohort did exceptionally well, and that progress this year is still good. Maths progress has improved.</p> <p><b>It was pointed out that sickness is high in terms of amount of days.</b> Governors were advised that two staff members were on long term sick leave due to mental health issues. School is addressing staff wellbeing by facilitating a number of wellbeing initiatives, such as the opportunity to have massage.</p> <p>Governors are aware of an increase in the workload of certain staff members this year, due to additional responsibilities. Anita explained that she is mindful of the pressure and has put measures in place to ensure impact is kept to a minimum. The staff governor confirmed that colleagues have also been very supportive. Governors appreciate the support offered.</p> <p><i>4.2 To note Know Your School visit report</i></p> <p>Governors appreciated the thorough report, which recognises that the school is a good school – self-sustaining and improving.</p> <p>The Know Your School visit was very thorough, and Anita thanked the governors who attended. Next steps need to focus on raising attainment across the board, more greater depth in maths, supporting children with nurture through extra nurture groups, and phonics.</p> <p>Children's comments quoted in the report are positive and reflect also parents' views gathered through the recent parent survey. Governors thanked Anita and Pier for their continued work in ensuring both parents and pupils are happy. Parents have been thanked for their responses and advised that governors are taking on their suggestions and points raised.</p>	
5	<p><b>Reports from Committees</b></p> <p><i>5.1 Admissions (through minutes – note In-Year Admissions Procedure approved under delegated powers)</i></p> <p>Noted. No further discussion.</p> <p><i>5.2 Resources (through minutes – note Charging and Remissions Policy approved under delegated powers 05.2c)</i></p> <p>Noted. No further discussion.</p> <p><i>5.3 Q&amp;S (through minutes)</i></p> <p>Noted. No further discussion.</p> <p><i>5.4 Pay (verbal)</i></p> <p>Ian explained that teachers are very clear about what is expected of them. The Pay Committee was presented with a thorough report from the Headteacher with recommendations for pay progression, all of which were approved by the committee. Anita highlighted that teachers do not have to wait until they reach M6 before they can apply to go through to the Upper Pay Scale (UPS) but can apply at any point. This scenario is not planned for in the budget. However, teachers would still have to be working to a certain standard, which usually comes with experience.</p> <p><i>5.5 Headteacher Appraisal Panel (verbal)</i></p> <p>Giulia gave a brief verbal update on the appraisal of Anita as Acting Headteacher. Objectives were set at the beginning of the year and verbally and confidentially shared with governors. The final review meeting is taking place on 6 December.</p>	

	Governors extended their thanks to Anita for the good job she has done as Acting Headteacher. Anita also expressed her thanks to the supportive staff team.	
6	<p><b>Governor Business</b></p> <ul style="list-style-type: none"> <li>• <u>To receive an update on Governing Body membership and recruitment</u> Covered under previous agenda items.</li> <li>• <u>Skills Audit summary</u> There are some gaps in areas relating to previous experience in the school sector. Governors will appreciate the support and expertise of the SBM in those areas when required.</li> <li>• <u>To appoint:</u> <ul style="list-style-type: none"> <li>○ <b>Jess Winter to Q&amp;S Committee</b> Appointed.</li> <li>○ <b>Jess Winter as Sports Premium and PE Link Governor</b> Appointed, with thanks for the work Jess has done already.</li> </ul> </li> <li>• <u>To review effectiveness of other link governor roles</u> Governors discussed the workload of individuals, with responsibilities covering subject link roles, statutory link roles and year links. In order to lighten the load, governors were asked whether link roles should be dropped as they appear to be the least relevant in terms of monitoring responsibilities. However, staff were very clear in feeding back that they value the class links, for example to accompany a class on a trip. The clerk highlighted that joining a class on a trip provides an opportunity to monitor the implementation of the Educational Visits Policy, and that therefore a report is highly valued. <b>It was agreed that all link roles should remain in place.</b></li> <li>• <u>Governor training</u> <ul style="list-style-type: none"> <li>○ <b>Reports from training attended</b> Mel continues to do Chairs training - the Governor Support modules as well as a government funded online module by Governor Space.</li> <li>○ <b>To note forthcoming or online training</b> Adrienne advised governors of the ASP Workshop, and Jess expressed an interest in this. Pier and Mel are doing Health and Safety training in March.</li> </ul> </li> </ul>	
7	<p><b>Policies and other documents</b></p> <p><u>To discuss and agree approach</u></p> <p><b>7.1 Review of Uniform Policy (Is it still fit for purpose? If not, set up Working Group)</b></p> <p>Mel explained that the uniform policy had not been reviewed for more than eight years, yet it is recommended that this should be done at least every five years. Anita agreed that a review would be good in terms of poverty proofing, ie to consider introducing plain jumpers with iron-on labels, review of the PE kit etc, to ensure maximum cost effectiveness for parents. The clerk pointed out the requirement for consultation with parents.</p> <p>It was agreed that a working group should be formed, <b>which should meet in January so as to involve the new Headteacher.</b></p> <p><b>Appointed:</b> <b>Helen, Peter, Jess, Ian and Paul (new HT) were appointed to the working group.</b> The clerk will also attend to advise.</p> <p><b>7.2 Review of British Values Statement (Is it still fit for purpose? If not, set up Working Group)</b></p> <p>The British Values Statement was drawn up three years ago with support from the Diocese. A lot of thought had been put into it, and it was suggested that a review should be equally carefully considered. Governors contributed to the discussion:</p>	HS, PT, JW, IW, PB, RA

	<ul style="list-style-type: none"> <li>• It is still very relevant as they have observed children putting it into practice</li> <li>• Children know about the beatitudes, noticeable outside of school at first holy communion classes where children from other schools have no knowledge of the beatitudes</li> <li>• Governors who are parents can see these values in their children</li> <li>• The values are seen throughout the school.</li> </ul> <p><b>Agreed:</b>  <b>As a result of above discussion, it was agreed that a review of the British Values Statement is currently not required.</b></p> <p><b>7.3 Updated Statutory Policies to Schools</b></p> <ul style="list-style-type: none"> <li>- New statutory policies – A number of new policies have been added to the DfE’s Statutory Policies for schools.</li> <li>- Recommended review frequencies – The DfE now recommends annual review of all policies. Governors felt that it is unlikely that this is necessary for all policies, as it would take up too much of their time.</li> </ul> <p>It was agreed that <b>the clerk would discuss the new policy requirements with the new Headteacher in January.</b></p> <p><b>To approve:</b></p> <ul style="list-style-type: none"> <li>7.4 <b>Pay Policy – new LA model</b></li> <li>7.5 <b>Safeguarding and Child Protection Policy – new LA model</b></li> <li>7.6 <b>Complaints Policy – new LA model</b></li> <li>7.7 <b>Admissions Arrangements (recommended by Admissions)</b></li> <li>7.8 <b>Educational Visits Policy (recommended by Resources)</b></li> </ul> <p><b>Approved:</b>  <b>All above documents were unanimously approved.</b></p> <p>7.9 <b>Sick Absence Management Policy (recommended by Resources)</b>  The Sick Absence Management Policy is the Model LA Policy. <b>Governors asked whether, although not previously having been formally adopted, school had been following the same procedure</b> and were advised that systems would need to be tightened up.  The clerk recommended that in future, SBM Reports should be submitted to the Resources Committee, and that these should feature termly reports on staff absence.</p> <p><b>Approved:</b>  <b>The Sick Absence Management Policy was unanimously approved.</b></p> <ul style="list-style-type: none"> <li>7.10 <b>Headteacher Sick Absence Management Policy (recommended by Resources)</b></li> <li>7.11 <b>Gifts and Hospitality Policy (recommended by Resources)</b></li> <li>7.12 <b>Q&amp;S Committee Terms of Reference</b></li> <li>7.13 <b>Admissions Committee Terms of Reference</b></li> <li>7.14 <b>Pay Committee Terms of Reference</b></li> <li>7.15 <b>School Improvement Fund Terms of Reference</b></li> <li>7.16 <b>School Fund Terms of Reference</b></li> </ul> <p><b>Approved:</b>  <b>All above documents were unanimously approved.</b></p> <p><b>AOB:</b> Jess was commended for her initiative providing refreshments at nativity plays when the PTA was unavailable.  Governors were advised of current difficulties in terms of meeting legal requirements around PTA trusteeship.</p>	RA
8	<p><b>End</b></p> <ul style="list-style-type: none"> <li>• <b>Prayer</b></li> </ul> <p>Anita closed the meeting with prayer.  The meeting closed at 8.30pm</p>	

**Documents circulated prior to and at the meeting:**

Minutes of the last meeting  
Action points from the last meeting  
HT Report/Governor Action Plan  
Eight governor visit reports  
Inspection Data Summary Report  
Know Your School visit report  
Admissions Committee minutes  
In Year Admissions Procedure  
Two Resources Committee meeting minutes  
Charging and Remissions Policy  
Q&S Committee minutes  
Skills Audit matrix anonymised  
Skills Audit Summary  
DfE School Uniform Guidance  
NGA Blog Uniforms  
NGA Guidance Uniforms  
British Values Statement  
Statutory Policies for Schools update  
Up To Speed on Changes to Statutory Policies  
Pay Policy  
Child Protection and Safeguarding Policy  
Complaints procedure OLOL  
Model Complaints Procedure and Guidance  
Admissions Policy  
Supplementary Information Form  
Educational Visits Policy  
Sick Absence Management Procedure  
HT Sick Absence Management Protocol  
Gifts and Hospitality Policy  
Q&S Terms of Reference  
Admissions Terms of Reference  
Pay Committee Terms of Reference  
School Improvement Fund Terms of Reference  
School Fund Terms of Reference