

Our Lady of Lourdes Catholic Primary School

Minutes of an Admissions Committee Meeting – 18 October 2019 at 1.30pm at the school

Present: Mel Fane, Anita Philbrook (Acting Headteacher), Helen Snow, Peter Tierney, Ian Watson (Committee Chair)

Apologies: None

In attendance: Jessica Winter (new governor, not yet appointed to a committee)

Quorum: Three committee members and the Headteacher. Four committee members and the Acting Headteacher were present. The meeting was quorate.

Clerk: Ruth Ai

Minutes signed by: _____ Agreed on: _____

1.	Welcome, prayers and apologies for absence Ian welcomed all to the meeting, with a special welcome to Jess. Anita opened the meeting with a prayer asking for God's guidance.	Actions
2.	Declaration of interests in agenda items None.	
3.	Minutes of the last meeting <ul style="list-style-type: none"> <u>To agree accuracy</u> The minutes were agreed as a true record and signed by the chair. <u>Matters arising, including action points</u> Min 3: Ian's action to check with the LA whether Admissions blurb can be changed was carried forward. To be completed by Christmas. Min 5: Anita will check with the office whether they were informed of recommendations from that meeting, and will ensure these are implemented. <p>The committee was informed that there are currently 198 pupils on roll. The 22 vacancies are spread out fairly evenly across year groups.</p>	IW AP
4.	To review Committee Terms of Reference <i>Documents attached in connection with this item:</i> <i>Doc 4.a – OLOL old Terms of Reference</i> <i>Doc 4.b – Model Terms of Reference from Diocese</i> <i>Doc 4.c – Proposed new Terms of Reference combined from those above</i> The committee agreed that the proposed new Terms of Reference are much clearer. The following changes from the proposed document were agreed: <ul style="list-style-type: none"> Remove "with consultees" from first bullet point of Objectives Move bullet point "to ensure that such decisions are not delegated to the Headteacher or any other individual" to the end of the following bullet point to clarify that this is only applicable to circumstances when an actual decision must be made (ie when the oversubscription criteria must be applied). Remove "generally" from last but two bullet point Add the requirement for a Foundation Governor to both membership and quorum. 	

	<p>Agreed: Subject to above amendments, the committee unanimously agreed to recommend the Terms of Reference to FGB for approval.</p>	
5.	<p>To review Admissions Policy and Supplementary Information Form (SIF) for 2021-2022 <i>Documents attached in connection with this item:</i> <i>Doc 5.a – Alpha Beta notice</i> <i>Doc 5.b – 2021-2022 Draft Admissions Policy</i> <i>Doc 5.d – 2021-2022 SIF</i></p> <p><u>5.1 To note Alpha Beta Notice</u> Noted.</p> <p><u>5.2 To discuss, and if thought fit, to agree any changes resulting from this year’s Admissions</u> No issues were identified. It was pointed out that some Governing Bodies do not rank applications if the school is not oversubscribed. However, it was agreed that it is good to have a breakdown of applications per criterion, and it was also considered to be good practice.</p> <p><u>5.3 To review SIF 2021-2022</u> No changes were suggested, except to add the GDPR notice as requested by the Diocese.</p> <p><u>5.4 Dependent on 5.2, to either approve Admissions Policy and SIF 2021-22 or to agree to go out to consultation on changes</u> No changes were suggested.</p> <p>Agreed: The committee unanimously agreed to recommend the Admissions Policy and SIF to FGB for approval.</p>	
6.	<p>To review the In-Year Admissions Policy <i>Documents attached in connection with this item:</i> <i>Doc 6.a – In-Year Admissions Policy</i> <i>Doc 6.b – Schools Bulletin (Admissions) – to discuss whether this means changes to your In-Year Admissions Policy</i></p> <p>It was pointed out that the recommendation from the Schools Bulletin is already contained in the In-Year Admission Policy. However, there is often a lot of pressure from parents to admit children immediately, rather than at the beginning of the next half term.</p> <p>Agreed: The committee unanimously agreed to recommend the In-Year Admissions Policy to FGB for approval without any changes.</p>	
7.	<p>Any other business Leaflets advertising the Open Days have arrived, and some have already been distributed. Ian will arrange talks in Peacehaven, Rottingdean and Woodingdean churches to raise awareness of the school and Open Days.</p>	