

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body held on Thursday 30 January 2020, 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 Barber, Emma Briggs, Sandra Hogan, Giulia de Rosa (Co-Chair), Helen Snow, Ian Watson, Jessica Winter

Apologies: Mel Fane (Co-Chair), Blanaid McCauley, Adrienne Nnadi, Dee Simson, Peter Tierney

Not present: Noreen Buckley

In attendance: Anita Philbrook (Deputy Headteacher)a

Quorum: Seven governors. 11/12 governors were present. The meeting was quorate.

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

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

1.	<p>Welcome</p> <p>The meeting was chaired by Giulia de Rosa.</p> <p><u>1.1 Prayers</u></p> <p>The Headteacher opened the meeting with prayer.</p> <p><u>1.2 Welcome and introductions</u></p> <p>Giulia welcomed everyone to the meeting.</p> <p><u>1.3 To consider Apologies for Absence</u></p> <p>Apologies were received and accepted from Mel Fane, Blanaid McCauley, Adrienne Nnadi, Dee Simson and Peter Tierney. No apologies were received and therefore not accepted from Noreen Buckley.</p> <p><u>1.4 Declaration of business interests or interests of loyalty in agenda items</u></p> <p>None.</p>	Actions
2.	<p>Minutes of last meeting – 5 December 19</p> <p><u>2.1 To agree accuracy</u></p> <p>The minutes were agreed as a true record and signed by Giulia.</p> <p><u>2.2 To discuss matters arising and action points completed</u></p> <p>Anita's action: Due to the recruitment of a School Business Manager (SBM), who is also responsible for marketing, and other considerations, this action has become redundant.</p> <p>Ruth's actions: The Diocese has the required survey for the LCVAP bid (LA Survey). The Condition Data Collection Survey has also been received and will be circulated for information.</p>	RA

	<p>Uniform review will be deferred, so as not to appear to convey an unintended message from the new Headteacher to parents. However, iron on badges may still be explored, as these do not constitute a change in uniform and are designed to help parents.</p> <p>Mel's action: Leaning fence is in hand to be addressed by the PAP group.</p> <p>Noreen's action: English Link visit still outstanding.</p> <p>All: Mel and Pier are booked onto H&S training.</p> <p>All other actions have been completed or did not require further discussion.</p>	NB
3.	<p>Headteacher's verbal update</p> <p>The new Headteacher updated governors on his first few weeks in school and his plans for the rest of the term and forward.</p> <p>New support staff has been recruited, and there was a lot of interest in the vacancies. The staff member providing phonics support in Reception has submitted her resignation. The impact of this loss must be monitored. One teacher is due to go on maternity leave later in the year, and another teacher is returning from maternity leave.</p> <p>The Headteacher has been occupied with familiarising himself with the school community by being visible around the school gate and holding one to one meetings with SLT and other members of staff in order to understand their roles within the school. As all teaching staff are also subject leaders, the development of leadership has become an area of focus. He has been visible in classrooms and on playground duty in order to get to know the children and has strengthened relationships with other Headteachers.</p> <p>During the period from January to the end of March, a plan of self-evaluation is being established. This will involve as many stakeholders as possible, including governors, and will lead to a new School Self-Evaluation document (SEF) at the end of March, to be presented to staff at the Inset day on 3 April and feeding into the vision of the school over the next few years. The Single Plan will change slightly, being moved into a tighter document. Conversations have taken place with SLT about the support middle leaders need.</p> <p>Preparation for the forthcoming Catholic School Inspection (CSI) is a main focus at the moment, but will be discussed further under agenda item 7. The Headteacher has booked fortnightly meetings with the RE Subject Leader, some of which will be attended by the RE Link Governor. The RE Subject Leader is also responsible for phonics. SLT are aware of the workload and are ensuring appropriate support, whilst also recognising the benefit that leading the inspection will have on her own development. Governors asked whether the staff member is happy to continue in both roles. The Headteacher confirmed that he had ascertained this in a meeting with her early in the term and is confident that SLT will monitor the workload and support appropriately. By attending the meetings between the Headteacher and RE Subject Leader, the RE Link Governor will be able to exercise her monitoring responsibilities without any additional demands on staff.</p> <p>Governors were positive about the newly formed RE Council.</p>	GdR
4.	<p>Finance</p> <p><u>4.1 To receive an update on the school's finances</u></p> <p>Prior to the meeting, the School Business Manager (SBM) circulated the Month 9 Outturn Report, accompanied by a commentary. The Headteacher took governors through this and explained:</p>	

	<ul style="list-style-type: none"> • The outturn shows a projected surplus of £39,439. This is mainly from savings on the Headteacher salary. • 18,000 has been budgeted for Agency Staff. This currently shows a £3,000 surplus, which the SBM would like to allocate elsewhere. • The Caretaker has been on sick leave and is set to return w/c 3 February. A return to work interview will take place, but funds have been set aside to provide cover if needed. • Curriculum cost centre will need more unpicking, in particular with regard to strategic work around curriculum intent. To be split up in the longer term. • Breakfast club is running at a deficit. St Margaret's intend to start their own provision after half term. Deficit is due to families being charged less than the actual cost, and some parents either paying late or not at all. The SBM is working to recoup outstanding debts and then change the booking system later in the year. Governors asked why breakfast club is not booked and paid in advance, as this is the rule. The Headteacher explained that situations occur which are operationally difficult to handle for staff and make it easy to slip into a different habit. The SBM is also looking at the Debt Policy proposed at the last Resources Committee meeting. • It was confirmed that PTA donations are on their way. <p><u>4.2 To note the report on the Independent Examination of Voluntary Funds</u></p> <p>The report on the Independent Examination of Voluntary Funds has been received and was noted.</p> <p>The Independent Examination of the School Fund is still outstanding.</p>	PB
5.	<p>To consider the Data Protection Report</p> <p>The report was circulated prior to the meeting. The following questions were discussed:</p> <ul style="list-style-type: none"> • Use of USB sticks – the report states that “All USB sticks and hard drives are no longer permitted. This does need to be reflected in of all the relevant policies such as Data Protection, ICT and any Acceptable Use policies.” Ian in his role as Data Protection Link Governor pointed out that the school’s policy allows USB sticks on a read only basis, and that there is no technical reason why USB sticks should not be permitted on that basis. Whilst there used to be a danger around viruses being transmitted through USB sticks, this is no longer a concern. He will email his comments to Anita, who will forward them to Paul Platts. • Governors were pleased to note that most other points had been actioned already. • Governors were reminded of Data Protection Training for all staff on 11 February 3.30pm-4.30pm, which governors are also expected to attend. <p>It was highlighted that the In-Year Admissions Procedure states that Supplementary Information Forms (SIFs) for children on the waiting list are no longer valid after six months. The forms should therefore be destroyed after six months and a new SIF requested if a place becomes available.</p>	IW All PB
6.	Reports from Committees	

	<p><u>6.1 HT Appraisal Panel</u></p> <p>Giulia reported that the objective setting meeting has taken place. The main objectives were shared with all as they are the drivers for the whole school. Governors asked whether the Headteacher has a mentor among the Deans Headteachers. He confirmed this, but also explained that he is working with other Headteachers in the wider Brighton and Hove area and feels well supported.</p> <p><u>6.2 Resources Committee</u></p> <p>Minutes were circulated prior to the meeting. Governors asked whether any progress has been made on plans for the refurbishment of the staff room. The Headteacher reported that this had been a focus of the recent Property Action Plan (PAP) group meeting who wants to move this forward, as the condition of the staff room is closely linked to staff welfare. Governors were reminded that it had been the plan to refurbish the classroom during the last summer holidays, but that incoming quotes were double of what had been budgeted and agreed at the time.</p> <p>Governors asked whether any communication had gone out to parents about the use of Old Place Mews. The Headteacher explained that he had circulated a letter following an incident with parents accessing Breakfast Club via Old Place Mews which made it impossible for residents to go out. No feedback has come back to the school from parents. Emma reported that parents had requested for this to go on the Parent Council agenda. Governors are pleased that there is a forum at which such issues can be discussed with parents.</p> <p><u>6.3 Q&S Committee</u></p> <p>Minutes were circulated prior to the meeting. The Q&S Chair highlighted the excellent work done by the Literacy Support Service (LSS) teacher and suggested that, if there is the opportunity for her to be in school for a full day rather than a half, then this should be actioned, as her impact is great. Governors asked whether Pupil Premium funds could be used fund this. Some Pupil Premium pupils benefit from this service and the SEND link governor confirmed that the INCo is clear that there are measurable improvements.</p>	
<p>7.</p>	<p>Catholic School Inspection (CSI)</p> <p><u>7.1 To receive feedback from Training</u></p> <p>The Headteacher and both co-chairs had attended training at the Diocese. This was very informative, and a summary was circulated prior to the meeting.</p> <p><u>7.2 To be updated on next steps for the school</u></p> <p>Staff will receive training from the Diocese on 21 March.</p> <p>The Headteacher is working with the RE Subject Leader on the CSI SEF. Parents have been audited on their views of the religious character of the school; so far 60 responses have been received. Responses have been positive, except that parents would like to be clearer on the curriculum for RE as they said they are unaware. Parents receive the Come and See newsletter termly. More information has now been uploaded to the website, and this will be communicated to parents through the newsletter.</p> <p><u>7.3 To agree Governor Actions</u></p> <p>Giulia as RE Link governor recognises the need to be fully informed of all the school is doing and will attend some meetings between the Headteacher and the Re Subject Leader.</p>	

	<p>Governors appointed a CSI Working Group of Sandra Hogan, Helen Snow, Giulia de Rosa and Adrienne Nnadi (Ruth to inform Adrienne).</p> <p>Anita invited Giulia to visit her class collective worship at 1.10pm on a Wednesday.</p>	<p>RA GdR</p>
8.	<p>Governor Action Plan</p> <p><i>8.1 To review Autumn Term Governor Action Plan</i></p> <p>8.1.1 Actions completed and visit or training reports</p> <p><u>Theme 1:</u> Peter has attended a phonics session in Reception. A visit report from the Sandra as SEND link governor has been received. This highlighted the need for a printer in the INCo room, and a governor recalled that this had been part of the LVAP bid in 2015 and ascertained that this had not been supplied at the time. Although the new printer in the PPA room requires a code for confidentiality, it can still happen that printed material is inadvertently accessed by other staff. A printer in the room would improve this.</p> <p>Ian will research printers and recommend a model.</p> <p><u>Theme 2:</u> No governors have attended meetings with the EWO yet. The next date is 17 March.</p> <p>Emma agreed to be allocated to Theme 2.</p> <p><u>Theme 3:</u> Helen would like to attend monitoring activities in connection with Restorative Justice.</p> <p><u>Theme 4:</u> Ian has informally met with the Computing Subject Leader, whilst the local Scout group used the ICT suite. Resources and tools were discussed, and the Computing Subject Leader advised him of the new Coding Club. He highlighted that the facilities in the school are excellent, and asked school to ensure that they are utilised well.</p> <p>RE is focus for Giulia at the moment.</p> <p>The Headteacher suggested that in the Summer term, subject link governors should come into school to work with the subject leaders around curriculum intent. There is a central curriculum intent, but specific subject intent should still be developed, and governors have an integral part in doing this with the subject leader and agree how to monitor it. Governors suggested that due to the varied involvement from governors, the role of the subject link governor in this will need to be clearly defined.</p> <p>The Headteacher explained that SLT have discussed removing the vulnerability from subject leaders by creating faculties to work together. This is also expected to help with leadership continuity, but some flexibility about how this would work will be necessary.</p> <p>8.1.2 Outstanding actions</p> <p>Not discussed.</p> <p><i>8.2 To agree actions for Spring Term (bring diaries)</i></p> <p>8.2.1 Visits</p> <p><u>Sandra:</u> To continue meetings with Zoe</p> <p><u>Giulia:</u> To be involved in any book looks</p> <p><u>Helen:</u> Safeguarding meeting, also checking SCR. – The Headteacher explained that, following his attendance at an information event, responsibility for the SCR now lies with the SBM. Governors were updated on the workload of office staff, and it was suggested that in the long term, consideration should be given to how supplementing office staff.</p> <p>Helen will make an appointment with the SBM.</p>	<p>IW Any governor</p> <p>SH GdR HS</p> <p>HS</p>

	<p><u>Jess</u>: Had intended to visit a PE lesson on 30 January but was prevented. Jess now expects to visit on 6 February.</p> <p><u>Emma</u>: Will shadow Noreen as English link.</p> <p style="text-align: center;">8.2.2 Training</p> <p>Not discussed.</p> <p style="text-align: center;">8.3 <u>To review roles and responsibilities</u></p> <p style="text-align: center;">8.3.1 To appoint another governor to the Admissions Committee</p> <p>Appointed: Emma Briggs was appointed to the Admissions Committee.</p> <p>The next committee meeting is scheduled for 28 February, but time will need to be rearranged.</p> <p style="text-align: center;">8.3.2 To appoint Emma to Q&S Committee</p> <p>Appointed: Emma Briggs was appointed to the Q&S Committee.</p>	<p>JW</p> <p>EB</p>
<p>9.</p>	<p>Governing Body Self-Evaluation</p> <p style="text-align: center;">9.1 <u>To discuss NGA document “Board Dynamics”</u></p> <p>This document was circulated prior to the meeting, and governors commented:</p> <ul style="list-style-type: none"> • There should be an equal load for each governor – not the same people doing all the work • Induction process for new governors to be more consistent • Diversity • Average time commitment 5 – 8 hours per month. This can be more for some people. • There should be some empathy for the circumstances of some governors, but governors are equally expected to communicate situations when they are not able to contribute. This has been successfully done by some in the past. • Apologies should be carefully considered and not just accepted as a matter of course. • Spending some social time together, in order to get to know people’s characters. • Nolan principles. <p style="text-align: center;">9.2 <u>To discuss how to approach GB Self-Evaluation</u></p> <p>Following some discussion about what governors liked and disliked about the two examples, it was agreed to use 20 Key Questions, spread out section by section over one year and discussed by the whole group together. Governors appreciated the pointers which were given for each question.</p>	
<p>10.</p>	<p>Policies and other documents</p> <p><u>to approve</u></p> <p style="text-align: center;">10.1 Whistleblowing Policy (doc 10.1)</p> <p>One LA contact no longer works for the LA – to be removed.</p> <p>Governors ascertained that the policy will be printed and made available in prominent places. They asked whether anyone has used the Whistleblowing Policy. – No. But it was ascertained that staff would be happy to if necessary.</p> <p>Approved: The Whistleblowing Policy was unanimously approved.</p> <p style="text-align: center;">10.2 School’s Financial Value Standard (SFVS)</p> <p>Approved:</p>	<p>RA</p> <p>PB</p>

	<p><i>The School's Financial Value Standard was unanimously approved and signed by Giulia.</i></p> <p><u><i>Policies due for review next half term</i></u> None</p> <p><u><i>Policies due for review in the Summer Term</i></u></p> <ul style="list-style-type: none"> • <i>Collective Worship Policy (to receive an update)</i> Headteacher currently reviewing. • <i>Written Statement of Behaviour Principles (to discuss how to proceed)</i> Not discussed. • <i>Collaboration Agreement</i> • <i>Pay Protection Policy</i> 	
11.	<p>End</p> <ul style="list-style-type: none"> • <u><i>Prayers</i></u> <p>The Headteacher closed the meeting with prayer. Meeting close: 8.30pm</p>	

Documents circulated prior to and at the meeting:

Minutes of the last meeting
Action points from the last meeting
Training record this year
Minutes Strategic Meeting
Outturn Forecast
Outturn Forecast commentary
Data Protection Report
Resources Committee minutes
Q&S Committee minutes
Executive Summary CSI training
GB Action Plan Autumn 2019
Three visit reports
Board Dynamics
Self-Evaluation – two examples
Whistleblowing Policy
SFVS
Governors Fund Independent Examination Report