

Our Lady of Lourdes Catholic Primary School

Minutes of an Admissions Committee Meeting – 28 February 2020 at 10am at the school

Present: Paul Barber (Headteacher), Emma Briggs, Mel Fane, Ian Watson (Committee Chair)

Apologies: Helen Snow

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

Clerk: Ruth Ai

Minutes signed by: _____ Agreed on: _____

1.	Prayers, welcome and apologies for absence The Headteacher opened the meeting with prayer. Apologies were received and accepted from Helen Snow.	Actions
2.	Declaration of interests in agenda items None.	
3.	Minutes of the last meetings <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> 18 October: Min 3: Ian has contacted the LA and was advised that the blurb is taken from the Admissions Policy. If the governors wish to change the blurb, they would also have to change the same section on the Admissions Policy. It was agreed that this is not really possible. The spreadsheet has been implemented as requested and was provided for this meeting.	
4.	To approve the Appeals Information Timetable Governors discussed whether to answer to the requirement of publishing appeals information on the website by continuing to use the Appeals Information Sheet, or by referring to the Brighton and Hove website, as well as displaying the timetable for appeals. It was agreed that the simpler option is preferable. The clerk will update the website.	RA
5.	Assessment and ranking of applications for admission to Reception September 2020 <ul style="list-style-type: none"> <u>To consider any requests for admission outside of normal age group – if any</u> There were no requests for admissions for accelerated entry. There was one application deferred from last year, which the committee considered together with all other applications. <u>To rank applications</u> Referring to the oversubscription criteria and notes of the Admissions Policy, the committee ranked the first, second and third preference applications as follows: Category 1: No applications Category 2: 6 applications Category 3: No applications 	

