

Our Lady of Lourdes Catholic Primary School

Minutes of an Admissions Committee Meeting held remotely on Friday 2 October 2020 - 9am

Present: Paul Barber (Headteacher – from 9.30am), Emma Briggs, Mel Fane, Helen Snow, Ian Watson (Committee Chair), Jess Winter

Quorum: Three committee members and the Headteacher. Six committee members including the Headteacher were present after 9.30am, from which time the meeting was quorate.

Clerk: Ruth Ai

Minutes signed by: _____ Agreed on: _____

1.	Welcome, prayers and apologies for absence The chair asked Helen to open the meeting with prayer. The meeting was fully attended.	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 (after the Headteacher’s arrival) and will be signed when face to face meetings are possible again. <u>Matters arising, including action points</u> Action points were discussed under agenda item 7, after the Headteacher’s arrival. Governors discussed the three appeals that had been submitted. These had been subject to some confusion because some applications were not listed on the LA spreadsheet, although Supplementary Information Forms (SIFs) had been submitted. The appeals themselves were speculative and did not succeed. The chair explained to new committee members what is expected of governors in the case of an appeal. <u>To ascertain that SIFs of the new academic year, which are not on the waiting list, have been destroyed</u> This was confirmed under agenda item 7. 	
4.	To review Committee Terms of Reference Agreed: The committee unanimously agreed to recommend the Terms of Reference to FGB for approval. Some changes to the layout were requested.	RA
5.	To review Admissions Policy and Supplementary Information Form (SIF) for 2022-2023 The committee was reminded that the Admissions Arrangements must be consulted on every seven years (next time for 2025-2026 arrangements). <i>Paul arrived at 9.30am, and the committee briefly referred back to the minutes and the Terms of Reference, seeking his approval.</i>	

	<p><u>5.1 To discuss, and if thought fit, to agree any changes resulting from this year's Admissions</u></p> <p>The relevant changes to dates have been applied, using the Diocesan Admissions Tutorial, which governors found very user friendly. No other changes were felt to be necessary.</p> <p><u>5.2 To review SIF 2022-2023</u></p> <p>No further comments.</p> <p><u>5.3 Dependent on 5.2, to either approve Admissions Policy and SIF 2022-23 or to agree to go out to consultation on changes</u></p> <p>Agreed: The committee unanimously agreed to recommend the Admissions Arrangements to FGB for ratification.</p>	
6.	<p>To discuss proposed changes to the Schools Admissions Code and whether a collective response should be submitted to the consultation</p> <p>The committee did not consider it necessary to submit a collective response to the consultation, as this did not suggest any major changes.</p>	
7.	<p>To review the In-Year Admissions Policy</p> <p>Referring back to the action points from the last meeting the Headteacher explained that he had not yet trained the Admissions Officer in the correct procedure for in year applications but intended to make this part of this year's appraisal, to be finalised by 23 October.</p> <p>It was reiterated that the procedure clearly lays out that governors are involved if there is more than one child on the waiting list, and that in this case rankings must be applied.</p> <p>SIFs older than six months have been destroyed.</p> <p><u>Paragraph 1:</u> "No places will be offered ..." to be removed as it is already implied in the statement about maximum class sizes. In certain circumstances the maximum class sizes can be exceeded (twins or EHCP); therefore the statement is not totally correct.</p> <p><u>Paragraph 2:</u> Governors noted that the In-Year Admissions Procedure states that parents should confirm every term if they wish to remain on the waiting list. This is both inconsistent with the Admissions Policy (which says the whole academic year) and is also impractical. This line was removed.</p> <p><u>General principles, bullet point 1:</u> Remove incomplete sentence "this is subject to".</p> <p>Some discussion took place around whether children should start at the next half term or immediately. It was agreed that the current wording and the fact that it is a "general principle" rather than a rule allows for some flexibility in approach.</p> <p><u>Where there is more than one child on the waiting list:</u> Change "by phone" to "remotely". Consistently in that section clarify that time scales refer to school days/weeks.</p> <p>Approved: Subject to above changes, the In-Year Admissions Procedure was unanimously approved.</p>	
8.	<p>To discuss how the appeals process went and to clarify the responsibilities of individuals for future appeals</p>	

	<p><u>Process:</u> The committee chair was notified when appeals came into the school office.</p> <p>The timing for when information should be submitted was rather tight, leading to a flurry of activity working out how to respond to the appeals. Messages sometimes crossed over.</p> <p><u>Discussions:</u> It would be good to clarify who to contact at which point and how responsibilities are allocated.</p> <p>Some information requested was only held by the LA – it was clarified that the appeals process is handled by a different department, not schools admissions, and this is why the school has to obtain the information from schools admissions.</p> <p>School should hold a final and absolute copy of the rankings that are agreed with the LA.</p> <p>The question was raised whether there are any particular skills and expertise required from a governor dealing with an appeal. The chair explained that the key factor is to be sure that the Admissions Policy has been correctly applied by governors, ie that governors are solid in their knowledge of why they have applied the rankings in the way they did. What is required also appears to depend on the composition of the panel.</p> <p><u>Conclusions:</u></p> <ul style="list-style-type: none"> • The Headteacher to train the Admissions Officer and to provide a checklist • To ensure that requests for final information for appeals are sent out early • To ensure we hold accurate data that tallies with the LA • To make sure the Admissions Committee also reads the notes on the spreadsheet. <p>The Headteacher will share crib sheet/checklist and areas of training with the committee.</p> <p><u>Other business discussed:</u></p> <p>The committee discussed how to utilise marketing leaflets.</p> <p>Ian has not yet contacted churches for talks as in previous years (FGB action), as he was uncertain about whether this would be possible. Since the re-opening of churches after lockdown the congregation is much smaller and consists mainly of elderly parishioners whilst younger members take part online. It was agreed that Ian would organise delivering leaflets to churches and providing the priests with a message to pass to go out to the congregation, both those present in person and online.</p>	<p>PB</p> <p>IW</p>
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