

## Our Lady of Lourdes Catholic Primary School

### Minutes of an Admissions Committee Meeting held remotely on Friday 5 November 2021 - 10am

**Present:** Paul Barber (Headteacher), Emma Briggs, Mel Fane (from item 3), Helen Snow, Ian Watson (Associate Member, Committee Chair)

**Apologies:** None.

**Quorum:** Three governors plus the Headteacher. The meeting was quorate.

1.	<b>Welcome, prayers and apologies for absence</b> The Headteacher opened the meeting with prayer. There were no apologies, though it was noted that Mel would arrive late. The committee recognised that the meeting would not be quorate until her arrival.	Actions
2.	<b>Declaration of interests in agenda items</b> None.	
3.	<b>Minutes of the last meetings</b> <i>Mel joined the meeting at 10.10am. The meeting was quorate from this point.</i> <ul style="list-style-type: none"><li><u>To agree accuracy</u></li></ul> The minutes of 26 February 2021 and 19 March 2021 were both <b>agreed as a true record.</b> <ul style="list-style-type: none"><li><u>Matters arising, including action points</u></li></ul> Action points from the meeting on 26 February have been completed and did not require further discussion. Referring to the meeting on 19 March, governors asked whether the Headteacher is still concerned about the logistical size of the Y5 classroom, and whether the internal upper limit of KS2 classes should therefore be reduced. It has not been necessary to give this further consideration.	
4.	<b>To review Admissions Policy and Supplementary Information Form (SIF) for 2023-2024</b> <u>4.1 To discuss, and if thought fit, to agree any changes resulting from issues around this year's Admissions</u> Governors reviewed this year's admissions round and recognised that there may be occasions when it would be beneficial for children of staff members to be prioritised. If a criterion prioritising children of staff would be added, it would require the Governing Body to go out to consultation. The committee referred to the Schools Admissions Code as well as the Diocesan Admissions Guidance and agreed that the reservations raised in the Diocesan Admissions Guidance around this point would be dependent on how high children of staff would be ranked. Governors were in agreement that this criterion should not be limited to any particular category of staff. The committee would still like to seek guidance from the Diocese. <b>Subject to this advice, the committee agreed:</b> <ul style="list-style-type: none"><li><b>Children of staff would be ranked as criterion 12, moving the current category 12 (any other children) down to criterion 13. Safeguarding children of staff is a key consideration, but not to</b></li></ul>	



	<ul style="list-style-type: none"> <li>• <i>State that parents are given seven school days to accept a place</i></li> <li>• <i>Add clarification about the process when there is no waiting list – in which case the Headteacher would inform the LA and offer a place on behalf of the governors, without reference to the Admissions Committee</i></li> </ul> <p>The Headteacher closed the meeting with prayer.</p> <p>The meeting closed at 11.10am.</p>	
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**Documents circulated prior to the meeting:**

Minutes of the last two meetings

Draft Admissions Policy 2023-24

Draft SIF 2023-24

In Year Admissions Procedure

In year Admissions Information from website