

These minutes are a true and complete record of the meeting. Signed: _____ Date: _____
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## **Our Lady of the Angels Catholic Primary School**

### **Minutes of the Local Governing Body Meeting DRAFT Tuesday 30<sup>th</sup> October 2018 at 6 p.m.**

The following governors met on the above date:

Angie Baldwin	Foundation Governor& Chair
Cllr Nicole Amil	Foundation Governor
Lisa Southwell	Foundation Governor
Adam Krasnopolski	Foundation Governor
Amelia Harding	Headteacher
Peter Faulkler	Foundation Governor
Kelly Tozer	Clerk to Governors

Saffy Griggs, Assistant Head Teacher, attended the meeting.

#### **1. Welcome prayer**

AB led the meeting in prayer.

#### **2. Apologies for absence**

Lucy Bettesworth-Venter	Foundation Governor
Rachel Nolan	Foundation Governor
Fr John Smethurst	Foundation Governor
Andrew Hall	Parent Governor
Neil Wilson	Community Governor
Stephen Corline	Community Governor

sent their apologies, sanctioned by the meeting.

#### **3. Correspondence since last meeting**

Please see Google Drive Correspondence folder.

#### **Procedural matters**

#### **4. Declaration of Business Interests**

No changes were declared.

PF added his to the folder

Head to fill in a sheet if necessary

#### **5. Review & approve minutes of the previous meeting**

The minutes to be approved in next meeting as answers to agenda questions couldn't be found.

## **6. Matters arising from the previous meeting**

Will go through previous minutes at the next meeting.

## **7. Urgent business from the Chair and Headteacher**

New Cast Scheme of Delegation is available on Google Drive

## **School management, monitoring and evaluation**

### **8. Headteacher report**

**School Development Plan** – This is an in-depth report which the Head has written to raise the standards of the school with milestones to be reached within a timeframe stated. This report will evolve as time goes on and milestones are achieved, additional milestones will be added.

AK Asked What is the time frame for actions beyond July 2019 in the SIP. (Answer: Details to be added later as appropriate).

Head to push children named on report to gain or maintain progress

English lead to be held to account for standards in this area.

AK asked What is the current composition and working practice of the Senior Leadership Team. (Answer: Team now includes Tamsin Corline in addition to Saffy Griggs, Kate Davenport and Sam Hill, and meets weekly).

Concern was raised over the lack of involvement by the parents in the Heads development plans for the school, when invited to have an input very few attended. Very few attend to see their children's work or perform, suggestions were made about engaging the PTA and getting them more proactive. Also, maybe a change in meeting time to evenings may help.

The Head has held staff appraisals info to be found on Part 2.

PF thanked Amelia for her report on the pay reviews for teachers following her reviews with individuals.

### **9. Attendance update**

Update will be provided at next meeting

### **10. Safeguarding update**

Head willing to do an hours safeguarding training (with cake) for governors

Head to complete SG2 form for CAST

### **11. Health and Safety update**

PF asked regarding H&S outstanding matters. It was agreed at the meeting that he could assist in bringing outstanding items to a satisfactory close.

## **Spirituality**

12. Spirituality meeting to be held on Tuesday 13<sup>th</sup> November at 3.30. Report will be an agenda item at next LGB

Initialed
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## **Staff and Learning Environment**

### **13. Staffing update**

Sue Gail off for 6 weeks due to broken elbow and a temp is covering the phone and door in her absence.

A full time pastoral support worker has been appointed and the school will now be able to offer the Thrive program to students as a result

Sam Brown has been taken on part-time as PE lead and this is being financed by Premium funding. It is hoped in time he will take over from Premium sport who are conducting the PE lessons at the moment. AK asked Whether the new lead for PE would be able to take classes on his own in due course. (Answer: Probably yes, after further observation and appraisal).

## **Governance development**

### **14. Board membership matters**

Angie will ensure all Governors are reminded about the date of the next meeting 11/12/18 as 6 apologies for this meeting is disappointing.

### **15. Governor training since the last meeting**

TTCA – Wednesday 14<sup>th</sup> November 6-8pm Inspection Data School Report IDSR

AB brought up the next governors meeting in Exeter PF, AK, to go with AB and NW on 20<sup>th</sup> November NW has offered to drive.

## **Admissions**

Update will be provided at the next LGB

### **Summary of actions agreed**

<b>Agenda item no</b>	<b>Action</b>	<b>Lead</b>	<b>Date to complete / report</b>
4	All Governors to have access to google drive, e-mails need to be set up.		11/12/18
9	Pupil premium moved to next meeting		11/12/18
	GEL how do governors access	KT	11/12/18
	KT to meet AB & AH 2 weeks before next meeting to discuss agenda	KT	26/11/18

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**All papers from this meeting are on the Google Drive at  
*Governors/LGB/18-18 LGB meetings/***

**Date of the next meeting:  
11<sup>th</sup> December Tuesday 2018 at 6 pm**

“You are like Light for the World” (Matt. 5. v. 14)

Initialed
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