

These minutes are a true and complete record of the meeting. Signed: _____ Date: _____

Our Lady of the Angels Catholic Primary School

Minutes of the Local Governing Body Meeting Tuesday 18th July 2017 at 4.15 p.m.

The following governors met on the above date:

Angie Baldwin	Foundation Governor & Chair
Cllr Nicole Amil	Foundation Governor
Lisa Southwell	Foundation Governor
Rachel Nolan	Foundation Governor
Fr John Smethurst	Foundation Governor
Jane Fraser	Headteacher
Annika Palmer	Parent Governor
Stephen Corline	Parent Governor
Michael Waddington	Community Governor
Catherine Johnson	Clerk to Governors

Saffy Griggs, Assistant Headteacher, attended the meeting.

Adam Krasnopolski attended the meeting as an observer & new Governor applicant.

1. Welcome prayer

Fr JS led the meeting in prayer.

2. Apologies for absence

LB-V sent her apologies, sanctioned by the meeting.

3. Correspondence since last meeting

Please see Google Drive Correspondence folder. Several important MAT notices have been received from Plymouth CAST.

Procedural matters

4. Declaration of Business Interests

No changes were declared.

5. Approve & review minutes of the previous meeting

The minutes were approved unanimously & signed.

6. Matters arising

- The RSC visit report has not yet been received
- Photographs of the safeguarding team have been put up in every classroom and the reception area

- Governors' Google Drive demonstration has been put off to the autumn term due to time constraints at recent meetings
- The 18/19 Admissions Policy has been put on the website & sent to the LA

7. Urgent business from the Chair and Headteacher

AB sent the Governors' response to the CAST consultation this morning by registered post. RN asked if there had been any reaction from parents to the CAST consultation, AB said one parent has moved her children from the school & her email was copied to CAST.

School management, monitoring and evaluation

8. OFSTED Action Plan

JF has updated the plan to include the proposed Governors' monitoring plan, following on from developing the staff monitoring. She asked Governors to put their names against monitoring visit slots – the document is on the Google Drive in the OFSTED & Standards folder for 13.07.17.

SC asked what measures are being taken to ensure that pupils make enough progress to meet the national average for KS2 SATs – in some cases significant improvement will be needed. JF responded that support is in place and has started for those current Year 5 pupils who have been identified as weaker. She added that punctuation mistakes brought down a lot of the Year 6 writing marks this year. SC commented that the attainment data looks better for the current Year 5, so they are likely to do better in their KS2 SATs. JF added that Year 4 are also doing very well.

JF explained that the teachers are now using a writing sequence and have linked with the Primary Writing Project. There will be a training day on 15th September to be attended by Sam Hill (English Lead), SG & JF, and a whole school inset day in November to train up all classroom staff. SG will also attend CPD as Maths Lead.

SC asked if there are any areas where JF has concerns for next year. She replied that TAs need more training as advised by Brad Murray (Babcock) & this is planned for one of the September inset days. She has also arranged for free, on site Functional Skills lessons in the Autumn term for any TAs who do not have a Level 2 Maths or English qualification; this will boost their skills in supporting pupils.

JF said she will continue to use the same format as in the updated Plan for presenting the Maths and English data. She will ask Karen Gannon, from TTSA, to come into school to look at the data as she is rigorous and an ex-OFSTED inspector. SC said she had visited SVPS where she did a very good job, looking at the data rather than personalities.

AB is considering asking Karen Gannon to support the Headteacher appraisal. AB and Mary Cox have held one appraisal session and will undertake another in the Autumn term. Governors asked if all teachers are being appraised, JF replied they are all on an evaluative plan and being assessed regularly through lesson observation.

Initialled

9. Pupil numbers

AB reported that another school is phoning parents who have previously been on their waiting list and offering them places. Some pupils have left recently due to relocation out of the area including some families who are returning to Poland.

SC asked if the pupils who have left are those who are likely to do best in SATs. JF replied it was a mixture of higher ability and less able children. There was no mass exodus immediately following the November 16 OFSTED report, but some pupils have left as places have become available at other schools. SG commented that most of these were moving to schools nearer their homes.

10. Governor visits

As Attendance Governor AB has met with JF who has reviewed the attendance follow up system for next year with Steph Musselwhite, our family support worker. She will look at attendance remotely, work more closely with our most vulnerable families and attend 4 weekly meetings at school.

AB would like to highlight the link between attendance and OFSTED in the newsletter – attendance must improve to get the school to “good”. A letter from the LA has now gone out to all families re attendance and potential fines for unauthorised absence.

11. Safeguarding update

JF has sent the Safeguarding audit and action plan to CAST.

There will be safeguarding training, delivered by AP, for all staff on the 5th September inset day.

12. Health and Safety Update

JF is concerned about one part of the school boundary fence where users of the path could easily enter the school grounds. She raised this with the Diocesan Premises Officer who said he would speak to CAST, and Mary Cox said she would speak to Marcus (CAST COO) about it.

Finance

13. Published budget for 17/18

CJ presented the final version of the 17/18 budget, which had only minor changes since the Governors last looked at it. JF explained that Jo Flowers, CAST Advisor, recommended that the planned budget needs to be allocated and spent in full.

Staff and Learning Environment

14. Staff update

JF stated that as in her Headteacher report she is not replacing TAs when they leave. She is using HLTAs and Torquay United Football Club for PPA cover. School staff are getting some coaching in teaching PE from working alongside TUFC.

Initialled

Governance development

15. Subject Governors

Governors agreed to take on subject roles as follows:

- | | |
|----------------------|-------------|
| • Pupil Premium | SC |
| • PE | RN |
| • LAC & Safeguarding | AP |
| • English | AK |
| • Maths | NW |
| • SEND & EYFS | AB |
| • RE | LB-V & FrJS |
| • Health & Safety | LS |
| • Community | NA |

16. Clerk's update

Parent and Staff Governor elections will take place in the autumn term. MW has now been appointed as a Foundation Governor, leaving a Community Governor vacancy which SC will be appointed to once his term of office as a Parent Governor expires in October. AK's application has recently been sent to CAST so we are awaiting confirmation of his appointment as a Foundation Governor.

AP asked if AB would be continuing as a Governor once her term of office expires in December; she replied she would be happy to continue if other Governors want her to & this is permitted by the Diocese. Governors expressed the view that stability is needed at the moment and they feel AB is doing a good job as Chair.

17. Re-establishing committee structure

AB proposed that the Governors reintroduce a Committee structure to cut down the length of full LGB meetings & allow Governors to examine key issues in greater depth. Finance discussions are taking a lot of time & would be better dealt with in Committee. She suggested:

- Finance & Premises Committee
- Spirituality Committee
- Teaching & Learning – currently the OFSTED Action Group
- Admissions Committee – to meet once a year

The Governors resolved unanimously to adopt this committee structure with the first meetings taking place in the autumn term, dates to be set at the next LGB meeting.

18. Governor training since the last meeting

None.

19. Closing payer

Fr JS led the meeting in a closing prayer.

Initialled

Summary of actions agreed

Agenda item no	Action	Lead	Date to complete / report
6	Google Drive demonstration for Governors	SC	Autumn term
8	Primary Writing Project training days	JF	Autumn term
8	Ask Karen Gannon to review school data	JF	Autumn term
9	Headteacher appraisal	AB & Mary Cox	Autumn term
10	Item in newsletter linking attendance and OFSTED	AB	Autumn term

Date of the next meeting:

Tuesday 12th September 2017 at 4.15 pm

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

Initialled