

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 27th February at 4.15 p.m.

The following governors met on the above date:

Angie Baldwin	Foundation Governor & Chair
Lisa Southwell	Foundation Governor
Fr John Smethurst	Foundation Governor
Adam Krasnopolski	Foundation Governor
Neil Wilson	Community Governor
Catherine Johnson	Clerk to Governors

Louise Adams, CAST Head of School Improvement, attended the meeting.

1. Welcome prayer

Fr JS led the meeting in prayer.

2. Apologies for absence

Steve Corline, Nicole Amil, Rachel Nolan, Lucy Bettsworth-Venter, Annika Palmer, Andrew Hall & Amelia Harding sent their apologies, sanctioned by the meeting. The meeting was not quorate; it was decided to continue with the meeting bearing in mind no decisions or resolutions could be made.

3. Correspondence since last meeting

- Letter from CAST announcing appointment of Raymond Friel as new CEO starting July 18; Dr Karen Cook, Chief Finance Officer, to be interim CEO until July
- CAST newsletters 10 Jan, 24 Jan & 07 Feb
- Governance Alert 26 Jan 18
- TGA newsletter Jan 18
- Letter from The Spires College re consultation on converting to an Academy as part of a MAT

Procedural matters

4. Declaration of Business Interests

No changes were declared.

5. Review & approve minutes of the previous meeting

The minutes were approved unanimously & signed.

6. Matters arising from the previous meeting

- Parent questionnaire – yet to do

- Send Governors details of using The Key & GEL – completed
- Governors to attend meeting with RSC – completed
- Circulate score card to all Governors – completed
- Governor to meet with SEN & EYFS staff – AB has done, will meet again soon with EYFS staff
- Governor to attend Pupil Progress meeting – AB to attend, awaiting date from AmH
- Governor to meet English Lead – AK has done, see report at 11 below
- Governor to meet Maths Lead – NW has done, see 11 below
- Learning Walk with JF – has not happened due to JF absence
- Governor to meet with JF re safeguarding - has not happened due to JF absence
- Governor to look at EYFS gate with JF – LS has looked at gate, needs repair
- Governor visit to look at middle attainers – yet to be done
- Governor visit to meet PE lead – not yet done as currently no PE Lead
- Update monitoring plan - completed
- Email CAST re extension of AB term of office – CJ has emailed, awaiting reply
- Send training details to Clerk so she can update Record of Governor Training – no updates of training received so far
- Implement key areas for action as suggested by Louise Adams – see 8 & 9 below

7. Urgent business from the Chair and Headteacher

None.

School management, monitoring and evaluation

8. OFSTED Action Group report

AB presented the data in the score card format, as reported at the last OFSTED Action Group meeting – see the minutes on the Google Drive. LA stressed that there is some variability in what can be achieved. NW asked if AmH is doing all the assessment herself or is building capacity in school for more accurate Teacher Assessment in future. LA replied that she is cross-checking the data and coaching staff to improve their capacity to make good Teacher Assessment.

LA reported that she had met with Torbay Council the previous day. Torbay Council are concerned about the school and would like to reinstate the White Rock support to supplement and support what AmH is doing; LA agrees with this proposal. NW asked about the Babcock package of support & training. LA said it was poorly commissioned, lacked focus and was not based on impact. White Rock cost £6,000 for a year of unlimited support compared to Babcock £12,000 per term for specified inputs. LA added that it is important to ensure Torbay Council is supportive of the school improvement plans and the work AmH is undertaking, but she is also aware that the school is at a critical point in its improvement plans so it is important to proceed with care and not introduce further measures which might do more harm than good.

NW asked how the school staff can best be supported at this critical point and what CAST can do. LA replied that improving staff morale and confidence is an internal, leadership issue which has been complicated by the recent changes and uncertainty about the future. AmH is spending time with staff individually to discuss their concerns and establish coaching. Governors stressed that they feel it is very important that those individual conversations are

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taking place between the Headteacher and staff. They also stated that they need CAST to communicate clearly all plans for the school and its leadership.

LA informed Governors that she had just received the Regional Schools Commissioner visit report and would send on to the school. It did not contain any surprises although she expressed her surprise that he did not spend much time with the school leadership during his visit and many of his discussions and comments were of a general nature.

9. Headteacher report – attendance, behaviour, safeguarding, Health & Safety

The Governors discussed the Headteacher report and noted that there has been one exclusion and two in-year admission applications.

LA said the school needs to focus on attendance of Pupil Premium and Free School Meal children as this is currently too low; she suggested the Deputy Head should monitor this as part of her Pupil Premium duties.

NW asked how frequently lesson observation and monitoring happens in other schools. LA replied that she would expect someone in leadership to be looking in on each class a couple of times a week. She added that AmH's feedback is very supportive as she gives individual face to face comments. LA has advised her to focus on supporting what is there rather than trying to change everything at once.

LS asked if the school had received the Fire Brigade report following their unannounced visit to check on cladding materials & other fire safety arrangements. CJ confirmed that a letter had been received and there were no specific actions required by the school. During the visit the Fire Officer had suggested holding the next fire drill at a different time of day as the previous ones had all been in the morning.

LA informed Governors that the school name change last year (from Queensway to Our Lady of the Angels) had not been officially implemented – the school name on the DfE secure website and on EduBase is still Queensway, as commented on by the OFSTED inspectors. She suggested that the Governors find out how to change the name officially and liaise with the Local Authority for assistance.

The Governors agreed to discuss the remainder of this item under Part 2.

10. Pupil progress data Spring Term 1

To be reviewed at next OFSTED Action Group meeting.

11. Governor visits

AK reported on his English visits as in the two reports circulated & on the Google Drive. Reading journals are now being used throughout the school but are not used consistently by all teachers. This needs further development.

Finance

12. Budget monitor

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The budget monitor was reviewed. CJ warned that some expenditure figures needed to be checked with CAST Finance as they appeared to be incorrect & inflating the end of year deficit. This was the first budget monitor she had produced since the introduction of the new CAST finance system. She felt that more support is needed from CAST to train Finance Administrators in producing accurate budget monitors. There has been no training or manual provided in reporting, only in the basic functions such as putting purchase requests on the system. The new system does not currently produce commitments in payroll, only expenditure to date, so commitments have to be added manually from SIMS/FMS (the old finance software) or HCSS, the budgeting software.

AB explained that she intends to hold a Finance Committee meeting soon to review the revised budget monitor in more detail.

Policies

13. First Aid policy including Accident & Illness procedures

Governors noted this policy which is written and adopted by staff. Parent Governors commented that they have never seen the yellow form mentioned in the policy.

14. Child Protection & Safeguarding Policies

AP has started reviewing these – to be carried over to next meeting.

15. Staff Behaviour (Code of Conduct)

To be carried over to next meeting

16. Admissions Policy 2019-20

CJ to email all Governors to readopt 2018-19 Admissions policy for 2019-20 with appropriate dates.

Staff and Learning Environment

17. Staff update

The Governors agreed to discuss this item under Part 2.

Governance development

18. Governor training since the last meeting

Some updates given to the Clerk, who will add to the training record.

19. Governor Action Plan

SC & AB are working on this – to be carried forward to next meeting.

Admissions

20. Pupil numbers for Sep 18 – rank & review applications

Has been completed by AB & AmH.

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LA suggested involving an additional Governor in the ranking next year.

21. Closing payer

Fr JS led the meeting in a closing prayer.

Summary of actions agreed

Agenda item no	Action	Lead	Date to complete / report
6	Send out parent questionnaire	AB & AmH	26 Mar 18
6	Governor to attend Pupil Progress meeting when has date	AB & AmH	26 Mar 18
6	Governor to meet with EYFS staff	AB	26 Mar 18
6	Arrange repair of EYFS gate through TDA	CJ	26 Mar 18
6	Governor visit to look at middle attainers	AB	26 Mar 18
6	Governor to meet with Head re safeguarding	AP & AmH	26 Mar 18
6	Governor to talk to PE Apprentice	RN & SB	26 Mar 18
6	Chase up AB extension of term of office	CJ	26 Mar 18
8	Send RSC visit report to school	LA	
9	Review 2 in year admission applications	AB, LS & AmH	26 Mar 18
9	Monitor PP & FSM attendance	SG	26 Mar 18
9	Next fire drill to be held at different time of day	CJ	26 Mar 18
9	Contact DCC to arrange H&S audit	CJ	26 Mar 18
9	Implement name change officially	AB	26 Mar 18
10	Pupil progress data to be reviewed at next OAG	OAG	14 Mar 18
11	Email Governor visit reports guidance to clerk	LA	26 Mar 18
12	Hold Finance Committee meeting	AB & SC	26 Mar 18
13	Inform SG that yellow forms not used	CJ	26 Mar 18
14	CP & S/G policies to next meeting	CJ	26 Mar 18
15	Staff Behaviour Policy to next meeting	CJ	26 Mar 18
16	Update Admissions Policy for 2019-20	CJ	26 Mar 18

All papers from this meeting are on the Google Drive at *Governors/LGB/17-18 LGB meetings/27 Feb 18*

Date of the next meeting:

Tuesday 26th March 2018 at 4.15 pm

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

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