

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 12th September 2017 at 4.15 p.m.

The following governors met on the above date:

Angie Baldwin	Foundation Governor & Chair
Cllr Nicole Amil	Foundation Governor
Lucy Bettesworth-Venter	Foundation Governor
Lisa Southwell	Foundation Governor
Fr John Smethurst	Foundation Governor
Stephen Corline	Parent Governor
Neil Wilson	Community Governor
Catherine Johnson	Clerk to Governors

Adam Krasnopolski attended the meeting as an observer, awaiting confirmation of his appointment as a Foundation Governor.

1. Welcome prayer

Fr JS led the meeting in prayer.

2. Apologies for absence

JF, RN & AP sent their apologies, sanctioned by the meeting.

3. Correspondence since last meeting

- CAST letter re financial review
- Torbay Council re admissions (see 21 below)
- RSC report (see 10 below)
- CAST letter re School Improvement Team changes & briefing meeting
- CAST newsletter
- CAST statement of intent re safeguarding

The response from the CAST consultation on changing the governance structure is due on 15th September.

All correspondence is on the Google Drive Correspondence folder for this meeting.

Procedural matters

4. Election of Chair & Vice Chair

The Clerk took the Chair and sought nominations for Chair and Vice Chair. NW proposed and FrJS seconded AB as Chair and SC as Vice Chair for Sep 17 – Aug 18. There were no other nominations. It was agreed unanimously that AB be appointed Chair and SC as

Vice Chair. AB pointed out that her term is due to expire in December, but she is willing to continue as Chair until the school is out of special measures if a further extension of her term of office as a Foundation Governor is approved.

5. Clerk's update on membership & election of new governors

The Staff and Parent Governor elections will be held shortly.

MW has resigned as a Foundation Governor. His resignation letter has been sent to CAST and Torbay Council.

6. Appointment of committee members

a. Finance & premises

SC (Chair), AB, NW & JF

b. OFSTED Action Group

SC (Chair), AB, RN, AP, LB-V

c. Spirituality

LB-V (Chair), FrJS, AK, RN, AB, NA

d. Appeals

SC, NW, LB-V

e. Headteacher performance management

AB & AP

7. Annual update of Register of Business Interests

All present updated & signed the Business Interests Register. Clerk to ask those absent to sign at next meeting.

8. Meeting dates for this academic year 17/18

The proposed dates were revised as attached.

9. Review & approve minutes of the previous meeting

The minutes of 18 July 17 were agreed unanimously & signed.

10. Matters arising

All actions from previous meeting for action this term.

11. Urgent business from the Chair and Headteacher

The RSC report has been received. Governors were pleased that the report acknowledges the progress made. NW asked about the "ongoing training" mentioned in the report. AB explained this includes

- The Babcock package, being monitored by the Governors' OFSTED Action Group & CAST education advisor
- Programme of teacher & TA training on inset days

The effectiveness of the training is monitored through lesson observation, performance management and Babcock monitoring the progress of individual teachers. NW asked if the Governors should ask CAST for their help in validating the integrity of the Babcock input. AB responded that this could be considered, after reviewing

- Update on CAST School Improvement Team from the briefing attended by JF today
- Plans for Babcock input this term
- Details of staff training plans for this year

Initialled

Governance development

12. Review CAST School Governance document

Reviewed and acknowledged.

13. Review Governors' Code of Conduct

Reviewed and acknowledged.

14. Review Governor attendance 2016/17

Attendance is very good; no Governors missed more than two meetings in the year.

15. Review Governor training record & report on any training since the last meeting

Training record reviewed. No training has been undertaken since last meeting.

16. Review Governors' section of school website

- a. **Change email contact:** it was agreed that the Queenswaygovernors@gmail.com email account should be discontinued & replaced on the website by the Clerk's school email address
- b. **Consider pen portraits:** it was agreed that these should be updated on the website

17. Review 3 Year Governance Plan (annual business cycle planner)

Requires updating; there may be a CAST template to follow.

18. Review Governor Action Plan including Governor visits to school

Governors asked about their role as subject governors; AB explained they need to meet with the lead teacher for their subject, ask to see the Action Plan for that subject and ask about the expectations for the year - numbers of children in each year who are achieving above expectations, on target and below middle.

19. Review organisation of Governors' Google drive

Various ideas were discussed to make the Drive more user-friendly for Governors; the Clerk will make some changes so the file structure is more systematic

Admissions

20. Update on new Reception class numbers

AB reported that there are 23 children in the Reception class and they all attended every day of the first week. In other year groups there are between 18 and 29 pupils in each class. These low numbers will have budget implications next year. Since July 2017, 18 pupils have left the school, mainly due to relocation.

21. Letter from Head of Learning, Education & Skills, Torbay Council

This letter asks schools to admit pupils above their PAN due to a shortage of primary places in Torbay. SC pointed out that although this is intended to help find places for children without one, it will cause problems if other schools take on children who already have a place at a nearby school.

Initialled

Safeguarding

22. Update on safeguarding issues

AB reported that

- the school has two families with three children on CIN plans.
- Safeguarding training for all staff was conducted by AP on the 5th September inset day
- It is too early in the new school year to see any attendance patterns
- Steph Musselwhite, the family support worker, is identifying and following up children with low attendance; she has identified one pupil this term
- CAST have just sent out an action plan for governing bodies to ensure they are fulfilling their safeguarding duties & responsibilities. All Governors must read the DfE document "Keeping Children Safe in Education Part 1" & sign to confirm this

Health & Safety

23. Update on Health & Safety issues

JF is obtaining quotes for improving the fence bordering the public footpath; CAST will be asked to pay for this work.

Staff

24. Staffing structure for 17/18

AB reported that a Teaching Assistant left at the beginning of term due to family relocation. She is not being replaced as there are three other Teaching Assistants in the class of 18 pupils.

25. 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	Upload list of Committee members to Google Drive	CJ	31 Oct 17
7	Absent governors to update Business Interest Register	CJ	31 Oct 17
8	Upload LGB Meeting dates to Google Drive & Calendar	CJ	31 Oct 17
15	Obtain& record AP training	CJ	31 Oct 17
16	Update pen portrait on website	CJ	31 Oct 17
17	Ask CAST for model LGB business plan	CJ	31 Oct 17
18	Governors to meet with the lead teacher for their subject	All	31 Oct 17
18	Governors to be sent teachers' emails	CJ	31 Oct 17
22	Email DfE Keeping Children Safe to governors	CJ	31 Oct 17
22	Signing sheet for Keeping Children Safe	CJ	31 Oct 17
22	Add CAST safeguarding action plan for governors to next agenda	CJ	31 Oct 17
23	Quote for improving fence by footpath	JF	31 Oct 17

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18/07/17	Google Drive demonstration for Governors	SC	31 Oct 17
18/07/17	Primary Writing Project training days	JF	Autumn term
18/07/17	Ask Karen Gannon to review school data	JF	Autumn term
18/07/17	Headteacher appraisal	AB & Mary Cox	Autumn term
18/07/17	Item in newsletter linking attendance and OFSTED	AB	Autumn term

Date of the next meeting:

Tuesday 31st October 2017 at 4.15 pm

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

Initialed

Local Governing Body of
Our Lady of the Angels Catholic Primary School

Meeting dates for 2017-18

Local Governing Body – all meetings on Tuesdays, starting at 4.15pm

12th September 2017

31st October 2017

5th December 2017

30th January 2018

27th March 2018

22nd May 2018

17th July 2018, following Governors' cream tea for staff 3.15-4.15

Committees

Finance & Premises – Tues 10th October 2017 at 4.15pm

OFSTED – Wed 20th September 2017 at 4.15pm

Spirituality – Tues 14th Nov at 3.15pm

At the first meeting of 17/18 Committees are requested to:

- Appoint Chair & Vice Chair
- Review Terms of Reference
- Set meeting dates for the rest of the academic year 17/18
- Report on the above to LGB on 17 Oct 17

Initialled
