

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 5th December 2017 at 4.15 p.m.

The following governors met on the above date:

Angie Baldwin	Foundation Governor & Chair
Lucy Bettesworth-Venter	Foundation Governor
Lisa Southwell	Foundation Governor
Rachel Nolan	Foundation Governor
Adam Krasnopolski	Foundation Governor
Annika Palmer	Parent Governor
Andrew Hall	Parent Governor
Neil Wilson	Community Governor
Stephen Corline	Community Governor
Catherine Johnson	Clerk to Governors

Saffy Griggs, Assistant Head Teacher, Louise Adams, Head of School Improvement Plymouth CAST & Mary Cox, School Improvement Officer Plymouth CAST, attended the meeting.

1. Welcome prayer

LB-V led the meeting in prayer. Andrew Hall, newly appointed Parent Governor, was welcomed to the meeting.

2. Apologies for absence

Jane Fraser, Nicole Amil & Fr John Smethurst sent their apologies, sanctioned by the meeting.

3. Correspondence since last meeting

Letter to all CAST schools received from Sir David Carter, dated 17 Oct 17, re 8 key actions Plymouth CAST needs to undertake.

Procedural matters

4. Declaration of Business Interests

Governors who were previously absent signed the Business Interest Register.

5. Previous minutes & matters arising

The minutes were approved unanimously & signed. No matters arising.

6. Urgent business from the Chair and Headteacher

None.

School management, monitoring and evaluation

7. OFSTED Action Group report

SC reported on the last meeting as in the minutes on the Google Drive. He highlighted the Karen Gannon report and the Actions This Term Review, both on the Governors Google Drive with the minutes at *Governors/Ofsted + Standards/28 Nov 17 meeting*

8. SEND report

The SEND report, written by Tamsin Corline, SENDCo, was handed out. This will be discussed at the next meeting when Governors have had time to read it.

9. Governor visit report from AK

AK reported on his visit to meet with SH, English Lead, as in his report on the Google Drive at *Governors/LGB/17-18 LGB meetings/05 Dec 17*.

Finance

10. Update

CJ explained she would be attending a CAST Finance Administrators meeting the next day & expected the briefing to include how to prepare budget monitoring reports for Governors. The new finance system is gradually bedding in, but there have been many problems along the way which have taken up a great deal of her finance admin time. Once the system is fully operational the finance aspects of her admin role should take up less time.

11. Feedback from 27 Nov finance meeting

JF & AB attended & felt it was a positive session with CAST staff appreciating the difficulties of reducing the budget in this school under the current circumstances. They presented the budget reduction proposals as in the Recovery Plan and highlighted the impact these reductions would have on the school. CAST will inform the school of their decision in January.

Ideas for promoting the school to increase future pupil numbers were also discussed e.g. inviting other preschools to use the grounds including the forest school and inviting families and childminders to events.

Spirituality

12. Spirituality Committee report

LB-V reported on the meeting on 14 Nov 17, the first to be held since the LGB reinstated committee meetings. The meeting focussed on community relations, particularly with the two catholic parishes served by the school. A volunteer has been found through AK's link with the Abbey Road parish (Church of the Assumption of Our Lady) to mend the mosaic and friendship bench. AB said she is very keen to have the mosaic repaired & reinstated; LS agreed as the Section 48 inspection mentioned that the school does not look particularly Catholic.

Initialed

Safeguarding

13. Update on safeguarding issues

Torbay Council recently conducted a safeguarding audit. AP, JF, AB & SG attended the meeting with the Torbay Council Safeguarding Lead and the Chair of the Independent Board. The visiting officials were satisfied that strong safeguarding processes and procedures were in place in the school. The school was able to raise the issue of the gaps in external services e.g. CAMHS having such a long waiting list that children referred by the school cannot be seen, & CIN meeting minutes not being sent in a timely manner so not held on file in school. The same issues had been raised with the visiting officials by other school.

It was suggested that the school produce parent and child friendly versions of the safeguarding policy; the school asked for assistance with this.

It was agreed that the audit would be repeated in the autumn term.

AB commented that three safeguarding audits had recently been held in the school – Torbay Council, CAST & NSPCC.

14. Keeping Children Safe in Education Part 1

Governors who were previously absent were asked to sign the sheet confirming they have read the DfE document Keeping Children Safe in Education Part 1. Louise Adams suggested adding “and understanding my responsibilities” to the statement at the head of the staff and Governors’ signing sheet next time.

15. Completion of SG2, 3 & 4

AP & AB agreed to complete these, for return to CAST.

Health & Safety

16. Update on Health & Safety issues

Nothing to report.

OFSTED monitoring visit

17. Feedback from OFSTED inspection 30 Nov – 01 Dec

AB asked SG for her comments; she responded

- Overall pleased that the outcome was adequate progress
- Initially the inspection was very challenging, but things settled down by Friday afternoon by when working relations were good and issues were discussed thoroughly
- There were no surprises
- The verbal feedback was positive (written report yet to be received)
- HMI were fully satisfied with safeguarding in the school; the minor issue from the July monitoring visit of some missing paperwork has been resolved

The Governors resolved to move to Part 2. SG left the meeting.

Initialled

Summary of actions agreed

Agenda item no	Action	Lead	Date to complete / report
8	SEND report to go on agenda for next meeting	CJ	09 Jan 18
11	Feedback CAST budget decision to Governors	JF & AB	09 Jan 18
15	Completion of SG 2,3 & 4	AP & AB	09 Jan 18

All papers from this meeting are on the Google Drive at **Governors/LGB/17-18 LGB meetings/05 Dec 17.**

Date of the next meeting:

Tuesday 9th January 2017 at 4.15 pm

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

Initialed