

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 Tuesday 31<sup>st</sup> October 2017 at 4.15 p.m.**

The following governors met on the above date:

Angie Baldwin	Foundation Governor & Chair
Cllr Nicole Amil	Foundation Governor
Fr John Smethurst	Foundation Governor
Adam Krasnopolski	Foundation Governor
Jane Fraser	Headteacher
Stephen Corline	Community Governor
Neil Wilson	Community Governor
Catherine Johnson	Clerk to Governors

Saffy Griggs, Assistant Head Teacher, attended the meeting.

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

Fr JS led the meeting in prayer.

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

Annika Palmer, Lisa Southwell, Lucy Bettsworth-Venter & Rachel Nolan sent their apologies, sanctioned by the meeting.

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

- School newsletters
- TGA newsletter
- Governance Alert
- TTSA course flyer
- CAST newsletters
- CAST consultation response summary & letter
- CAST staff appointment authorisation form

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

#### **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**

- Upload list of Committee members to Google Drive - completed
- Absent governors to update Business Interest Register – governors also absent today will be asked to sign at next meeting
- Upload LGB Meeting dates to Google Drive & Calendar - completed
- Obtain& record AP training – CJ to do at next meeting
- Update pen portrait on website – CJ will do when received from all Governors
- Ask CAST for model LGB business plan – not available from CAST, CJ to try other sources including The Key
- Governors to meet with the lead teacher for their subject – most have met, AP & LB-V yet to do
- Governors to be sent teachers' emails - completed
- Email DfE Keeping Children Safe to governors - completed
- Signing sheet for Keeping Children Safe – completed, signed by all Governors
- Add CAST safeguarding action plan for governors to next agenda – see 26 below
- Quote for improving fence by footpath – JF received quote £5,000, Marcus at CAST said there is currently no money to pay for this, will consider in next financial year
- Google Drive demonstration for Governors – individual Governors to make appointments with CJ for demonstration in her office
- Primary Writing Project training days – to be held on next non-pupil day in November
- Ask Karen Gannon to review school data – completed, also asked to monitor Babcock input
- Headteacher appraisal – yet to be arranged, awaiting date from Mary Cox; in interim RN has met with JF to start process
- Item in newsletter linking attendance and OFSTED – not done

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

- AB reported that SC has now been appointed as Community Governor in line with decision taken at 23 May 17 meeting. Parent Governor election to be held shortly.
- JF & AB reported on the CAST Heads & Chairs briefing they attended. Felt optimistic as CAST seemed better organised about resolving issues including the financial notice to improve & supporting schools to get out of special measures. CAST also agreed to consider the impact on individual schools before implementing the recovery plans submitted. AK asked about the impact of the measures proposed in the OLotA recovery plan; JF explained it would mean rescheduling some interventions to a time of day when TAs would be available in every class. Louise Adams, CAST Head of Teaching & Learning, will visit the school next week. She has already said there are special circumstances at this school which will be taken into account.

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

### **8. OFSTED Action Group report**

SC reported on the last meeting as in the minutes on the Google Drive. He highlighted:

- Different levels of progress by July 18 are expected for different years
- Discussed how best to record progress data, as in JF report – see 10 below
- Looked at attendance for different groups. There is considerable crossover between SEN and Pupil Premium groups. Boys as a group have poor attendance, but most of our SEN & PP pupils are boys. If we could improve the attendance of a handful of

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pupils, attendance overall would greatly improve i.e. attendance for the whole school is good, but attendance of PP pupils is not.

- JF explained that if a pupil is absent without a reason provided, the office staff call home, then request a door knock from South West Family Values if the family cannot be contacted by phone by mid-morning. This usually determines the reason for absence & the support worker signposts the family to appropriate services or in some circumstances takes a child to school herself. Some families are in difficult, temporary accommodation situations and find it hard to get their child to school when they have to move house frequently.
- Discussed Babcock support and how to monitor it – this will be reviewed by Karen Gannon during her forthcoming visit
- Next meeting will be Tue 7<sup>th</sup> November

## **9. Governor visits**

Health & Safety – LS reported on her visit as in her report circulated with papers, highlighting:

- Gaps in Lift servicing records & Fire training
- JF to speak to Sacred Heart re lockdown system they have fitted recently, or Secure Force. Would like to have a practice when the children are not in to avoid frightening them.

SEND – AB reported on her visit as in her report, circulated with papers, highlighting:

- The SENDCo is very organised & has achieved a great deal since she started
- The new Individual Learning Plan template is much improved

EYFS – AB met with Reception teacher who has produced detailed report on PP children in EYFS; 50% of them are making good progress

Maths – visit has taken place, but report not yet written

Pupil Premium - visit has taken place, but report not yet written

## **10. Headteacher report**

JF presented her report as circulated with the papers. The following points were discussed:

- In response to a question from SC, JF explained the pupil attainment data was based on teacher assessment
- SC asked if there were any concerns re children achieving EoY (end of year) targets; JF replied that Yr 6 is on track to meet teacher predictions, although there are some behaviour issues amongst Yr 6 boys. AK asked if the boys might be affected by the lack of male staff; JF did not think so. The data from one class is not secure; the class teacher will be leaving the school shortly for health reasons.

## **11. SEND report**

To be carried forward to next agenda due to lack of time.

## **12. School website compliance**

LS reviewed the school website over half term but could not find the policies & other key statutory documents. It transpired they had been uploaded incorrectly; this has now been sorted out. SC will check the site again for compliance.

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### **13. Behaviour and Anti-bullying policies**

The Governors agreed unanimously to adopt these policies, which will be uploaded to the website.

## **Finance**

### **14. Finance Committee report**

SC reported on the committee meeting as in the minutes circulated. He highlighted the Committee's concerns that there is currently no ability within the new finance portal for schools to

- monitor staff costs and check variations
- monitor non-staff expenditure
- produce budget monitor reports

There is also no information on when these functions will be made available, if at all.

### **15. Update on previous financial year final position**

No information received yet from CAST finance.

### **16. Update on current year monitoring reports**

See 14 above.

## **Spirituality Committee**

### **17. Update**

The next Committee meeting will be held on 14 Nov 17.

## **Staff and Learning Environment**

### **18. School website hosting**

The school website needs to be moved from the current host. JF has contacted e-Schools, the CAST recommended supplier. The design cost is £995 & annual hosting is £395, including telephone & online support. JF has been impressed by other schools' websites set up by e-Schools. AB has obtained a quote from Natty Designs, but this was more expensive & they have less experience of school websites. The Governors agreed that the school should commission e-Schools

### **19. HR policies**

CAST has produced seven HR policies for immediate adoption by all CAST schools

- Alcohol & Substance Misuse
- Appraisal
- Capability
- Disciplinary
- Flexible Working
- Grievance
- Social Media

The Governors noted these policies and their introduction in school.

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## **20. Staff request for term time holiday**

A member of staff has written to the Governors requesting two weeks term time leave. After careful consideration the Governors agreed unanimously to refuse this request in line with the employment contract, bearing in mind the effect such absence would have on colleagues while the school is in special measures.

## **21. Staffing issues**

JF reported that the Senior Administrator resigned & will leave the school on 16 Nov 17. Two TAs have also resigned & will be leaving at the end of this week. A class teacher has resigned for health reasons; JF has agreed she can leave her post as soon as she finds another job (outside teaching).

## **Governance development**

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

SC – Safeguarding update at Sherwell Valley Primary School

AB – Safeguarding L3, 01 Nov 17

## **Admissions**

### **23. Update on pupil numbers**

Currently 172.

## **Safeguarding**

### **24. Update on safeguarding issues**

A suite of safeguarding documents has been received from CAST; all documents are on the Google Drive folder for this meeting. This included an updated version of the CAST Model Safeguarding & Child Protection Policy. As instructed by CAST, the policy has been customised with the school name & DSL contacts. The Governors agreed unanimously to adopt this policy.

### **25. Keeping Children Safe in Education**

DfE document circulated to all staff & Governors with signing sheets to confirm document has been read & understood.

### **26. Safeguarding checklist & timeline for Governors**

This has been reviewed by JF, AB & AP and the appropriate actions have been taken including completion & return to CAST of SG1, SG2 & SG3 forms.

## **Health & Safety**

### **27. CAST Health & Safety policy**

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JF reviewed this with LS & the Senior Administrator. As instructed by CAST the policy has been customised with the school name, school contacts and other details. The Governors agreed unanimously to adopt this policy.

### **28. Update on Health & Safety issues**

JF explained she had noted the insecure boundary fence issue on SG1 & SG2. It was also noted in Brad Murray's report. Governors agreed that JF should emphasise staff and Governors' concerns about this to Mary Cox, CAST School Improvement Officer, on her next visit.

### **31. Closing prayer**

Fr JS led the meeting in a closing prayer.

### **Summary of actions agreed**

<b>Agenda item no</b>	<b>Action</b>	<b>Lead</b>	<b>Date to complete / report</b>

### **Date of the next meeting:**

**Tuesday 5<sup>th</sup> December 2017 at 4.15 pm**

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

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