

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

**Our Lady of the Angels Catholic Primary School**

**DRAFT Minutes of the Local Governing Body Meeting  
Tuesday 23<sup>rd</sup> May 2017 at 4.30p.m.**

The governors met on the above date. Present were:

Mrs Angie Baldwin	Foundation Governor & Chair
Councillor Nicole Amil	Foundation Governor
Mrs Lucy Bettesworth-Venter	Foundation Governor
Mr Stephen Corline	Parent Governor
Mrs Jane Fraser	Headteacher
Miss Annika Palmer	Parent Governor
Miss Lisa Southwell	Foundation Governor
Mr Michael Waddington	Community Governor
Mr Neil Wilson	Community Governor
Ms Catherine Johnson	Clerk to Governors

Mrs Saffy Griggs, Deputy Head Teacher, attended the meeting.

**1. Welcome/prayer**

AB led the meeting in prayer & a brief silent reflection on the recent events in Manchester.

**2. Apologies for absence**

RN and FrJS sent their apologies, sanctioned by the meeting.

**3. Correspondence since last meeting**

Please see Google Drive Correspondence folder.

**Procedural matters**

**4. Declaration of Business Interests**

No changes declared.

**5. Minutes of the 2<sup>nd</sup> May 2017 meeting to review and approve**

The minutes were approved unanimously & signed.

**6. Matters arising from the meeting of 2<sup>nd</sup> May 2017**

- CAST Leadership Conference documents uploaded to Drive
- Fire Risk Assessment report uploaded to Drive
- New server & computers installed in school & office
- AB & JF reported back on Safer Recruitment training – very useful & JF has since changed the interview sheets to record discussion of gaps in work history
- Book scrutiny – see 13 below
- OFSTED actions file prepared & available for Governors to read
- AB & SC will meet with the RSC, others to let AB know if they are available
- Teacher interviews – see 19 below

- Date for HT appraisal & identify SIP to be carried forward
- TA salaries overspend to be discussed at first Finance Committee meeting on 25<sup>th</sup> May; AB, SC, NW & JF to be the members
- End of year reserves situation to be carried forward to Autumn term Finance Committee
- Determining how to continue welfare element of GVCF once account closed to be carried forward to Autumn term Finance Committee

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

AB gave out copies of the Governors' Action Plan section of the whole school OFSTED Action Plan. This on the Google Drive at the end of the Raising Attainment document.

## **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

- Babcock staff development / mentoring plan in place for the summer term
- The second set of PIRA & PUMA test results will be available after half term & the committee will review the data to monitor impact
- Organising the Headteacher appraisal is in hand

JF asked if a governor could assist her with reviewing and analysing data; it was suggested that a potential new foundation governor might have appropriate skills to take this on.

LB-V left the meeting at 5.15pm.

### **9. Governors' report for school website**

AB explained this is not statutory but recommended practice by NGA. She looked at a model template on The Key but most of this is covered in the Governors' newsletter. It was agreed to continue producing the newsletter, including more about planned activities to fulfil OFSTED requirements and ensuring it is uploaded to the school website and sent home with pupils so parents & carers are kept well informed.

### **10. Information sheet for Regional Schools Commissioner visit**

JF & AB asked Governors to add to the "Where we are ..." document in preparation for handing out to staff.

### **11. Governor visits**

- AP visited re Safeguarding review – see 14 below
- MW is coming in on 24<sup>th</sup> May to visit Year 1
- AB is coming in on 25<sup>th</sup> May to see SENDCo
- SC met with Deputy Head on 10<sup>th</sup> May

### **12. Section 48 inspection**

JF explained that the RE lead is currently focussing on Year 6. During her visit Sr Jo said that the best way to improve RE teaching is to improve Teaching & Learning in general. The pupils continue to attend Mass & have liturgy in school. AB will re-establish the Spirituality Committee with LB-V as Chair; FrJS is the RE Governor.

Initialled
------------

### **13. Verbal reports from book scrutiny**

All governors thought this very useful; AP & LS saw significant progress in the children's books with greatly improved content & presentation, especially in Year 2. Governors also noticed an improvement in marking which now has a clear focus. LS found the teachers open to constructive comments, reflecting on their own practice and sharing ideas.

### **14. Safeguarding update**

AP came into school on 12<sup>th</sup> May for a safeguarding audit conducted through discussion with the pupils. She met with children from each year group, using age appropriate questions, and found:

- All children felt safe in school, although there was an issue for some Year 6 pupils due to the behaviour of one pupil; staff and outside agencies are addressing this child's needs and behaviour.
- Some children said they would like more feedback from the School Council.
- Some children had learnt the gate code from watching adults use it. The code has now been changed and the number of adults who are given the new code will be restricted.
- Some children found the MTAs very noisy so do not like lunchtimes.
- One child was mentioned by several other children as being bullied; AP has reported this to JF and it is being monitored by staff. Each year group has had an anti-bullying lesson and the School Council is working on posters to put up around the school.
- Children like the buddying up system to support new children, but felt the Friendship Bench is not working so well.

AP concluded that the audit showed a very positive picture of a warm and supportive school where pupils and staff respect and help each other.

JF added that Mary Cox conducted a CAST Safeguarding audit. She found no major issues but advised putting up pictures of the staff and governor responsible for safeguarding in each classroom, at reception and on the website.

### **15. Health and Safety Update**

- Accidents & injuries – one trapped finger
- Fire Risk Assessment – has just been uploaded to the Google Drive; LS asked if any staff have training as the RA mentions using fire extinguishers. JF stated that it is best to focus on getting the children out safely rather than fighting a fire. AB said she would go through the RA & highlight items needing action, then organise this with the Administrator.
- Governors' H&S training feedback – attended by CJ, very useful training which highlighted Governors' responsibilities; she has sent power point to Governors
- New CAST H&S policy – noted & accepted by Governors; LS will review the appendices and bring any actions required to the next meeting. The Administrator has drawn up a notice listing the first aiders and put this up around the school.

## **Finance**

### **16. Budget monitor for 16/17**

Initialled
------------

CJ presented the budget monitor. There were no questions although SC suggested some areas where the commitment might need reviewing as too high given only 3 more months to year end e.g. utilities.

#### **17. Draft budget for 2017/18**

CJ presented the draft budget drawn up by herself and JF at the budget workshop. This has been carefully reviewed by the CAST Finance Officer to ensure it is appropriate and realistic and will be presented to the CAST Finance Committee and Board for approval. The main issue is that if pupil numbers continue to fall, the school GAG income will reduce significantly in 2018/19 & the budget will become unsustainable as reserves have been largely used up.

The draft budget will be reviewed in more detail by the first meeting of the Finance Committee on 25<sup>th</sup> May.

#### **18. Initial feedback from financial management audit**

Informal feedback at the end of the visit indicates there are no major problems. Mark Woodhouse, CAST Finance Officer, greatly assisted CJ deal with the audit questions.

### **Staff and Learning Environment**

#### **19. Staff update**

JF reported that she interviewed 2 weeks ago but the selected candidate could not be appointed. She held further interviews yesterday but decided not to appoint any of the applicants. She has approached one of the current agency teachers who may be interested in a part-time post, job sharing with one of our current part-time teachers. There is also a strong possibility of redeploying a teacher from another CAST school, initially on a temporary basis this term, leaving one teaching vacancy. This is being re-advertised in the TES with a closing date of 6<sup>th</sup> June for interview on 12<sup>th</sup> June.

#### **20. Review CPD**

Babcock is providing all teaching staff CPD this term, on site.

### **Governance development**

#### **21. Clerk's update**

Nothing to report.

#### **22. Reconfiguration of Local Governing Body**

AB proposed that the LGB needs more members to share the workload involved & bring in new areas of expertise. It was unanimously agreed that there should be 14 Governors:

- 2 parent
- 2 community
- 1 staff & the Headteacher
- 8 foundation

Numbers to be increased by appointing SC as community governor when his term of office expires, holding election to replace him as parent governor, inviting potential new

Initialled
------------

foundation governor to observe next meeting & holding staff governor election to fill vacancy once new staff in place in autumn.

### **23. Google for Governors**

CJ explained that all documents for Governors are now posted on the Google Drive in a dedicated folder for Governors. SC will hold a session at a future meeting to demonstrate the Drive to anyone not familiar with it. CJ has sent email invitations to all Governors to access the Drive & has also set up a Google calendar for Governors with meetings & other relevant dates shown.

### **24. Governor training – governors to report on any training since the last meeting**

None.

### **Admissions**

### **25. Update & appeals hearing**

There have been no appeals.

### **26. Admissions arrangements for 2018/19**

It was agreed unanimously to approve the Admissions Policy for 2018/19, based on the 17/18 Policy with amended dates.

### **Part 2**

### **27. Approve Part 2 minutes 07 May 17**

The minutes were unanimously approved & signed.

### **Summary of actions agreed**

<b>Agenda item no</b>	<b>Action</b>	<b>Person</b>	<b>Date to complete / report</b>
6	Govs to let AB know if can meet with RSC	All	
6	Set date for HT appraisal & identify SIP	AB & AP	11 Jul 17
6	Add to "Where we are" doc & send out to all govs & staff in time for RSC meeting	AB & JF	11 Jul 17
6	Report on TA overspend & reserves situation to Finance Committee	CJ	
6	Determine how to continue welfare element of GVCF once account closed	CJ	11 Jul 17
14	Check with School Council if children want friendship bench in playground	SG	11 Jul 17
14	Put up pictures of safeguarding team around school	JF / HM	11 Jul 17
15	Review appendices of H&S policy	LS	11 Jul 17
15	Review Fire RA & organise any actions	AB & HM	11 Jul 17
22	Invite candidate foundation gov to attend next LGB	AB	11 Jul 17
22	Hold staff & parent elections	CJ	Oct 17
23	Demonstrate Google Drive to Governors	SC	11 Jul 17
26	Update Admissions Policy for 18/19, post on website & send to LA	CJ	11 Jul 17

Initialled

**Date of the next meeting:**

**Tuesday 11<sup>th</sup> July 2017 at 4.15 pm**

**Governor's cream tea for staff on Tuesday 18<sup>th</sup> July at 3.15pm**

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

Initialed
-----------