

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL
Third FGB Meeting of the Summer Term – Tuesday, 10 July 2017 – 6.30pm in the School

Present	Mr. R. Belt FG [CofG]	Mrs. J. Egenes FG	Ms. M. Moroney FG
	Mr. D. Bedford AM	Mrs. J. Harrison FG	Mrs. M. Roe FG
	Mr. E. Behan FG	Mrs. Y. Hawkes HTG	Mr. D. Tang LAN
	Mrs. E. Christie PG	Mr. R. King STG	
Apologies	Mr. A. Petch FG and Mrs. N. Thorpe PG		
In attendance	Mrs. B. Bliss [Clerk to Governors]		

		ACTION
1.	RECEPTION CLASS VISIT: Governors were delighted to see a classroom and outside area full of fun ideas for learning through play, together with colourful displays showing the work of the children and underpinning the foundation stage curriculum.	
2.	THE MEETING opened with prayers led by the Chair.	
3.	APOLOGIES FOR ABSENCE were received and accepted from Mr. Petch and Mrs. Thorpe	
4.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None	
5.	EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS: <ul style="list-style-type: none"> • Westminster Diocesan Education Service – Service Agreement Levy 	
6.	FGB MEETINGS [24 April 2017 + 19 May 2017] – MINUTES AND MATTERS ARISING: <p>6.1 Minutes – 24 April 2017: Copies having been previously circulated, these were agreed as an accurate record [proposer Mrs Hawkes; seconder Mrs Christie] and signed by the Chair. There were no outstanding matters arising.</p> <p>6.2 Minutes – 19 May 2017 [Approval of 2017/18 Budget]: Copies having been previously circulated, these were agreed as an accurate record [proposer. Mrs. Egenes; seconder Mrs. Harrison] and signed by the Chair. There were no outstanding matters arising.</p>	
7.	HEAD TEACHER/DEPUTY HEAD TEACHER: <p>7.1 Summer Term Report [copies having been previously circulated] :</p> <p>7.1.1 Strategic Plan Goal 1: To further develop the distinctive nature of our school within the Mercy tradition: The HT highlighted a number of topics, expanding where necessary; these included:</p> <ul style="list-style-type: none"> • Y6 leavers Mass • Junior class attendance at celebrations involving a larger faith community • Y5 tea afternoon • School Chaplaincy – new initiative - visit to Ss. A+S Junior School <p>In reply to queries from governors:</p> <ul style="list-style-type: none"> • The HT stated a booking had been made for Y5 to visit a new diocesan venue opening in 2018, rather than a return to Hudnall Park next year • The HT/DHT expanded on the role for class chaplains, who would be part of the school chaplaincy. These would be elected from Y6 by Y6 pupils, and be a chance for them to help with the work of the chaplaincy throughout the school. <p>7.1.2 Strategic Plan Goal 2: To develop and embed sustainable high quality and robust leadership at all levels across the school: The HT highlighted a number of points, expanding in detail as necessary; these included:</p>	

- Observations of all support staff as part of the appraisal process
 - Extensive work on use of data with EYFS leader
 - Work scrutiny
 - Monitoring and moderation
 - 2017/18 SDP plan priorities identified
- There were no questions

7.1.3 Strategic Plan Goal 3: To build a culture of success and achievement for all regardless of their starting point: In highlighting the new system and the DHT's analysis of end of spring term assessments, the HT stated that, in fact, the school's own system flagged up problems at an earlier stage; this had been commended by the HIP on her recent visit. In reply to a query regarding KS2 SATs results, the DHT reassured governors that the DfE now demanded strict accountability from schools; hence the need for booster and intervention classes.

7.1.4 Strategic Plan Goal 4: To develop an aspirational and inspirational curriculum: The HT highlighted a number of class visits, curriculum days and extra-curricular activities. She commended the exemplary behaviour of this year's Y6 during the class's recent residential trip to the Isle of Wight. There were no questions.

7.1.5 Strategic Plan Goal 5: To strengthen engagement between, school, parents and community: The HT expanded on how strong links had been maintained. Governors commented on the success of PTA events this year, resulting in a sum of c. £20k raised. In reply to queries, the HT stated that acquiring enough PTA volunteers was sometimes a problem, resulting in one event having to be cancelled; however, in terms of profit, the summer fair did not appear to have suffered much from being held on a Saturday this year.

7.1.6 Strategic Plan Goal 6: To secure effective/strong financial management to facilitate excellence in staffing and a high quality learning, in order to achieve excellent outcomes for pupils: The HT expanded where necessary, adding that, in her last newsletter this term, she would include news of the departure of the sports assistant at the end of his contract. There were no questions

7.1.7 Pupil Premium Grants: A detailed update - there were no comments or queries.

7.1.8 Sports Partnership Grant: A detailed update – there were no comments or queries

7.1.9 Safeguarding: A detailed update – there were no comments/queries

There being no further questions, the Chair, on behalf of the governing body, thanked the HT and DHT for a comprehensive and informative report.

7.2 2017 KS1/KS2 SATs Results: These had been previously circulated to governors. The DHT gave a careful and detailed explanation of the data, commenting where necessary on circumstances and reasons for different outcomes, plus the impact of these on percentages, and replying to governors' queries as they arose. In addressing one of these, he stated that, given the good reasons for a slight dip in KS1 results, this class would be monitored closely in KS2. Overall, however, standards had been raised considerably, and the aim was now to concentrate on helping more pupils at ARE, to achieve at greater depth, using data and earlier

8.	<p>intervention. GB congratulations were expressed on an excellent set of results this year.</p> <p>7.3 HIP Report: A copy having been previously circulated, there were no comments or queries.</p> <p>SAFEGUARDING:</p> <p>8.1 Annual Report to GB: The safeguarding governor circulated copies of her report, giving an explanation of the contents. In reply to a query, the HT agreed to check on DBS clearance for PTA members/volunteers helping at events where unaccompanied children were present, e.g. movie nights.</p> <p>8.2 Annual Report to GB on Children Looked After: Regular updates already included in the HT's termly reports to the FGB</p> <p>8.3 Safeguarding Children – Annual checklist: To be completed and required actions noted.</p> <p>8.4 Safeguarding Visit [June 2017]: The safeguarding link governor circulated copies of her report on a recent discussion with the HT regarding a safeguarding update from HCC and the HfL briefing of April 2017. She highlighted a number of points, including:</p> <p>8.4.1 Signing in/out Books [Two]: Governors must ensure that they sign the official visitors signing in book, not just the log for governors. Governors agreed it was important to wear badges [available from the school office] so that they were distinguishable to pupils.</p> <p>8.4.2 References for Governors: This new ruling and would need to be actioned, the most important being for candidates involved in the forthcoming PG election.</p> <p>8.4.3 Safeguarding [GB] Policy: A reminder that this must always be reviewed/updated annually and signed by the Chair.</p> <p>8.4.4 Safeguarding to be a regular FGB agenda item [but usually covered in the HT's termly report].</p> <p>8.4.5 The LG commented on her admiration for a group of pupils who, during a conversation with her, had indicated their awareness of safety for themselves and others, especially the little ones, while at school.</p> <p>8.4.6 HfL Online Safety Newsletter to Parents: It was agreed that a copy of this should be put on the school website</p> <p>8.5 Prevent Training: Governors were encouraged to complete a quick online version which gave a certificate on successful completion and could be printed off, so that a copy could be given to the school office for its records</p>	<p></p> <p>YH</p> <p>YH</p> <p>ALL</p> <p>DT/BB</p> <p>Prem. WG</p> <p>BB</p> <p>EB</p> <p>ALL</p>
9.	<p>REPORTS – LG CLASS VISITS and COMMITTEE/WG/CORE GROUP MEETINGS:</p> <p>9.1 Year 3 – Class Visit [March 2017]: Report by Mrs Roe [LG], copies previously circulated – no comments/queries</p> <p>9.2 Year 4 Visit: Verbal report by Mr. Tang [LG] on accompanying Y4 on a school o <i>Hazard Alley</i>, which the children found enjoyable and informative.</p> <p>9.3 Reception Class Visit [May/June 2017]: Copies previously circulated, Mrs Christie [LG] expanded briefly on her report – no comments/queries</p> <p>9.4 Core Group/SDP Preparation Meeting - 30 June 2017 - Discussion and</p>	

	<p>Reflection: Notes would follow in due course. The Chair commented once again on the usefulness of these meetings in encouraging GB understanding of information, and personal interaction with teachers. A separate Item was noted under Part B [Strictly Private and Confidential Matters] of these minutes.</p>	JH
10.	<p>CATS – UPDATE: The HT had completed questionnaires, in line with decisions agreed at the last FGB meeting. She stated that at a diocesan meeting of Catholic head teachers earlier this term, it was implied that WDES might be considering the setting up of smaller trusts. Further information [promised before the end of this term] was still awaited.</p>	
11.	<p>FINANCE AND 2017/18 BUDGET: The finance link governor reported that she would meet with the school accountant next Monday, for the first update of the new budget.</p>	
12.	<p>TRAINING: 12.1 Clerks Network: The clerk was unable to attend. She would forward the handouts when received.</p>	BB
13.	<p>ANY OTHER BUSINESS: 13.1 Parent Governor Election: The returning officer reported that four self-nominations had now been received, requiring an election for both vacancies. Since the new ruling on safeguarding required interviews and references, it was agreed that, in the first instance, a joint informal interview would be held for all four candidates, followed by the taking up of references and an election next term.</p>	YH/DT/ BB
	<p>13.2 Data Protection: As a result of new regulations becoming effective next May, it would be imperative for governors to use school email addresses [rather than private ones] for GB communication, in order to keep information secure. Mr. Hayes to be asked to set up new addresses and passwords; these would then to be emailed to governors by the HT.</p>	YH
	<p>13.3 WDES Service Level Agreement: Currently, the fee for this stood at £900pa which the school had always paid. However, a letter recently received from the diocese stated that in future [with effect from next September] there would be a fixed fee of £8 per pupil. Therefore, with very little notice, the school's contribution would double. A discussion ensued on what services were included in the agreement, and whether there was an opt-out clause. The finance link governor agreed to seek further information.</p>	JE
14.	<p>FUTURE MEETINGS: [1] Tuesday, 5 September – 5.30pm - S+P WG meeting – in the school [2] Tuesday, 5 September – 6.30pm – Full GB extraordinary meeting - in the school [3] Wednesday, 13 September – 6.30pm – Full GB Meeting - in the school [4] Friday, 10 November – 2pm – Autumn Term Meeting of Core Groups [TBC] [5] GB's AGM for Parents – date TBC [6] Annual Conference for Herts Governors – Saturday, 18 November</p>	
15.	<p>THE MEETING closed with prayers, but preceded by a huge expression of thanks from the Chair to all governors for their continuing hard work, commitment and enthusiasm over the last year.</p> <p>Meeting ended at 8.40pm.</p>	