

**GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL**  
**First Meeting of the Summer Term - Monday, 24 April 2017 – 6.30pm in the School**

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

		<b>ACTION</b>
<b>1.</b>	<p><b>CLASS VISIT – YEAR 1:</b> Governors were welcomed by Mrs. Hayes [Class Teacher] to a vibrant, colourful and stimulating classroom, full of group displays of pupils' work, as well as their individual work books and journals. She explained in detail the methods used in teaching different subjects, particularly in regard to phonics and ICT, and how the children learnt. Governors were impressed with the high standard of work, and congratulated Mrs Hayes on a positive learning atmosphere. The Chair thanked her for a most interesting visit.</p>	
<b>2.</b>	<p><b>THE MEETING</b> opened with prayers led by the Chair.</p>	
<b>3.</b>	<p><b>APOLOGIES FOR ABSENCE</b> received and accepted from Mrs. J. Harrison</p>	
<b>4.</b>	<p><b>STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST:</b> None</p>	
<b>5.</b>	<p><b>EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS:</b> None</p>	
<b>6.</b>	<p><b>MINUTES OF LAST MEETING [20 February 2017]:</b> Copies having been previously circulated, these were agreed as an accurate record of proceedings [proposer Mr. Behan; seconder Mrs. Egenes] and signed by the Chair.</p>	
<b>7.</b>	<p><b>MATTERS ARISING:</b> There were no outstanding matters arising.</p>	
<b>8.</b>	<p><b>HEAD TEACHER/DEPUTY HEAD TEACHER</b></p> <p><b>8.1 Spring Term Report:</b> Copies had been previously circulated, together with school self-evaluation documents, viz: HIP Report following JARV visit – January 2017; and HIP report following visit with subject leadership focus – March 2017. The HT highlighted a number of topics including:</p> <p><b>8.1.1 Strategic Plan Goal 1:</b> Overall, good outcomes. The Mothers' Day celebration had been very well attended, compared with a low turnout for the Stations of the Cross Liturgy and the beginning of term Mass. Some discussion ensued on reasons for this, and how to encourage more parental support.</p> <p><b>8.1.2 Strategic Plan Goal 2:</b> Having briefly highlighted other topics, the HT highlighted the additional HIP half day visit last term, to meet with subject leaders. Afterwards, she and the DHT reported to the HIP that, although her input had raised SLs' expectations of what they ought to be doing, they had all expected more guidance in coaching and monitoring. Reacting to GB concern at this outcome, the HT/DHT stated that consideration was being given to the provision of further training from <i>HfL</i>. They had also stressed to subject leaders that, as flag bearers, they needed to ensure enough weight was given to their subjects in the curriculum, and to prioritise new topics/ideas with staff; they should speak to the HT/DHT if more information/external resources were required.</p>	

**MRS. THORPE ARRIVED.**

**8.1.3 Strategic Goal 3:** The DHT had undertaken detailed data analysis of Y6 work carried out for the forthcoming KS2 SATs, which showed improvements on last year in all three areas. He was confident of an excellent set of results which would be well above the national average, although aware that this cohort was a particularly conscientious group, and had a higher starting point. In reply to a query, the DHT explained how these results could be compared with those of this cohort's KS1 SATs.

**8.1.4 Strategic Goal 4:** Overall, good outcomes.

**8.1.5 Strategic Goal 5:** The HT highlighted good liaison with, and recent visits to/from Ss. Alban + Stephen Junior School; the introduction of mid-year summary reports; and liaison with the Catholic Children's Society to host training for local Catholic schools in bereavement and loss. The HT commented on problems raised by Y5 pupils leaving for Sacred Heart Prep School in order to prepare for the St. Columba's College admission exam in Y6.

**8.1.6 Strategic Goal 6:** The HT gave fuller details of new appointments, and prospective ones required for September 2017. She also commented on the current difficulties being experienced in teacher recruitment.

**8.1.7 Sports Partnership Grant:** It was noted that, in the summer term, Mr. Kevin Creaton [Y2 class teacher] would take over the responsibility vacated by Mrs. Humpage.

**8.1.8 Safeguarding:** The HT and DHT reported that all schools were experiencing difficulties in keeping abreast of so many frequent changes in *DfE* policy; Herts LA was particularly concerned. However, the level of recording was the most important aspect.

**8.1.9 Children Looked After:** In reply to GB queries, the HT stated that:

- *Ofsted* had been extremely impressed with what had been put in place for the pupil concerned
- The school had bought into extra support from *Educational Welfare/Social Services*
- All information concerning the case was stored securely.

**8.1.10** There being no further questions/queries, the Chair thanked the HT for her excellent report.

**8.2 Early Years – 30 Hours Free Childcare - Update:**

**8.2.1** In giving an explanation of what was involved, the HT stated that the school would not be offering this and, in reply to a query, the policy was unlikely to become mandatory.

**8.2.2** In answering a question regarding admission numbers for September 2017, the HT confirmed that all Reception Class places had been filled.

**8.3 Apprenticeship Levy – Update:** The HT stated this scheme would only apply to larger schools with bigger budgets and payrolls

**9. CORE GROUPS:** Copies of minutes of the meeting with core groups on 10 March 2017 having been circulated, these were agreed as an accurate record.

**10. CATHOLIC ACADEMY TRUSTS – DIOCESE MEETINGS – 20.03.17 + 30.03.17 – REPORT:**

**10.1** The meetings had been called by the Diocese to discuss its proposals for CATs in Hertfordshire, and in particular the St Albans family of schools. The HT, DHT,

<p>11.</p>	<p>CoG and VCoG had represented St. Adrian's. Copies of papers on CATs having been previously circulated to governors, the Chair gave a detailed report of the meetings. He highlighted a number of points, including:</p> <ul style="list-style-type: none"> <li>• Concern at the organisation of the meetings</li> <li>• Schools represented at the meetings which were already part of a CAT only had experience in a small trust</li> <li>• Difficulties in implementing Herts CATs, given the huge geographical spread of countywide schools, compared with those in London</li> <li>• In comparison with London ones, Herts schools had much better <b>Ofsted</b> ratings [97% good or outstanding], negating one of the reasons for CATs in Herts</li> <li>• CATs required a major increase in the role of governance in diocesan schools</li> <li>• Diocesan problems with recruitment of foundation governors - a large number of existing vacancies</li> <li>• Diocesan perception of the reasons for the current hesitation of governing bodies regarding CATS</li> <li>• Diocesan Governance: Several meetings held with <b>HfL</b>, regarding future partnership</li> </ul> <p><b>10.2</b> A long discussion followed, during which governors raised a number of points, including:</p> <ul style="list-style-type: none"> <li>• Concern for the responsibilities of governors, as leaders of governance, if part of a CAT</li> <li>• No mention anywhere of the advantages for pupils from CATS</li> <li>• The diocesan assumption that all schools would back CATS</li> <li>• What if schools did not wish to become an academy and join a CAT?</li> <li>• What about diocesan schools that were already academies and did not want to join a CAT?</li> <li>• Could schools enjoy the advantages of being part of a small group without becoming a CAT?</li> </ul> <p><b>10.3</b> In conclusion, the GB agreed to:</p> <ul style="list-style-type: none"> <li>• Adopt a policy of 'wait and see' regarding further information</li> <li>• Keep all options open</li> <li>• Notify the <b>DfE</b>/Diocese that, for the time being, the school felt unable to take forward an application to become an academy.</li> <li>• Check with the <b>DfE</b> regarding confirmation of the legal position if a school expressed an interest in becoming an academy and later changed its decision.</li> </ul> <p><b>FINANCE:</b></p> <p><b>11.1 2016/17 Budget - Final Analysis:</b></p> <p><b>11.1.1</b> Copies of the end of year figures were circulated. The school's accountant had completed these on her visit last week, and reported an improved outcome. The Finance Governor gave a brief explanation of the reasons for this, concluding that the school was in a healthy position at the start of the new financial year.</p> <p><b>11.1.2 ICT:</b> In reply to a query regarding ICT expenditure, she agreed to re-check the budget figures for Mr. Behan. She would also request the accountant, to give a regular update on ICT budget expenditure/ balance to the Maths [Computing] Core Group, via the Staff Governor.</p> <p><b>11.2 2017/18 Draft Budget:</b> The GB would meet on Friday, 19 May 2017 to receive and approve the draft budget. An electronic copy of this would be sent to those governors who were unable to attend.</p>	<p>YH</p> <p>JH</p> <p>JE</p> <p>JE</p> <p>ALL JE/BB</p>
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<p><b>12.</b></p>	<p><b>GOVERNOR TRAINING:</b></p> <p><b>12.1 In-School Session – <i>From Good to Outstanding</i>:</b> It was agreed that the content was informative and interesting, but added little to what was already known.</p> <p><b>12.2 Governor Training Courses attended – Spring Term - for Entry on the Training Log:</b></p> <ul style="list-style-type: none"> <li>• Clerks Network Meeting – BB – 22 March 2017</li> </ul> <p><b>12.3 Reducing and Managing Allegations against Staff [RAMASS] Training - Report:</b> In the absence of Mrs. Harrison, this was left in abeyance.</p> <p><b>12.4 Clerks Network – 22 March 2017:</b> A brief verbal report on two presentations [30 Hours Free Childcare and Apprenticeship Levy]; both items already covered in this agenda.</p>	<p><b>NT</b></p> <p><b>JH</b></p>
<p><b>13.</b></p>	<p><b>ANY OTHER BUSINESS:</b></p> <p><b>13.1</b> The Chair reported on a letter recently received from <b>HfL</b> on forthcoming changes to the governor training subscription.</p> <p><b>13.2 FG Appointment:</b> Mr. Behan was congratulated on the confirmation of his official appointment. This would trigger an election of a parent governor.</p> <p><b>13.3 PG Elections:</b> As well as one for the above vacancy, another would occur shortly [Niamh Thorpe - end of period of office – July 2017]. Elections for both would be held concurrently during the summer term.</p>	<p><b>BB</b></p>
<p><b>14.</b></p>	<p><b>DATES OF NEXT MEETINGS:</b></p> <ul style="list-style-type: none"> <li>• Friday, 19 May 2017 [FGB] - Formal Agreement of 2017/18 Budget – 4pm – in the school</li> <li>• Friday, 30 June 2017 [Core Groups + 2017/18 SDP Preparation] – 2pm – in the school</li> <li>• Monday, 3 July 2017 [FGB] – 6.30pm – in the school – <b>NB - changed date</b></li> </ul>	<p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p>
<p><b>15.</b></p>	<p><b>THE MEETING</b> closed at 8.25pm with prayers led by the chair</p>	<p><b>ALL</b></p>