

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL

Meeting – Spring Term 2018

Monday, 26 February 2018 - 6.30pm in the School

Present:	Mr. R. Belt [FG] Chair	Mrs. J. Egenes [FG]	Ms. M. Moroney [FG]
	Mr D Bedford [AM]	Mrs. J. Harrison [FG]	Mr. A. Petch [FG]
	Mr. E. Behan [FG]	Mrs. Y. Hawkes [HTG]	Mrs. M. Roe(FG)
	Mr. P. Broderick [FG]	Mr. R. King [STG]	Mr. D. Tang [LAN]
	Mrs. E. Christie [PG]	Mrs. E. Lewis [PG]	

		ACTION
1.	THE MEETING opened with prayers led by the Chair	
2.	APOLOGIES: Received and accepted from Mrs. B. Bliss [Clerk]	
3.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: There were no statements of pecuniary/ conflict of interest.	
4.	EXTRA ITEMS FOR ANY OTHER BUSINESS: There were no extra items for discussion under <i>Any Other Business</i>	
5.	GB MEETING (Thursday, 30 November 2018) – MINUTES AND MATTERS ARISING:	
	5.1 Minutes: Copies of these having been previously circulated, the minutes were agreed as an accurate record of the proceedings (proposer Mr Behan; seconder Ms Moroney) and signed by the Chair.	
	5.2 Matters Arising: There were no matters arising	
6.	CHAIR:	
	6.1 The Chair offered congratulations on behalf of the Governing Body to Mr. Bedford, following his appointment as Head Teacher with effect from September 2018, and assured him of the full support of the governors.	
	6.2 CATs:	
	6.2.1 The Head Teacher reported there had been nothing further directly from the Diocese, although it appeared that there was a slight shift to a more flexible approach. Schools could commit to a large group and then divide into smaller groups. She commented that, at the Catholic Head Teachers Conference, there had been little support for the idea from primary school heads.	
	6.2.2 The Chair reported that he had attended a meeting where he received a different impression. He intended to suggest a meeting with the three other Catholic primary schools in St Albans.	
	6.2.3 Another governor commented that at a recent meeting at his school, there was a reluctance, although primary schools could see the benefit of having links.	
	6.3 Parents' Information Evening: The Chair thanked all those who had attended and contributed. The general feeling was that it was well received, although a pity that it had not been better attended by parents.	
	6.4 GB Terms of Office: Noted for information only	
	6.5 Governor Hub: The Chair had received no further information from the Diocese.	
7.	HEADTEACHER/DEPUTY HEADTEACHER UPDATE:	
	7.1 Spring Term Report: The report having been previously circulated. the Head Teacher highlighted a few points, including:	
	7.1.1 SG1: She suggested governors looked at the <i>Stations of the Cross</i> in the hall, and pointed out that Fr Tim was trying to involve additional priests in offering Reconciliation to the children.	

	<p>7.1.2 SG2: She explained what JARV meant, in response to a question. She noted the work with subject leaders, and the time that the new PE person was providing for them. She also highlighted the support being provided by two of the EYFS staff and SENCO.</p> <p>7.1.3 SG3: Smaller groups for English and Maths had been set up in Years 3 and 4, but it was too soon to measure the impact yet. Booster groupings were all being supported by qualified teachers, and there were developments in cross curricular writing.</p> <p>7.1.4 SG4: The Head Teacher drew attention to the planned Humanities Day and launch of the new Maths resource that had generated more talk in Maths lessons. She also highlighted the range of extra-curricular activities being offered, and explained that Year 5 would go to the new SPEC centre in Pinner for two nights during the summer term.</p> <p>7.1.5 SG5: Parent Forums had been re-instated, and a new Chair elected by the PTA. The usual musical opportunities were available for Years 5 and 6 this term; and the first weekly bulletins had been sent out, now that a full complement of office staff was in place. It was requested that the bulletin be sent to governors; the Head Teacher to make a request.</p> <p>7.1.6 SG 6: The Head Teacher thanked two Finance Committee members for their work in monitoring the school budget. There were now seven days weekly of qualified teacher support across the school.</p> <p>7.1.7 Pupil Premium Update: The Head Teacher commented on the addition of a six week nurture group in EYFS.</p> <p>7.1.8 Safeguarding: A further safety day was due to take place, and would include a workshop for parents. DSLs would attend an update session at the beginning of the summer term.</p> <p>7.1.9 The Chair thanked the Head Teacher for her very detailed report.</p> <p>7.1.10 A question was asked about <i>resilience education</i>. It was explained that a counsellor visited weekly to provide support for individual children. The staff teacher governor commented that there was an obvious increase in the pressure on KS1 children over the last five years.</p> <p>7.2 Policies:</p> <p>7.2.1 Data Protection and Staff Appraisal were due for review.</p> <p>7.2.2 Admissions: The committee chair reported that the Diocese has now accepted the changes made to the 2018-19 policy. Following explanation of the slight changes to the 2019-10 policies, Mr. Petch proposed and Mrs. Christie seconded their adoption – unanimously agreed.</p> <p>7.3 Safeguarding:</p> <p>7.3.1 In the absence of the Clerk, one governor confirmed that her referees had been contacted.</p> <p>7.3.2 All enhanced DBS checks were in place for governors</p> <p>7.3.3 The Head Teacher reported that she had requested the PTA to identify the people who had DBS checks, so that they do toilet trips. In answer to a query about ratios of adults to children, it was confirmed that the PTA should do risk assessments.</p>	<p>HT</p> <p>HT</p> <p>HT</p>
<p>8. FINANCE</p>	<p>8.1 2017/18 Budget Tracking: Chair of Finance shared the most recent statement. It was a good picture with increases in SEN and PE funding, because they were not budgeted at the beginning of the year. The Chair thanked the Finance Committee for its work.</p> <p>8.2 WDES Service Level Agreement Update: It was reported that the Diocese had not taken any money from the school account.</p> <p>8.3 SFVS 2017/18 Audit: The document had been previously circulated and was agreed unanimously for approval: proposed by Mrs. Christie; seconded by Mrs Harrison.</p>	

<p>9.</p>	<p>COMMITTEES/WORKING GROUPS/LINK GOVERNORS REPORTS:</p> <p>9.1 Premises: The WG chair summarised as follows:</p> <ul style="list-style-type: none"> • LCVAP and DFC – no news about LCVAP allocations - DFC currently stood at c. £9K. • Proposals for providing spaces for small group work had been received earlier in the day from <i>Synergy</i> and would be circulated to Premises WG for comment. • The windows and doors in the Nursery were to be replaced using funding from the original 'Nursery Fund'. • Several leaks in the hall and dining room needed to be dealt with ASAP. <p>9.2 S & P:</p> <p>9.2.1 A working group had been set up for GDPR; members were listed. The group would create an action plan and ensure staff were appropriately trained. The chair of the group requested £300 to be spent on the <i>HfL</i> toolkit. The next meeting of the group was scheduled for 2 March. Part 2 of Diocesan Training in GDPR would take place on Friday, 20 April. Any governors other than the working party members were welcome to attend if they so wish.</p> <p>9.2.2 DHT Recruitment: The same team that was involved with recruitment for the headship would deal with this matter. The school had once again bought into the recruitment package.</p> <p>9.3 Year 3 Visit: The link governor reported that she thoroughly enjoyed her visit. Her report had been previously circulated. She commented that there was a very good link between the Core Group input and her experience.</p> <p>9.5 Year 4 Visit: The link governor reported verbally on her visit and her report is attached. She was very impressed by the level at which children who were mainly 8 years old were working in English.</p>	<p>RB</p> <p>ALL</p> <p>Attached</p>
<p>10.</p>	<p>GOVERNOR TRAINING: The Chair invited volunteers to come forward to lead in this area [which was not onerous] to approach him after the meeting. In the meantime, the Chair would enquire about an in-house session on an appropriate topic.</p>	<p>RB/ALL</p>
<p>11.</p>	<p>DATES OF NEXT MEETINGS:</p> <p>11.1 Due to the need for budget approval, governors noted that the next meeting would take place on Wednesday, 9 May 2018 at 6.30pm.</p> <p>11.2 Mrs Harrison and Mrs Roe offered apologies for absence on Friday, 9 March 2018 – termly meeting of core groups.</p> <p>11.3 Preparations for HT's Retirement: Planning so far included a Mass for Monday, 20 July at 10.30am in the school. Further news in due course.</p>	<p>ALL</p> <p>RB</p>
<p>12.</p>	<p>ANY OTHER BUSINESS: Nothing to report</p>	
<p>13.</p>	<p>THE MEETING closed at 8.32pm with prayers led by the Chair.</p>	