

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL
Autumn Term – First Meeting – Tuesday, 25 September 2018 – 6.30pm in the School

Present	Mr. R. Belt FG [Chair]	Mrs. E. Christie PG	Ms. M. Moroney FG
	Mr. D. Bedford HTG	Mrs. J. Harrison FG [VC]	Mrs. M. Roe FG
	Mr. E. Behan FG	Mr. E. Lewis PG	Mr. A. Sallis DHT/AM
	Mr. P. Broderick PG		
Observers	Mr. R. King [prospective STG]	Mr. W. Tominey [Prospective FG]	
In attendance	Mrs. B. Bliss [Clerk to Governors]		

		ACTION
1.	THE MEETING opened with prayers led by the Chair. On behalf of the governors, he extended a warm welcome to Mr Bedford and Mr Sallis, who were attending a GB meeting for the first time since their respective appointments as HT and DHT became effective on 1 September 2018. The Chair also welcomed Mr William Tominey [observer and prospective FG] and Mr Robin King [observer and prospective STG].	
2.	APOLOGIES FOR ABSENCE were received and accepted from Mr. D. Tang	
3.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None	
4.	APPOINTMENT OF CLERK TO GOVERNORS – 2018/19: Mrs. Bliss was appointed for a further year, with effect from September 2018.	
5.	CLERK'S BUSINESS	
5.1	2018/19 - Statements of Pecuniary/Conflict of Interest Forms - Governors: Copies were circulated to the meeting, completed and signed, and returned to the Clerk.	
5.2	2018/19 - Confidentiality Statements - Governors: Copies were circulated to the meeting, completed and signed, and returned to the Clerk.	
5.3	GDPR – Privacy Notice Letters - Governors: Copies were circulated to the meeting, completed and signed, and returned to the Clerk.	
5.4	2018/19 - Hfl GovernorHub:	
5.4.1	GB Database – Update: Governors noted any changes to their personal information on a proforma circulated to the meeting. The Clerk would update GovernorHub accordingly.	BB
5.4.2	The HT explained the usefulness of this new tool , its main features, how to gain access to these, adding that he intended to upload his termly report on this, if possible a week before a GB meeting, in order to give governors time to read beforehand and, if necessary, prepare questions.	
5.5	Enhanced DBS Checks - Governors: The Clerk confirmed that all certificate numbers and dates had been added to governors' personal information pages on GovernorHub .	
6.	EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS - KS2 SATs 2018 Results:	
6.1	Since this was the only topic proposed, and in view of its importance, it was agreed that the HT should bring forward to this earlier stage of the meeting.	
6.2	With the aid of an IAWB presentation, the HT gave a detailed explanation of the data produced by FFT Aspire [an organisation providing education data, analysis and research to schools] on last summer's Y6 results. Attainment in KS2 had put the school in the top 3-7% schools nationally.	
6.3	In reply to a query, the HT stated that, although girls usually outperform boys, the	

	<p>results had been reversed because of a particularly strong group of the latter.</p> <p>6.4 It was agreed to give an in depth presentation to parents at the GB Information Evening to be held this term.</p> <p>6.5 Following GB consideration of all the information, there were no further questions. On behalf of governors, the Chair warmly congratulated the HT and the teaching staff on once again achieving an exceptionally good set of results.</p> <p>7. GB MEETING [10 July 2018] – MINUTES AND MATTERS ARISING:</p> <p>7.1 Minutes: Copies having been previously circulated, it was agreed that these were an accurate record of proceedings [proposer Mrs Roe, seconder Mrs Harrison], and signed by the Chair.</p> <p>7.2 Matters Arising [only those items that will not arise elsewhere on the agenda]</p> <p>7.2.1 Final Analysis of 2017/18 Budget – Uploading onto School Website: Still outstanding; the HT to check with Mrs. Egenes.</p> <p>8. CHAIR’S BUSINESS</p> <p>8.1 Committees/Core Groups/WGs/LGs/Panels - Confirmation of 2018/19 Responsibilities [see attached]:</p> <p>8.1.1 Class Link Governors: Proposed appointments were approved, with the exception of Mr. Behan and Mrs Christie whose roles would be reversed.</p> <p>8.1.2 Committees/Core Groups/WGs/Panels [HT Review, Exclusions, Complaints etc.]: Proposed appointments were approved</p> <p>8.1.3 HT Review Panel – 2018/19: Governors approved the appointment of Mr Belt, Mrs Harrison and Mrs Roe</p> <p>8.2 2018/19 Terms of Reference [A+D and Finance Committees] - GB Approval: Chairs of these committees were reminded to ensure that these were submitted to the next full GB meeting of this term for approval by governors.</p> <p>8.3 Catholic Academy Trusts – Update - HT:</p> <p>8.3.1 Following last spring’s meeting of head teachers and governors of local Catholic primary schools, a follow up one had been held in July. Those schools represented had approved a plan to share specific areas of expertise, pool resources and training in various subjects/topics. Expenses would also be shared. It was stressed that this should be seen as local Catholic primary schools working together in close co-operation, not the setting up a diocesan academy trust. Local Catholic secondary schools had also been approached, with the hope that in the long term there would be as much inter-action as possible between them and the group of primary schools. A further meeting was planned for later in the year.</p> <p>8.3.2 In reply to queries, the HT stated that, although aware of the idea, the diocese had not commented. He also gave details of the schools represented at the meeting.</p> <p>8.4 Governors’ Information Evening for Parents: This would focus on 2018 KS2 SATs results. A date would be fixed following the HIP’s visit, when Hertfordshire schools data would be available. The Chair would then send a letter of invitation to parents.</p> <p>9. FINANCE:</p> <p>9.1 2018/19 School Budget - Half Year Update: Following a visit yesterday, the school accountant had met with the HT; a full report would be available at the next GB meeting.</p> <p>9.2 Staff – Annual Pay Review: This had recently been reported to and approved by the Finance Committee which now sought GB agreement to its proposals. Details of these were given to the meeting. Following reassurance that the cost of these could be supported by the school budget, formal approval was given [proposer Mrs Harrison; seconder Mr Behan]</p>	<p>DB/RB</p> <p>DB</p> <p>Committee Chairs</p> <p>DB/RB</p>
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<p>10.</p>	<p>NEW SCHOOL YEAR UPDATE - Head Teacher/Deputy Head Teacher:</p> <p>10.1 Staffing – Update: The HT gave a detailed report of teaching arrangements organised for the new academic year, adding that he was particularly impressed with the way that staff had embraced split classes which were now in place across all of KS1 and KS2. There had been an encouraging response to an advertisement for a temporary KS2 part time support/intervention teacher, required to cover maternity leave for the next few months.</p> <p>10.2 Policies/Procedures/Agreements - GB Responsibility – Reminder: Ones due for Review/Updating + GB Approval - Annual Basis [7 + Home School Agreement] - Ones due for Review/Updating + GB Approval – Three Yearly Basis The HT stated he was happy to continue with the previous arrangement whereby the HT acted as ‘gatekeeper’; he would liaise with the Clerk in keeping a check on what/when policies required review/updating/GB approval.</p> <p>10.3 2018/19 School Development [Improvement] Plan: Copies were circulated to the meeting. This had also been uploaded on to GovernorHub.</p> <p>10.3.1 The HT gave a detailed overview including: Key Priorities on a Page/Key Priorities in More Detail using Governors’ Strategic Goals – Pupil Outcomes – EYFS/KS1: With effect from September 2019, pupil data would be provided at the end of EYFS before class entry into Year 1 Pupil Outcomes - English: A change of emphasis in learning the rules of spelling rather than lists of words Pupil Outcomes - Maths: A multiplication tables test to be introduced in Y4 next summer Leadership + Management: A schedule was on display in the staff room</p> <p>10.3.2 In reply to a query, the HT confirmed that KS1 SATs assessments were now better tailored for entry into Y3; he praised the work of Mr King [Y2 teacher] whose judgements were outstanding this year.</p> <p>10.3.3 The GB agreed to the HT’s proposal that he would use GovernorHub to highlight progress made on the plan.</p> <p>10.3.4 The Chair thanked the HT for the tremendous amount of work that had gone into the preparation of this document. In stressing the importance of the content, he requested governors to take time later to familiarise themselves with the whole plan.</p> <p>10.3.5 Self Evaluation Process [Page 19]: The HT proposed that this be the subject of a core group meeting [possibly in summer term 2019] to carry out an exercise in evaluating current practices. This would give time for the new HT/DHT leadership and split classes system to embed; also, by then, the updated Ofsted framework would be available. In agreeing to this, governors raised what needed to be done for a school to go from a good to outstanding Ofsted judgment. The HT reminded the meeting that an Ofsted inspection was concerned as much about the process in place and direction being taken by the school to achieve this, as the judging of every area to be outstanding; it was important to heed the advice of the HIP, particularly in regard to the latter.</p> <p>10.4 Diocesan RE Section 48 Inspection: After stating that one was due this academic year, the HT circulated copies of a précis of what could be/was expected in an inspection, expanding where necessary.</p> <p>10.4.1 Questionnaire/Survey: This had been circulated to parents last term, and completely mirrored the one to be sent out by Section 48 inspectors. There had been some positive feedback, and it had highlighted several issues; one of these was homework which was now being reconsidered to ensure it was more encouraging and age-appropriate for children. It was agreed to revisit</p>	<p>DB/BB</p> <p>DB</p> <p>ALL</p> <p>DB</p>
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	<p>the survey at a later stage.</p> <p>10.4.2 St Bart’s – New Parish Priest Appointment - Future Involvement: Fr Francis had accepted an invitation to visit the school next week; Deacon Justin Cross had repeated his wish to be more involved in future.</p> <p>10.4.3 In reply to queries, the HT confirmed:</p> <ul style="list-style-type: none"> • The school chaplaincy team would play a part in the inspection. • He would clarify with the diocesan RE adviser as to whether governors were allowed to be involved in the inspection feedback. • His agreement to the appointment of a GB link governor for RE. Mrs. Roe was approved for this role, and would attend meetings of the school chaplaincy team. 	<p>DB</p> <p>MR</p>
11.	<p>GOVERNOR TRAINING – Training Governor:</p> <p>11.1 Free LA In-School Sessions – Two Now Allowed:</p> <p>11.1.1 Topic [1] – Health + Safety – three dates in November would be circulated</p> <p>11.1.2 Topic [2] – GB Choice – it was decided to leave in abeyance pending new topics to be advertised in the near future</p> <p>11.2 E-learning Courses for Governors - coming shortly – HfL would advise governors</p> <p>11.3 Mrs Roe and Ms Moroney confirmed they had recently attended exclusions training</p> <p>11.4 Governors were reminded to upload on the Governorhub, details of training courses recently attended</p> <p>11.5 Herts Governors - Annual Conference - Saturday, 17 November 2018 – Robertson House, Stevenage - School Leaders Managing Change: The Chair encouraged attendance at the conference, reminding governors that there was no expectation to stay all day.</p>	<p>ALL</p> <p>ALL</p>
12.	<p>ANY OTHER BUSINESS</p> <p>12.1 Construction [Design + Management] Regulations 2015 for all Building Related Projects - Signing of Compliance Form for 2018/19: The Chair confirmed that he would attend to this.</p> <p>12.2 2018/19 - FGB Meetings - Proposed Dates – Spring Term: These would be agreed at the next GB meeting to be held in November</p> <p>12.3 2018/19 Governor Skills Audit: Forms would shortly be circulated to governors</p> <p>12.4 School Website – Statutory Information: The annual check had revealed that only a minimum of amendments were needed, viz. individual governor attendance at GB meetings and working groups now had to be recorded; also, some headshots of governors could not be uploaded due to technical difficulties, and would have to be repeated.</p>	<p>RB</p> <p>RB</p> <p>RB/BB</p> <p>EB</p>
13.	<p>DATES OF NEXT MEETINGS:</p> <p>13.1 Friday, 16 November 2018 – Core Groups/Staff Liaison Meeting – 2.00pm – in the school</p> <p>13.2 Tuesday, 27 November 2018 – Full GB meeting - 6.30pm – in the school</p> <p>13.3 Governors’ Information Evening for Parents – Date TBC</p>	<p>ALL</p>
14.	<p>CHAIR’S REMARKS AND CLOSING PRAYER: The Chair closed the meeting by warmly congratulating the new HT and new DHT on the huge amount of work that they had both completed/overseen during the summer break; not only from a building construction angle, but also from an organisation and management point of view.</p>	
15.	<p>THE MEETING closed at 8.35pm with prayers led by the Chair</p>	