

**ST ADRIAN'S CATHOLIC PRIMARY SCHOOL : GOVERNING BODY**  
**First Meeting of the Autumn Term – Wednesday, 2 October 2019 – 6.30pm – in the School**

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| <b>Present:</b>       | <b>Mr. R. Belt FG {Chair}</b>             | <b>Mrs. E. Christie PG</b> | <b>Mrs. L. Peacock PG</b> |
|                       | <b>Mr. D. Bedford HTG</b>                 | <b>Mrs. Harrison FG</b>    | <b>Mrs. M. Roe FG</b>     |
|                       | <b>Mr. E. Behan FG</b>                    | <b>Mr. R. King STG</b>     | <b>Mr. D. Tang LAN</b>    |
|                       | <b>Mr. P. Broderick PG</b>                | <b>Ms. M. Moroney FG</b>   |                           |
|                       |   |                            |                           |
| <b>In attendance:</b> | <b>Mrs. B. Bliss [Clerk to Governors]</b> |                            |                           |

|            |   | <b>ACTION</b> |
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| <b>1.</b>  | <b>THE CHAIR OPENED THE MEETING</b> with prayers, and welcomed Mrs. Laura Peacock, recently elected a parent governor in place of Mrs. Emma Lewis who retired last July. Her appointment would be confirmed upon receipt of satisfactory DBS for this change of role, and personal references.  |               |
| <b>2.</b>  | <b>APOLOGIES FOR ABSENCE</b> were received and accepted from Mr. W. Tominey FG and Mr. A. Sallis  |               |
| <b>3.</b>  | <b>ELECTION OF CHAIR AND VICE CHAIR [TWO YEAR TERM]:</b>  |               |
| <b>3.1</b> | The Chair was vacated in favour of the Clerk who stated that two governors had self-nominated themselves for these posts, viz. Mr. Belt and Ms. Moroney. The nominees left the room, and there being no other nominees, a unanimous vote confirmed Mr. Belt as Chair of Governors, and Ms. Moroney as Vice Chair for a two year term with effect from September 2019. The nominees returned to the room and, following congratulations to both, Mr. Belt re-took the chair.   |               |
| <b>3.2</b> | The GB formally acknowledged the tremendous debt owed to Mrs. Harrison who had retired as Vice Chair, and thanked her for her enormous contribution to the work of the GB.  |               |
| <b>4.</b>  | <b>APPOINTMENT OF CLERK TO GOVERNORS:</b> Mrs. Bliss was appointed for a further year, with effect from September 2019.   |               |
| <b>5.</b>  | <b>CLERK'S BUSINESS:</b>  |               |
| <b>5.1</b> | <b>Statements of Pecuniary/Conflict of Interest:</b> Governors completed and signed forms for 2019/20. There were no statements of pecuniary/conflict of interest from governors regarding any items on the agenda for this meeting.  |               |
| <b>5.2</b> | <b>Confidentiality Statements – Annual Completion of Forms:</b> Governors completed and signed forms for 2019/20  |               |
| <b>5.3</b> | <b>HfL Governorhub Database – Confirmation of Changes:</b> Governors amended their personal details as necessary, for updating on the database.   |               |
| <b>6.</b>  | <b>EXTRA ITEMS FOR ANY OTHER BUSINESS:</b>  |               |
| <b>6.1</b> | <b>Wrap Around Provision - New Ofsted Framework - School Data:</b> It was decided that, due to the importance, this topic would be taken now. The HT gave a short presentation.   |               |
| <b>6.2</b> | <b>Wrap-around Provision:</b> Both the daily breakfast and after-school clubs were well organised by <i>Clubkidz</i> , resulting in good behaviour and well engaged children. Currently, numbers were lower than expected, with the consequence that there was a very small profit margin for both parties. However, governors felt that it was early days and in time the numbers would build, particularly when parents chose the school in part because of the wrap around provision. There would be a meeting with <i>Clubkidz</i> at the end of half term to review the situation. |               |

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|  | <p><b>6.3 New Ofsted Framework:</b></p> <p><b>6.3.1</b> The HT gave an explanation of one particular angle of the new inspection approach – ‘deep diving’. Inspectors would look to see how school and subject leaders interpreted and actioned the school’s delivery of the curriculum. He stated that it was not just about pupils’ knowledge of a subject, but how they experience this. The intent and cohesive sequencing of a subject was an important factor.</p> <p><b>6.3.2</b> The school’s idea was to develop skills alongside knowledge, using topics as vehicles. <i>Ofsted</i> would want to see the school exploring opportunities and tailoring the curriculum to pupils’ needs. Following several staff meetings, broad key skills had been identified. Staff meetings were now being used to identify key subject skills and progression. Using <i>history</i> as a basis for the new approach with some success, the next subject to be tackled would be <i>art and design</i> and then <i>geography</i>.</p> <p><b>6.3.3</b> In reply to a question, the HT stated that staff were finding this new approach a challenge, but were working collaboratively; good progress was being made.</p> <p><b>6.4 School Data/Statistics:</b> With the aid of a whiteboard presentation, the HT gave a detailed explanation of the latest available statistical information. This compared St Adrian’s 2019 KS1 and KS2 results with those of primary schools in the St Albans district, Hertfordshire and nationally. It was noted with some pride that these were impressive, putting the school’s high averages in the top 5-15% of primary schools nationally, and the HT was warmly congratulated. In reply to a query, the HT gave an explanation regarding adjusted scores.</p> <p><b>7. MINUTES OF LAST MEETING [9 July 2019] AND MATTER ARISING FROM THESE:</b></p> <p><b>7.1 Minutes:</b> Copies having been previously circulated, it was agreed the minutes were an accurate record of proceedings [proposer Ms Moroney; seconder Mrs Roe] and signed by the Chair.</p> <p><b>7.2 Matters Arising:</b> All matters arising would be raised under the appropriate agenda heading of this meeting.</p> <p><b>8. CHAIR’S BUSINESS:</b></p> <p><b>8.1 2019/20 Committees/Curriculum Groups/Link Governors – Confirmation of Appointments:</b></p> <p><b>8.1.1</b> Following confirmation that governors were happy with their appointments, the list was confirmed for 2019/20.</p> <p><b>8.1.2</b> It was noted that core groups would now be called curriculum groups since they were actually curriculum-based.</p> <p><b>8.2 GB Information Evening for Parents – Topic:</b> It was agreed that the topic would be the new <i>Ofsted</i> framework and the greater emphasis on inspecting the delivery of a broad and balanced curriculum.</p> <p><b>8.3 2019/20 - Terms of Reference [A+D/Finance Committees] – GB Approval – Reminder for Next Meeting:</b> Committee chairs were reminded that these would be approved at the FGB meeting on 27 November 2019 [NB: Finance Committee ones already submitted]</p> <p><b>8.4 2019/20 - Panels [HT Review, Exclusions, Complaints etc.] - Confirmation of Appointment:</b> Following confirmation that governors were happy with their appointments, the list was confirmed for 2019/20.</p> |  |
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|  | <p><b>8.5 2019/20 Finance [Finance Governor’s Report]:</b></p> <p><b>8.5.1 Governor Fund:</b> This showed a healthy balance, due to the inclusion of unused <i>Devolved Formula Capital</i>. It was confirmed that the Premises WG had plans for the part of DFC that had to be spent by the deadline of 31 March 2020, viz. the safeguarding issue at the school entrance. There were no questions.</p> <p><b>8.5.2 2019/20 School Budget - Half Year Update:</b> After re-capping on the situation at the beginning of the financial year which had forecast a reduced carry forward, the Finance Governor reported that the half year report had shown an improvement in expenditure/income. In answer to queries, he gave a full explanation of the reasons for this. The Chair concluded by affirming that this good news was due to the correct plans being in place</p> <p><b>8.5.3 Pay Review Panel:</b> Governors approved the recommendations to the GB by the Finance Committee [proposer Mr. Behan; seconder Mrs Roe]. These had been previously submitted to the Finance Committee by the Pay Review Panel, following its July meeting with the HT.</p> <p><b>9. NEW SCHOOL YEAR UPDATE – Head Teacher:</b></p> <p><b>9.1 Staffing – Update:</b> One member of the teaching staff had returned from maternity leave at the beginning of term; another currently on sick leave was expected back in two weeks. Cover for the latter had been shared between existing staff and an excellent supply teacher recently employed by the school.</p> <p><b>9.2 Exclusions:</b> One had occurred at the end of last term, and the proper procedures were followed. Thanks were expressed to the HT for his excellent handling of the incident.</p> <p><b>9.3 Policies/Procedures - Ones for which the GB has Responsibility:</b></p> <p><b>9.3.1 Updated List:</b> It was agreed at the last GB meeting that the <i>Strategy and Personnel WG</i> would either take responsibility itself for review/updating, or allocate policies to the appropriate committee/WG, according to the previously circulated list.</p> <p><b>9.3.2 Ones due for Review/Updating – Annual Basis [+ Home School Agreement] – Autumn Term:</b></p> <ul style="list-style-type: none"> <li>• <b>2021/22 Admissions [Nursery and Reception – Both Policies]:</b> It was noted that since no changes were necessary, the policies would not need to go out to consultation with other schools; however, it was still necessary for both policies to be submitted to the diocese for ratification before publication.</li> <li>• <b>Reception SIF:</b> The format of the Reception SIF had been aligned with the updated Nursery one from the previous round of admissions.</li> </ul> <p><b>9.3.3 Safeguarding Policy and Annual Checklist/Audit:</b></p> <ul style="list-style-type: none"> <li>• Additional revisions were needed to the policy in order to comply with national requirements. The <i>Strategy and Personnel WG</i> would discuss, and the updated policy would be circulated electronically for GB approval.</li> <li>• The HT would review/update the annual checklist/audit for approval at the next GB meeting.</li> </ul> <p><b>9.4 School Website – GB Pages - Annual Check on Statutory Information:</b> The IT link governor agreed to conduct an urgent review/update.</p> <p><b>9.5 GDPR:</b> [HfL recommend that in order to highlight the importance of compliance, this topic be a standing item on every agenda]. The GDPR link governor reported</p> | <p>S+P WG</p> <p>S+P WG</p> <p>DB</p> <p>EB</p> |
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|     | that there had been one minor incident which had been dealt with.  |       |
| 10. | <b>2019/20 School Development Plan:</b> Since this had been available on <i>Governorhub</i> for two weeks, and governors had no queries/comments, the plan was given formal approval [proposer Mr Broderick; seconder Mr King]. Thanks were expressed to the HT for his time and effort in preparing this during the summer break.   |       |
| 11. | <b>GOVERNOR TRAINING:</b>  |       |
|     | <b>11.1 Two Free LA In-School Sessions – Topic Choices and Decision:</b> The GB considered three options, plus <i>Relationships and Sex Education</i> which would be a statutory curriculum subject with effect from 2020. There was support for <i>Securing Good to Outstanding</i> and <i>RSE</i> . The importance of the latter topic was stressed by the HT, and it was agreed that, in the first instance, the training governor would contact <i>Hfl</i> and <i>WDES</i> to ascertain plans for forthcoming governor training. | EB    |
|     | <b>11.2 Safer Recruitment:</b> All governors were required to complete this training. The safeguarding link governor gave details of a course to be held this month which had two spare places, and requested governors to contact her if they were able to attend   | ALL   |
|     | <b>11.3 Herts Governors – Annual Conference – Saturday, 16 November 2019:</b> Governors were encouraged to attend all or part of this conference.  | ALL   |
| 12. | <b>ANY OTHER BUSINESS:</b>   |       |
|     | <b>12.1 Parent Governor Election Update:</b> Already held  |       |
|     | <b>12.2 Construction [Design + Management] Regulations 2015 for all Building Related Projects - Signing of Compliance Form for 2019/20 – Reminder to Chair to sign:</b> Clerk to supply an updated form to the Chair for his signature.  | RB/BB |
|     | <b>12.3 GB Meeting Dates:</b> These were agreed as follows:  | ALL   |
|     | <b>12.3.1 Autumn Term:</b><br>Friday, 8 November 2019 – 2pm in the school – Curriculum Groups Meeting<br>Tuesday, 12 November 2020 – 7.00pm – GB Information Meeting for Parents<br>Wednesday, 27 November 2019 – 6.30pm in the school – FGB Meeting   |       |
|     | <b>12.3.2 Spring Term:</b><br>Wednesday, 29 January 2020 – 6.30pm in the school – FGB meeting<br>Curriculum Groups Meeting – date to be confirmed  |       |
|     | <b>12.3.3 Summer Term:</b><br>Wednesday, 29 April 2020 – 6.30pm in the school – FGB meeting<br>Wednesday, 13 May 2020 - 6.30pm in the school – 2019/2020 Budget Approval meeting<br>Wednesday, 8 July 2019 – 6.30pm in the school – FGB meeting<br>Curriculum Groups Meeting – date to be confirmed  |       |
|     | <b>12.4 Visiting the School:</b> Governors were reminded that for courtesy reasons, it was important to advise the HT in advance of a visit, and the reason for this.  | ALL   |
| 13. | <b>DATES OF NEXT MEETINGS:</b>   |       |
|     | <b>13.1</b> Friday, 8 November 2019 – 2pm in the school – Curriculum Groups Meeting  |       |
|     | <b>13.2</b> Tuesday, 12 November 2020 – 7.00pm – GB Information Meeting for Parents  | ALL   |
|     | <b>13.3</b> Wednesday, 27 November 2019 – 6.30pm in the school – FGB Meeting   |       |
| 14. | <b>THE CHAIR CLOSED THE MEETING</b> at 8.00pm with prayers..   |       |