

**ST ADRIAN'S CATHOLIC PRIMARY SCHOOL: GOVERNING BODY**  
**Minutes of a Meeting held Tuesday, 30 April 2019 – 6.30pm – in the School**

<b>Present:</b>	Mr. R. Belt [Chair]	Mrs. E. Christie PG	Mr. A. Sallis AM
	Mr. D. Bedford HTG	Mrs. J. Harrison FG	Mr. D. Tang LAN
	Mr. E. Behan FG	Mr. R. King STG	Mr. W. Tominey FG
	Mr. P. Broderick PG	Mrs. E. Lewis PG	

		<b>ACTION</b>
<b>1.</b>	<b>THE MEETING</b> opened with prayers led by the Chair	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE:</b> Ms. M. Moroney, Mrs. M. Roe, Mrs.B. Bliss [Clerk to Governors]	
<b>3.</b>	<b>STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST:</b> None	
<b>4.</b>	<b>EXTRA ITEMS FOR ANY OTHER BUSINESS:</b> None	
<b>5.</b>	<p><b>MINUTES OF LAST MEETING [29 November 2018] AND MATTERS ARISING:</b></p> <p><b>5.1 Minutes:</b> Copies having been previously circulated, the minutes were agreed as a correct record of proceedings [proposer JH, seconder EB] and signed by the Chair.</p> <p><b>5.2 Matters Arising:</b></p> <p><b>5.2.1</b> HT commented that the Core Group Mercy Presentation was well received, particularly by the parents who attended and Sr Philomena had been thanked. She also thanked us for the invitation.</p> <p><b>5.2.2</b> RB explained that Fr Francis is not currently in a position to join the Governing Body but that he hoped he might begin by attending the RE Core Group.</p> <p><b>5.2.3</b> RB thanked everyone for completing the skills audit. He stated that the real gap is in property/building/construction.</p>	
<b>6.</b>	<p><b>HEAD TEACHER:</b></p> <p><b>6.1 End of Spring Term Report:</b> A copy having been previously posted on <i>GovernorHub</i>, There were a number of comments and the HT answered questions on a number of topics, including:</p> <p><b>Attendance:</b></p> <p>It was noted that attendance figures on the weekly bulletin had been very good for the first week of term and the children are rewarded through the merit system for good attendance. It was noted, however, that lateness is a greater problem than non-attendance. The HT estimated that about 30% of children are late sometimes.</p> <ul style="list-style-type: none"> <li>• In response to a query about PP children's attendance the HT highlighted the efforts of particularly the DHT in supporting families/parents</li> <li>• Congratulation letters were sent to families, to whom letters were sent in autumn term, whose children's attendance had improved since - approx 6 families</li> <li>• In relation to Strategic Goal 1 it was noted positively that EYFS had been visited by the Deacon from the parish.</li> <li>• A query was raised about whose responsibility the St Adrian's noticeboard in the Parish porch is as it is rather out of date. DHT agreed to work with School Council &amp; Chaplaincy Team to manage it in future.</li> </ul>	

**Action : DHT**

- In relation to Strategic Goal 3 it was considered a little too early to comment in an informed manner about the spelling tracker but in general terms the focus that has been placed on spelling has definitely caused improvements and the indications are that it is having a positive impact.
- In relation to Strategic Goal 4 it was felt that attendance at the Parents briefing on E Safety Day had been good – one parent governor commented that some of the information had been quite scary. RK was thanked for arranging the day.
- In answer to a query about small group teaching taking place in the dining room it was confirmed that this is still the case, with screens in place.

**6.2 Diocesan Section 48 RE Inspection – Update:**

**6.2.1** The new Diocesan adviser, Tony Gorton, visited the school in February and provided a very positive report, praising, in particular, the RE books. He suggested upgrading some areas in the SEF to a 1.

A folder has been prepared in readiness for notice of the inspection day.

EC arrived

The adviser had called informally on 30 April.

**6.3** There being no further questions/comments, the Chair thanked the HT for his report.

**7. 7.1 GB POLICIES AND PROCEDURES:** none were presented for approval

**8. 8.1 FINANCE:** The Chair of Finance took the meeting through the end of year figures.

He explained that the c/fwd reserves to 2019-20 would be £57,912 a figure arrived at from the 2018-19 start of year reserves of £79,980 less the in-year deficit of £22,068. The in-year deficit for 2018/19 was £3.5K.

It was commented that there were big over spends in Curriculum Resources and Maintenance.

**8.2 SFVS:** The meeting was reminded that the SFVS return had been posted on Govhub for comments, had been signed by the Chair and submitted

**8.3 Budget Prep:** Printed statements were not available as work continues prior to the Finance Committee approving the budget. The Chair of Finance reported that the budget currently shows an in year deficit of £32,500 for 2019-10 leaving only £25,400 of reserves at the end of the year. He explained that the Finance Committee is meeting next week to consider a plan to reduce spending so that there is still some reserve funding left in 2 years time.

**8.4** There being no questions, the Finance Committee Chair was thanked for his report

**9. CORE GROUPS/COMMITTEES/WORKING GROUPS/LINK GOVERNORS:**

**9.1 Working Groups:**

**9.1.1 Strategy and Personnel:** MR absent so no report

**9.1.2 Admissions:** HT reported that 18 applications for Nursery had been received and all had accepted the places offered. 30 places were offered for Reception and there is a waiting list.

**9.2 Premises WG:** The Chair gave a brief overview of current projects, as discussed at this evening's meeting.

**9.2.3 GDPR WG:** There had been no further session since February

**9.2.4 Staffing:** Val the long term cleaner retired recently due to ill health and Mandy

has also retired. Two new cleaners appointed to replace them.  
Caretaking continues to be a problem as it seems to be impossible to recruit. Chair commented that it is a real problem locally for schools.

**9.3 Link Governors:**

**9.3.1 Y4:** LG gave a verbal report – visited in February. Saw a small amount of classroom work with half the class doing English and then spent an hour after lunch with the class for a PE lesson. They are lively, likeable group of children. The LG will visit again later this term.

**9.3.2 Y1** LG provided a written report that was circulated. As she visited after the Inset session she used the framework suggested.

**9.4** Parents Forum: A governor had attended the February forum meeting to hear parents' views on Breakfast Club/ After school Club. They were very positive about the suggestion and had provided written feedback to the HT before Easter.

10.

**GB TRAINING:**

**10.1** Training governor stated that feedback on both sessions during March had been positive. Governor visits had been better than expected and the Safeguarding session was very constructive

11.

**ANY OTHER BUSINESS:**

**11.1** The HT provided some RE exercise books for the governors to look at. There were very complimentary remarks about the work and its presentation in the books.

12.

**DATES OF NEXT MEETINGS:**

**12.1 Core Group Meetings** – Fridays, 21 and 28 June 2019 – 2pm in the school

**12.2 Full GB Meeting** – Tuesday, 9 July -6.30pm in the school **Please note that another meeting on Monday 17<sup>th</sup> June at 6.30p.m. has been added since this meeting took place.**

**THE CHAIR** closed the meeting with prayers at 8.05pm

