

**ST ADRIAN'S CATHOLIC PRIMARY SCHOOL: GOVERNING BODY**  
**Minutes of a Meeting held Tuesday, 9<sup>th</sup> July 2019 – 6.30pm – in the School**

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

		<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> Mr D. Tang PG, 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>	<b>MINUTES OF LAST MEETINGS [30 April 2019 and 17 June 2019] AND MATTERS ARISING:</b>	
<b>5.1</b>	<b>Minutes:</b> Copies having been previously circulated, both sets of minutes were agreed as a correct record of proceedings [proposer Ms. Moroney, seconder Mr. Behan] and signed by the Chair.	
<b>5.2</b>	<b>Matters Arising:</b> Topics would be raised under the appropriate agenda heading	
<b>6.</b>	<b>HEAD TEACHER:</b>	
<b>6.1</b>	<b>SATS Results:</b>	
<b>6.1.1</b>	The Head Teacher commented on the results that had been circulated previously. He was pleased the outcomes at greater depth in maths had been good and that lots of children had achieved greater depth in two of the three areas. He observed that this year's Y6 class had experienced considerable disruption because of teachers' maternity leave and ill health, but that the class had entered Y6 with strong achievement.	
<b>6.1.2</b>	In answer to a question regarding sharing results with parents and children, the Head Teacher stated they would be sent out with reports on 15 July.	<b>DB</b>
<b>6.2</b>	<b>Summer Term Report:</b> A copy having been previously posted on <b>GovernorHub</b> , there were a number of comments. The Head Teacher answered questions on several points raised, including:	
<b>6.2.1</b>	<b>Questions:</b>	
	<ul style="list-style-type: none"> <li>• <b>Level 3 &amp; 4 sheets: why were there so many in one particular class?</b> Difficult cohort but class teacher had dealt with them very well and there was lots of support in place.</li> <li>• <b>Was the RAG rating for the PTA in SG6 fair?</b> The Headteacher explained that the rating was chosen because the action had not been completed.</li> <li>• <b>How helpful had the Head Teacher's professional mentor been?</b> Very good: supportive but not pushy; always available on the end of the phone; had become a friend who could be contacted if necessary in the future. The diocese to be advised on the helpfulness of the mentor.</li> <li>• The Head Teacher explained the work of the <b>Protective Behaviour Team</b>. The school had bought in its services from <b>St Albans Plus</b> which provided for support for a maximum of three families.</li> <li>• The Head Teacher stated the Year 6 IOW visit had been very successful – it worked better as a five day trip. There was a lot of educational value and much good work was currently being produced.</li> </ul>	<b>RB</b>

	<ul style="list-style-type: none"> <li>• The Year 5 SPEC trip was three days/two nights and, while some were nervous, the children had an excellent time. The class teacher was praised for his knowledge of the children and the quality of the reports he writes.</li> <li>• Year 2 had won a certificate from <b>Affinity Water</b> (one of only ten awarded in several years) for creating the least waste from their packed lunches.</li> </ul> <p><b>6.2.2 Comments:</b></p> <ul style="list-style-type: none"> <li>• An impressive amount of staff training had taken place</li> <li>• Tribute was paid to the variety and extent of PE activities, and the excellent sports days very well supported by Years 5 and 6 ambassadors</li> <li>• It may be helpful to include a list of musical activities as well as PE activities in the Head Teacher’s report.</li> </ul> <p><b>6.2.3</b> The Chair thanked the Head Teacher for his very detailed report and for making it available in good time.</p> <p><b>6.3 Diocesan Section 48 RE Inspection Report:</b> Congratulations were extended to the Head Teacher and staff team for the excellent report. It was observed that the Inspector’s letter to parents was unusually enthusiastic.</p> <p><b>6.4 Local Catholic Primary Schools Liaison:</b> The governor who, together with the Head Teacher, had attended a recent meeting, felt there was insufficient plenary and too much emphasis on data sharing; also a new attendee had appeared to usurp the group.</p> <p><b>6.5</b> There being no further questions/comments, the Chair thanked the HT for his report.</p> <p><b>7. GB POLICIES AND PROCEDURES:</b></p> <p><b>7.1 Annual Review/Update:</b></p> <p><b>7.1.1 Complaints Policy [School’s Own Version based on CES Policy]:</b> Work was currently being undertaken by the S+P WG. The usual recommendation was GB adoption based on the CES policy; it was noted, however, that this had not been updated since 2016, unlike the LA version.</p> <p><b>7.1.2</b> A complaint about a member of staff had been heard and dealt with.</p> <p><b>8. FINANCE:</b> In the absence of the Chair, a Finance Committee member presented his report to the meeting.</p> <p><b>8.1 Governor Accounts - Balances:</b> Currently, £82.6k in total, across all four governor funds. This included £14.1k relating to the school’s devolved formula capital [DFC] grant, £7k of which needed to be spent before April 2020 in order to avoid being ‘clawed back’.</p> <p><b>8.2</b> An ex-parent, suitably qualified and experienced, had recently carried out an Informal check of the balances in the school’s fund and governor fund accounts; she was not expected to raise any concerns.</p> <p><b>8.2 Governors’ Fund – Parental Contributions:</b> A recent analysis of donations had shown that parents needed a gentle reminder of the reasons for this fund, together with an idea of an acceptable voluntary contribution [c.£10 per month per child]. A letter had been sent out which had generated a very positive response, but it would be some months before the full financial impact was known.</p> <p><b>8.3 Gift Aid:</b> This year’s annual claim had been submitted to the diocese. It was noted that Mr. Tominey would undertake future responsibility for preparation of this.</p> <p><b>8.4 2019/20 School Budget:</b></p> <p><b>8.4.1</b> The school’s accountant had reported that the first quarter had shown finances</p>	<p>DB</p> <p>S+P WG</p> <p>DT</p> <p>WT</p>
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	<p>were in line with the expected in-year deficit.</p> <p><b>8.4.2</b> Details were given of recent unexpected circumstances affecting income and expenditure, but in general these had offset each other.</p> <p><b>8.4.3</b> The Finance Committee Chair reminded governors that, in order to avoid a major depletion in balance reserves in the next two years, it was imperative not to delay addressing the causes of the in-year deficit. The S+P WG confirmed that possible solutions were already under consideration.</p> <p><b>8.5</b> There were no questions or comments.</p> <p><b>9. CORE GROUPS/COMMITTEES/WORKING GROUPS/LINK GOVERNORS:</b></p> <p><b>9.1 2019/20 Core Groups:</b> The Chair invited governors to inform him if they wished to change groups, or if there would be a conflict of interest for class link governors.</p> <p><b>9.2 Admissions Committee:</b> 30 places had been offered and accepted for the 2019/20 Reception Class, with another six names currently on the continuing interest list. So far, 19 places had been offered and accepted for the 2019/20 Nursery Class.</p> <p><b>9.3 Working Groups:</b></p> <p><b>9.3.1 Strategy and Personnel:</b> The Chair reported that a major part of the work of this group was staffing, and addressing the well-being of both staff and pupils. A future focus would be a review/update of the <i>Mercy Mission</i> strategy.</p> <p><b>9.3.2 Premises WG:</b></p> <ul style="list-style-type: none"> <li>• The Chair gave a brief overview of current projects, as discussed at this evening’s meeting.</li> <li>• Preparation of the five-year maintenance plan was well underway but, given current finances, issues would have to be prioritised according to need. A question was raised regarding the possibility of a loan from the diocese.</li> <li>• Summer break projects were mainly basic maintenance and H+S issues.</li> </ul> <p><b>9.4 Link Governors:</b></p> <p><b>9.4.1 Safeguarding:</b></p> <ul style="list-style-type: none"> <li>• The link governor reported on a meeting with the Head Teacher to complete the checklist and audit; this would be presented to governors at the first FGB meeting next term.</li> <li>• It was suggested that priority be given to a strategy to manage issues relating to access to the school building, particularly during the school day, in order to encourage a cultural shift amongst the parent body.</li> <li>• The link governor had completed a random check of the single central record [SCR]. She commented that <i>Safer Recruitment</i> training needed to be updated and /or completed by some governors.</li> </ul> <p><b>9.4.2 Year 3:</b> The link governor [also RE LG] had visited the class and discussed pupils’ experience of their First Holy Communion. The children shared the frames they had made in Art for their FHC photos. She reported that a great relationship was evident between the class teacher and pupils, and there was a lovely atmosphere in the classroom. Three members of staff had attended both St Bart’s FHC Masses.</p> <p><b>9.4.3 Year 5:</b> The link governor stated that it had been an absolute pleasure to visit the class. He shared an hour of RE and thought the pupils’ RE books were wonderful. He observed that the class was very articulate and that a lot of deep questioning was taking place. He thought that there was clear differentiation, as the teacher used terms such as ‘tricky’, ‘double tricky’ and ‘triple tricky’ when asking questions.</p>	<p>S+P WG</p> <p>ALL</p> <p>S+P WG</p> <p>RB</p> <p>DB/MR</p> <p>DB</p> <p>DB/RB</p>
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	<p><b>9.4.4 Year 2:</b> The link governor had attended the class's assembly which was very well done with all the children involved; the singing was fantastic. It was evident that all the children had enjoyed themselves.</p> <p><b>10. ANY OTHER BUSINESS:</b></p> <p><b>10.1 Resignation of Mrs. Lewis PG:</b> The Chair thanked Mrs Lewis for her work, contribution and efforts as a parent governor over the last two years. He wished her and her family well for the future.</p> <p><b>10.2</b> The Chair continued by thanking all governors for their work and support during 2018/19, and congratulating the Head Teacher and Deputy Head Teacher on the superb way they had moved the school forward during the last year.</p> <p><b>10.3</b> The Head Teacher acknowledged the contribution made by the third member of the SLT, particularly in relation to SEND work.</p> <p><b>11. DATES OF NEXT MEETINGS:</b></p> <ul style="list-style-type: none"><li>• Wednesday, 2 October 2019 – 6.30pm in the school – FGB – <b>NB change of date</b></li><li>• Friday, 8 November 2019 – 2.00pm in the school - Core Groups</li><li>• Tuesday, 12 November 2019 – 7.00pm in the school - Information Evening for Parents</li><li>• Wednesday, 27 November 2019 – 6.30pm – FGB</li></ul> <p><b>THE CHAIR</b> closed the meeting with prayers at 8.00pm</p>	
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