

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL

Minutes of the First Meeting of the Autumn Term - Wednesday, 13 September 2017 – 6.30pm in the School

Present	Mr. R Belt [FG] [in the chair]	Mrs. J. Egenes [FG]	Mrs. M. Moroney [PG]
	Mr. D. Bedford [AM]	Mrs. J. Harrison [FG]	Mrs. M. Roe [PG]
	Mr. E. Behan [FG]	Mrs. Y. Hawkes [HTG]	Mr. A. Petch [PG]
	Mrs. E. Christie [PG]	Mr. R. King [SG]	Mr. D. Tang [LEA]
In attendance:	Mrs. B. Bliss [Clerk to Governors]		

		ACTION
1.	THE MEETING opened with prayers led by the Chair [2016/17].	
2.	APOLOGIES FOR ABSENCE: None	
3.	CONFIDENTIAL ITEM – SEE PART II	
4.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST:	
	4.1 Annual Statements: Governors completed and signed forms for 2017/18	
	4.2 Annual Statements of Confidentiality: Governors completed and signed forms for 2017/18	
	4.3 There were no statements of pecuniary/conflict of interest from governors regarding any items on the agenda of this meeting	
5.	EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS:	
	5.1 HT Review Panel – Annual Appointment of Governors	
6.	ELECTION OF CHAIR AND VICE CHAIR [TWO YEAR TERM] 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 Mrs. Harrison. There being no other nominees, a unanimous vote confirmed Mr. Belt as Chair of Governors, and Mrs. Harrison as Vice Chair, for a two year term with effect from September 2017. Mr. Belt re-took the chair.	
7.	APPOINTMENT OF CLERK TO GOVERNORS: Mrs. Bliss was appointed for a further year, with effect from September 2017.	
8.	GB BUSINESS MEETING [10 July 2017] – MINUTES AND MATTERS ARISING:	
	8.1 Minutes: Copies having been previously circulated, the minutes were agreed as an accurate record [proposer Mrs Harrison, seconder Mr King] and signed by the Chair.	
	8.2 Matters Arising [those that will not arise under another agenda item]	
	8.2.1 School Website: This had been the subject of a major makeover during the summer break, and was working well. It was confirmed that in order to protect identities for safeguarding purposes, pupils' names and photos were never included together.	
9.	CHAIR'S BUSINESS	
	9.1 Confirmation of 2017/18 Membership of Committees and Core Groups: It was proposed and agreed to keep the same membership of committees and working groups as for 2016/17. Core group membership and subject leaders would also remain the same, except that those for Maths, English and RE would rotate.	RB
	9.2 2017/8 Terms of Reference [A+D and P+F Committees]: Committees were reminded to review these at their first meetings of the year, for approval at the next FGB meeting	Cttee Chairs
	9.3 2017/18 Link Governor Appointments - Changes: Mrs. Christie – Nursery; Mr. Behan – Reception; Mrs. Harrison – Y4; Mr. Tang – Year 6.	
	9.4 Appointment of a Pool of Governors to sit on Panels [Exclusions, Complaints	

	<p>etc.] Mrs. Roe confirmed she was happy to continue in this role.</p> <p>9.5 Catholic Academy Trusts – Diocesan Information – Update: A comprehensive document had recently been received detailing how the diocese intended to implement CATs. Copies would be made available for governors to borrow from the school office.</p> <p>9.6 Governing Body - Parent Governor Election – News Update: Slight delays due to the length of profile briefs which had to be returned for shortening. It was decided to aim for an election on the morning of the Mercy Mass [Friday, 22 September]</p> <p>9.7 Foundation Governor – Diocesan Re-Appointment [MM]: It was noted that the diocese had re-appointed Ms. Maroney as a foundation governor for four years with effect 1 September 2017</p> <p>9.8 Governors’ AGM for Parents – Confirmation of Date: This would be renamed a parents’ information evening, and would be held on Wednesday, 18 October – 7.00 for 7.30pm. Mrs. Harrison and Mrs. Egenes tendered advance apologies for absence. Possible focuses would be SATs results and the new system.</p>	<p>ALL</p> <p>DT/BB</p> <p>BB</p> <p>ALL</p>
10.	<p>NEW SCHOOL YEAR UPDATE - Head Teacher/Deputy Head Teacher:</p> <p>10.1 Staffing – Update:</p> <p>10.1.1 School Office Admin. Asst. Vacancy: Post not yet advertised, although several expressions of interest. Discussion ensued on ways to help the school office with the extra work load</p> <p>10.1.2 Caretaker Vacancy: Post advertised but no interest so far; meanwhile, school cleaners were working extra hours. Discussion continued on other places to advertise; HCC to be contacted to see if any of its agency staff were available to help on a temporary basis.</p> <p>10.2 Safeguarding [new regular item on agenda]:</p> <p>10.2.1 DBS Clearance - Helpers at PTA Events with Unaccompanied Children [July Minutes]: It had been clarified that DBS checks needed to be made for PTA helpers at evening events. It was agreed that the cost would be charged to the PTA.</p> <p>10.2.2 Annual Checklist [July Minutes]: The HT and Mrs. Roe [Safeguarding LG] to meet shortly</p> <p>10.2.3 Data Protection – School Email Addresses for Governors [July minutes]: It was confirmed that all governors now had a school email address, and all school business should be conducted through these.</p> <p>10.2.4 References for Governors: The Safeguarding LG stressed that these should be taken up. The clerk to check the rules.</p> <p>10.3 Policies/Procedures/Agreements - Ones that will be due for Review/Updating [Annual/Three Yearly] and GB Approval – Autumn Term: The HT to forward an updated list to the clerk.</p> <p>10.4 Core Group Meetings - Confirmation of Dates: Friday, 10 November; Friday, 9 March; Friday, 29 June [all at 2.00pm in the school]</p>	<p>YH</p> <p>YH</p> <p>YH/MR</p> <p>ALL</p> <p>BB</p> <p>YH/BB</p> <p>ALL</p>
11.	<p>SCHOOL DEVELOPMENT PLAN 2017/18: Copies were circulated, and the HT gave a brief explanation. The Chair expressed the GB’s thanks to the HT and DHT for the production of such a comprehensive document.</p>	
12.	<p>SCHOOL FINANCE:</p> <p>12.1 2017/18 Budget: The Chair of Finance gave a brief update, stating that, so far, there were no concerns. There would be a visit from the school’s accountant tomorrow; this was her first since the beginning of the new financial year.</p> <p>12.2 WDES Service Level Agreement: No further news. The Chair of Finance would check with the school’s accountant tomorrow regarding whether a direct debit</p>	

	payment had been taken from the school's bank account.	JE
	GOVERNOR TRAINING:	
13.	13.1 Safeguarding: The Chair would attend a course tomorrow.	
	13.2 Training LG: A replacement may need to be made for Mrs. Thorpe, should she not be re-selected as a PG in the forthcoming election.	
	13.3 Free of Charge HfL In-School Training Sessions for Governors: it was noted that schools could now have two sessions per year. Topics would be chosen on the appointment of a training LG.	RB
	13.4 HfL Governance Email – Training Courses: Governors were reminded to take full advantages of the courses on offer this term.	RB
	13.5 Herts Governors - Annual Conference – 11 November 2017: The Chair encouraged attendance at the conference.	ALL
		ALL
	ANY OTHER BUSINESS	
14.	14.1 Construction [Design + Management] Regulations 2015 for all Building Related Projects -Signing of Compliance Form for 2017/18: This would be completed and signed by the Chair.	
	14.2 2017/18 FGB Meetings - Proposed Dates: The next meeting would be held on Thursday, 30 November at 6.30pm in the school; no dates as yet for 2018.	RB
	14.3 2017/18 HfL Governance Database – Confirmation of Changes: Governors amended their personal details as necessary, for updating on the database.	ALL
	14.4 2017/18 Governor Skills Audit - Annual Update: To be actioned at a later date	
	14.5 School Website – Annual Check on Statutory Information: To be actioned by the Website LG	BB
	14.6 Head Teacher's Performance Review Panel: It was formally agreed that Mr. Belt, Mrs. Harrison and Mrs. Egenes should be the three governors to sit on this panel.	EB
		BB
	DATES OF NEXT MEETINGS:	
15.	15.1 Core Groups – Friday, 10 November 2017 – 2pm in the school	
	15.2 Full GB - Thursday, 30 November 2017 – 6.30pm – in the school	
		ALL
	THE MEETING closed at 8.15pm, with prayers led by the Chair	ALL