

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL
First Meeting of Spring Term - Monday, 25 January 2016 - 7.30pm in the School

Present	Mr. R. Belt FG [Chair]	Mrs. Y. Hawkes HTG	Mr. D. Tang PG
	Mr. D. Bedford AM [DHT]	Mr. R. King STG	Mrs. N. Thorpe PG
	Mrs. J. Egenes FG	Mr. A. Petch FG	Mr. G. Wilson LEA
	Mrs. J. Harrison FG	Mrs. M. Roe FG	
In attendance	Mrs. B. Bliss [Clerk to Governors]		

		ACTION
1.	APOLOGIES FOR ABSENCE were received and accepted from Ms. Moroney FG and Mr. Behan FG	
2.	THE MEETING opened with prayers led by the Chair	
3.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None	
4.	EXTRA ITEMS FOR ANY OTHER BUSINESS: None	
5.	MINUTES OF THE LAST MEETING [23 November 2015] AND MATTERS ARISING:	
	5.1 Minutes: Copies having been previously circulated, the minutes were agreed as an accurate record: proposer Mrs. Harrison; seconder Mr. King	
	5.2 Matters Arising:	
	5.2.1 [Minute 4] GB Minutes [Meeting held 5 October 2015]: It was confirmed that these minutes, having been approved at the meeting on 23 November 2015, were now on the school website	
	5.2.2 [Minute 7.4.2] St Bart's Newsletter - MSA Advert: One reply had been received, and was being followed up.	YH
	5.2.3 [Minute 8.3.1] The Role of Governors: A refresher training session would be arranged for spring/summer.	S+L Gp
	5.2.4 [Minute 9.3.2] Monitoring Progress of PP/SEND Children: Until HfL completed modifications to its system of 'steps', the school had continued to track these children in the previous way. This allowed for clear evidence of progress made, with an individual profile folder for each pupil. It would continue to be used until the end of this academic year and the outcome of the SATS results. In reply to a question, the HT clarified that, since some of these pupils were more able than normal ones, there was an even greater onus on teachers to show the difference.	
	5.2.5 [Minute 9.3.1] School Website – Inclusion of Additional Statutory Requirements: Work was in hand.	EB
	5.2.6 [Minute 11.2] WRAP Training: The HT and DHT had attended this course, the main focus of which was on safeguarding vulnerable children exposed to the wrong influences. One of the aims was for those present to cascade information down to staff who, it was stressed, must know who to approach with any concerns. In view of the absence of a governor on the course, Mrs. Harrison agreed to email the clerk with details of a link to online validated training with a certificate on completion.	JH/BB
	5.2.7 [Minute 12.1] Area between KS1/KS2 Playgrounds – Maintenance Issue: This was in hand	Prem. WG

	<p>5.2.8 [Minute 12.2] E-Safety Issues - Parental Awareness: With the advent of Safety Week next month, preparation was underway regarding several topics concerning e-safety; also consideration of additional workshops on the subject. Mr. Hayes planned to put a link from the school website to an e-safety one.</p> <p>6. APPROVAL OF VISION STATEMENT AND DISCUSSION OF EMERGING STRATEGIC PLAN [MRS. ROE]:</p> <p>6.1 Mrs. Roe began by referring to a paper entitled <i>Vision Statement and Headlines for the Governors’ Strategic Plan</i>, drafted by the Strategy and Leadership Group [copies had been previously circulated to governors], which would form the basis of this discussion. A document entitled <i>A Framework for Governance [January 2015]</i> had subsequently been circulated, plus other papers, in order to provide background reading in further preparation for this discussion. It was hoped that, following approval, the <i>Vision Statement</i> would lead on to preparation of a <i>Strategic Plan</i> for the school.</p> <p>6.2 Part 1 - Vision Statement: <i>To be a Catholic School in the Mercy tradition that provides an excellent all-round education for every pupil in the school.</i></p> <p>6.2.1 Mrs. Roe stated that the Strategy and Leadership Group was keen to ensure the whole GB had ownership of the <i>Vision Statement</i> for the school. Although a version appeared in the School Development [Improvement] Plan, there was an important need for an overarching <i>Vision Statement</i>, the content of which would have been carefully considered and given formal approval by the GB.</p> <p>6.2.2 The <i>Vision Statement</i> listed six bullet points, the content of which had been the subject of close scrutiny by the Strategy and Leadership Group; GB attention was drawn to the final bullet point which was felt to be particularly important.</p> <p>6.2.3 A full discussion followed, during which all comments were positive and minor queries answered. It concluded that this was a simple and straightforward document which should be adopted. The GB then gave its formal approval: proposer Mr Petch, seconder Mrs. Thorpe.</p> <p>6.3 Part 2 - Strategic Plan: <i>Headlines for the Governors’ Strategic Plan drawn from the Bullet Points of the Vision Statement</i></p> <p>6.3.1 Following approval of the <i>Vision statement</i>, the next step was to put in place a <i>Strategic Plan</i>. Four <i>Strategic Action Statements</i> were proposed by the Strategy and Leadership Group, which would require GB consideration in how best to achieve these.</p> <p>6.3.2 The GB studied the content of the statements. In reply to a query, Mrs. Roe agreed that, although the Strategy and Leadership Group had been careful to include as much as possible in the four statements, there may be a future need to increase the number.</p> <p>6.3.3 In conclusion, it was proposed and agreed that the best process would be for each core group to take one question and brainstorm [the appropriate one for the appropriate group] during the course of the next session on Friday, 4 March; in the meantime, in preparation for this, governors should study all the paperwork.</p> <p>7. UPDATE AND ACTIONS OF REVIEW OF SCHOOL [GB] POLICIES:</p> <p>7.1 Annual:</p> <p>7.1.1 CES Policies:</p> <ul style="list-style-type: none"> • Given that the CES review of its policies was still in progress with a probable completion date of September 2016, and on the advice 	<p>RK/RH</p> <p>Core Groups</p> <p>ALL</p>
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	<p>of WDES that, in the interim, the September 2013 versions should continue to be used, the GB formally recommended their re-adoption [with the possible exception of <i>complaints</i>]: proposer Mrs. Roe; seconder Mrs. Harrison.</p> <ul style="list-style-type: none"> • CES Sickness+Absence: Due to differences between the school and CES versions, GB approval was given to the use of two separate policies [viz. <i>leave of absence</i>; <i>CES sickness+absence</i>] 	YH/BB
	<p>7.1.2 Performance Management – Teaching+Support Staff: GB approval was given to postpone review of both policies until summer term 2016 [last review June 2015]</p>	YH/BB
	<p>7.1.3 Behaviour+Safety [including Bullying]: GB approval was given to re-adoption [reviewed - no updates necessary]</p>	YH/BB
	<p>7.1.4 Safeguarding Children - Annual checklist to GB: This was still outstanding.</p>	MR
	<p>7.1.5 Admissions Policies 2017/18 [Reception and Nursery]: After amendments made following input from WDES and HCC, and completion of the consultation period next week, final drafts would be circulated to governors by the end of February, requesting their formal approval.</p>	AP
	<p>7.2 Two Yearly:</p> <p>7.2.1 Data Protection Policy: Draft of reviewed/updated policy to be circulated to governors for approval, before posting on the school website.</p>	YH/EB/ BB
	<p>7.3 Three Yearly:</p> <p>7.3.1 Accessibility Plan: Awaiting HT confirmation of the review/update by the Premises WG - to be approved at the next GB meeting.</p>	YH/BB
	<p>7.4 Revised System for Approving Policies: The Chair stated that in future, the policies would initially be reviewed by the appropriate core group, before being brought to the GB for final approval of updates/re-adoption.</p>	Core Groups
8.	<p>2015/16 SCHOOL DEVELOPMENT PLAN – UPDATE FROM SCHOOL STAFF:</p> <p>8.1 The HT presented a review of the plan, updating in depth on progress made, and expanding in detail as necessary, aided by the DHT where appropriate.</p> <p>8.2 Reading: There had been a 15% increase in pupils working at or above age related expectations across the school.</p> <p>8.3 Writing: There had been a 12% increase in pupils working at or above age related expectations across the school; the biggest of these was in Y5.</p> <p>8.4 Maths: There had been a 12% increase in pupils working at or above age related expectations across the school.</p> <p>8.5 Foundation Stage: Age related expectations were being employed, following the HfL system.</p> <p>8.6 Teaching and Learning: Work scrutiny had shown some improvement. The HT expanded in detail.</p> <p>8.7 In reply to a query, the HT stated that, since at present the focus was on Maths and English, there was currently no work scrutiny of foundation subjects. However, there was tangible evidence of the transfer of skills from core to foundation subjects. The GB was informed of the subject leaders for History/ Geography, and Art/DT.</p>	

	<p>8.8 There being no further questions, the Chair asked the GB whether it was happy that, given the effective methods now in place, the focus had now moved on to <i>Reading</i>, whilst still keeping an eye on <i>Maths</i>. The DHT gave reassurance that it was not a case of one improvement at the expense of the other, but rather that <i>English</i> was showing a more immediate better outcome.</p> <p>9. CLASS LINK GOVERNOR VISITS – REPORTS:</p> <p>9.1 Year 1: The LG reported briefly on her visit just before the end of last term, which had been a very positive experience; on its return from the class teacher, her report would be circulated to governors.</p> <p>10. FINANCE:</p> <p>10.1 2015/16 Budget: During her visit last week, the school accountant had undertaken a forecast to the end of the financial year [copies tabled], which showed a very healthy surplus. As a result, approval had been sought and given for the appointment of another teacher. There were no questions.</p> <p>10.2 2016/17 Draft Budget: Given the time frames for forthcoming GB meetings and submission of the budget, it was agreed that approval would be via email. There were no questions.</p> <p>10.3 2015.16 Annual Audit Report - SFVS Preparation: This would be undertaken at the next Finance Committee meeting.</p> <p>11. ANY OTHER BUSINESS:</p> <p>11.1 GB Training</p> <p>11.1.1 Free LA In-School Session: Arrangements for a training session on the topic of <i>Life Beyond Levels</i> to be taken forward by Mr. Petch.</p> <p>11.1.2 Recent Courses attended by Governors:</p> <ul style="list-style-type: none"> • 29.09.15 New Ofsted Inspection Framework [Primary Schools] [1] – Mrs J Harrison • 08.10.15 HASG Governors – Area Forum – Ms M Moroney • 14.10.15 New Ofsted Inspection Framework [Primary Schools] [2] – Mrs J Harrison • 14.11.15 Governors’ Annual Conference – Mr R Belt/Mr A Petch • 30.11.15 Clerks’ Network – Mrs B Bliss <p>11.2 Readiness for Next Ofsted Inspection: Preparation was continuing satisfactorily, with a report to the GB in due course.</p> <p>11.3 GB Newsletter: Preparation was in hand. The newsletter was expected to include, amongst other items, profiles of the newer members of the teaching staff.</p> <p>11.4 HIP Visits: JH suggested that it would perhaps be appropriate for whichever governor attended HIP feedback after visits to provide a verbal to the GB.</p> <p>12. DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> • Friday, 4 March 2016 - Core Group Mtgs - NB: starting at 2.00pm [not 1.30pm] • Monday, 18 April 2016 – Full GB Meeting - 7.30pm • Friday, 17 June 2016 - Core Groups + 2016/17 SIP Preparation – 2.00pm • Monday, 4 July 2016 – Full GB Meeting - 7.30pm <p>13. THE MEETING closed at 9.00pm with prayers led by the Chair.</p>	<p>NT</p> <p>AP</p> <p>AP</p> <p>RB/YH/ BB</p> <p>JH</p> <p>ALL</p>
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