

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL

Minutes of the Second Meeting of the Autumn Term – Thursday, 30 November 2017 – 6.30pm in the School

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

		ACTION
1.	THE MEETING OPENED with prayers led by the Chair, and a formal welcome to Mrs. Lewis and Mr. Broderick, attending their first GB meeting following their recent election as parent governors.	
2.	APOLOGIES FOR ABSENCE: None	
3.	CONFIDENTIAL ITEM – SEE PART II	
	MRS. CHRISTIE ARRIVED	
4.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: There were no statements of pecuniary/conflict of interest regarding items on the agenda	
5.	EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS: None	
6.	GB MEETING [13 September 2017] – MINUTES AND MATTERS ARISING:	
6.1	Minutes: Copies having been previously circulated, it was agreed that these were an accurate record of proceedings [proposer Mrs Harrison, seconder Ms. Moroney] and signed by the Chair.	
6.2	Matters Arising [those that will not arise under another agenda item]: None	
7.	CHAIR'S BUSINESS:	
7.1	2017/18 Core Groups/Working Groups/Link Governors – GB Final Approval: Proposals for LG appointments, and composition of working groups/committees having been previously circulated, these were confirmed for this academic year.	
7.2	2017/18 Terms of Reference - Finance Committee and Admissions+Discipline Committee – GB Approval:	
7.2.1	Terms of Reference - A+D: Copies circulated – formally approved by FGB	
7.2.2	Terms of Reference - Finance: Copies not available but reviewed and agreed at last Finance Committee meeting	
7.3	Catholic Academy Trusts – Diocesan Information - Update:	
7.3.1	WDES had organised a further series of meetings in Hertfordshire, the next one to be held on Monday, 15 January; the Chair would attend on behalf of St Adrian's GB.	
7.3.2	The Chair gave a brief summary of the WDES document received earlier this term, highlighting a number of points. In answer to several queries that arose during the subsequent discussion, it was stated that: <ul style="list-style-type: none"> ▪ Initially, the CATs policy was seen as a way of safeguarding diocesan Catholic education, given the Government's decision not to build any more faith schools; financial concerns were not a consideration ▪ It was clear that the CATs policy was going ahead for all diocesan schools, regardless of objections 	RB

	<ul style="list-style-type: none"> ▪ Two new hubs of schools [albeit both in London boroughs] would come into operation on 1 April 2018 ▪ It was still unclear whether the diocese had a practical understanding of the geographical problems that would be posed for Hertfordshire school hubs ▪ It was unclear why the diocese was now supporting smaller hubs, having previously stated that only larger ones were financially viable ▪ It was unclear whether a small hub would eventually have to move to a bigger hub of schools ▪ It was unclear whether it was still a voluntary decision for a school to join a hub, and whether the diocese would respect this. <p>7.3.3 The Chair reminded governors that the WDES document was available to borrow from the school office.</p> <p>7.4 Parents' Information Evening: It was proposed that this would take place on Thursday, 1 February 2018; more information in due course.</p> <p>8. HEAD TEACHER/DEPUTY HEAD TEACHER:</p> <p>8.1 HT's Report – Autumn Term:</p> <p>8.1.1 Copies had been previously circulated. In reminding governors that the report was allied to the school development plan, the HT highlighted a number of topics, expanding where necessary; these included:</p> <ul style="list-style-type: none"> • Strategic Plan Goal 1: To further develop the distinctive nature of our school within the Mercy tradition: <ul style="list-style-type: none"> • Y6 – leadership roles – chaplaincy team • CCRS Programme – two teachers to begin this in January ▪ Strategic Plan Goal 2: To develop and embed sustainable high quality and robust leadership at all levels across the school: <ul style="list-style-type: none"> • New subject leaders appointed for PE and humanities • Appraisal system continuing • Head boy and head girl appointed • Y6 organisation of the <i>Children in Need</i> appeal throughout the school • Strategic Plan Goal 3: To build a culture of success and achievement for all regardless of their starting point: <ul style="list-style-type: none"> • Teachers were adopting focused group teaching in lessons • One KS1 teacher had successfully completed MaST; three teachers had attended additional Maths training; and new resources would be purchased to support Maths teaching • Strategic Plan Goal 4: To develop an aspirational and inspirational curriculum: The HT expanded on the great detail shown under this heading • Strategic Plan Goal 5 – To strengthen engagement between school, parents and community <ul style="list-style-type: none"> ▪ Monthly newsletters ▪ Exceptionally encouraging and enthusiastic response from parents on a number of issues ▪ PTA – a particularly successful year – the HT had requested financial help with the purchase of additional Maths resources [see Strategic Goal 3], also outside equipment • Strategic Plan Goal 6: To secure effective and strong financial management, to facilitate excellence in staffing; and a high quality learning environment, to achieve excellent outcomes for pupils: 	<p>ALL</p> <p>RB/YH/DB</p>
--	---	--

	<ul style="list-style-type: none"> ▪ LCVAP bid submitted to the diocese/HCC for toilet refurbishment ▪ New caretaker appointed earlier this month ▪ Personnel Matter [See Part II] ▪ Pupil Premium Update: The HT expanded on the detail shown under this heading • Sports Partnership Grant: <ul style="list-style-type: none"> ▪ A PE specialist teacher successfully appointed, to begin in January [as reported under Strategic Goal 4] • Safeguarding: The HT expanded on the detail shown under this heading <p>8.1.2 In reply to a number of queries, the HT stated:</p> <ul style="list-style-type: none"> • CCRS was the <i>Catholic Certificate of Religious Studies</i> programme • Children in Need Appeal – local press to be contacted when the CIN certificate was received • Pupil Premium: The specific number of children currently in the category • Safeguarding: All governors had completed Level 1 training. However, all governors had also to complete a safeguarding course with a different emphasis; the safeguarding/training LGs to liaise with Mrs. Lewis and Mr. Broderick • Safeguarding: Personal References for Governors: These only needed to be taken up for Mrs. Christie and Mr. Tang [see Minute 9.3.2]. • Strategic Goal Plan 4: Ways of evaluating the impact would be via the use of evidence from next month’s data round, and work scrutiny. <p>8.1.3 On behalf of the GB, the Chair expressed thanks to the HT for her usual comprehensive report</p> <p>8.2 GB Policies/Procedures/Agreements - Ones due for Review/Updating [Annual/ Three Yearly] and GB Approval – Autumn Term:</p> <p>8.2.1 Admissions Policies for Reception and Nursery:</p> <ul style="list-style-type: none"> ○ 2018/19: Although previously published, WDES had now insisted on two major revisions. The A+D Committee Chair tabled a paper detailing these and gave an explanation; communication would be made with those affected. The updated policy was now on the school website. ○ 2019/20 [draft]: The draft had been submitted to WDES, and subsequently three major revisions were required. The A+D Committee Chair tabled a paper detailing these, and an in-depth explanation followed. Communication would be made with those parishes affected. The updated policy had now gone out to consultation with other schools [to close in mid-January]. ○ It was noted that primary schools would now be responsible for Nursery Class admissions. ○ On behalf of the GB, the Chair expressed thanks to the A+D Committee for all the hard work over the last three months <p>8.2.2 Other Policies for which the GB has Responsibility:: The HT to forward her list of policies [with dates when last reviewed/updated] to the Clerk.</p>	<p>YH/DB</p> <p>Safeguarding & Training LGs</p> <p>YH/BB</p>
--	--	--

	<p>8.3 Safeguarding:</p> <p>8.3.1 Annual Checklist – Academic Year 2016/17: This had been updated last September by the HT and Safeguarding LG. Copies were circulated. There were no queries</p> <p>8.3.2 Personal References for Governors – Update: The Clerk had ascertained that, in the relevant columns on the new Single Central Record, it was possible to record the words <i>migrated record predates this requirement</i> which applied to all governors except Mrs Christie and Mr Tang.</p> <p>8.3.3 Enhanced DBS Checks: As a minimum, these needed to be in place for all governors. The school office to be asked to make a double check next term when there would be more administrative help available.</p> <p>8.3.4 DBS Clearance - Helpers at PTA Events with Unaccompanied Children: The school office to take up this matter next term when there would be more administrative help available.</p> <p>8.3.5 In reply to queries/concerns regarding managing the risk for pupils' physical safety, the HT confirmed:</p> <ul style="list-style-type: none"> ○ Front Entrance Door: The school office was always manned, and other members of staff were always around, particularly at the beginning/end of the school day. However, it was constantly necessary to remind parents/pupils that it was not their responsibility to buzz people in. ○ Back Gate Entrance to Junior/Infant Playgrounds: The HT and DHT were always in the junior school playground at the beginning/end of a school day; also, parents were quick to report people that they did not recognise. ○ Watling View Entrance to Infant Playground: Due to concerns regarding the low height of the gate, staff were taking pupils to the junior playground at lunchtimes. <p>8.3.6 The Safeguarding LG reminded the meeting that two visitors' books should be signed by governors when visiting the school; they should also ensure they collected a display badge from the school office.</p>	<p>BB/JF/AW</p> <p>BB/JF/AW</p> <p>BB/JF/AW</p> <p>ALL</p>
<p>9.</p>	<p>FINANCE:</p> <p>9.1 2017/18 Budget – Update: Following a visit from the school's accountant last week, the six monthly check had revealed that the budget was on target.</p> <p>9.2 WDES - Service Level Agreement – Update: The direct debit had not been taken from the school's bank account; there had also been no reply to the HT's letter.</p> <p>9.3 Schools Financial Value Standard [SFVS] - Audit Submission by April 2018: Preparation of this was underway.</p>	
<p>10.</p>	<p>COMMITTEES/WORKING GROUPS/LINK GOVERNORS – REPORTS:</p> <p>10.1 Premises WG: A verbal report was given on the discussion at the meeting held prior to the FGB tonight</p> <p>10.2 Year 5 – LG Visit: A verbal report given [copy of written report to be circulated with FGB minutes]</p>	<p>BB</p>
<p>11.</p>	<p>GOVERNOR TRAINING</p> <p>11.1 Free LA In-school Sessions [2] – Proposals for Choice of Topics: Agreed to request <i>Safeguarding</i> and <i>General Data Protection</i>. The Training LG to arrange.</p> <p>11.2 Herts Assn. of Governors – 2017 Annual Conference – Feedback: Attended by two governors who gave a brief report on presentations.</p> <p>11.3 Clerks' Network – Autumn Term Meeting – Feedback: The main presentation had focused on safeguarding. Handout papers to be circulated with FGB minutes.</p> <p>11.4 Diocesan Meeting – 11 November – Feedback: Attended by one governor, this</p>	<p>Training LG</p> <p>BB</p>

	<p>was held in the presence of the Cardinal who had given a powerful speech</p> <p>11.5 WDES Briefing Meeting for Heads and Governors - 21 November – Feedback: There was nothing new or constructive to report.</p> <p>12. CONFIRMATION OF MEETING DATES – 2017/18: Agreement was given to the following:</p> <p>12.1 Spring Term: Monday, 26 February 2018 [FGB] Friday, 9 March 2018 [Core Groups]</p> <p>12.2 Summer Term: Thursday, 26 April 2018 [FGB – Budget Approval?] Friday, 29 June 2018[Core Groups+2018/19 SDP Preparation] Monday, 9 July 2018 [FGB]</p> <p>13. ANY OTHER BUSINESS:</p> <p>13.1 New School Website and Statutory Information:</p> <p>13.1.1 Update for 2017/18: Uploading problems had been encountered, but these now appeared to be solved</p> <p>13.1.2 Governors’ Pages: Work on these was almost complete. Outstanding photos to be taken tonight</p> <p>13.2 Personnel Matter [See Part II]</p> <p>14. DATE OF NEXT MEETING: Monday, 26 February 2018 – 6.30pm - School</p> <p>15. THE MEETING CLOSED at 8.40pm with prayers led by the Chair</p>	<p>ALL</p> <p>ALL</p>
--	---	-------------------------------------