

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL
First Meeting of the Autumn Term - Monday, 3 October 2016 – 6.30pm in the School

Present	Mr. R. Belt FG [Chair]	Mrs J. Egenes FG	Ms. M. Moroney FG
	Mr. D. Bedford AM	Mrs. J. Harrison FG	Mr. A. Petch FG
	Mr. E. Behan PG	Mrs. Y. Hawkes HTG	Mrs. M. Roe FG
	Mrs. E. Christie PG	Mr. R. King STG	Mr. D. Tang LAN
Apologies	Mrs. N. Thorpe PG		
In attendance	Mrs. B. Bliss [Clerk to Governors]		

		ACTION
1.	THE CHAIR opened the meeting with prayers, before welcoming Mrs. Eleanor Christie on her appointment as a parent governor, and Mr. Dominic Tang on his appointment as a local authority nominee following Mr. Graham Wilson's retirement from the GB last month.	
2.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None	
3.	ANNUAL RE-APPOINTMENT OF CLERK TO GOVERNORS: Mrs. Bliss was appointed for a further year, with effect from September 2016: proposer Mr Belt; seconder Mrs Harrison.	
4.	EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS: None	
5.	GB MEETING [4 July 2016] – MINUTES AND MATTERS ARISING:	
	5.1 Minutes: Copies having been circulated, and there being no proposed amendments, the minutes were agreed as an accurate record of proceedings [proposer Mrs Harrison, seconder Mr Petch] and signed by the Chair.	
	5.2 Matters Arising: The Chair confirmed that a letter of thanks had been sent to the external leaders of the science workshop held last term.	
6.	CHAIR'S BUSINESS	
	6.1 Confirmation of Membership of 2016/17 Committees/Core Groups: The Chair stated it had been agreed that, rather than make any major changes, it would be better if membership remained mostly the same as 2015/16, so that governors could increase familiarity with their set of responsibilities.	
	6.2 Confirmation of 2016/17 Class Link Governors: Mrs. Christie would take on responsibility for Reception, and Mr. Behan would take on responsibility for Nursery. No other changes.	
	6.3 Training LG: A replacement governor would be appointed, in place of Mr. Petch.	RB
	6.4 The Clerk agreed to update and circulate the revised list to governors; Mr. Behan would post a copy on the school website.	EB/BB
	6.5 Core Group Meetings – Autumn Term: Friday, 11 November from 2.00-3.00pm, with a 30 minute feedback meeting afterwards.	ALL

	<p>6.6 2016/17 Terms of Reference: S+P; Finance; Admissions and Discipline: Copies of S+P ToR 2016/17 had been previously circulated and were approved; Finance and A+D Committees would be reviewed at their first meetings of this term, and agreed at the next GB meeting.</p> <p>6.7 Catholic Academy Trusts: Mrs. Roe, Mrs. Harrison and the Chair updated governors on recent progress. There were no questions.</p> <p>6.8 Pupil Matter: A recent meeting held between two governors and the parents concerned had resulted in an understanding between both parties and a satisfactory outcome. Thanks were expressed to the two governors concerned.</p> <p>7. NEW SCHOOL YEAR UPDATE - HEAD TEACHER AND DHT</p> <p>7.1 2016 KS1/KS2 SATS Results [DHT + IAWB Presentation]: The DHT gave a detailed analysis of the data contained in the SEF, answering governors' questions in the course of his presentation, and highlighting the following:</p> <p>7.1.1 Outcomes for Pupils at the School:</p> <p>Overview: Results were very good, and the data showed excellent progress from base. However, governors were reminded that the new curriculum and assessment criteria meant a comparison should not be made with last year. In reply to a query, an explanation was given of <i>age expected progress</i> and <i>expected progress</i>.</p> <p>KS2 Results: All results apart from one were above the national and county averages. Tests were marked externally, apart from <i>Writing</i>.</p> <p>Average Scaled Score: These were above national and county averages in all four disciplines [<i>Reading, Writing TA, Maths and GPVS</i>].</p> <p>MRS. MORONEY ARRIVED</p> <p>It was felt that <i>Reading</i> could be improved, and this would be a focus for 2016/17. Y6 pupils had made a huge amount of progress in 2½ terms, as a result of much intervention work and small group teaching; and average PPG progress for RW+M was above that for the whole cohort.</p> <p>In reply to queries, the DHT gave the following replies:</p> <ul style="list-style-type: none"> • an explanation of how results should not be compared with those of other St Albans schools, unless of a similar make-up • an explanation of the KS2 RW+M combined figure • Children with Special Needs - an explanation of what was meant by <i>special consideration</i> <p>7.1.2 Whole School Attainment [Y1-Y5]:</p> <p>Overview: The tables showed an improvement in levels of attainment across the school from summer 2015 to summer</p>	<p>Chairs Finance and A+D Cttees</p>
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	<p>2016. The dip in ARE in <i>Writing</i> in the spring assessment was a result of deep analysis in school of the newly published DfE exemplification materials for <i>Writing</i>. Mr Hayes [Y6 Class Teacher] and the DHT had attended several sessions on moderation. The school expected to be externally moderated next year. There was external moderation of the KS1 results which were commended for their accuracy and sources of evidence.</p> <p>In reply to queries, the DHT gave the following explanations:</p> <ul style="list-style-type: none"> • The possible reasons why <i>Reading</i> appeared to be producing less progress than <i>Writing</i> and <i>Maths</i>. • It was important to educate parents in talking to their children about what they had read, since depth of comprehension/understanding was more important than progressing to the next reading book. The development of pupils' understanding fed into their writing. <p>7.1.3 Progress in All Year Groups at Summer 2016 - Overview: The progress in RW+M was very good. However, <i>Reading</i> needed to show accelerated progress because of increasingly high standards.</p> <p>7.1.4 Progress of Most Able Pupils - Y1-Y6 - Overview: Very good or very strong progress in RW+M. In reply to a query, the DHT gave an explanation of the difference between <i>good progress</i> and <i>very strong progress</i>.</p> <p>7.1.5 Progress of Pupils who Need to Catch Up: An explanation of the data. There were no questions.</p> <p>7.1.6 Progress of PPG Pupils: An explanation of the data. There were no questions.</p> <p>7.1.7 Progress of Most of PPG Pupils: An explanation of the data. There were no questions.</p> <p>Summing up, the Chair thanked the DHT for an excellent presentation, and for his simple and comprehensive explanation of the data. He also wanted to thank the teaching staff as a whole, for the enormous amount of hard work that had embedded the excellent progress that the school had made in the last year. The results were extremely encouraging.</p> <p>7.2 Readiness for Ofsted [HT]:</p> <p>7.2.1 Safeguarding Audit: Actions following advice from the school's new HIP had resulted in the follow up audit giving the school a clean bill of health and fulfilling all the safeguarding requirements of OFSTED.</p> <p>7.2.2 Completion of Self Evaluation Form [SEF] and 2016/2017 School Development Plan: Copies of the former to be circulated after the meeting; copies of the latter to be tabled later [see Minute 8].</p> <p>7.2.3 Recent Ofsted Inspection Preparation Presentation -</p>	<p>YH</p>
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12.	<p>11.2 Prevent Training: The importance of a number of governors completing this training was emphasised.</p> <p>11.3 Herts Governors Annual Conference – 19 November 2016: In encouraging the attendance of other governors, the Chair and Mr. Petch stated their own intention to attend.</p> <p>POLICIES:</p> <p>12.1 CES/Diocesan Policies and Procedures – Annual GB Re-adoption [last record of GB approval 25.01.16] – Discipline; Capability; Complaints; Sickness and Absence. The GB recorded formal acceptance of the policies [proposer Mrs Harrison; seconder Ms Moroney]. However, the GB meeting of 25.01.2016 recorded the possible exception of <i>Complaints</i>, and approval for the use of two separate policies, viz. <i>Leave of Absence</i> and <i>CES Sickness and Absence</i>.</p> <p>12.2 Whistleblowing Policy [last record of GB approval 22.11.2011]: it was agreed to check whether or not this had been updated over the summer.</p> <p>12.3 Safeguarding Children Policy – Annual GB Re-adoption [last record of GB approval 29.06.2015]: The HT recommended GB formal acceptance of the LA version of this policy, which had recently undergone considerable review and updating, and was in fact still subject to ongoing amendment. The GB recorded its approval for use of this policy, with a caveat that any further amendments would be studied by the Safeguarding Governor, who would bring key changes to the S+P Group before forwarding on to a GB meeting for noting in the minutes. In response to a question regarding possible reaction from WDES, the HT stated that all Catholic schools in Hertfordshire came under Children’s Services, rather than the diocese.</p>	<p>ALL</p> <p>ALL</p> <p>BB</p> <p>MR</p> <p>BB</p> <p>MR</p>
13.	<p>ANY OTHER BUSINESS:</p> <p>13.1 Construction [Design + Management] Regulations 2015 for all Building Related Projects – GB Signing of Compliance Form for 2016/17: The Chair stated that the Premises Group had this matter in hand.</p> <p>13.2 GB Meetings - Proposed Dates for 2016/17: These would be agreed at the meeting to be held on 28 November.</p> <p>13.3 GB Skills Audit – Annual Update: Governors were reminded to advise the Chair of any changes in professional qualifications.</p> <p>13.4 Herts GB Database: Governors were reminded to advise the Clerk of any changes in address, telephone or email addresses.</p> <p>13.5 School Website – GB Page: This would be updated to include Mrs. Christie; Mr. Wilson’s name would be deleted.</p> <p>13.6 Governors’ AGM for Parents: It was noted that this had been postponed until the spring.</p> <p>13.7 Nicholas Breakspeare School: It was reported that the school had</p>	<p>RB</p> <p>RB</p> <p>ALL</p> <p>ALL</p> <p>EB</p>

	<p>recently achieved a well-deserved <i>good</i> Ofsted judgement, having previously been judged as <i>Special Measures</i>. The new HT had recently visited St Adrian's and addressed a good turnout of Y6 parents. He had spoken persuasively of what the school could offer pupils, and his concerns regarding parents' current perception of NBS. He asked those present to let others know about the <i>good</i> judgement.</p> <p>DATES OF NEXT MEETINGS:</p> <ul style="list-style-type: none"> • Core Group Meetings – Friday, 11 November – 2.00pm • FGB Meeting – Monday, 28 November 2016 – 6.30pm 	<p>ALL</p>
<p>14.</p>	<p>THE MEETING CLOSED at 8.35pm, with prayers led by the Chair.</p>	<p>ALL</p>
<p>15.</p>		