

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL
Fourth Meeting of the Summer Term - Monday, 4 July 2016 – 7.30pm in the School

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

		ACTION
1.	APOLOGIES FOR ABSENCE were received and accepted from Mr. Dominic Bedford AM	
2.	THE MEETING opened with prayers led by the Chair, who gave a brief overview of the challenges faced in the last academic year	
3.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None	
4.	EXTRA ITEMS FOR ANY OTHER BUSINESS <ul style="list-style-type: none"> • HT's Review Panel - Approval of a New Appointment • GB Meetings – Future Start Time 	
5.	MINUTES OF LAST MEETING [18 April 2016] AND MATTERS ARISING: <p>5.1 Approval of Minutes: Copies having been previously circulated, and there being no proposed amendments, the minutes were signed by the Chair: proposer Mr. Tang; seconder Mrs. Thorpe.</p> <p>5.2 Matters Arising and Check on Actions:</p> <p>5.2.1 Draft Strategic Plan – GB Formal Approval: The plan had received the GB's formal approval at a meeting held on 17 June 2016. Copies of minutes having been previously circulated, these were agreed as a correct record: proposer Ms. Moroney; seconder Mrs. Egenes.</p>	
6.	HT REPORT: <p>6.1 Copies having been previously circulated, the HT expanded on a number of topics, including:</p> <p>6.1.1 The School as a Catholic Community</p> <ul style="list-style-type: none"> • May procession at the beginning of term • Thanksgiving Mass for Y3 FHC children • Good Shepherd Mass - Westminster Cathedral – Y4 • SVP Parish Group - financial support for two pupils • St Bart's Masses - pupils continue to take active roles • Open Teaching Week - positive feedback from parents • Maths Curriculum Evening • Moderation/Cluster Meetings attended by teaching staff • Herts County Maths Challenge • Child in Need Team meetings • Schools Counselling Service • Progress Review Visit from HfL HIP <p>6.1.2 Extra Curricular Activities</p> <ul style="list-style-type: none"> • Additional booster classes for Y6 ; also some Y4 pupils 	

	<ul style="list-style-type: none"> • Science Workshop Day • Extensive range of clubs • Y2 food technology day supported by school cook • Y6 cycling proficiency training • Y5/Y6 girls’ inter-school football tournament • District schools football team – selection of two Y5 boys <p>6.1.3 Staffing:</p> <ul style="list-style-type: none"> • Teaching: one retirement • Support: one retirement/one resignation • New teaching arrangements for one teacher • Appointments – two NQTs, caretaker –science SL <p>6.1.4 Pupil Premium Update:</p> <ul style="list-style-type: none"> • Provision - PPG children – financial support for class and residential trips – also intervention work. • Individual folders tracking progress towards ‘closing gaps’, and termly reviews of intervention work, with appropriate modification <p>6.1.5 Sports Partnership Grant</p> <ul style="list-style-type: none"> • One of the NQTs would take on the role in due course • HT/DHT to manage sports premium for next year • The current apprentice to be replaced in January 2017. <p>6.2 Data</p> <p>6.2.1 PPG Children: As an extension of a suggestion by HfL HIP to produce VENN diagrams for pupils with special needs, the DHT had devised a programme more tailored to the needs of the school. The HT circulated copies of two anonymised examples, and gave an in depth explanation. In reply to a query, she stated that although initially for use with PPG children, these would be extended, if successful, to other vulnerable groups. The HT agreed with a comment that, with their introduction, governors would then be able to prove conclusively to Ofsted their awareness of the exact progress of SEND pupils.</p> <p>6.2.2 In reply to a query, the HT stated that after they had been viewed by the HfL HIP on her visit next week, the HIP may choose to share these diagrams with other schools, as an example of good practice.</p> <p>6.2.3 Accusation of Bullying: In response to an enquiry, the HT gave brief details.</p> <p>6.2.4 Child Protection Issue: In response to an enquiry, the HT gave brief details.</p> <p>6.2.5 2016/17 Nursery/Reception Class Numbers: In response to a query, the HT stated that she anticipated the Reception Class would be full by the start of the autumn term. Nursery places were still available, but this was not unusual. She was uncertain how the new ruling had affected numbers.</p> <p>6.3 Further Queries, Comments and Proposals:</p> <p>6.3.1 Data: The Chair, on behalf of the GB, expressed thanks to the DHT and the SLT for the tremendous amount of hard work and effort put into the production of so much data information in the last year.</p> <p>6.3.2 Science Workshop: In response to a proposal, it was agreed that the Chair would write a letter of appreciation to the two teachers concerned, thanking them for their time</p>	<p style="text-align: right;">RB</p>
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	<p>and effort.</p> <p>6.3.3 UNICEF Rights: In response to a query, it was confirmed that work on this topic would resume next term, having been put on hold due to focus on the post-Ofsted action plan.</p> <p>6.4 There being no further questions, the Chair, on behalf of the GB, thanked the HT for presenting an extremely comprehensive and informative report.</p> <p>7. SCHOOL DEVELOPMENT [IMPROVEMENT] PLAN – FINAL UPDATE: The HT circulated copies of the update to July 2016, expanding on the data and highlighting the following:</p> <p>7.1 Priority 1 – English – Reading: KS1/2 June assessment data indicated 17% - broadly ARE attainment; 83% - securely ARE attainment; 25% - beyond ARE attainment £4k PTA grant for new reading resources.</p> <p>7.2 Priority 2 – English – Writing: KS1/2 June attainment data indicated: 22% - broadly ARE attainment; 78% - securely ARE attainment; 24% - beyond ARE attainment</p> <p>7.3 Priority 3 – Mathematics: KS1/2 June attainment data indicates 12% - broadly ARE attainment; 88% - securely ARE attainment; 30% - beyond ARE attainment</p> <p>7.4 Priority 4 - The summer term had seen greater emphasis on foundation subjects in most classes.</p> <p>7.5 SATS Results: In reply to a query, the HT confirmed that these would be released to schools at midnight tonight; national averages to follow in due course. She clarified the new marking system, and gave an in depth explanation of the background to the data, caps on achievement, assessment and progress. KS1 external moderators had been very complimentary about the school’s system and its rigour.</p> <p>8. FINANCE:</p> <p>8.1 2016/17 Budget: Having considered figures for the first quarter, the school’s accountant had confirmed that the budget was on target. There were no questions.</p> <p>8.2 GB Meeting to Approve the 2016/17 Budget [23 May 2016] – Draft Minutes: Copies had been previously circulated. One outstanding query would be checked, and the outcome reported to the GB, before adjustment of this and other wordings, prior to re-circulation of the minutes. [See attached]</p> <p>9. 2015/16 GOVERNING BODY OPERATIONAL STRUCTURE:</p> <p>9.1 Core Group System – Review: The Chair opened the discussion, during which the following points were made:</p> <p>9.1.1 The introduction of core groups had been hugely successful, allowing governors to be in a better position to be critical friends, via the knowledge gained.</p> <p>9.1.2 It was now felt that, in answer to an Ofsted question, “I know because.....” could be said with confidence.</p> <p>9.1.3 Core groups’ key focus had been on teaching, learning and</p>	<p>JE BB</p>
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	<p>GB accountability</p> <p>9.1.4 Other comments from governors included: the usefulness of sitting with teaching staff; less repetition and duplication of information in GB reporting; more efficient and effective outcomes</p> <p>9.1.5 In response to a query, the HT stated that feedback from staff had been encouraging. The core groups showed them that governors had an interest in their work on a day to day basis, and that they are there to support and understand. She was pleased that newer members of staff had actively participated in core group discussion</p> <p>9.1.6 The new structure meant that, since core groups undertook much of the work, fewer GB meetings were needed.</p> <p>9.1.7 In general, it was agreed that the new system was good.</p> <p>9.2 Core Group System – Proposals for Update:</p> <p>9.2.1 The importance of recording answers to the three questions, as evidence for Ofsted – agreed.</p> <p>9.2.2 Subject Leaders – no opportunity to share their work with the full GB. It was proposed that, in future, two SLs [in turn] should address the GB in the spring term - agreed.</p> <p>9.2.3 Sometimes core group discussions were slightly rushed, in order to cover the agenda; this particularly applied to English - agreed.</p> <p>9.2.4 The GB had previously spoken about bringing together the children and the GB, possibly via the school council - agreed.</p> <p>9.2.5 GB core group membership to be refreshed annually during the summer break – agreed.</p> <p>9.3 GB Policies – Trial System for Regular Review/Update: The trial whereby the appropriate core group would review/update GB policies had been less successful. It was agreed that in future the HT and DHT would undertake this responsibility on behalf of the GB, presenting policies for approval at termly meetings.</p> <p>GB POLICIES:</p> <p>10.1 The HT circulated copies of the current list of policies/procedures for which the GB had responsibility. After agreement to the revised timescales for review, the GB accepted the list.</p> <p>10.2 In reply to a query, the HT confirmed that the policies [<i>Children Looked After</i> and <i>Staff Code of Conduct</i>], copies of which had been previously circulated, needed to be put on the school website</p> <p>CLASS LINK GOVERNOR VISITS – VERBAL REPORTS:</p> <p>11.1 Mrs Harrison [Year 6] had been present during a period of guided reading, and expressed her fascination with the range of reading material. The HT commented that the challenge was to encourage pupils to read a book beyond their level. An RE lesson followed, during which a number of challenging questions were asked. Pupils’ attitude to learning was impressive. However, during feedback afterwards, the class teacher expressed concern with the pressure to cover so much in a given time.</p> <p>11.2 Mr. Petch [Year 5] had been present during a recent numeracy lesson, and was impressed with the way that pupils were taught; he felt they had learnt a huge amount.</p>	<p>RB</p> <p>YH/EB</p>
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12.	<p>11.3 Mrs. Roe had accompanied Y3 on a recent <i>Roald Dahl</i> trip, and was pleased with the way pupils had grasped cross curricular aspects. Mrs Thorpe had attended a literacy lesson in Y1, and Ms. Moroney hoped to sit in on a literacy lesson in Y2 next week. Mr Tang had been present at all this year's curricular workshops.</p> <p>11.4 In reviewing the necessity for link governor class visits, governors confirmed their usefulness, particularly in encouraging a friendly rapport between pupils and governors [one class had even written a letter of thanks].</p> <p>GB TRAINING – COURSES ATTENDED THIS TERM:</p> <ul style="list-style-type: none"> • WRAP training - Mrs Roe – Thursday, 4 July 2016 • Clerks Network Meeting – handouts to be circulated to governors with these minutes [see attached] 	
13.	<p>ANY OTHER BUSINESS:</p> <p>13.1 Academy Status Update: The HT reported on recent meetings [held by the diocese] for Hertfordshire Catholic schools. Main points were:</p> <ul style="list-style-type: none"> • <i>Academy Status</i> should be viewed as an opportunity to secure Catholic education in the future • Herts Catholic schools to form multi academy trusts [two in the county] according to geographical location • Schools would shortly be consulted on proposals currently being prepared by the diocese. <p>13.2 GB Vacancies:</p> <p>13.2.1 PG Vacancy: An election would need to be held, since two nominations had been received, including one from Dominic Tang [current incumbent].</p> <p>13.2.2 Local Authority Nominee: Following an indication from Mr Wilson that he wished retire at the end of the year, Mr. Tang had subsequently accepted nomination for this post, subject to GB approval. After briefly discussing, the GB agreed to his formal appointment: proposer Mr Wilson; seconder Mr Belt. Clerk to inform Governance</p> <p>13.2.3 PG Election: In view of Mr Tang's appointment as LAN, this would not now be needed, and the other nominee would automatically fill the PG vacancy. Chair to inform her.</p> <p>13.3 HT Review Panel: It was proposed and agreed that Mr. Belt would replace Mr. Wilson as part of the panel; Mrs. Harrison and Mrs Egenes being the other two members. A review officer would be appointed next term.</p> <p>13.4 Time of GB Meetings: It was proposed and agreed that these should begin at 6.30pm [rather than 7.30pm] with effect from next term.</p> <p>13.5 The Chair, prior to closing the meeting with prayers, expressed his great appreciation and thanks to all governors for their enormous contribution, and the huge amount of work involved in coping with the many changes in the last year.</p> <p>13.6 Retirement of Mr. Wilson: On behalf of the GB, the Chair placed on record its great debt to Mr. Wilson for his service as a governor; for his tremendous personal commitment, dedication and hard work</p>	<p>BB</p> <p>BB</p> <p>RB</p> <p>ALL</p>

