

GOVERNING BODY OF ST ADRIAN'S CATHOLIC PRIMARY SCHOOL
First Meeting [Autumn Term] - Monday, 5 October 2015 - 7.30pm in the School

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

		ACTION
1.	THE MEETING opened with prayers led by the Chair [2014/15].	
2.	APOLOGIES FOR ABSENCE were received and accepted from Mr. G. Wilson LAN	
3.	ELECTION OF CHAIR AND VICE CHAIR OF GOVERNORS: The chair was vacated in favour of the Clerk to Governors who stated that two governors had self-nominated themselves for these posts, viz. Mr. Belt and Mrs. Harrison. They left the meeting so that an election could take place. 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 2015. They were asked to re-join the meeting and congratulated on their election. Mr. Belt re-took the chair.	
4.	APPOINTMENT OF CLERK TO GOVERNORS: Mrs. Bliss was appointed for a further year, with effect from September 2015.	
5.	GOVERNANCE:	
	5.1 Diocesan Re-appointment: It was noted that Mr. Belt had been re-appointed as a foundation governor for this governing body for a period of four years with effect from 1 September 2015.	
	5.2 Foundation Governor Vacancies: Governors were encouraged to suggest names of suitable candidates who could be asked to apply for these two vacancies: they must be regularly practising Catholics, not currently parents and, by example, strongly endorse Catholic education. In reply to a query, the Chair stated that suitably qualified parents, if not currently able to become foundation governors, could be co-opted as associate members.	ALL
6.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST – 2015/16: Forms were distributed to governors for completion and return to the Clerk, and forwarding to the school office.	BB
7.	EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS: None	
8.	GB BUSINESS MEETING [29 June 2015] – MINUTES AND MATTERS ARISING:	
	8.1 Minutes: Copies having been previously circulated, it was agreed that the minutes were an accurate record of the proceedings [proposer Mr Behan; seconder Mrs. Harrison] and signed by the Chair. These would be put on the website.	EB
	8.2 2015/16 GB Committees/WGs/Panels/LGs and Core Groups – Membership List:	
	8.2.1 Core Groups: In seeking to ensure that governors more effectively met the re-focusing actions in teaching, the GB had re-aligned its working structure with this term's introduction of three core groups: Maths + Computing; English + Science; RE + Catholic Life. Termly meetings would be held with the relevant teaching staff. Copies having been previously circulated, the membership list was agreed.	
	8.2.2 WGs/Panels/LGs: The following was noted: <ul style="list-style-type: none"> • Patrick Napier [school caretaker]: to be added as a co-opted member of 	

9.	<p>the Premises WG</p> <ul style="list-style-type: none"> • Panels for Exclusions and Complaints: to be convened as/when necessary [NB at least the panel chair would need to have completed training] • Link Governor [Gift Aid]: Mr. Petch • Link Governor [St Bart’s Parish]: Ms. Moroney • GB Newsletter Editor: Mr Belt <p>8.2.3 Committee Membership: Confirmed as agreed on the membership list.</p> <p>8.3 2015/16 Pay Policy - Final Approval: The final version having been circulated to governors at the end of last term and there being no adverse comments, formal approval was given: proposer Mr. Petch; seconder Mrs. Harrison.</p> <p>8.4 Admissions - Update: The Admissions Committee had met today to discuss 2017/18 arrangements. Advice was being taken from the LA regarding wording of the school’s criteria to accommodate the admission of summer born pupils. After the proposed amendments had been submitted to, and approved by the GB, the criteria would go out to consultation; the LA had stated that there was a new timetable for this, by which schools must abide. In reply to a query, it was noted that once a summer born child had joined Reception Class, he/she could not choose to go into Year 1.</p> <p>NEW SCHOOL YEAR UPDATE - HEAD TEACHER/DEPUTY HEAD TEACHER:</p> <p>9.1 Staffing: New full time class teachers in Reception, Y3 and Y5 had settled well. One of two part time Nursery Class teachers had tendered her resignation with effect from half term; the other, having recently completed her NQT year, had agreed to take on the extra duties on a permanent basis.</p> <p>9.2 KS1/ KS2 SATS RESULTS [2014/15] + POST OFSTED UPDATE: Governors received copies of a paper which had been part of the presentation made to parents at the GB information meeting last week. This aligned Ofsted recommendations with the impact of what had been put in place, showing a clear improvement in SATs results, although it was noted that in-depth analysis of the latter was not yet complete.</p> <p>9.3 In giving a detailed explanation, The HT and DHT highlighted:</p> <ul style="list-style-type: none"> • What had been put in place went above and beyond what was necessary • Progress in grammar, punctuation and spelling – significantly above average • Progress in maths – significantly above average • Attainment in reading is high making it difficult to show better than average progress; however, there is room for improvement • KS2 Results - L4+ - 87% up from 77% in reading, writing and maths – national score was 80% • KS2 Results – L5+ - 48.4% up from 35% - national score was 24% • Average points progress for all areas have increased with a significant increase overall from 12.4 to 13.4 • The aim was to ensure greater security in levels achieved • The comparison of levels achieved by pupils at the end of KS1 with achievements at the end of KS2 • The effect that one pupil’s results could have on final results • Trained Maths Specialist Teachers for the school – possibly four, eventually • Ways of introducing more positive learning to pupils – Building learning power through Changing your words • Re-marking of three reading papers had resulted in the awarding of L5 for two pupils rather than L4 <p>9.4 In answer to several questions from governors, the HT/DHT stated:</p> <ul style="list-style-type: none"> • The marking of reading papers was more open to interpretation 	BB

	<ul style="list-style-type: none"> • Greater clarity had been given to teachers in the definition of secure levels • Comparisons of the ability of different Y6 classes had led to more strategies in place for weaker cohorts • Changing Your Words: The aim was to put emphasis on the learning process, and encourage pupils to take ownership of their own learning. It was hoped to promote this method throughout the school; also to the school council and parents. Changing your Words was suggested as a feature for a future GB newsletter. <p>SCHOOL WEBSITE – AREA FOR GOVERNORS:</p> <p>10.1 Governors’ Profiles: Schools were now required to include additional personal information. Forms were distributed to governors for completion, and collected by the clerk, who would insert terms of office before forwarding to the school office.</p> <p>SCHOOL IMPROVEMENT PLAN 2015/16:</p> <p>11.1 Copies of this were circulated by the HT, who explained that, of necessity, this was for one year only, prioritising all recommendations in the latest Ofsted report. After Ofsted had rubberstamped these following the next inspection, the length of the plan would be increased, and cover other areas of focus.</p> <p>11.2 The HT expanded in detail, highlighting the contents of different pages, and adding that she had also included a leadership and management aspect.</p> <p>11.3 Answers were given to a number of questions from governors, including:</p> <ul style="list-style-type: none"> • Teaching and Learning: In order to monitor this adequately, governors in the appropriate core group would be required to study the available data; this very clearly followed the guidelines given in SIP visits. • The previous role of a subject link governor would be integrated into the appropriate core group, in order to increase awareness and knowledge for all members, rather than just one person. • The role of a class link governor was to share in pupils’ learning, and aid knowledge and understanding of the day to day running of the class. <p>11.4 During the ensuing discussion, the following comments were made:</p> <ul style="list-style-type: none"> • The new Ofsted inspection framework was now on its website • Class link governors should remember that they were not required to make judgements on the quality of teaching observed • Religious Education: The plan had taken its priorities from the last inspection [May 2014] • It should be remembered that the plan only covered key areas of focus • Other areas not covered by the plan would be added to the agenda of future GB meetings, as necessary • Consideration to be given to preparation of a three year plan for these areas <p>11.5 Governors were strongly advised to study their copies of the plan, in preparation for the curriculum core group meetings on Friday, 13 November; also, the making of notes on the plan [see back page] would be helpful for the next Ofsted inspection.</p> <p>12. FINANCE: The recent visit of the school’s accountant had reconciled the budget/spending to the end of August, and recorded a healthy balance. It was hoped to maintain the forecast of a £5k surplus to the end of the financial year. There were no questions.</p> <p>13. GOVERNORS’ ANNUAL MEETING FOR PARENTS – 28 September 2015: A pleasing attendance [28 parents]. The meeting had included excellent presentations on:</p> <ul style="list-style-type: none"> • Ofsted - Post Inspection Actions + Revised Framework for Future Inspections – Updates • The Charism of a Mercy School 	<p>RB/BB</p> <p>BB</p> <p>RB/YH</p> <p>RB/YH</p> <p>ALL</p>
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	<p>Parents were extremely positive in their attitudes and areas of questioning. This was a successful follow-up to the meeting for parents after the school's Ofsted inspection last November. There were no questions.</p> <p>FUTURE GB MEETINGS:</p> <p>14.1 Proposed Dates for 2015/16: These would be confirmed at the next GB meeting on Monday, 23 November 2015.</p> <p>14.2 Format and Content: So far, it had been agreed that:</p> <ul style="list-style-type: none"> • There would be two meetings per term [including one for SDP preparation] • These would no longer be considered as predominantly themed or business meetings • Updating of GB Policies would be carried out in two sessions, i.e. during the second half of two meetings [possibly the second and fourth GB meetings of the academic year]. <p>14.3 2015 Autumn Term [23 November 2015] – Agenda Items:</p> <ul style="list-style-type: none"> • HT Report [Autumn Term] • Update on <i>Mission and Vision</i> • Updating of GB Policies - First Session <p>14.4 Core Group Meetings: The first of these sessions would take place on Friday, 13 November from 2.00-3.30pm. All three groups would meet separately but at the same time, then feedback individually to the other groups. Advance apologies were received and accepted from Mrs. Egenes.</p> <p>ANY OTHER BUSINESS:</p> <p>15.1 Governor Training:</p> <p>15.1.1 Free in-school Session – Choice of Topic: <i>Vision, Mission and Strategy Planning</i> was proposed</p> <p>15.1.2 Counter Terrorism and Security Act: Training for the GB would be organised, possibly via a cluster session with other schools.</p> <p>15.2 GB Newsletter – Ideas for Features:</p> <ul style="list-style-type: none"> • Personal Profiles of New Staff • New GB structure • Feedback from the Governors' Annual Meeting for Parents • <i>Changing Your Words</i> <p>These would be taken forward</p> <p>15.3 Herts Governors - Annual Conference - Saturday, 14 November 2015 - 9.30am-4.30pm: The Chair encouraged governors' attendance at the conference/HASG AGM, details of which were on the previously emailed flyer.</p> <p>15.4 HCC Local Pensions Board – HCC Substitute Member Required: Details given</p> <p>15.5 HASG – Autumn 2015 Forum – 8 October 2015: A reminder given, details of which were on the previously emailed flyer.</p> <p>DATE OF NEXT MEETING: Tuesday, 23 November 2015 – 7.30pm – in the school</p>	<p></p> <p>ALL</p> <p>RB/BB</p> <p>ALL</p> <p></p> <p>JE</p> <p>JE</p> <p>RB/BB</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
16.	<p>THE MEETING closed at 9.05pm with prayers led by the Chair.</p>	<p>ALL</p>
17.		

