

**GOVERNING BODY OF ST ADRIAN'S CATHOLIC CPRIMARY SCHOOL**  
**First Meeting – Summer Term 2018 - Wednesday, 9 May 2018 - 6.30pm in the School**

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

		ACTION
1.	<b>APOLOGIES FOR ABSENCE</b> were received and accepted from Mr. D. Bedford [AM], Mr. P. Broderick [PG] and Mrs. M. Roe [FG].	
2.	<b>STATEMENTS OF CONFLICT/PECUNIARY INTEREST:</b> None	
3.	<b>EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS:</b> None	
4.	<b>MINUTES OF LAST MEETING [26 February 2018] AND MATTERS ARISING:</b>	
	<b>4.1 Minutes:</b> Copies having been previously circulated, it was agreed that these were an accurate record of proceedings and signed by the Chair	
	<b>4.2 Matters Arising:</b>	
	<b>4.2.1 KS2 SATs – June 2018:</b> The HT reported on recent mock SATs carried out with Y6 pupils, the results of which were extremely encouraging, given the lower starting point from last year's cohort, and unsettling class changes in the past.	
5.	<b>FINANCE – Chair, Finance Committee [Mrs. J. Egenes]</b>	
	<b>5.1 2017/18 School Budget:</b> The school accountant had not yet submitted a final analysis, but a £20k surplus was expected, due in part to temporary savings on salaries for extra office staff and a caretaker, and the decision to withhold IT expenditure. Final figures [showing a carry forward of £79k] would be presented at the next FGB meeting in July.	JE
	<b>5.2 2018/19 School Budget:</b>	
	<b>5.2.1</b> Copies were circulated to the meeting, with an in-depth explanation of the codes and figures for income and expenditure.	
	<b>5.2.2</b> During the discussion that followed, Mrs. Egenes replied to a number of questions including:	
	<ul style="list-style-type: none"> <li>• <b>Sports Grant:</b> Expenditure included an amount of £7k towards new sports equipment, the total outlay of which was c. £18k. The PTA had agreed to underwrite the balance, and also the cost of a replacement sound system for the hall. The remainder of the sports grant had been spent on other items.</li> <li>• <b>Staffing Structure:</b> The current model was the one expected to be in place from September 2018. Interviews had been held today for a full time class teacher vacancy, and an offer made to one of the applicants.</li> <li>• <b>Agency Staffing Costs:</b> These would decrease after this term.</li> <li>• <b>2017/18 Budget Surplus:</b> Confirmed that the budget surplus would not impact on future budget share allocations</li> <li>• No further questions</li> </ul>	
	<b>5.3</b> The Chair thanked Mrs. Egenes and the Finance Team for their hard work over the last year in overseeing the maintenance of a healthy financial position for the school.	
	<b>5.4</b> It was unanimously agreed to approve and accept the draft budget for 2018/19 [proposer Mrs. Egenes, seconder Ms. Moroney]	

6.	<p><b>ITEMS FOR APPROVAL:</b></p> <p><b>6.1 Safeguarding - 2017/18 Annual Checklist and Annual Report to Governors:</b> Earlier this term, the HT and Safeguarding LG had updated the checklist and annual report. The HT would email these to governors as soon as current photocopier problems were solved. In reply to a question, it was confirmed that the checklist did not highlighted any concerns. All safeguarding training was up to date, including that for new members of staff, and some volunteers.</p>	YH
7.	<p><b>CORE GROUPS/LINK GOVERNORS/COMMITTEE+WG REPORTS:</b></p> <p><b>7.1 Strategy and Personnel Committee:</b> Nothing to report, pending a meeting next Friday</p> <p><b>7.2 2019/20 Admissions Criteria – Updates - GB Approval:</b> The Chair, Admissions and Discipline Committee, stated that the LEA had recently returned the school’s criteria with a request for three minor changes, which he highlighted. The GB gave approval to the actioning of these [proposer Ms Moroney; seconder Mrs Harrison]</p> <p><b>7.3 Safeguarding - Termly Visit:</b> The Safeguarding LG had visited the HT earlier this term to complete the annual safeguarding checklist [see Minute 6.1] and inspected the SCR [single central record]</p> <p><b>7.4 Premises WG – Report:</b> A brief report was given on progress with the topics discussed at this evening’s meeting, particularly the LCVAP grant, refurbishment of KS1/KS2 toilets and the provision of extra space for small teaching groups.</p> <p><b>7.5 Meeting of Core Groups and Staff – 9 March 2018:</b> Nothing further to report</p> <p><b>7.6 GDPR - Deadline for Start of Implementation – 25 May 2018:</b> A team consisting of staff and governors had agreed an action plan, and a second meeting would be held on Friday, 18 May 2018, to review progress and appoint a DPO for GDPR; there would be no legal objection to this post being held by a governor.</p>	AP
8.	<p><b>CATHOLIC ACADEMY TRUSTS - UPDATE:</b> The Chair had invited representatives from all local Catholic primary schools to a meeting to be held next Friday. The aim was to discern common ground and share current thinking. It was noted that St Adrian’s was the only local Catholic primary school with a permanent HT in post next term; this could impact on future decisions.</p>	
9.	<p><b>ANY OTHER BUSINESS:</b></p> <p><b>9.1 Appointment of a LG for Training:</b> Mr Behan volunteered to take on this responsibility</p> <p><b>9.2 Foundation Governor Vacancy:</b> Having contacted the school to express an interest, a past pupil had met with the Chair and subsequently forwarded an application to the diocese to become a FG. News was awaited; in the interim, he would attend the next FGB meeting as an observer</p> <p><b>9.3 FGB Meeting – Change of Date:</b> It was agreed this would now be on Tuesday, 10 July, so that the HT could report on SATs results due to be published on Tuesday 10 July</p> <p><b>9.4 Retirement of Mrs. Hawkes - Plans:</b></p> <p><b>9.4.1 Thursday, 20 July:</b> Farewell Mass in the school in the presence of pupils, staff, parents, governors and invited guests, with a reception afterwards. The chief celebrant would be the Catholic Dean of St Albans [Fr. Dominic McKenna]</p> <p><b>9.4.2 Saturday, 22 July:</b> Function for those unable to attend the Mass/reception.</p> <p><b>9.4.3 Tuesday, 10 July:</b> Governors’ farewell dinner for Mrs Hawkes at a local restaurant, after the next FGB meeting.</p>	EB   ALL  ALL ALL ALL
10.	<p><b>DATES OF NEXT MEETINGS:</b></p> <p><b>10.1 Friday, 29 June 2018 – 2pm – Meeting of Core Groups and Staff:</b> Ms Moroney gave advance apologies for absence</p> <p><b>10.2 Tuesday, 10 July 2018 – 6.30pm – FGB meeting – NB - change of date</b></p>	ALL ALL
11.	<p><b>THE MEETING</b> closed at 7.25pm, with prayers led by the Chair.</p>	ALL