

GOVERNING BODY OF ST ADRIAN'S CATHOLIC CPRIMARY SCHOOL
Second Meeting – Summer Term 2018 – Tuesday, 10 July 2018 - 6.30pm in the School

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

		ACTION
1.	THE MEETING opened with prayers led by the Chair	
2.	APOLOGIES FOR ABSENCE were received and accepted from Mrs. E. Lewis [PG]	
3.	STATEMENTS OF PECUNIARY/CONFLICT OF INTERESTS: None	
4.	EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS: None	
5.	<p>MINUTES OF LAST MEETING [9 May 2018] AND MATTERS ARISING: Copies had been previously circulated. Subject to two minor amendments, viz:</p> <ul style="list-style-type: none"> • Minute 8: Amend <i>decisions to discussion</i> • Minute 9: Amend <i>EB to RB</i> <p>the minutes were agreed as an accurate record of the proceedings and signed by the Chair.</p>	BB
6.	<p>HEAD TEACHER AND DEPUTY HEAD TEACHER:</p> <p>6.1 KS2 SATS Results:</p> <p>6.1.1 The DHT gave a comprehensive explanation of the data. This showed that all results were excellent, and exactly in line with teacher predictions. Especially pleasing were the scores for GD learning which had improved significantly on last year.</p> <p>6.1.2 Comparison with national percentages for schools [albeit as yet unvalidated] showed that St. Adrian's was well above the average.</p> <p>6.1.3 Given that this cohort had a lower starting point, the class had achieved results that were comparable with last year's Y6. Pupils had worked incredibly hard over the last few months, not only achieving excellent results but also experiencing a great sense of satisfaction and enjoyment in their success.</p> <p>MRS EGENES AND MRS CHRISTIE ARRIVED</p> <p>6.1.4 In reply to queries regarding information to be given to parents, the DHT stated that completion of a standard proforma would show whether a pupil had/had not met the expectation, and the national average; however, a full breakdown of the figures would be on display at this week's open evening.</p> <p>6.1.5 On behalf of the GB, the Chair congratulated the SLT, Y6 pupils and teaching staff on a superb set of results, which were a great credit to them all.</p> <p>6.2 HIP Visit - 04.07.18 – Report: Copies of the HIP's report having been previously circulated, the HT stated this had been a good meeting. It had reflected the subsequent SATs results, and identified a number of areas requiring a future focus [e.g. spelling] which had already been identified for the school's SEF and 2018/19 SDP</p> <p>6.3 HT Report – Summer Term: Copies of her report having been previously circulated, the HT highlighted a number of topics, including:</p> <p>6.3.1 SP Goal 1:</p> <ul style="list-style-type: none"> • School Chaplaincy Team: Especially active and high profile this term. 	

	<ul style="list-style-type: none"> • Section 48 RE Inspection: The DHT and Mr. King had recently attended a diocesan course in preparation for this. Subsequently, the school had sent out a survey/questionnaire to all parents in order to gauge opinions on RE, ahead of the inspection. So far responses had been numerous and positive [closing date 12 July]. <p>6.3.2 SP Goal 3:</p> <ul style="list-style-type: none"> • KS1 Results: Extremely pleasing outcomes at ARE; GD was not quite as strong, but very strict marking had been employed. In reply to a query regarding how the teaching staff disruption suffered by Y2 this year could be avoided in future, the HT expanded on current recruitment problems being encountered by all primary schools. Reassurance was given that, as far as possible, any further changes to this class would be avoided in future. Mr King was congratulated on his excellent work in leading the curriculum/class planning for Y2 this year. <p>6.3.3 SP Goal 5:</p> <ul style="list-style-type: none"> • Y6 had hosted afternoon tea for guests from the parish and Vesta Lodge; a very successful visit, which the VL manager and school hoped would lead to more of this kind of venture in the future. • End of Year Reports: Due to go out to parents at the end of this week. <p>6.3.6 SP Goal 6:</p> <ul style="list-style-type: none"> • Mrs. May [Y6 Class Teacher] would be taking maternity leave next term, and replaced on a temporary basis by Mrs. Butterworth. As a result, a part time support teacher would be recruited to fill the latter’s post. Parents would be informed tomorrow. The HT recorded her appreciation/thanks to Mr. King for his foresight regarding future Y6 teaching possibilities. • Mr. Alex Sallis [DHT wef September] had visited yesterday and spent time with the HT designate on preparatory work; he would be coming to the open evening next Thursday, to meet parents <p>6.3.7 Sports Partnership Grant: In acknowledging the impressive work of the PE teacher this term, as highlighted by a governor, the HT commended her for her excellent support of the PE subject leader.</p> <p>6.3.8 On behalf of the GB, the Chair thanked the HT for her usual comprehensive report. Since, of necessity, there had not been time to go through this in greater detail this evening, he asked governors to read this through carefully after the meeting.</p> <p>6.4 Policies – GB Approval of Recent Review/Updates:</p> <p>6.4.1 Copies of the following policies previously circulated:</p> <ul style="list-style-type: none"> • Staff Appraisal Policy – June 2018 • Safer Recruitment Policy – June 2018 • Complaints Procedure Policy [WDES] –June 2018 • Attendance Policy – June 2018 • Drugs and Substance Abuse Policy – June 2018 <p>6.4.2 CES Policies – Annual Re-adoption: The HT confirmed that, after checking with the diocesan website, the school’s complaints policy remained in line with the WDES version.</p>	ALL
7.	<p>CORE GROUPS/LINK GOVERNORS/COMMITTEES AND WORKING GROUPS – REPORTS:</p> <p>7.1 Strategy+Personnel Committee: Nothing specific to report, given the most important focuses this year had been the recruitment processes for HT an DHT. The appointments of Ms. Moroney as DPO and Mr. Behan as Deputy DPO were confirmed. The Chair thanked the committee and chair for their work in the last academic year.</p>	

	<p>7.2 Safeguarding: 2017/18 Checklist and Annual Report to Governors – GB Acceptance/ Approval: Following circulation of these to governors, the Safeguarding Governor had received some feedback, which she and the HT had considered; subsequently, minor amendments had been made.</p> <p>7.3 Finance Committee: 2017/18: It was reported that the final analysis had now been received and would be put on the school website. 2018/19: So far, the budget was in line with that forecast for the first three months.</p> <p>7.4 Working Groups: 7.4.1 Premises WG - Meeting held 29 June 2018: Following the school’s successful bid for new works, contractors would be on site during the summer break with completion scheduled for the start of the new term. 7.4.2 GDPR – Meeting held 18 May 2018: Information was being gathered for completion of the information audit next term. WDES had circulated a list of items that should be on the school website, which would be actioned. The GB was warned of the possible necessity of a permanent appointment for GDPR</p> <p>7.5 LG Reports - Verbal: 7.5.1 Y4: The LG had accompanied the class to the <i>Catholic Children’s Society’s</i> annual Good Shepherd Mass at Westminster Cathedral earlier this term, and commented that their behaviour was a great credit to the school 7.5.2 Y3: The LG had accompanied the class to a community Mass at <i>Nicholas Breakspear School</i>, and commented on the pupils’ exemplary behaviour. 7.5.3 Y5: The LG had recently accompanied the class to <i>SPEC</i> Retreat Centre at Pinner, and commented on how much the children had enjoyed themselves. 7.5.4 Y2 and SEND [copies of reports previously circulated]: The LG reported on the amazing enthusiasm shown by the pupils during her recent visit to Y2. She had also spent some time with the SENDCo Assistant and made some suggestions.</p> <p>7.6 Core Group/Staff Liaison Meeting – 29 June 2018: See attached minutes</p> <p>7.7 2018/19 Composition of Core Groups/Committees/WGs/LGs: The Chair would circulate the 2017/18 list during the summer break, with a request to governors to inform him within two weeks if they required a change. The list would then be amended, re-circulated and ratified at the first meeting of the new term.</p> <p>8. CATHOLIC ACADEMY TRUSTS - UPDATE: A meeting of local Catholic primary schools on academisation had been held earlier this term. The HT’s report stated that work was being planned with primary schools in St Albans deanery regarding collaborative working.</p> <p>9. GB TRAINING: 9.1 Training Log: Nothing to report 9.2 Free of Charge Training Session: The training governor circulated copies of a list of possible topics. After discussion, it was agreed to choose <i>Health and Safety</i>. The training governor would make arrangements.</p> <p>10. ANY OTHER BUSINESS 10.1 Westminster Diocese Education Service: Congratulations were passed to Mrs. Hawkes on recently receiving an award for outstanding service to Catholic education, at a ceremony held at <i>The Passage</i>, following a special Mass for nominees held in <i>Westminster Cathedral</i>. 10.2 Enhanced DBS checks for St Adrian’s School Governors: Governors needed to check that each had a current enhanced DBS check and the certificate number was</p>	<p>JE/EB</p> <p>BB circulation of mins. to WG</p> <p>MM/EB</p> <p>BB/ALL</p> <p>ALL RB/BB</p> <p>EB</p>
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	<p>registered on the Single Central Record (SCR). Governors should show certificates and give this information to the school office. It was proposed and agreed that the possibility should be considered of carrying these out on a three yearly basis.</p>	ALL
	<p>10.3 2018/19 Meetings – Proposed Dates:</p> <ul style="list-style-type: none"> • Tuesday, 25 September 2018 – 6.30pm – in the school • Friday, 16 November 2018 – 2.00pm – Core Groups/Staff Liaison Meeting • Tuesday, 27 November 2018 - 6.30pm – in the school <p>10.4 Governing Body:</p> <p>10.4.1 Impending Retirement of Governors: In highlighting the retirement of Mrs. Hawkes [HTG], Mrs. Egenes [FG] and Mr. Petch [FG] at the end of this academic year, the Chair thanked them profusely for the enormous contribution they had all made to the work of the GB and the school, over a great many years.</p> <p>10.4.2 Staff Governor: It was noted that there would be an election for a new staff governor in September, following the completion of the four year term of office of the current incumbent [Mr. King] whose very positive contribution to the GB was acknowledged by the Chair.</p>	ALL
11.	<p>THE MEETING closed at 7.35pm with prayers led by the Chair</p>	