

ST ADRIAN'S CATHOLIC PRIMARY SCHOOL : GOVERNING BODY
Second Meeting of the Autumn Term – Tuesday, 27 November 2018 – 6.30pm – in the School

Present:	Mr. R. Belt FG {Chair}	Mrs. E. Christie PG	Mrs. M. Roe FG
	Mr. D. Bedford HTG	Mrs. Harrison FG	Mr. D. Tang LAN
	Mr. E. Behan FG	Mr. R. King STG	Mr. W. Tominey FG
	Mr. P. Broderick PG		
In attendance:	Mrs. B. Bliss [Clerk to Governors]		

		ACTION
1.	APOLOGIES FOR ABSENCE were received and accepted from Mrs. M. Moroney FG and Mrs. E. Lewis PG	
2.	THE MEETING opened with prayers and a welcome to Mr. Tominey [recently formally appointed as a foundation governor] and Mr. King [recently re-elected as staff/teacher governor]	
3.	STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None	
4.	EXTRA ITEMS FOR ANY OTHER BUSINESS: None	
5.	MINUTES OF THE LAST MEETING [25 September 2018] AND MATTERS ARISING:	
	5.1 Minutes: Copies having been previously circulated, it was agreed these were an accurate record of the proceedings [proposer Mrs Harrison; seconder Mr Behan] and signed by the Chair.	
	5.2 Matters Arising: None	
6.	HEAD TEACHER/DEPUTY HEAD TEACHER:	
	6.1 HT's Report – Autumn Term:	
	6.1.1 Overview: The report had been available on Governorhub for the last week, so that governors had time to consider the contents and, if wished, prepare questions for the HT. The format had been updated, but the major part was still linked to the SDP. In reply to a question regarding the time factor in preparing the report, the HT stated the data was time consuming to produce, but it was the type required for the HIP's visits. Governors confirmed that they were happy with the new format with no further changes necessary.	
	6.1.2 CCRS – HT: The HT confirmed his enrolment on the course; he would attend the first training session, to be held in St Albans in January.	
	6.1.3 Section 48 RE Inspection: A meeting would take place next month with the HT and WDES [Amanda Crowley] to discuss the forthcoming inspection.	
	6.1.4 Strategy Goal 3: The STG reported that implementation continued to go well, but he gave reasons why there were concerns regarding group teaching in the dining room. It was proposed that this be raised with the Premises WG, for discussion of possible solutions.	Premises WG
	6.1.5 SEND Pupils: In reply to a question, the HT stated what was being done to help these children to achieve their potential in Upper KS2. He added that it was about inclusive high quality teaching, and commended the STG on his very successful efforts to secure the right people to help in a professional capacity, and additional money in the way of funding.	
	6.1.6 Main Entrance – Unauthorised Access: In reply to a question, the HT stated there were ongoing serious concerns regarding safeguarding, citing a recent serious case of pupil vulnerability; parents were still not heeding	

	<p>advice to access the school via the main entrance only, despite strong reminders that this was also a H+S issue. The Safeguarding LG stated that the school's current practices in this respect would- possibly fail an <i>Ofsted</i> inspection. It was noted that the Premises WG had discussed this, and agreed an action.</p> <p>6.1.7 HIP Visit: The HT expanded on his report on the <i>Governorhub</i>, stating that the emphasis was now on the school raising KS2 pupils' writing standards to greater depth [GD]; this had already been achieved, of course, in maths and reading. Another current LA focus was on disadvantaged children reaching the expected standard; Herts was currently below the national average.</p> <p>6.1.8 Co-operation with Local Catholic Primary Schools: RE subject leaders had met and made plans, including one for a Mass for school chaplaincy teams, to be held in the new year in Potters Bar. However, the Chair noted it was disappointing that the governors of schools had not yet met.</p> <p>6.1.9 An informal HT meeting with <i>WDES</i> [Amanda Crowley], when he had expressed sadness at the lack of past support, had resulted in arrangements for her to visit the school prior to the forthcoming Section 48 RE inspection. In reply to a question, it was noted that the school would have a new diocesan RE adviser from January.</p>	<p>Premises WG</p>
<p>7.</p>	<p>GB POLICIES AND PROCEDURES: In thanking the HT for his excellent work in reviewing/ updating a number of these during the summer break/this term, the Chair proposed that the GB now revert to the previous system whereby committees and working groups, rather than the HT, undertake this work. It was agreed that the S+P WG would prepare an appropriate schedule of responsibilities.</p>	<p>S+P WG</p>
<p>8.</p>	<p>FINANCE:</p> <p>8.1 2018/19 School Budget: The Finance Committee Chair gave details of an update from the school's accountant for period 7. The budget was approximately half way through the financial year and generally more or less on target. There were no questions.</p> <p>8.2 SFVS: It was confirmed that Mrs Christie was responsible for preparation of this.</p>	<p>RB?</p> <p>EC</p>
<p>9.</p>	<p>COMMITTEES/WORKING GROUPS/CORE GROUPS/LINK GOVERNORS - REPORTS:</p> <p>9.1 Admissions+Discipline Committee:</p> <p>9.1.1 2020/21 Admissions Policies – Nursery+Reception: These had been reviewed by the committee, which had decided to recommend to the GB that no changes were necessary from the previously circulated 2019/2020 ones. These would now be submitted to the Diocese and LA. There were no questions.</p> <p>9.1.2 Comments were made regarding lower Nursery admission numbers this year. Non-Catholic primary schools in the area had also noticed a drop, blaming a national trend in lower birth rates for 2013/14. The HT would compare admissions data when available from other local Catholic primary schools, and forward to governors in due course.</p> <p>9.1.3 2018/19 Terms of Reference would be reviewed at the next meeting.</p> <p>9.2 Finance Committee:</p> <p>9.2.1 2018/19 Terms of Reference: Following review, two amendments had been made, viz:</p> <ul style="list-style-type: none"> • Committee composition had been reduced to a maximum of six governors • Delegation of permission to HT to write off bad debts [maximum £100] <p>The terms of reference were approved by the GB.</p>	<p>A+D Cttee</p> <p>HT</p> <p>A+D Cttee</p>

	<p>9.3 Strategy+Personnel WG: The Chair gave a verbal report, highlighting a number of topics, including:</p> <p>9.3.1 Computing and IT Provision: Given the cessation of support for <i>Windows 7</i> in January 2020, several options [including HfL’s current recommendation] were being considered for updating the system on class laptops.</p> <p>9.3.2 School Development Plan: Following feedback from HTs whose schools had recently been inspected, it was clear that inspectors were already asking questions concerning topics to be included in <i>Ofsted</i> framework changes effective from September 2019, viz:</p> <ul style="list-style-type: none"> • governors should have a higher profile in the SDP • parents and staff should be more involved in strategic goals • GDPR <p>Consideration was being given on how best to reflect these in the school development plan.</p> <p>9.4 Core Groups – Meeting held 16 November 2018]:</p> <p>9.4.1 This had focused on the RE handbook. RE was, of course, a core subject. The HT stated that, although there were several non-Catholic staff members he nevertheless wanted them to feel they could be involved in the writing stage, and contribute to what RE looked like in the classroom. Governors asked the HT to congratulate these staff members on their excellent teaching of the subject, regardless of their personal beliefs</p> <p>9.4.2 It was concluded that, in spite of low governor attendance, this had been a successful and worthwhile meeting. It had included a group of pupils representing the school chaplaincy team who should be commended for their superb contribution. Governors agreed that core group meetings continued to be an excellent opportunity for staff to work alongside governors, without feeling intimidated in any way.</p> <p>9.5 Safeguarding Link Governor – Report: A visit today had revealed the very high profile being given to safeguarding; two 2½ hours sessions had been devoted to this topic at recent <i>Inset</i> days, and a regular slot included in the Monday morning business meeting. This showed excellent collective responsibility.</p> <p>10. GB TRAINING:</p> <p>10.1 Free of Charge In-School Training Sessions – Topics:</p> <p>10.1.1 Health and Safety was not available in the near future, except online.</p> <p>10.1.2 An updated list of subjects was circulated to the meeting. Two choices were made, viz. <i>Safeguarding</i> and <i>Understanding the Landscape</i>. Before making a final decision, it was agreed that the training governor would contact the leader to ascertain the content of the latter session; if not relevant, a third choice – <i>From Good to Outstanding</i> – would be booked.</p> <p>10.2 It was emphasised to governors that their mandatory duty for personal development in their role as a governor did not include these training sessions.</p> <p>11. CONFIRMATION OF GB MEETING DATES:</p> <p>11.1 Spring Term:</p> <p>[1] Tuesday, 29 January – 6.30pm – Full GB</p> <p>[2] Friday, 8 March – 2pm – core groups</p> <p>11.2 Summer Term:</p> <p>[1] Tuesday, 30 April – 6.30 pm – Full GB [1]</p> <p>[2] Budget approval meeting – TBA – Full GB [2]</p> <p>[3] Friday, 21 June – 2pm – core groups – governors/staff [1]</p>	<p>HT</p> <p>HT</p> <p>EB</p> <p>ALL</p>
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