

ST ADRIAN'S CATHOLIC PRIMARY SCHOOL : GOVERNING BODY
Minutes of a Meeting held Tuesday, 29 January 2019 – 6.30pm – in the School

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

		ACTION
	<p>GOVERNNG BODY VISIT TO EARLY YEARS FOUNDATION STAGE [NURSERY/RECEPTION CLASSES]</p> <p>Mrs. Palmer [EYFS Co-ordinator/Reception Class Teacher] welcomed governors, and gave a guided tour of activities and equipment in the classes.</p> <p>Although two cohorts, there was just one stage [EYFS]. Learning through Play was an important tool, and activities in both classes had been expanded to include new ideas, with the aim of further encouraging pupils with the development of their fine motor/independence/listening/communication/imagination skills, as well as social inter-activity.</p> <p>Nursery very much mirrored what happened in Reception in order to facilitate a smooth transition for the pupils moving up. Mingling of the two cohorts was helped by the often open inter-connecting doors, and it was pleasing to see how this had encouraged good social interaction between Nursery/Reception pupils, especially when they needed to help each other.</p> <p>Attention was drawn to the imaginative way that subjects were taught; contextualised maths was highlighted, also how the reading procedure worked. The outer room in Nursery had been converted into a small library and reading area, and parents were encouraged to come into class and read stories to the children.</p> <p>A number of queries were answered, including:</p> <ul style="list-style-type: none"> • How pupils in both classes were split into two groups for teaching purposes; this worked well • The importance of the inter-connecting doors between the two classes in teaching/learning • Nursery Class now opened at 8.45am, in line with the rest of the school • Positive feedback from parents to the changes confirmed the children were really happy <p>The Chair thanked Mrs. Palmer for her excellent presentation.</p> <p>.....</p> <p>1. APOLOGIES FOR ABSENCE: None</p> <p>2. THE MEETING opened with prayers led by the Chair</p> <p>3. STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST: None</p> <p>4. EYFS VISIT – GB FEEDBACK: Governors were impressed by the bright and stimulating atmosphere of both classrooms, wide range of play activities/equipment and innovative strategies which, coupled with Mrs. Palmer’s enthusiasm, all contributed to imaginative teaching/learning. She was praised for successfully introducing a similarity in approach to both classes; the Nursery LG commented that this and other changes had been much appreciated by parents. The HT stressed the importance of teaching a good level of communication, which</p>	

began in Nursery and Reception if pupils were to succeed in reaching their full potential in Year 6

5. MINUTES OF LAST MEETING [29 November 2018] AND MATTERS ARISING:

5.1 Minutes: Copies having been previously circulated, the minutes were agreed as a correct record of proceedings [proposer Mrs Harrison, seconder Mr Behan] and signed by the Chair.

5.2 Matters Arising: Items would be raised under the appropriate agenda topic.

6. EXTRA ITEMS FOR ANY OTHER BUSINESS:

6.1 Suggestion of a Meeting between St Bart's PP and St Adrian's GB

7. HEAD TEACHER:

7.1 Spring Term – Interim Report: A copy having been previously posted on *GovernorHub*, the HT answered questions on a number of topics, including:

7.1.1 Authorised and Unauthorised Absence - Letters to Parents: In confirming the recent number sent out, the HT expanded on general reasons for this course of action, and the different reactions of parents. He stressed that attendance issues could never be ignored, whatever the reason. In reply to questions, he stated that:

- So far, no fixed penalty notices had been sent. Given current LEA policy, it was unlikely that the school would need to issue these.
- There were 190 school days in an academic year; less than 90% pupil attendance triggered a letter to parents
- Trends and differences between the terms? The number of absent days was calculated over an academic year
- The first letter was non judgemental and very supportive in its language. Governors commented that it appeared parents do realise the impact of non-attendance on their child's learning; the inclusion of class percentages in the weekly newsletter to reinforce this was an excellent idea.

7.1.2 Poor Behaviour – Issue of Level 3 and Level 4 Sheets: In reply to questions, the HT stated:

- A pupil receiving a level 3 sheet triggered a letter to parents
- A level 4 sheet triggered an HT interview with parents
- Parents were usually appalled by their children's behaviour
- The sheets were logged by the school in order to discern a pattern, but were not kept permanently on a pupil's record
- His emphasis on the importance of teaching pupils good behaviour
- His pride in compliments received from third parties on how well behaved St Adrian's pupils were; he and the DHT would fight hard to maintain these high standards.

7.1.3 Y2 Class: In reply to a query, the HT explained the valid reasons that had led to a significant decrease in class size since the beginning of the school year; he stated that an admission was expected after half term.

7.1.3 Spelling: In reply to a query, the HT explained how a new IT programme used by the school to analyse the results of a pupil's spelling test would identify and consolidate learning in problem areas.

7.1.5 Y4 Class: In reply to a query, the HT stated his concern with current general attainment levels, although there was some excellent progress. He detailed the strategy and plans being put in place to remedy the issues.

7.1.6 Safeguarding:

- Governors were pleased to note that traffic cones now in place on the school drive were effective in stopping parking, ensuring safer access to the rear of the school; also parents were beginning to heed advice regarding using the main

	<p>entrance only.</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education: The safeguarding governor encouraged governors to study this document, copies of which were available from Mr. King. <p>7.1.7 Support for Charities: Following thanks for Christmas support of CCS [Westminster] by Mrs Roe [trustee], and a governor’s query, a brief discussion ensued on whether [as far as Section 48 was concerned] there should be a change in policy, nominating one main charity rather than donating to a number. The HT stated he was happy to continue with the current policy for the present.</p> <p>7.1.8 Staffing: The HT confirmed that two teaching staff members were leaving in the near future, and the recruitment procedure for filling both posts was in hand.</p> <p>7.2 Diocesan Section 48 RE Inspection – Update:</p> <p>7.2.1 Inspection preparation continued to go well. The DHT had addressed a recent staff meeting on the breakdown of inspection day, which had highlighted several aspects requiring additional work.</p> <p>7.2.2 Following the hosting by St Adrian’s of a recent meeting of local Catholic schools with two diocesan representatives, one [the RE schools adviser for this area] had agreed to a meeting with the HT on 13 February, to give further advice.</p> <p>7.3 CATS and/or Catholic Primary Schools Liaison/Co-operation - Update: The HT reported on the positive attitude that was generating good liaison between primary schools; he highlighted several visit initiatives in Nursery and special needs education, involving St. Adrian’s.</p> <p>7.4 Governorhub: It was agreed that the clerk would make a request to change personal email addresses to ones with a school domain; this would ensure availability of all HT documents posted on the GH.</p> <p>7.5 Business Support for Nursery Class: A governor stated that a business contact [who already gave financial support to private nurseries] had agreed in principle to extend this to include St Adrian’s Nursery Class, with a number of interesting ways of doing this. The GB was happy for this idea to go forward, and further news was now awaited.</p> <p>7.6 There being no further questions/comments, the Chair thanked the HT for his report.</p> <p>8. GB POLICIES AND PROCEDURES: Ones due for Review/Updating – Spring Term:</p> <p>8.1 The Strategy+Personnel WG Chair gave details of policies for which committees and working groups would now take responsibility for amending/updating. This information would be put on <i>Governorhub</i>. ACTION BB</p> <p>8.2 Children Looked After Policy: It was agreed that, where appropriate, the name of the current HT would replace that of the previous one.</p> <p>8.3 The Finance Committee Chair confirmed that two finance policies would be reviewed and approved at the meeting next Friday.</p> <p>8.4 The home/school agreement would be reviewed/amended by the Admissions+Discipline Committee, for submission to the next GB meeting for final approval. ACTION MR</p> <p>9. FINANCE – 2018/19 SCHOOL BUDGET:</p> <p>9.1 Governors received an explanation of the school accountant’s report for period 9 of the budget. Two unexpected items of expenditure were highlighted; the intention to use St Adrian’s Nursery Fund to underwrite the cost of one of these was noted.</p> <p>9.2 SVFS 2018/19 Audit: This was ready to be taken to the Finance Committee for signature</p> <p>9.3 2018/19 and 2019/20 Budgets: A short GB meeting was arranged for Friday, 10 May at 10.30am in the school ACTION ALL</p>	
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	<p>9.4 There being no questions, the Finance Committee Chair was thanked for his report</p>	
<p>10.</p>	<p>CORE GROUPS/COMMITTEES/WORKING GROUPS/LINK GOVERNORS:</p> <p>10.1 Admissions and Discipline Committee:</p> <p>10.1.1 2018/19 Terms of Reference: Copies previously submitted, these were agreed by the GB</p> <p>10.1.2 2020/21 Reception Admissions Criteria: Following two small diocesan amendments, this was now ready for GB approval and submission to the LA. The changes were explained, and the policy subsequently approved by the GB [proposer Mr Broderick, seconder Mr. King].</p> <p>10.1.3 Some discussion followed on the status of baptised Catholic applications with and without a signed certificate of Catholic practice in relation to admission criteria.</p> <p>10.2 Working Groups:</p> <p>10.2.1 Strategy and Personnel: The Chair gave a verbal report, stating that the next core group meeting would include a presentation by Sr Philomena [a Sister of Mercy] on the Mercy tradition.</p> <p>10.2.2 Premises WG: The Chair gave a brief overview of current projects, as discussed at this evening’s meeting.</p> <p>10.2.3 GDPR WG: A first session had been held to begin work on completion of the information audit; this was expected to be a huge amount of work.</p> <p>10.3 Link Governors:</p> <p>10.3.1 Safeguarding: LG to conduct a visit this term.</p> <p>10.3.2 Y2: LG gave a verbal report</p> <p>10.3.3 RE: Given the forthcoming Section 48 RE inspection, the RE LG requested class link governors to pay particular attention to, and report on the teaching of RE on class visits. The HT agreed to arrange for her to attend a school chaplaincy team meeting in the near future, and also observe it at work in the school.</p> <p>10.3.4 The Chair made a strong plea to LGs to try to increase the number of visits/ reports for the next GB meeting.</p>	
<p>11.</p>	<p>GB TRAINING:</p> <p>11.1 Booking of Free of Charge Training Sessions – Topics and Dates:</p> <p>11.1.1 Health+Safety – withdrawn as a topic [only available online]</p> <p>11.1.2 Governor Visits – Tuesday, 26 February – 7-9pm - confirmed</p> <p>11.1.3 Safeguarding – either Tuesday, 12 March or 19 March -7-9pm – to be confirmed</p> <p>11.2 Governors were strongly encouraged to attend; also to keep an eye on the topics available via HfL and diocesan courses</p>	
<p>12.</p>	<p>ANY OTHER BUSINESS:</p> <p>12.1 Skills Audit: Copies of a proforma were distributed to governors, who were asked to complete and return these to the Chair or school office within the next week.</p> <p>12.2 GB Meeting with St Bart’s PP: In line with his wish to meet parish groups, Fr Francis had indicated that, if his diary permitted, he would attend the next core group meeting.</p> <p>12.3 PG Resignation: Mrs. Lewis stated that, with regret, she would not be continuing as a parent governor after July, when her daughter would transfer to secondary school.</p>	
<p>13.</p>	<p>DATES OF NEXT MEETINGS:</p> <p>13.1 Core Group Meeting – Friday, 8 March 2019 – 2pm in the school</p> <p>13.2 Full GB Meeting – Tuesday, 30 April -6.30pm in the school</p> <p>13.3 Budget Approval -Friday, 10 May at 10.30am in the school</p>	
<p>14.</p>	<p>THE CHAIR closed the meeting with prayers at 8.25pm</p>	

