

**ST ADRIAN'S CATHOLIC PRIMARY SCHOOL: GOVERNING BODY**  
**Minutes of the First Meeting of the Spring Term – Wednesday, 29 January 2020 – 6.30pm – in the School**

<b>Present:</b>	Mr. R. Belt FG [Chair]	Mrs. J. Harrison FG	Mrs M. Roe FG
	Mr. D. Bedford HTG	Mr. R. King STG	Mr. A. Sallis AM
	Mr. E. Behan FG	Mrs. L. Peacock PG	Mr. W. Tominey FG
	Mr. P. Broderick PG	Ms M. Moroney FG	Mr. D. Tang LAN
	Mrs. E. Christie PG		
<b>In attendance:</b>	Mrs. B. Bliss [Clerk to Governors]		
<b>No apologies for absence</b>			

		<b>ACTION</b>
	<p><b>VISIT – WHOLE SCHOOL – CURRICULUM DISPLAYS – WALL BOARDS:</b> Before the start of the meeting, the HT conducted a visit to the Lower Juniors entrance area and corridors, main entrance and school hall, where wall boards displayed work on various curriculum topics, including ones for the following:</p> <ul style="list-style-type: none"> <li>• School Sports Update</li> <li>• Chaplaincy Team Update – Y3/Y4 Prayer Area and wall displays</li> <li>• School Council Update – RE ‘Common Good’ - Wall Monitor</li> <li>• Entrance - Wellbeing and Mindfulness at St Adrian’s - RE ‘Follow Me, follow me’</li> <li>• School Hall – RE display – whole school assembly topic</li> <li>• School Hall – our curriculum topics</li> </ul> <p>In answer to questions as the visit progressed, the HT stated:</p> <ul style="list-style-type: none"> <li>• <b>Chaplaincy Team:</b> Each September, Y6 pupils applied by letter to be part of this team. The group was facilitated by Mrs. O’Connor who, after the initial stages, stepped back to allow the promotion of self-leadership. Such was the success of the idea that other Catholic schools had asked the DHT for a presentation. The HT confirmed that care would be taken not to lose the Mercy tradition.</li> <li>• <b>Y3/Y4 Prayer Area</b> – Romero Cross made by Year 4 – a box for pupils’ prayer intentions - display of the lives of St Bernadette and St Peter</li> <li>• <b>School Council</b> - meetings once a fortnight, facilitated by the DHT</li> <li>• <b>School Hall</b> – whole school assembly topic – this always related to the week’s Gospel reading</li> <li>• <b>Of course</b>, art came into all history topics..!</li> </ul> <p>The Chair expressed governors’ thanks for the valuable insight into the curriculum, and with such colourful and detailed displays.</p>	
1.	<b>THE MEETING</b> opened with prayers led by the Chair.	
2.	<b>STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST:</b> None	
3.	<b>EXTRA ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS:</b> None	
4.	<b>MINUTES OF LAST MEETING [27 November 2019] AND MATTERS ARISING FROM THESE:</b>	
	4.1 <b>Minutes:</b> Copies having been previously circulated, these were agreed as a correct record of the proceedings [proposer Ms Moroney, seconder Mr Behan] and signed by the Chair	
	4.2 <b>Matters Arising from the Minutes [Items not included elsewhere on the agenda]:</b> None	

<p>5.</p>	<p><b>HEAD TEACHER/DEPUTY HEAD TEACHER:</b></p> <p><b>5.1 HT Report – Spring Term [Interim]:</b> Having previously posted this on <i>Governorhub</i>, the HT invited questions/comments from governors.</p> <p>5.1.1 The GB recorded congratulations to the HT and his staff on the outstanding report received by the school, following its diocesan RE inspection, and the way they had all continued to build on the outcome of this.</p> <p>5.1.2 <b>Preparing for [RE] Inspection:</b> In accepting GB congratulations on being asked to lead sessions on this topic to other Catholic schools in the diocese, the HT stated that he had enjoyed the role and working with WDES. He shared briefly his after-thoughts on the sessions.</p> <p>5.1.3 <b>Pupil Attendance:</b> The GB noted that these were extremely good, and above the Herts and national averages. In reply to questions, the HT and DHT stated:</p> <ul style="list-style-type: none"> <li>• In all cases, it was known by 9.30am why a child was not at school</li> <li>• A detailed/close monitoring system was in place, particularly regarding pupils with medical and safeguarding concerns</li> <li>• One penalty notice issued</li> </ul> <p>5.1.4 <b>SEND and PPG:</b> Given the same number correlation, was there a crossover? Yes, for one pupil</p> <p>5.1.5 <b>Pupils with English as an Additional Language:</b> The GB noted with satisfaction that these pupils were making particularly good progress.</p> <p>5.1.5 <b>Staff Training:</b></p> <ul style="list-style-type: none"> <li>• <b>Teaching Cover:</b> It was acknowledged that provision was manageable but always with difficulty; however, it had caused a budget overspend.</li> <li>• <b>Step On:</b> An excellent course in pupil behaviour management, particularly for those with borderline dangerous tendencies, had been attended by the HT and Y6 class teacher, who would now train the staff. The course concentrated on developing good social behaviour.</li> <li>• Following a S+P WG meeting, it had been agreed to request that the GB use two curriculum group meetings to concentrate on this training; one for governors only.</li> <li>• <b>CPOMS System:</b> This was a safeguarding system allowing the online registering and recording of pupil information, and making it available to other relevant staff. Staff had embraced the training, and were enthusiastic about the system’s usefulness.</li> </ul> <p>5.1.7 <b>Staff Work/Life Balance:</b> In reply to a query, the HT cited the great efforts that were made to ensure that there was minimum impact on staff’s personal lives. The aim was to maintain morale with a caring, facilitating attitude, so that staff retention and staff wellbeing were balanced. In a reply to a further query, the HT confirmed that staff had been asked for their views on the topic via completion of a questionnaire last year.</p> <p>5.1.8 On behalf of the GB, the Chair thanked the HT for the huge amount of time and effort taken to prepare this report, which was much appreciated.</p> <p><b>5.2 HIP – Recent Visit and Report:</b> Strong positive feedback received on history and reading reports; also no particularly adverse comments following a ‘deep dive’. The HIP’s conduction of an extremely challenging interview in the manner of an <i>Ofsted</i> inspector had confirmed to the HT and the three governors present that more work was needed on the revised inspection structure.</p> <p><b>5.3 SEND Pupils – SEND Code of Practice - Presentation – Mr. R. King:</b></p> <p>5.3.1 Mr. King gave an in-depth presentation on the topic; and afterwards answered a number of questions arising from this. He stated:</p> <ul style="list-style-type: none"> <li>• The SEND Code of Practice had arisen from the Children and Families Act 2014</li> </ul>	<p style="text-align: center; color: blue; font-weight: bold;">ACTION WHO?</p>
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	<ul style="list-style-type: none"> <li>• The number on the school’s SEND register was approximately half the national average</li> <li>• Owing to changes in the term ‘statemented’, only one pupil qualified in this way. Statements were now called education, health and care plans [EHCP]</li> <li>• Once special educational needs were recognised, it was noticed that there were often secondary needs in other areas</li> <li>• The responsibility for initial recognition of need - the parents or the school – was sometimes blurred</li> <li>• The importance of ensuring that pupils who needed help did not fall through the net</li> <li>• A SEND profile watch list existed for pupils who may need help, but for whom there was insufficient evidence</li> <li>• The mantra was: assess – plan – do – review</li> <li>• A pupil could make good progress with a progress plan</li> </ul> <p>5.3.2 On behalf of the GB, the Chair thanked Mr. King for an extremely informative presentation. He commented that this was a difficult area in which to work, but the presentation had shown that the school’s current quality and depth of knowledge, and their application, were the best ever.</p> <p><b>5.3 Herts Catholic Primary Schools Liaison/Co-operation – Update:</b> The HT gave a brief but positive summary of a recent meeting.</p> <p><b>6. POLICIES AND PROCEDURES - Policies Reviewed/Updated and Requiring FGB Approval:</b></p> <p><b>6.1 Annual:</b></p> <p>6.1.1 <b>CES Complaints Procedure:</b> CES had updated last September; the GB were happy to adopt for 2019/20..</p> <p>6.1.2 <b>SEND Policy:</b> Formal adoption: proposer Mrs Roe; seconder Ms Moroney</p> <p>6.1.3 <b>Annual Checklist:</b> Still outstanding because one of the sections related to policies. S+P WG to review/update at its next meeting and publish on <b>Governorhub</b>.</p> <p>6.1.4 <b>Whistleblowing Policy:</b> S+P WG had reviewed at last meeting; the updated version was published on <b>Governorhub</b>.</p> <p><b>6.2 Two/Three Yearly:</b></p> <p>6.2.1 <b>Accessibility Plan:</b> Premises WG had reviewed/updated this and would publish on <b>Governorhub</b></p> <p>6.2.2 <b>Governor Allowances Policy:</b> Finance Committee had reviewed/updated this and would publish on <b>Governorhub</b></p> <p>6.2.3 <b>Charging Policy:</b> Finance Committee had reviewed/updated this and would publish on <b>Governorhub</b></p> <p><b>7. FINANCE:</b></p> <p><b>7.1 2019/20 School Budget – Update:</b> The Finance Governor gave a detailed update on the latest assessment [Period 8] prepared by the school accountant. It was noted that the forecast for end of year reserves was healthier than expected. Although there had been some favourable adjustments to funding, the main savings were nearly all as a result of the caretaker/ cleaners structure.</p> <p><b>7.2 Schools Financial Value Standard [SFVS] - Audit Submission due 31.03.2020:</b> The Chair reported that he had attended a training session on the completion of the return. This required a number of changes this year and, in order to help Mrs. Christie with the extra work required to meet the deadline, he proposed setting up a working group. Mrs. Peacock and Mr. Tominey volunteered their services; Mrs. Christie agreed to act as co-ordinator.</p>	<p>S+P WG</p> <p>Prem.WG</p> <p>Fin.Cttee</p> <p>Fin.Cttee</p> <p>EC/RB</p>
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