

St Albans Catholic Primary School

St Alban's Governors' Performance & Standards Committee

Meeting of the meeting held on 11th December 2012

1. **Apologies** Barbara Lucesoli

2. **Election of a Chair**

Joanne Coward was re-elected as Chair for the forthcoming year. It was agreed that a Vice Chair should be appointed as part of succession planning.

3. **Minutes of the meeting of 16th May 2012**

These were agreed as a correct record.

4. **Matters Arising**

Performance management: As the policy at national level is in flux, the school will continue to use EPM policy and await further updates.

Induction: There have been no issues.

Safeguarding policy: To be discussed at the next meeting.

5. **Terms of reference**

The meeting reviewed the current terms of reference for the committee. It was agreed that agendas and minutes would be circulated through the Clerk to Governors. The meeting agreed the following amendments:

Quorum: The quorum would be the Chair or Vice-Chair, the Head teacher and two members.

Meeting dates: Dates for meetings would be set at the first meeting of the academic year.

Chairmanship: The Chair and Vice-Chair will be elected annually at the first meeting of the Autumn term.

Terms of reference: Under advisory, 4th bullet point, remove 'in aided and foundation schools'; 5th bullet point add 'and remission'; add 7th bullet point and include Safeguarding policy

Under delegated, 5th bullet correct spelling of OFSTED; 7th bullet point amend to read 'Review end of Key Stage information on school performance...; remove 8th bullet point relating to work experience. Add bullet point 'Any other matters relevant to the work of the committee as delegated by the full Board.'

6. **Monitoring of Vulnerable Groups**

The Head teacher reported that a number of staff meeting had taken place and a template had been devised for Governor approval. The Governors reviewed the template and agreed it with the following addition, that it contained an analysis and commentary on the impact of interventions on vulnerable groups. Miss Swindell was thanked for her work in this area and for devising the template.

7. **Curriculum entitlements**

It was agreed that the template devised for monitoring curriculum entitlements would be re-circulated as new governors had been appointed since it was last circulated.

8. **School Aims**

The current agreed school Aims were discussed and it was agreed to implement them as currently drafted with an evaluation and review scheduled for Autumn 2013.

9. **Equality Award**

It was noted that the full Governing body had agreed the school's equality statement and work was underway reviewing the progress of vulnerable groups and equality generally. It was suggested that a group of local schools work together to achieve the award. These would be St Albans, St Bede's, St Marys and St Laurence's. Joanne Coward agreed to be the monitoring Governor. The committee recommended approval of the £700 cost for this.

10. **School Priorities**

The Committee reviewed the priorities for the academic year 12/13.

11. **End of Key Stage Outcomes**

The Committee reviewed the template for recording and reviewing outcomes at the end of each Key Stage and it was agreed to add a commentary section.

12. **Catholic Walk Update**

This was being prepared for Summer 2013 as part of the Footprints of Faith series.

13. **Any Other Business**

Taskforce: Jo Wager and Bill Merrick agreed to join it.

14. **Date of Next Meetings:** 13 March @ 6.30; July 8th 6.30