

St Alban's Catholic Primary School

Minutes of the meeting of the Governing Body held in the school
at 6.30 p.m. on Thursday 31 January 2013

No. 2012-2013-2

Present: Mark Broadbent (MB, chair), Jo Coward (JC), Fr Peter Leeming (PL), Sally Livesey (SL), Barbara Lucesoli (BL), Joseph McCrossan (JMcC), Mary Meakin (MM), William Merrick (WM), John Moore (JMo), Janet Muir (JMu), Sarah Slattery (SS), Jo Wager (JW), Rachael Beale (RB, clerk)

Apologies: Graham Hughes

1. **To confirm the minutes of the meeting of Thursday 20 September 2012**

Confirmed.

2. **Matters Arising**

None.

3. **Headteacher's Report**

46 SIFs were received for 2013-14 admission. Attendance figures have been affected by 2 children with significant absence through illness. 2 fixed-term exclusions were made. The possibility of establishing a Teaching School Alliance is being explored. JMcC has applied to become a Local Leader in Education, which will generate income and support the pursuit of a Teaching School Alliance. The new website acts as the main school prospectus; a brochure for parents is planned for the summer. Lobbying over underfunding in Cambridgeshire is being carried out by the Schools Forum. A meeting with David Laws and Julian Huppert will take place next week.

4. **Disclosure and Barring Update**

The CRB is now the Disclosure and Barring Service. The Local Safeguarding Children's Board will determine the criteria for implementation.

5. **Policy Review Cycle Update**

The policy review is progressing, with all statutory policies approved. Completion is expected in the summer term.

6. **Equality Compliance**

An Equality Award is being pursued to address Ofsted's recommendations, funded from the Extended Schools pot and with the support of the Cambridgeshire Race, Equality and Diversity Service (CREDS). Accreditation is due in the autumn term.

7. **Training**

The Performance and Standards subcommittee had discussed succession planning. A working party (MB, SL, JMo, JW) was established to evaluate the current position using the toolkit. The working party will report back at the next GB meeting.

8. **Local Government Ombudsman Complaint Update**

The school has challenged the Local Government Ombudsman's investigation into a complaint made against the school. The LGO's reports contained factual inaccuracies, and followed incorrect procedures; its intervention prevented the school from following its own complaints process (the school was advised by the LA to stop investigating). MB has written asking for the report to be withdrawn. It was unanimously agreed (SL proposed, PL seconded) that MB should contact the LGO, confirming the GB has been given its report, and asking for a substantive response by 28 February, after which date a formal complaint will be made by the school.

9. **School Questionnaire**

Respondents were generally happy, although some comments were made about homework. However, only a small percentage of questionnaires were returned. Ways of increasing the response rate were discussed, including providing printed copies and sending the questionnaire out at a different time of year.

10. **Diocesan Exploration of Catholic Provision**

The diocese needs data needed to support its exploration into Catholic school place provision. A questionnaire (circulated before the meeting) has been produced for governors to approve, which will then go out to parishes. A travel plan is also required. The school's support and promotion of data collection will be very important. PL suggested the questionnaire could be made available online as well. A statement will be read at masses, and multiple adverts should appear in the bulletin. The data is required by the summer.

11. **AOB**

Feedback from subgroups

Performance and Standards had discussed entitlements, data on vulnerable groups and the tracking of pupil progress, especially individual performance. The Ofsted report had queried inconsistencies in how this was being done. Progress and interventions are now both being tracked, allowing governors to monitor whether interventions have been effective. Some tweaks were suggested and the framework will be reviewed at the first P&S meeting of the academic year.

The Resources subcommittee reviewed the budget control report and priorities. It adopted several policies. The budget contingency will decline considerably over the next two years.

Governors' Annual Conference, 2 March 2013

It is recommended that a governor represents the school at this conference.

Parent governor representative on Children and Young People's Scrutiny Committee and Admissions Forum governor representative

No governor felt able to put themselves forward for these roles.