

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 19 September 2013

No. 2013-2014-1

Present: Mark Broadbent (MB, chair), Graham Hughes (GH), Mgr Peter Leeming (PL), Joseph McCrossan (JMcC), John Moore (JMo), Janet Muir (JMu), Sarah Slattery (SS), Jo Wager (JW), Rachael Beale (RB, clerk)

Apologies: Jo Coward, Sally Livesey.

Resignation: Mary Meakin has resigned as a foundation governor.

1. Election of Chair of Governors

MB was unanimously re-elected chair for a further year (proposed by PL, seconded by WM).

2. To confirm the minutes of the meeting of Thursday 11 July 2013

Confirmed.

3. There were no Matters Arising.

4. Behaviour Policy (presented by pupils)

JMcC welcomed two Y6 children to talk about the behaviour policy in practice and the school's annual consultation. A system of warnings, loss of golden time and moving classes is used. Pupils whose names are entered in the head teacher's red book 3 times (for swearing, fighting, bullying and racial incidents) will have their parents contacted by the school. The pupils presented the school behaviour guidelines, and explained the rationale behind them. The rules were the product of discussion in class and a full school assembly, so all pupils had had an opportunity to contribute. The governing body has the option to decide whether to add new guidelines from this year's consultation to its formal behaviour policy.

5. Election of Chairs of Sub-committees

Deferred to sub-committee meetings.

6. Review of Subcommittee and Link Governor Responsibilities

Performance & Standards: JC, WM, JM, MB, JMcC.

Resources: GH, MB, JMcC, SL, SS, JMo, JW

Link governors:

- Communications, Language and ICT, including MFL - JMo
- RE - PL
- Wellbeing/PE/PSHE - GH
- Environment/Geog/Hist/Outdoors - SL
- Assessment & planning - WM

- Performing Arts – JW
- Skills-based Maths/Science - MB
- Inclusion - JW
- Early Years - PL

7. Headteacher's Report

JMcC presented the headteacher's report (circulated in advance of the meeting). There were 6 unsuccessful appeals for Foundation places. The appeal system now has a cost implication for the school. An assumption will need to be built into the budget next year to reflect this.

Maternity cover for Year 3 and Mrs Brandon's resignation will be announced to parents this week. JMcC asked all to keep Mrs Brandon in their thoughts and prayers as she had been admitted to hospital. An update was received from Helen Bates at the diocese for general circulation, with a more detailed summary also sent to the school. MB and PL both commended the work. St Alban's is now a Musical School, largely driven by pupil demand for continuity outside of school. Latin club will be starting on a Wednesday afternoon for Year 5.

JMcC noted that this is likely to be an Ofsted year, and the support of the governing body will be very important.

PL explained that Fr Henry Whisenant will be providing chaplaincy services to the school (with support from PL and JMcC). It will be very important to support him as it will be his first experience of this sort of ministry. JW has also offered to support the liturgy in school, focusing on readings, building on her work at the 930 mass at OLEM. PL noted that in his experience, the young readers at that mass had been exemplary.

8. New Model of Standing Orders

The governing body unanimously agreed to adopt the new model of standing orders (circulated in advance).

9. Subsidiary Guidance on Governance

In preparation for Ofsted, it was agreed that the governing body self-audit (conducted during the summer term) would be circulated again via email, and discussed further at the next meeting in order to identify priority areas.

10. Policy Review

All statutory policies have been reviewed, updated and published. The pay and performance management policy is pending as it is still under discussion by the unions. This will be examined at the Resources subcommittee.

11. Protocol for Safer Employment

JMcC has contributed to the creation of this protocol (circulated in advance). MB proposed that the governing body adopt this protocol, and this was unanimously agreed.

12. Effective Management of Behaviour Policy and Guidance

This new global policy takes a comprehensive approach that is for use by other organisations and bodies as well as schools. JMcC agreed to look at what might usefully be added to the school's existing policy from this new document.

13. Admissions

The First Steps to Primary booklet was circulated in advance of the meeting. It was felt that after a thorough examination at the beginning of 2012-13, no changes were required to the admissions policy this year.

14. Succession Planning

A number of recent resignations has increased the importance of this question. The governing body needs to identify any skills gaps, and consider whether there are any potential candidates. It was suggested that JW could become a foundation governor, leaving a parent governor vacancy (to be filled by election). At present, both parent governor terms will end at the same time, which could cause problems with continuity. MB will explore one possibility for filling one of the two vacant foundation governor spaces. Leaving the other post vacant while the governing body assesses its skills requirements provides necessary flexibility to handle the departure of any key people. It was agreed to adjourn further discussion to a later meeting.

15. Meeting Dates for 2012-13

All meetings to begin at 6.30.

- Thursday 7 November 2013 (*note: subsequently changed to **Wednesday 6 November***)
- Thursday 23 January 2014
- Thursday 1 May 2014 (budget)
- Thursday 10 July 2014

Subcommittees:

- Resources: 3 October 2013, 630
- P&S: Wednesday 16 October, 630

16. Register of Pecuniary Interests

Governors were reminded of the need to declare any financial interest that might have a bearing on governor proceedings.

17. AOB

JMcC outlined the strike action that is proposed for Tuesday 1 October in the south and east of England. St Alban's teachers had voted unanimously in favour of strike action. Other schools have not yet reached a decision. The staff wished to state their support of the governing body, and that although the strike action is related to pay and conditions, this should not be seen as a reflection on the governing body's attitudes to the staff, but more as a necessary statement about the wider conditions in education, and in support of colleagues.