

St Alban's Catholic Primary School

Minutes of the meeting of the Governing Body held in the school
at 6.30 p.m. on Wednesday 6 November 2013

No. 2013-2014-2

Present: Mark Broadbent (MB, chair), Jo Coward (JC), Graham Hughes (GH), Joseph McCrossan (JMcC), William Merrick (WM), John Moore (JMo), Janet Muir (JMu), Sarah Slattery (SS), Jo Wager (JW), Rachael Beale (RB, clerk)

Apologies: Mgr Peter Leeming, Sally Livesey.

1. Minutes of the Meeting of Thursday 19 September 2013

William Merrick was incorrectly recorded as absent, but otherwise confirmed.

2. There were no **Matters Arising**.

3. Governing Body Self-Audit

Priority areas for addressing (marked as 'amber' in the audit):

- Induction process for new governors
- Accountability
- Feedback from training and briefing sessions
- Annual discussion cycle

There is not currently a school-specific induction plan for new governors. JMcC suggested we could start from the existing staff induction pack, building in relevant elements from the LA's model policy and recent Governing Body meeting minutes, as well as providing pointers to electronic data sources. In addition, new governors could be briefed by subcommittee chairs and the chair, and given a tour of the school.

ACTION: JMcC to draft an induction framework.

At the time of the audit governors felt they had little knowledge of specific cases of accelerated learning for Free School Meals children. This has subsequently moved on; an annual report on vulnerable groups and performance is now being presented.

Training and briefing session feedback does not always happen in a structured way. It was agreed that verbal reports from attendees should form a standing agenda item.

JMcC, MB, JC and GH will meet to consider the construction of a formal cycle of discussion points during the year.

4. Succession Planning

Vice-chairs are in place for all subcommittees and for the main GB, but as yet, little handing-over of responsibilities and information has taken place. Several governors are approaching the ends of their terms of office. The governors need to look at the skills, knowledge and experience within the governing body, assessing what those who will be stepping down bring that it would be necessary to replace, and what gaps exist relative to what is required. MB felt training needs analysis would be useful. GH noted the need to avoid all chairs simultaneously leaving the governing body.

There was an item of reserved business.

5. Ofsted Expectations of Governing Bodies

The key characteristics of effective governing bodies are quoted on page 5 of the Ofsted document. The governing body can provide good evidence of its effectiveness, responding to the emphasis on monitoring what is going on in the school. The governing body:

- Proactively monitors progress against development targets
- Is well informed by data sources
- Handles difficult decisions regarding personnel
- Supports the school's self-evaluation and the steps needed to address them. This is documented via the SEF and the KIT visit. The entitlement document provides clear evidence of the impact of the school's strategies. JMu has spoken to teachers about ensuring governors are able to attend lessons.
- Has clear understanding about roles and responsibilities.
- Has a core of key governors and chairs
- Routinely ensures that governors attend lessons
- Behaves with integrity and is mutually supportive
- Asks challenging questions and focuses on improvements
- Manages time efficiently through delegation.

JC, MB and JMcC will pull together and circulate documented evidence for each core competency. Where no documented evidence is available, the governing body can then explore what should be done in order to be able to provide it.

6. Data Sources

Examples of data sources were circulated ahead of the meeting. JMcC advised that last year's school questionnaire was based on the questions provided in Parentview, and asked whether this tool should be used this year instead of, or as well as, the parents' questionnaire. It was agreed that a link to Parentview would be circulated in the newsletter, and placed on the website, in early December.

MB urged governors to explore the resources provided, and demonstrated the LA's school data booklet. RAISEonline data has just been issued, and is on the agenda for discussion at the next Performance and Standards meeting.

7. School Priorities

Curriculum priorities:

- Reading
- French
- Computing
- Sport & PE – the school has a new grant; Mr Gawthorp is looking at supporting colleagues and giving pupils more opportunities to participate.

SIT (self improvement time) will give children and teachers an opportunity to obtain greater awareness of the expectations of their progress. The new assessment regime and new curriculum are listed as national priorities rather than school-specific.

8. Classroom Observation Protocol

The new protocol from EPM builds in drop-ins, observations and the role of governors, and has been agreed by the staff.

ACTION: JMcC to circulate.

9. Local Offer

This document, to be produced in 2014 and posted on the website, concerns SEN entitlement, which will be allocated as a budget rather than hours, and discussed with the recipient. Information was circulated ahead of the meeting.

10. Termly Briefings

Unfortunately no governors were able to attend this term. JW will attend on Thursday 23 January and WM on Thursday 15 May.

11. Schools Financial Value Standard

Production of this will be delegated to the Resources committee.

12. Results

JC reported that school results had been analysed in detail at the last Performance and Standards meeting, and priorities identified. Governors are satisfied that the school has incisive tracking of pupil progress in place. St Alban's has an ambition to be in the top 20% of schools in the country, and the committee identified what should be done to achieve this, including the support mechanisms in place. In practical terms, the school needs to increase the proportion of pupils exceeding two levels of progress from 58% to 64%. Groups that can make this progress with additional support, and those at risk of not achieving that progress, have been identified, and the appropriate mechanisms to support them explored. This degree of progress will be a key criterion in the school achieving an 'outstanding' rating if inspected by Ofsted. Provisional results show pupils are achieving two levels of progress: 95% in reading, 100% in writing and 96% in maths. EAL children are receiving significant support in Reception in order to attain equally by the end of the year.

13. KIT Visit

This will take place at the end of the year. There was no visit in the summer as the LA deemed St Alban's a 'light touch' school. JMcC will use the results of the visit as a tool to prepare for Ofsted. The school self-evaluation was circulated before the meeting.

14. AOB

The Head Teacher's report will be circulated. JMcC highlighted the following areas.

Inset days are no longer being held at the start and end of terms, but instead in twilight sessions over the course of the year. These comprise 6 sessions of around 2.5 hours, equating to 3 full days over the year. This allows topics to be revisited more quickly to reinforce learning objectives. It will also allow St Alban's to finish term earlier in the summer, giving parents more of an opportunity to take children away.

Mrs Brandon will be leaving St Alban's at Christmas. A new teacher has been appointed.

Two new TAs have been appointed to support a statemented child.