

# 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 10 September 2014

## No. 2014-2015-1

**Present:** Mark Broadbent (MB, chair), Jo Coward (JC), Graham Hughes (GH), Mgr Peter Leeming (PL), Sally Livesey (SL), Joseph McCrossan (JMcC), William Merrick (WM), John Moore (JMo), Janet Muir (JMu), Sarah Slattery (SS), Rachel Swindell (RS), Jo Wager (JW), Rachael Beale (RB, clerk)

### 1. Election of Chair and Vice-chair

PL proposed that MB be re-elected as chair, seconded by WM. MB declared his intent to remain as chair for 1 year. MB was unanimously elected. JC was proposed as vice-chair.

### 2. Minutes of the meeting of Thursday 10 July 2014

Confirmed.

### 3. Matters arising

JW to confirm that the completed Child Protection audit has been sent. The Governing Body audit of effectiveness was completed and sent.

In light of the reconstitution of the governing body, a skills matrix needs to be completed, but the aim should be to minimise the number of governors as long as all the required skills can be covered. A working group comprising WM, SL and MB will begin this process; date to be set at the end of the meeting.

### 4. Meeting with the Diocese

A date is to be set to meet Helen Bates to discuss the construction of the wall. PL and GH are both willing to attend the discussion; JMcC will pursue setting a date.

### 5. Behaviour policy review

Two pupils from Y6 advised the GB on the behaviour policy. MB welcomed and thanked them. The pupils outlined the consultation process (class discussion and group discussion in assembly). Previously, pupils were withdrawn from classroom activity for persistent bad behaviour; now they have to see the Head and therefore know it's serious. Pupils generally feel school is a happy place without major behaviour problems. New rules and values were highlighted, looking at how they harmonise with the Ten Commandments. MB thanked the pupils for the clear explanation.

### 6. Perspective Lite (JMu)

JMu explained this new web-based programme that Cambridgeshire is using for performance data. It shows data to which the school already has access, but it is visually very well presented, allowing quick benchmarking against LA and national results. It is also possible to upload census data; most data is populated by the LA.

**ACTION:** JMcC to circulate the reports.

## **7. Security of confidential information via email**

RB has circulated the school's internet AUP. MB noted that this points out the insecurity of email; the LA recommends that governors don't use their own email addresses, but that the main area of concern would be for personnel-related issues, e.g. if taking part in the Headteacher's performance review. He suggested the panel for this review should consider using the county system. Web access is also possible. There was general agreement that this is reasonable; governors should contact Mr Mellish in the first instance to set this up. JW asked about internet filtering; MB said that filters are set at county level and are very strict.

**ACTION:** Governors to return signed hard copies of the school's AUP to the office.

## **8. Termly briefings**

JW, MB and JC can attend on 29 September.

## **9. Policy review cycle**

New guidance on admissions within the LA means the admissions policy may need to be reviewed. JMcC received a briefing paper at the end of the summer term, regarding the issues within Cambridgeshire. It has been agreed that if 31 children have been admitted through an error, this level can be maintained through KS1 (reflecting the difficulty in restructuring). Children of service personnel can now be "excepted pupils", admitted (forcibly) under similar conditions to looked-after children; the new policy also makes allowance for twins and siblings that might not otherwise be admitted for space reasons.

There was some discussion of the necessary evidence of baptism. It was agreed to add to the admissions policy the sentence, "In extraordinary circumstances, if the baptism certificate is not available, the school will refer the matter to the Parish Priest for consideration."

The salary review policy will be deferred to the Resources committee.

A staff member has asked to receive nursery vouchers. The school has an obligation to continue paying these during maternity leave. Other schools south of the river support this, and the governors agreed. JC commented that it is important to retain good staff.

## **10. Head teacher's report**

There are 209 children on the roll. There are 31 children in Y6, but the class teacher is comfortable with this. There was 1 unsuccessful appeal for reception admission. The school's attendance target is now 96.1%.

The GB congratulated the school on excellent KS2 results. The school has received a letter of congratulation from the Head of Standards.

Curriculum priorities are nonfiction writing, RE and science. The new curriculum is now up and running. Subject leaders are released for 1 hour a week to monitor subject progress.

Miss Mulvin is settling in, and being mentored by Mrs Muir. Miss Waterson has completed her Middle Leadership qualification and will be taking on responsibility for trainee teachers. JMcC commented that it is important to give staff opportunities to advance their careers.

Additional work was done in the kitchen in order to meet the universal free school meals requirements. The wall is under construction. Car park tickets are now being issued.

Various clubs are running; Stimulus Students are coming into the school in particular to support Gifted & Talented children. There is a new code of practice relating to the local offer for SEND. Miss Swindell will be attending a briefing. RB to circulate documents received by JMcC. Every child in KS2 will be invited to attend Code Club over the course of the year - one class per term. The Gifted & Talented maths group is running well. Mrs Underwood will also be working with 2 children in Y5 who had already reached Level 5 by the end of Y4.

JMcC asked governors to pray for a former pupil of the school who had been seriously injured over the holidays.

#### **11. New school governance constitution regulations**

All schools begun since 2012 have constituted their governing bodies under different regulations, and all schools must now move to this system. This requires only 1 staff governor (no non-teaching staff); foundation governors must outnumber the rest by 2. A skills matrix must be completed first, with recruitment focused on finding governors who have the skills that are missing. The school is allowed to have more governors if necessary to meet the skills requirement, but it is recommended that these should be co-opted rather than brought in under another category.

#### **12. Register of pecuniary interests**

**ACTION:** RB to send a form to WM.

#### **13. Review committee composition and link governors**

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

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

JW was formally added to Performance & Standards.

Link governors:

- Communications, Language and ICT, including MFL - JMo
- RE - PL
- Wellbeing/PE/PSHE - GH
- Environment/Geography/History/Outdoors - SL
- Assessment & planning - WM
- Performing Arts – JW

- Skills-based Maths/Science - MB
- Inclusion - JW
- Early Years - PL
- Child Protection - JW

**16. AOB**

Membership of the Governors' Advisory Group was commended to all governors.

*Dates of next meetings:*

Thursday 27 November

Thursday 22 January 2015

Thursday 30 April 2015

Thursday 9 July 2015

*Resources:*

Wednesday 15 October

*P&S:*

Wednesday 1 October

*Skills audit meeting:*

Monday 22 September, 630