

ANTHONY'S CATHOLIC PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school on Tuesday 3rd November 2015 at 6.30pm

Present

Ms Elizabeth Bond
Mr Ian Croft
Ms Jane Day Headteacher
Mrs Eva Dudzicki
Mrs Linda Gibson
Dr Satish Jayawardene
Mrs Kirstin McDonald
Fr Gerard Mulvihill
Mrs Mary Jo Sutton Chair
Dr Paul Taylor
Correction – Ms Rachel Stenfalt

In attendance

Ms Maureen Boyle (Clerk)

The meeting was quorate and started 6.45pm with a prayer.

PART I

1. Apologies for Absence

There were none. Rachel Stenfalt had advised she would be late.

2. Declarations of Interest in the agenda

There were no interests to declare.

3. Minutes of the last governing body meeting on 22nd September 2015 (

3.1 Approval of the minutes

It was **RESOLVED** to sign the minutes of the meeting held on 22nd September as a correct record.

3.2 Matters Arising (not appearing elsewhere on the agenda)

Before half term the Chair and Head Teacher discussed the governors' page of the website and what should be added and updated. The Chair would do some work on this.

At the last meeting there was discussion about communication and it was intended to take this forward. This would come back to the next meeting and governors would also look at bringing staff and governors together.

The Chair thanked the Head Teacher for organising safeguarding training which had been very informative and useful.

Governors were asked if they felt there were any gaps in their knowledge and it was suggested a half hour session on RAISE online would be useful.

4. **Governing Body**

4.1 **Governing body membership and vacancies**

Dr Paul Taylor has been re-appointed as a Foundation governor. There were two Foundation vacancies. Fr Gerry was aware of two people who were interested and would be suitable and he would follow this up.

ACTION Fr Gerry

4.2 **Governor Training and Development**

It was noted that Eva Dudzicki attended the Safeguarding Forum.

ACTION Clerk to correct record.

4.3 **Agenda Plan**

This was circulated with papers for the meeting and it was **RESOLVED** to adopt it.

5. **SEN**

The report/policy had been updated. It included details of the training in Makaton. There was comprehensive hearing support for one child

It was **RESOLVED** to adopt it and the Chair signed it.

6. **Committees**

6.1 **Committee membership and link governor/buddy roles**

A list was attached to the papers for information.

6.2 **Finance and General Purposes minutes**

The minutes were circulated with papers for the meeting. The committee considered a finance report from the School Business Manager. This had been updated and there were hard copies available for governors.

The main points drawn to governors' attention were

- There was information regarding the catering contract.
- A new contract had been taken out for photocopiers and the new machines had been installed.
- The School will receive SEN funding but it was not clear when.
- The carry forward was well within the limit.
- Actions on the audit report were all very minor and had been actioned.
- There was no further update on Premises work.
- It was intended to extend the contract to improve broadband which will include a fire wall etc.
- There were some vacancies in the nursery which was of concern and more consideration would be given to this. The Head Teacher would canvass the current nursery parents to try and get a feel for what would be of most assistance in making the nursery more appealing to parents.

6.3 Link governor Reports

The Chair will meet with Kirsty later in the term.

Link Governors were asked to visit once a term and to focus on points in the School Improvement Plan. An agenda for meeting with subject heads had been developed and would be used.

It was agreed that link governor reports should go out with Governing Body papers.

ACTION

Link Governors to supply

Clerk to circulate

It was agreed Safeguarding should be a standing item on the agenda.

ACTION Clerk

Safeguarding

The Headteacher reported one referral was made to the LA. It was a challenge to gain support for this process as parental consent was needed. The school kept a log of all safeguarding concerns in a simple and helpful format.

A Safeguarding report will also be circulated.

7. School Improvement Plan

The report had been circulated with papers for the meeting.

The Head Teacher had worked through achievement data and predictions with the SIA and this had been useful.

In In Early Years 75% of children achieved a good level of development.

The following abbreviations were explained

ARE – age related expectation.

Typ prog – typical progress

Exc prog – exceeds progress.

It was noted that the targets were aspirational. A governor asked if they were achievable.

The SIA did encourage the school to set aspirational targets. It will be cleared at the end of this term if the baseline data is correct. It was recognised this is a time of transition.

Reception children have a baseline assessment carried out in the first two weeks of school. They are assessed across 17 areas of the curriculum and assigned an age band.

A governor questioned the high proportion of children in year 3 making a good level of progress.

It was clarified that children's achievements at the end of Year 2 showed low achievement and the school would be working to improve accelerate their progress and so improve their attainment in writing

The school was working very hard to develop phonics in year 1. Kirsty and Ian are working with Year Two, and Year three have also been targeted for support.

A governor asked if this was a one of problem or a trend.

There was a sudden dip in year two progress and attainment and the school had put in place a number of initiatives to address this. Leadership looked very closely at data and have frequent pupil progress meetings and also weekly book scrutinies. The Leadership feedback to staff and staff are clear that the leadership team is there to support them.

A governor commented it was really helpful to have a list of school improvement priorities in the Head Teacher's report.

Windrush

Dulwich Picture House had put on a series of film clips for Black History Month. The children were very engaged with this and two year six girls had produced a poster for a Windrush Day. The Head Teacher was keen to pursue this and asked the children to come up with a list of activities for all year groups. The Windrush Day which was held was really successful and was led by the children.

8. Report from School Business Manager

This had been circulated and discussed under the report from Finance and General Purposes committee.

9. Equality Policy objectives and data

The Head Teacher and clerk would liaise about how this might best be done.

10. Policies

10.1 Health and Safety policy

This was considered at F&GP Committee but it needed to be updated, a list of other documents and links added and circulated to governors.

ACTION Ian Croft

10.2 Safeguarding Policy

The policy had been circulated to governors.

There had been consultation with parents. A parent thought the leaflet might put parents off if they wanted to raise a concern. It was proposed to ensure parents were encouraged to see school as a resource and the wording on page 23 of the policy would be used in the leaflet. Fr Gerry was thanked for his assistance.

It was **RESOLVED** to adopt the policy.

10.3 Pay Policy

Minor amendments and corrections had been made to the policy and were discussed by the F&GP Committee. It now made reference to "current" terms of reference and pay and conditions documents.

It was **RESOLVED** to adopt the policy in principle subject to consultation.

10.4 Code of Conduct for staff

This was tabled and brought together information from various sources.

It was **RESOLVED** to adopt it.

10.5 Grievance Policy

The **Grievance Procedure** had been considered by the committee and the Head Teacher tabled the policy. Some minor changes, corrections and clarifications had been made which were clear in the tracked changes version provided to governors. It was **RESOLVED** to adopt it subject to consultation with staff.

10.6 Governors' Statement on Behaviour and Discipline

The Headteacher had reported to Curriculum and Standards Committee that she had been unable to find sensible guidance on what should be included in this statement and the committee agreed it should be a brief statement in the governors' part of the website and would reflect the mission statement and the school rules.

10.7 Future Review

Spring Term

- Admissions arrangements
Complaints Policy - Working party to review and report
- Sex Education Policy
- Data Protection
Headteacher to review and bring to F&P committee spring 2016
- Freedom of Information Act Publication Scheme
Headteacher to review and bring to F&P committee spring 2016
- Teacher Appraisal Policy Adopted Sept 2014

Summer Term

- Child Protection
Including Statement of procedures-allegations of abuse against staff
Supporting Pupils with Medical Conditions Policy

11. **Dates and Times of Future Meetings** (*attached*)

It was **RESOLVED** to move the Spring Term meeting of the Governing Body (and the Curriculum and Standards Committee) to 1st March

Summer term

Thursday 19 th May at 7.30AM	Finance and General Purposes Committee
Wednesday 15 th June	Curriculum and Standards committee
	Governing Body

12. **Any other Business**

A summary of the school monitoring cycle was tabled.

It was noted that governors would like to meet to go through OFSTED Q&As

The meeting ended at 8:10pm

Signed _____

Date _____

