

**St Mary's Primary School
Meeting of the Governing Body
Monday 13th May 2019 6pm
Minutes**

Present: J Pearce (Head) (JP), J Williams (Chair) (JW), M Theobald (MT), B Timms (BT), M Troni (MAST), K O'Sullivan (KOS), G Pearce (GP)

Apologies: J Reid (JR)

In attendance: Andrew Hill (Clerk)

No	Item	Who
1	<u>Opening Prayer</u> The meeting opened with a prayer at: 18:05	
2	<u>To receive apologies and approve absences</u> <ul style="list-style-type: none"> • J Reid (JR) - approved • T Shepherd (TS) – approved • L Cox (LC) – approved • GP arrived 18:30 	Chair
3	<u>To declare any conflict of interest that may arise during the meeting</u> <ul style="list-style-type: none"> • None 	
4	<u>To approve the minutes of 4th February 2019 meeting and sign by the Chair</u> <ul style="list-style-type: none"> • Minutes approved and signed off by chair 	JW
5	<u>To consider any matters arising and actions from meeting of 4th February</u> <ul style="list-style-type: none"> • National Governance Association – draft letter – rough draft complete, currently with Laura to add some extra information • School Email address basecamp update – mostly done, BT to follow up with the remaining governors 	
6	<u>To receive notification of any other business for item 14</u> <ul style="list-style-type: none"> • Car Park 	
7	<u>Head's Update</u> <ul style="list-style-type: none"> • Head's Report now fits the new Ofsted framework coming in September. 	Head

- Quality of Education – mostly complete but will be worked on during the September Inset day.
- Behaviour and Attitude
- Personal Development – Emphasis on teaching respect to all others.
- Leadership and Management
- Less emphasis on outcomes although these are reflected in the four sections.

Comment – Think these sit for us as nicely as they possibly could and we are well placed for them.

JARV

- School visit report was good and if there were any issues Bob would address them.
- Outcomes not as strong as last year due to new admissions however we are still in line with national outcomes and various classes are being closely monitored.
- KS2 SATS pilot in year 4 is being monitored.
- School has signed up to the Early Years test pilot scheme which will become statutory in 2020. This is mainly to get an advanced look at how it will work.

Question – Is it significant extra work?

Answer – Yes but it is not mandatory, the teachers want to take part and see how it will work in advance.

- FGB conveys their thanks to Mrs Chapman for running London Marathon raising over £2,600 from sponsorships.

Attendance

Year 6 attendance has been affected by a pupil who was thought to be leaving going back and forth to France.

Admissions

- Previously there were 9 pupils not moving up from nursery to reception. This is now down to only 1 and it looks like they will also get a place.
- Reception class now as 31 pupils.
- Nursery applicants have now increased to 31.

JP Comment - Have checked with County about the change in numbers. As it is only 4 extra they said it is fine we just have to notify them.

Question – Will we formally amend our admissions policy with the increase in admission numbers?

Answer – Will need to double check but it is very likely we will.

Comment – This is a big success story considering the past numbers for reception class. Lots of work has been done to publicise it which has certainly paid off.

Question – Will it impact on numbers going up to reception?

Answer – It is understood that people non-Catholic parents take a chance when moving up to reception class however it is a worthwhile risk due to the extra funding received.

School Expansion

- Agreement with the contractors has been reached
- New build area is marked out.
- Awaiting planning permission and architect drawings. Once received BT will create a presentation for parents
- Money for the building work is set and the hope is to do some fund raising for the fixtures and fittings.

Question – Is all the documentation on Basecamp?

Answer – Not everything but BT will copy over all relevant information to the FGB area.

Comment – Hope to have it up and running by February half term, possibly earlier. Holiday club in October and February will still run to raise additional funds.

EYFS

Question – Is the HfL EYFS moderation a requirement or do we them invite in?

Answer – It is something that happens roughly every 4 years.

Question – What is the outcome of this? Does it feed into Ofsted?

Answer – No, it is mainly to challenge our procedures, judgements and make sure we have good evidence. If our processes were found to be inadequate they could recommend us for needing extra support however as an academy we would not be obligated to accept it.

Safeguarding

JP runs through some of the key areas of the Annual report which is available on Basecamp.

Two different levels of safeguarding – Child Protection Plan of which we have none currently and Child in Need for which we had two this year but these have now been stepped down.

JP Comment - It is useful to check training records and highlight anything that may have lapsed and is in needed of refreshing. It is a bit of nightmare with policies but they have all been reviewed, a lot of them do not change from year to year but they do need to be checked.

Domestic Abuse Notifications have started up this year. These are an automatic notification that tells us if a child has been present when police have attended a domestic abuse incident. Previously we would only be notified if Social Services took a case to assessment but now it is automatic.

	<p>Question – What is MARAC? Answer - Multi Agency Risk Assessment Conference. If a case has a multiple referrals and reaches certain thresholds it would be referred to another panel for review. In the case of a MARAC notification, we would contact the parent to see if there is any support the school could give.</p>	
8	<p><u>School Expansion Update</u></p> <ul style="list-style-type: none"> • Updated in section 7 – Heads Report 	
9	<p><u>DOWAT Update</u></p> <p>The Trust Board of the DOWAT make decisions what happens with regards to whether the DOWAT can expand or not. Currently told it cannot expand which is not really a problem for us. It could be a problem for Stevenage Primaries that are not already part of an academy trust.</p> <ul style="list-style-type: none"> • We will be paying increased contributions to the DOWAT from September 2020 when the new CEO arrives. <p>Question – What do you expect the impact of the new CEO to be? Answer – The top slice may increase but not likely to affect a small primary school too much. They are mainly interested in the big secondary schools.</p> <p>Question – Are we likely to get swept up in it is all and not have much of a say? Answer – It could be but really depends on who the new CEO is. They could come in make big changes to curriculum or leadership but it is unlikely they will.</p> <p>Question – What are they going for as a CEO? Answer – Think it will be an ex-head, likely from a secondary.</p> <p>Question – Will you have any involvement in choosing? Answer – Have seen job description but no input in appointment.</p> <ul style="list-style-type: none"> • Capital money is no longer granted per pupil and will be used on a need to use basis. <ul style="list-style-type: none"> ○ One school has major water issues so will receive a grant to cover the repair. <p>Question – What happens if the DOWAT says no to a request for help with finance? Answer – There is no formal guidance for grants however priority should be given to things that are urgent.</p>	
10	<p><u>Safeguarding – Report on notable incidents</u></p> <ul style="list-style-type: none"> • None 	

11	<p><u>GDPR Update</u></p> <ul style="list-style-type: none"> • No update. <p>JP Comment – Last month we received a strange phone call asking who our Data Protection Officer was that dealt with Subject Access Requests (SARS). The caller said they had received a complaint but we have not had any further communication from them.</p> <p>Question – Is there a retention policy for uncollected SARS? Answer – It could be destroyed and if the request was made again the information would need to be collected again.</p>	BT
12	<p><u>To receive Committee minutes</u></p> <ul style="list-style-type: none"> • Finance and Standards & Development minutes are complete and on Basecamp. • Premises minutes still to be done. • Personnel minutes from January are on Basecamp however the majority is Part 2 – Confidential which is not available. <p>Personnel Committee</p> <ul style="list-style-type: none"> • May Personnel minutes are in draft form. <p>The meeting discussed:</p> <ul style="list-style-type: none"> • Sickness and Absence Policy – to clarify certain limits. • Staff Wellbeing survey will be done in next few weeks and the results presented at the next FGB. • Main emphasis on mental wellbeing and what we can do to help improve it. <p>Finance Committee</p> <ul style="list-style-type: none"> • Challenges with under and overspend but these are phased payments. • GP visited to view payroll system which is working and people have been paid. • Touched a bit on expansion. • School is tracking to budget and up in some areas. <p>SEN</p> <p>KOS has had some informal meetings about the impact of SEN on staffing. There is a lot of pressure on staff working to be as inclusive as possible for school trips etc. JP has worked very hard with lots of support from staff. We are pleased with how things are currently but it is a big drain on time. Meetings will continue to see how support can be offered.</p> <p>Premises</p> <p>There is a potential heating issue. Normally there 3-4 motors running the heating but it is now down to one, this has been patched up but if it goes again then there will be no heating or hot water. It has been highlighted on condition survey.</p>	Committee Chairs

	<p>Question – Should get an estimate for repair? Answer – It has recently been patched up so should be fine for the time-being but when we get to October or November it could go so will need to be fixed before then.</p>	
13	<p><u>Governor Update</u></p> <p>Governor visits</p> <ul style="list-style-type: none"> • Payroll system and P.E. visit at Greneway School - GP. • Early years visit – JW • Admissions review – KOS • Premises visit and walk round with Mr O’Neal - MAST <p>Governor training BT has recently completed – Disciplinary, Safer recruiting, and Managing poor performance training.</p>	All
14	<p><u>To receive any other business as notified in item 6</u></p> <p>Car park Overall the car parking has improved. There are still a couple of persistent offenders parking in the wrong areas. They have been approached but they have a poor attitude.</p> <p>Question – Do you think it would be worth sending a letter? Answer – Do not think it will make any difference. Also, would not want to press too much as want the children to remain at school. There is a risk they could be withdrawn.</p> <ul style="list-style-type: none"> • A note will be included in the newsletter thanking people as things have improved. It will also to include note about respect to staff. 	
15	<p>Close of Meeting – 19:30</p> <ul style="list-style-type: none"> • Next meeting – FGB – Monday 15th July 6pm 	