

St Alban's Catholic Primary School

Minutes of the meeting of the Governing Body
held in the school at 6.45 p.m.
on Thursday 7 September 2017

No. 2017/2018 - 1

Present: Mark Broadbent (MB, chair), Lia Campos (LC), Jo Coward (JC), Joseph McCrossan (JMcC), Janet Muir (JMu), Rachael Beale (RB, clerk)

Apologies for absence: Canon Eugene Harkness, Graham Hughes, Bill Merrick, Jo Wager

Apologies for lateness: Patrick Coughlin (PC)

1. Election of chair and vice-chair

MB and JC are happy to continue in their roles as chair and vice-chair. PC seconded MB's nomination and MB that of JC. Each will continue for a further year. MB encouraged governors to consider standing as chair or vice-chair next September.

2. To confirm the minutes of the meeting of Tuesday 18 July 2017

Confirmed.

3. Matters arising

JC provided a draft of a letter setting out the position of St Alban's on MATs. LC commented that it was very clear; MB had provided JC with a few suggested changes. LC thought that the letter should reach the Schools Commission as far in advance as possible of their next meeting on 22 September. MB suggested sending the letter to the chair of governors at St Laurence's also for their views.

JC, JMcC, LC, PC and MB will meet to complete the governing body self-evaluation tool at 7 p.m. on Wednesday 20 September.

4. Reports from termly briefings/training/subcommittee meetings

None has yet taken place.

5. Meeting dates for 2017-18

Full GB:

- Thursday 23 November
- Monday 19 February
- Monday 23 April
- Monday 9 July

First sub-committee meetings:

Performance & standards – Monday 16 October

Resources – Wednesday 13 September

6. 2016-17 results

Data was circulated ahead of the meeting. St Alban's improved significantly on the previous year's performance. Expected and 'greater depth' levels were above the national average and Cambridgeshire average for nearly everything. JMcC felt it was a very successful year. The LA has also improved slightly on previous performance. JC expressed thanks on behalf of the governors, and noted it was particularly pleasing that the carefully-targeted interventions that took place last year have borne fruit; detailed analysis of vulnerable groups has ensured that the school as a whole has achieved better results. Targets will be set at the next performance & standards meeting.

PC mentioned an odd star rating in the Cambridge Evening News (2 out of 5) and queried where this had come from? It seemed to be old data. JMcC thought it was probably the previous year's data set as this year's results have not yet been ratified. It seemed strange that this was being released now when the data was so out of date.

7. Headteacher's report

There are 206 pupils on the roll (29 in Year 2, 27 in Year 6). Reception will start on Monday. JC asked if there was any response to the admissions survey. The main reasons given were distance from the school and complexity of the journey (taking into account workplace locations), and the perception that people were unlikely to get in anyway.

Only two children are on free school meals now, with nine qualifying for the pupil premium. Office manager Caren Munnely is resigning from her post from October half-term to pursue other career opportunities. First Holy Communions will be taking place in agreement with the parish. There have been problems with the wall between the school and the chemistry department which are currently under investigation. The area has been cordoned off in the meantime.

The heads' subgroup of the Schools Commission will be meeting on 11 September to share their views on MATs. Delegates from Kazakhtan will be visiting the school, arranged by the Faculty of Education

Teaching subject leads are as follows:

- RE: Mrs Overend
- English: Ms Seebeck
- Maths: Mr McCrossan
- PE: Ms Brett
- Science: Mr Wright
- Humanities: Ms Waterson
- Assessment & Curriculum: Mrs Muir
- Coding: Mrs Rackham
- Performing Arts: Mrs Burrows
- French: Mrs Leslie
- Art & Design: Mrs Paul

ACTION: JMcC to ask each teacher to contact their respective link governor.

School priorities:

- Develop Science provision
- Establish consistent progress in maths
- Improve links with the parish
- Develop worship in the school.

The money for 'Schools for Everyone' has been diverted, and it seems likely that there will no longer be the same push for free schools that we had expected.

ACTION: JMcC to circulate the headteacher's report.

8. Hospitality policy

This is a model policy received from Peterborough. Individual teacher gifts are often given collectively by groups of parents; collective gifts could be divided by the number of parents giving, and as long as the per-parent value was below the £15 threshold, a gift would be deemed to be acceptable, to safeguard teachers and protect the school. MB asked about the possible tax implications? PC said that anything that was £15 or under per child should not need to be added to the register. It was agreed to amend the policy accordingly and bring it to resources for approval.

9. Foundation governor vacancies

There are currently two foundation governor vacancies. MB has been in contact with Sarah Smith, who is willing to become a governor; Jane Austin should begin the paperwork shortly.

ACTION: RB to send out the necessary minutes and other paperwork once the appointment is confirmed.

The second long-standing vacancy was discussed; it would be desirable to have someone with estates, legal or finance skills. MB proposed a new parent at the school who had previously been suggested, and might be worth approaching again

ACTION: JMcC to contact MB's recommendation.

10. Standards, school targets and KIT visit

Anne Fisher will be at the school again on 2 October; JMcC will propose that this is her KIT visit. This can be picked up at the Performance & Standards subcommittee.

11. Headteacher's performance review

This is proposed for 9 November, when Anne Fisher will be attending (as above). MB and JC will take part; Bill Merrick to be asked if he could also take part.

12. Register of pecuniary interests

RB reminded all governors to send details of any pertinent pecuniary interests to her for recording.

13. AOB

JMcC would like approval for 50% of the wall restoration work to be taken from DFC money.

Jane Austin wrote to the school to ask if they could support formal recognition of the Liveseys' enormous contribution to the school over the years, and to wider Catholic education in the parish. She suggested that they should be put forward for Diocesan Medals, which should be proposed by the parish priest. Governors agreed that this was an excellent idea, and that the suggestion should be passed to Canon Eugene.

JMcC would like to move away from using CCS for catering. The kitchen service is good, but administration and communication have been disappointing. Recruitment to support the school's current cook has not been acceptable, and there has been high turnover. Advice on improvements has been ignored. Their interim head of service has not been replaced. The school has committed for three years to the online system, so there is a hit associated with moving away from this. MB thought this system was useful anyway. JMcC has invited the company that supplied Sacred Heart to visit the school, and recommends that the school go out to tender for a new supplier. The current cook would be retained subject to a TUPE process. Governors agreed that JMcC should explore this. A third tender is required alongside CCS and Dolce (the company that supplies Sacred Heart). This can be discussed further at the Resources subcommittee meeting.