



Holy Family Catholic Primary School Governing Body

**Full Governing Body Meeting, Wednesday 21st February 2018
at 6.00 pm in the School**

Present

Foundation Governors

F. Gary Brassington (FGB) Chair
Andrew Szeliga (AS)

Parent

Guests

Denise Slaght (DS)
Vanessa Edwards (VE)
Roy Stephen (RS)

Staff

Louise Brown (LB)
Karen Bathe (KB) Head
Mandie Thoburn (MT)
Linda Ostaszewska (LO) Clerk

FGB opened the meeting with a prayer.

1 Apologies

- 1.1 Sharon Lewies (SL), Dave Dawson (DD) and Danusia Thomas (DT) – work commitments. Dave Dawson attended the Facilities meeting from 5-6pm. Francis Mwangi (FM) .

2 Declaration of pecuniary Interest

- 2.1 None

3 Minutes of Previous Meeting 29th November

- 3.1 These were approved. With a minor change to 12.2.

4 Matters Arising

- 4.1 All actions were completed.

5 Correspondence

- 5.1 LO said that the Governor Support subscription was due for renewal. This would be £1470 per annum including membership to the NGA. This was approved as it was deemed good value for money.

6 Heads Report

- 6.1 The pupil attendance levels reported at Resources were confirmed to be at 96% or over from April 2017 to February 2018. KB said that the school target has been increased to 96%.

- 6.2 KB confirmed that 59 parents had applied for the September Reception intake. This was down from 61 in 2017 when 33 parents accepted places. In 2015 & 2016, the number of applications was 71.
- 6.3 The Governors asked how many children were from the pre-school. KB said that the pre-school had 12- two years olds and 32 - three to four-year olds so the intake from that setting would be relatively low. DS said that Liden have opened a nursery where there are fewer children, but they do more hours.
- 6.4 KB considered that it was unlikely that the low admission numbers in 2017 were a blip hence the need to discuss alternative strategies to boost numbers. In response to a question KB said that it was likely that six children in catchment went to Holy Cross instead of Holy Family last year.
- 6.5 KB confirmed that she had sent a letter of complaint to SBC regarding the poor service provided by the Admissions Department. There will be a Cluster meeting to discuss taking the provision back into school.

7 Samuel Partnership Update

- 7.1 The Romero Trust application is with the Trustees and no decision has been announced as to whether a Multi-Academy Trust in the Cluster will be approved.
- 7.2 KB said that there was a lot of collaborative work on the ground, in terms of moderations, learning walks, joint residentials and the “Big Sing Thing”. There will also be Safeguarding training for the Cluster Governors given by the Safeguarding consultant.

8 Resources Questions and Approve policies

- 8.1 All policies were approved including the new Virtual Attendance policy.

9 Facilities Summary of previous meeting

- 9.1 The new Data Protection legislation had been discussed. It was agreed at the Facilities meeting that for future meetings, Governor papers would be downloaded from the secure Governor website to make the process paperless. Governors would also be given an encrypted USB stick to store correspondence. LO was actioned to set up new Governors on the web site. **LO**

9.2 – 9.10 Confidential

10 Link meeting review

- 10.1 The link meeting notes between the Governors and Subject Coordinators were circulated. A common theme was the lack of time to complete Coordination tasks.
- 10.2 KB said that NQTs did not get subject coordination responsibilities. Two hours per week is allocated to teachers for their School Improvement role but only 30 mins is expected as part of the teacher Statutory Pay and Conditions. LB believed that Holy Family was one of the few schools that allocated this much time.
- 10.3 KB confirmed that the target for the Parent Support Coordinator (who met with Francis Mwangi) was to achieve the Well Being award. For Modern Foreign Languages, the school should be progressing through the national curriculum and there were measurable targets.

10.4 KB stated that where she believed any teacher was having difficulty that she would provide support. The Coordinators also complete an impact report at the end of the year.

11 Policies

11.1 LO said that the Admissions policy 2019/20 had not changed and there had been no need for consultation. The Policy was determined.

12 Training and School Visits Undertaken

12.1 KB confirmed that the local MP, Robert Buckland (RB) visited the school. This visit had been organised by Francis Mwangi, who also attended

12.2 RB was shown around by the children and “grilled” by the School Council. Lion class presented their work on refugees. RB also supported the application for the Multi-Use Games Arena (MUGA)

12.3 There was a Safeguarding Audit with the Consultant which Father Gary attended, he also undertook a KS1 prayer service.

12.4 LO said that she went on Governor Support Data Protection training and DS had DP training at Liden School where she is a Governor.

12.5 It was noted that Holy Family had a big spread in the local “Handy Mag” newspaper and will again this month noting the visit of the Local MP, Robert Buckland..

12.6 Governor/Link meetings have taken place

13 Any other Agreed Business

13.1 There was a short discussion about the Foundation Governor Nomination Form and it was agreed that the Governing Body would draw up a response by the 30th March deadline.

LO

14 Action Plan

14.1 LO to organise Governor secure web site access.

LO

14.2 Feedback Governor Nomination Feedback form

LO

14.2 Matters relating to Confidential

KB

Next FGB meeting 2nd May 2018.