



Holy Family Catholic Primary School Governing Body

**Full Governing Body Meeting, Wednesday 2nd May 2018
at 5.00 pm in the School.**

Present

Foundation Governors

Dave Dawson (DD) V Chair
F. Gary Brassington (FGB) Chair
Andrew Szeliga (AS)

Parent

Francis Mwangi (FM)

Guests

Denise Slaght (DS)
Thomas Lawes (TL)

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 Roy Thompson (RT) – standing for Council Election, Danusia Thomas (DT) and Sharon Lewies (SL) work commitments.

2 Declaration of pecuniary Interest

- 2.1 All members of staff had an interest in the additional item relating to staff changes.

3 Minutes of Previous Meeting

- 3.1 These were approved with a change to 10.2. Two hours per week is allocated to the School Improvement role. At least 30 mins is expected as part of the teacher Statutory Pay and Conditions.

4 Matters Arising

- 4.1 To be discussed in following agenda items.

5 Head Teachers Report

- 5.1 Miss Swiokla is leaving on the 11th May. See item 7- Staffing.
- 5.2 The number on role is stabilising around 295 and there is a new pupil starting next week. 37 children are on roll for Reception in September compared to 31 last year.
- 5.3 The Cluster buys into the services of Sarah Turner (ST), the Safeguarding consultant. ST joined a child protection group supervision to observe Holy Family practise. She has asked to video these meetings as a model of excellence to support other schools.

- 5.4 The parents evening was postponed due to snow and while not all could attend the re-scheduled meeting was well attended.
- 5.5 There has been funding to work with Create Video and pupils have made a film to promote the school. The film will premiere in Cine World on 8th June 10.30-11.30.
- 5.6 Governors are invited to all assemblies and Masses, also the year 6 production and bring and share lunch.

6 Nursery Provision

- 6.1 KB said that there had been a successful bid for a nursery provision with match funding from the Local Authority (LA). The aim would be to open a 2 to 11-year-old provision in September 2018 from 7.30am to 5.30pm.
- 6.2 KB said that her preferred option was for a maintained nursery. This would legally change the age range of the school from 2-11 years. There would be one Ofsted and one school budget. An alternative would be to have a Governor maintained nursery which would have a separate budget and an Ofsted.
- 6.3 There was a meeting earlier in the day with Collen Collett (CC) and the LA where this was discussed further. KB said that CC had agreed that the school could have a maintained nursery which was faith based because it was part of the school.
- 6.4 The Governors asked what a faith-based nursery meant? KB said that all applicants would be accepted until the nursery was full at which point the over subscription criteria in the Admissions policy as used by the Primary school would be invoked.
- 6.5 KB hoped that the nursery children's parents would request a place into Reception, but this was not a guarantee. FGB said that nursery children would have to re-apply to the join the school in Reception.
- 6.6 The Governors also asked how parents reacted. KB said that there had been a positive response and the next step was to have a 4-week Diocesan consultation scheduled from 21st May to 18th June. This is necessitated by the change in the age range of the school. The consultation would be with all local settings including parents, residents and the LA.
- 6.7 There would also be an Open Day on the 6th June to present details of the new nursery provision. KB said that she had asked the Diocese and LA to attend.
- 6.8 The building work for the new extension to accommodate the nursery is out to tender with Hookway. A new building will be built between Leopard class and the hall and will accommodate year 2. This will release space for the nursery in Giraffe class and also allow for a separate entrance.
- 6.9 The Governors asked what would happen if the nursery build was delayed. KB said that the Meerkat Resources room would be used for year 2. The Server would be moved at a cost of £500 and the partition wall removed to make the area larger.
- 6.10 The Governors asked if there were sufficient children to make the nursery sustainable in the long term. KB acknowledged the nursery would not be full from day 1. KB said that there could be 27 children depending on age but the approx breakeven would be 18 children requiring one teacher and two support staff.

- 6.11 The Governors asked for the numbers relating to the financial viability of the nursery short to long term. KB said that the Bursar had done a rudimentary review and the nursery could make an £8k loss in the first year. It was agreed to discuss this further at the Facilities meeting, but KB envisaged the nursery would be charged for overheads such as admin long term.
- 6.12 The ratio of children to adults is 1:13 where one member of staff must be a qualified teacher. KB said that she wished to advertise for a qualified teacher for the nursery week commencing 7th May.
- 6.13 The Governors asked how parking might be affected as nursery children needed to be taken to the “front door”. KB said that the Business plan would include parking. There would be two sessions, one from 8.30 to 11.30am and from 12- 3pm. The same rules would apply as those for the Primary school in that the church car park was available.
- 6.14 It was agreed that the opening of a maintained nursery with an extension should proceed. KB confirmed that building work will start May half term.
- 6.15 KB said that the LA had £400k available for SEND and was asking schools to bid for funds with a deadline of 4th May.
- 6.16 KB said that she would like to put in a bid to convert the caretaker’s house downstairs to a dedicated nurture area with disabled access and toilets. KB said that there was a need in the school which had resources but no space. The grant funding would be £53.6k and the school would contribute £17.8k. The Bursar had said that the money was available, and the advantage would be that the grant would fund the IT/phone/ alarm connections to the House. This was agreed by the Governors.
- 6.17 Funding has been budgeted for the first stage of the Mound development which will comprise a fort, slide and ladder. A bid to “Awards for All” will be put in for phase 2.
- 6.18 **Confidential**

7 Staffing

- 7.1 Miss Swiolka, Leopard class is leaving. To ensure continuity, Mrs Clift and Mrs Smith have been class teachers since the new term.
- 7.2 KB outlined the new class structure from September 2018.

R	R/Y1	Y1	Y2	Y2	Y3/4	Y3/4	Y3/4	Y5	Y5	Y6	Y6
23	22	25	21	21	28	28	28	24	23	22	22

- 7.3 KB said that a mixed R/YR1 class enabled children who would benefit from the FS environment to have access to the Foundation curriculum, it would support their development.
- 7.4 The Governors were pleased that four relatively small year 5&6 classes remained in place to maximise the best outcome for pupils.
- 7.5 KB said that this term there will be an improved transition for year 2 pupils as they move up to year 3. Each child will experience three afternoon sessions and work with existing year 3 in their new classes. Their work will link to topics that they will do in year 3 and will be art/craft and DT based. Every child will display their work in the new classroom.

- 7.6 KB confirmed that the new structure was within budget if the extra morning maths lessons run by Lisa Smith were dropped. The Governors expressed concern about this as Maths booster classes were a response to the previously poor maths results which had subsequently improved. KB said that classes were still relatively small, and the subject lead was strong on teaching and Learning for Maths. However, it was the only way to prevent a deficit.

DS left the meeting

- 7.7 **Confidential**

8 Samuel Partnership/Romero Trust

- 8.1 A Working Party meeting took place with the Trustees and representatives from the Samuel Partnership on the 19th April. The purpose was to discuss the Romero MAT application and agree a plan forward to achieve common ground. KB said that the meeting was open and honest with a will to move forward.
- 8.2 The issue of one MAT per Cluster was discussed by the Working Party and the Trustees did not rule out a second MAT. The inclusion in the application of a MAT including non-Catholic schools was redacted. It was also felt the application was a Business Plan rather than an Educational Plan for school improvement. The appointment of a CEO also had to be fully advertised.
- 8.3 It was agreed that all schools should go back and discuss what was non-negotiable for them and consider any changes needed to operate a successful MAT long term. Holy Family needed a small working Party which would review what a Catholic MAT should look like. The Governors asked if the school could be forced into a MAT and KB said this could only occur if the school was vulnerable.
- 8.4 The deadline is to return any amendments is the 28th June for a Working Party meeting on the 5th July. During this period St Josephs will review the changes. It was agreed that a Holy Family Working Party would meet on the 23rd May 9.30-12.00. This would also give time to circulate the discussions to all Governors before the deadline.
- 8.5 It was agreed that this process should not be rushed by the Holy Family Governors and that if the Romero Trust was not best fit then they would not join.

9 Data Protection Legislation Update

- 9.1 The Bursar is attending General Data Protection training, and this will be to a level where she can train others. All staff will be trained when this training is completed. The Audit of data stored and how it is used has taken place. Most Privacy Notices have been written except for recruitment. The Data Protection Officer will be the Bursar.

10 End of Year Results Expectations

- 10.1 On the request of the Governors, KB presented the end of year results expectation
- 10.2 **Foundation** -The "Good Level of Development" target is 72% from a cohort of 32. This should be in line or exceed national averages of 71% (2017). KB said that she expected progress to be good to outstanding.

10.3 **Year 1 Phonics** – 56% of children have met the standard to date from a cohort of 41 pupils. The national average in 2017 was of 81%. Another 5 pupils were 4 points below and are having intervention 2 times per week, 3 children were 7 marks below standard and are having intervention 4 times per week. There are several SEN children, so results are likely to be below national.

10.4 **Year 2 Phonics** -17% of children have met the standard to date out of a cohort of 6

10.5 LB said that there was a two-and-a-half-month time lag between the mock results in phonics and the actual test so a lot of ground could be made up but it was still a concern.

10.6 **Year 2 Teacher assessed results**

Maths	School	National 2017
Expected	87	75
(GDS) Greater Depth Standard	47	21
Reading		
Expected	91	76
GDS	40	25
Writing		
Expected	78	68
GDS	42	17

10.7 **Year 6** – KB said that the mock tests took place before half term.

Maths	TA	Mock	Reviewed*	National 2017
Expected	84	64	82	75
GDS in SATs test	24	22	31	23
Reading				
Expected	89	71	87	71
GDS in SATs test	40	36	47	25
Writing				
Expected	87			76
GDS in SATs test	33			18
SPAG				
Expected		84	89	77
GDS in SATs test		33	40	31
Combined				
Expected		47	82	61
GDS		18	27	9

10.8 The reviewed* values refer to pupils who didn't pass the test, but with support look likely to meet expectations

10.9 KB said that the combined results were low due to lower maths and reading results

10.10 Pupil Premium children were confirmed to be on track and there were no concerns.

10.11 The Governors thanked KB for the summary on expected results.

11 Resources meeting questions and Approve policies

11.1 There were no questions and the Resources policies were approved.

12 Policies

12.1 The new Use of Governor Personal Data and CCTV policies were approved. These comply with the new Data Protection Legislation from May 25th

12.2 The Fire Practice and Health and Safety policies were approved

13 Training and school Visits undertaken

13.1 AS had a link meeting with Lisa Smith to discuss Maths. AS said that the use of the White Rose scheme as a Maths mastery resource was having a positive impact.

13.2 RS and LO went on Finance in Academies training run by Governor Support.

13.3 There will be safeguarding training for the Cluster on 17th May. LO, KB, DD MT and LB will attend.

13.4 Father Gary met with KS1 children to talk about Easter symbols.

14 Correspondence

13.1 None

15 AOB

15.1 There will be teacher Governor Link meetings at 5pm before the next FGB.

15.2 KB thanked everyone for their support at this exceptionally busy time.

16 Action Plan

16.1 None

Next FGB meeting 20th June 2016 at 6pm. Governor/teacher link meetings before hand