

Pope Paul Catholic Primary Governing Body Meeting

3rd September 2019

6.30pm

Present: Adam Bogusz (AB); Liz Heymoz (LH) Headteacher; Michael Kelly (MK) Chair; Margaret Joyce (MJ); Antoni Poyiadzis (AP), Tricia Alder (TA), Lesley Bills(LB) Andrew Lyons(AL) and Carole Strange (CS)

In attendance: Debbie Collins, HfL Clerk

Apologies :- Colin McArdle (CM), Steve O’Keeffe(SOK) and Catherine McNamara (CM) (Associate Member)

	Item	Action
1.	Welcome to all and Opening Prayer	
2.	Apologies and approval of any absences Apologies were received and accepted from Colin McArdle (CA), Steve O’Keeffe(SOK) and Catherine McNamara (CM).	
3.	<p>Ratification of Draft Child Protection Policy September 2019 The policy had previously been circulated to governors. The following was discussed :-</p> <p>Safeguarding training takes place every two years. The HT and Deputy Head training will take place on October 2020.</p> <p>Staff have been provided with the CP Policy and there will be a Child Protection level 1 safeguarding training in October for all staff. CP training is taking place tomorrow. Staff have been asked to read and sign that they have understood the policy.</p> <p>Q. What happens with temporary staff? A. Everyone is provided with a safeguarding talk. The KCSiE document and the child protection policy are available for all to read in the staffroom.</p> <p>Governors highlighted areas in the policy :-</p> <ul style="list-style-type: none"> • Page 14 - Wording from the guidance regarding 'criminal offence' has been left out. The HT will add the wording to the policy. Action HT • Whistle blowing, Behaviour and Staff behaviour policies need to be linked to the policy. The HT will add this. Action HT • Page 13 - KCSiE document should be dated 2019. Action HT • Page 15 – Examples should be added. Action HT • Page 17 – Record keeping - the first sentence should be underlined. The last sentence from para. 40 of KCSiE should be added. Action HT. • Page 19 –the school name should be added. Action HT • Page 20 – Contact numbers for the Chair and Vice chair should be added. Action HT <p>Governors ratified the policy subject to these amendments.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p>

4.	<p>Completion and submission of essential governor documentation:</p> <ul style="list-style-type: none"> • Declaration of any conflict of interest (see attached document) (MK) • Pecuniary (Business) Interest declaration • Keeping Children Safe in Education (September 2019) Part 1 and Annex A <p>Governors had been provided with the three documents that need to be read and signed. They were asked to complete the forms on the night, otherwise they were asked to send them onto the HT. Action Governors</p> <p>Carol will contact Colin McArdle to sign the documents.</p> <p>Action CS/CM</p>	<p>ALL</p> <p>CS/CM</p>
5.	<p>To agree the minutes of the meeting of 10th July 2019 (matters arising to be considered at next FGB meeting)</p> <p>The minutes had previously been circulated to governors. The following amendments were made :-</p> <p>-Page 2 -. Antoni entered the room at the end of item 5.</p> <p>-Page – Doogun amended to read ‘Dugan’.</p> <p>Q. How are the results?</p> <p>A. They are unlikely to reach the expected level.</p> <p>-Page 4 -Parent view – delete ‘views that needed addressing’.</p> <p>Clerk will amend the minutes. Action Clerk</p>	<p>Clerk</p>
6.	<p>Pope Paul School Initial Analysis of Pupil Performance and Progress Review July 2019 (see attached document). (LH to lead with questions from governors)</p> <p>The Chair thanked the HT for sending the HIP document to governors.</p> <p>The recent HIP visit with Liz Hawkins, Jayne Theo, Catherine McNamara and Margaret Joyce and the HT took place on 11th July 2019.</p> <p>The following was discussed :-</p> <p>Part One :- Progress against key priorities</p> <p>1.1. Agree the impact of the schools work to address the key priorities indicated by the school performance information and previous visits</p> <p>Priority One – Improve outcomes for higher attainers</p> <p>The school are not to cap the learning, but for the children to continue to learn. The HT highlighted page 2, which showed the provisional attainment data at greater depth data, which the school have been challenged on.</p> <p>Summary</p> <p>The target focus is on improving provision for the most able and it is having a ‘Good’ impact.</p> <p>Greater depth is higher than Herts and the national figures.</p> <p>Priority Two – embed improvements in the teaching of maths, writing and reading so pupils including the disadvantaged across each academic year, make good progress.</p> <p>There is a reading fluency and writing project that has been implemented throughout the</p>	

whole school. Everyone is getting excited about the writing and there is progress in Maths through embedding the Herts programme of 'Essential Maths'. The HT continued stating that in KS1 nearly all pupils working below age related expectations at the beginning of the year, attained the expected standard by the end of the year.

Summary

- Good progress – the SLT are monitoring and evaluating initiatives in a timely way and the school are proactive when responding to issues and information arising from pupil progress meetings, personal development, mentoring and coaching.

Priority Three - Development of the foundation subjects

The SLT are clear about the Ofsted expectations with regard to the shaping and organisation of the curriculum.

The next steps include sharpening the curriculum intent and impact statements. The current curriculum map will be reviewed.

SRE – the HT is happy with the school's approach to this so does not see the need to buy into the scheme.

Q. What does echo mean

A. It means repeating something.

The Schools Performance Data for July 2019

The HT circulated the paper at the meeting. The following was discussed :-

- % Pupils achieving a good level of development at the end of EYFS
-83% when compared to 71.7% nationally
- Progress made from end of key stage 1 to end of key stage 2
-Reading 1.7
-Maths 1.5
-Writing below 0.3 – Writing is a development target and it was noted the cohort was a difficult one.
- Key Stage 2 results – Year 6 (30 Pupils)
Reading -
-Working at expected standard + - 93.3%
-Working at Greater Depth – 56.9%, which is a fabulous result when compared to the national % of 26.9%.
Results across the board for KS2 are outstanding.
- Pupil attainment at the end of KS2 in Reading, Writing and Maths is 90% at the expected level and 20% for greater depth. This is compared to the national % of 64% and 10.5% respectively.

Last year the school qualified as the 1% of schools nationally that had made very

	<p>significant progress from their last Ofsted inspection.</p> <p>Governors questioned whether teachers are being conservative about their achievements in their assessment of writing.</p> <p>The HT informed governors that the school is involved in different types of work helping other schools-</p> <p>Governors congratulated all staff and they understand the hard work that goes into achieving these results and the impact is uplifting.</p> <p>Governors noted that the National figures are not yet published and are normally published in December.</p> <p>The HIP's positive remarks were discussed, especially in light that she rarely praises a school.</p>	
<p>7.</p>	<p>Governor areas for development 2019-20</p> <p>a. Preparation for Ofsted Inspection</p> <p>b. Preparation for Section 48 Inspection</p> <p>This will be addressed under part 2 of the minutes.</p>	
<p>8.</p>	<p>Number of full governing body meetings and agreed schedule of meetings 2019-20 (MK)</p> <p>The Chair spoke to governors that cutting down to one FGB meeting a term increases the volume of information that is required for them to read. He suggested going forward that all governors ensure they attend every planned meeting.</p> <p>An in-house training session on governor pupil exclusion panels will be arranged for all governors. Governors were all asked to visit the school and come into the classrooms to 'get a feel' of what is going on in the class and the school.</p> <p>Direct feedback from them would be useful for the curriculum leads and will also ensure they Curriculum Leaders engage with governors.</p>	
<p>9.</p>	<p>Governor Roles and Responsibilities 2019-20:</p> <p>The Chair handed over the responsibility of Chair to the Clerk. She asked governors for nominations for the role of Chair of Governors.</p> <p>Election of Chairman (AN)</p> <p>Adam (AB) nominated Michael (MK) as Chair of governors. It was seconded by Carole (CS)</p> <p>The ensuing vote was unanimous and Michael was duly elected as Chair and resumed the role.</p> <p>Election of Vice Chairman</p> <p>Michael (MK) nominated Carol as Vice Chair of governors. The nomination was seconded by Adam (AB).</p>	

	<p>The ensuing vote was unanimous and Carol was duly elected as Vice Chair.</p> <p>Term of office for the Chair and Vice Chair of Governors The term of office for both roles was agreed as one year.</p> <p>It was noted that Carole’s EY and Foundation knowledge enables governors to be in a solid position with respect to this key area of school life.</p> <ul style="list-style-type: none"> • Committee structure – agreed as before • Composition of School Improvement Committee agreed as before. <p>Catherine will step down as a committee member.</p> <ul style="list-style-type: none"> • Composition of Resources Committee– agreed as before. • Composition of Admissions Committee– MK will step down; Lesley (LB) will remain and Andrew (AL) will join. The committee needs to meet this month for agreement of the 21/22 Admissions Policy. The existing policy was circulated, but with a date change. The siblings ranking issue will be looked at and Father Shaun will contact the Bishops committee. Action Fr Shaun. The Admissions committee will look at this further. • Composition of Head Teacher’s Performance Review Committee (Chairman). The meeting has been scheduled for 10th October and the committee will be made up from Chair (MK), Carole (CS), Trish (TA) and Adam (AB). • Composition of Admissions Appeals/Disciplinary/Grievance/Complaints Committees (Chairman) – meetings will be agreed on an as and when basis. <p>Exclusion training needs to take place and governors agreed that this could be an in-house session. The Chair will arrange this. Action Chair.</p> <p>There was:</p> <ul style="list-style-type: none"> • Agreement that each committee elects its Chairman at the first meeting of the academic year. Agreed. • Agreement that each committee agrees their Terms of Reference at the first committee meeting of the year and then it is tabled for ratification at the next FGB meeting. • With respect to Website Compliance– Andrew (AL) agreed to take this role on and will work alongside Catherine (CM). • Adam (AB) agreed to take on responsibility for oversight of Maths. • RE governor – Lesley (LB) agreed to take on responsibility for oversight of RE. • Individual Governor Responsibilities governors were asked to look at and confirm that their details are correct. Action All 	<p>Fr Shaun</p> <p>Chair</p> <p>ALL</p>
<p>10.</p>	<p>Confirmation of Governor details: please refer to accompanying documentation regarding contact details, terms of office and nature of appointment (Chairman)</p> <p>The HT confirmed that all references have been received and there were currently two DBS outstanding in respect of Trish and Antoni.</p> <p>KCSiE – the governor section needs to be checked. Carol will let governors know if</p>	

	anything is needed. Action CS	CS
11.	Policies Schedule for 2019-20 (for reference purposes) (MK) MK will ensure there is compliance. Action MK	MK
12.	Training: a. A reminder that E learning for governors has been released by Herts for Learning. Governors are requested to opt in at http://bit.ly/HfLGovUpdates . Action ALL b. Area of focus for free in-house training session and setting of potential date for such. The new Ofsted framework will be arranged. Action MK/SOK c. Use of GovHub to obtain information on Diocesan training opportunities. Governors noted that some of the training is really good and they are free. Governors will check with gov hub to see what courses are available for them to attend. Action ALL Antoni will arrange to go on the training on Section 48 RE inspection. Action AP	ALL MK/SOK ALL AP
13.	Key dates for governor diaries: -Hertfordshire Governors Annual Conference will be held on Saturday 16th November 2019; delegates will have the opportunity to attend two seminars of their choice. Exhibitions will also be present offering a range of opportunities to educational settings. The venue is the Hertfordshire Development Centre, Stevenage, SG1 2FQ. Parking will be available on-site at Robertson House. Further details and booking arrangements to be provided by HfL. -Thursday 10 th October 6.30-8.30 briefing on the new Ofsted Framework for Governors, Hertfordshire Development Centre Stevenage - £64 cost for training, MK will be attending.	
17.	Proposed Dates of meetings 2019-2020 (See attached sheets) FGB Meeting dates: - All meetings commence at 6.30pm :- 8 th October 2019 9 th December 2019 6 th February 2020 1 st April 2020 18 th May 2020 – budget ratification 7 th July 2020 Resource and School Improvement Committee Dates :- All meetings commence at 6.30pm 24 th September 2019 19 th November 2019 27 th January 2020 16 th March 2020 16 th June 2020	
18.	Any other Business – - ‘The God Who Speaks - A Year of the Word’ – Margaret (MJ) informed governors that the aim of The God Who Speaks - A Year of the Word is ‘Celebrating, Living and Sharing God’s Word.’ It will be an opportunity in our schools to enrich current scripture	

	practices and to develop and explore new ways of responding to the Bible. Governors will look at this on 4 th October. Action ALL The HT will send the draft SDP to governors. Action HT	ALL HT
19.	PART 2 – -New Ofsted Framework Discussion (see separate notes of Part 2)	
20.	Closing Prayer and Close :- 20.40	