

# HOLY TRINITY CATHOLIC SCHOOL

24 London Road  
 Chipping Norton  
 OX7 5AX  
 Tel: 01608 643487 Fax: 01608 642934  
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## Minutes of Holy Trinity Catholic Primary School Academy Committee Meeting 6<sup>th</sup> July 2016 6pm at Holy Trinity School, London Road, Chipping Norton, Oxon. OX7 5AX

	<p><b>Present:</b>                  Jo Tyrrell (JT) – Foundation Governor                  Lorna Buchanan (LB) – Head teacher                  Jessica Maunder (JM) – Parent Governor                  Wynn Brack (WB) – Foundation Governor                  Father Anthony Joyce (FAJ) – Foundation Governor                  Pauline Brooks (PB) – Foundation Governor – arrived at 6.10pm                  Michael Foy (MF) – Foundation Governor</p> <p><b>In Attendance:</b>                  Lucy Tyrrell (Clerk)</p> <p><b>Apologies:</b>                  Wendy Smart (WS) – Staff Governor                  Bernadette May (BM) – Foundation Governor                  Adam Jennings (AJ) – Parent Governor</p> <p>The meeting started at 6.05 pm</p>	
1,2	<p><b>Welcomes, Apologies, absences, quorum</b>                  Father opened the meeting with a prayer.</p> <p>The Chair welcomed MF to his first meeting</p> <p><i>PB arrived at the meeting at 6.10pm.</i></p> <p><b>Apologies:</b> Apologies were received and accepted from those governors listed above.</p> <p><b>Absence:</b> There were no unknown absences from governors.</p> <p><b>Quorum:</b> The meeting was quorate.</p>	
3.	<p><b>Notice of Any Other Business</b></p> <p>None.</p>	
4.	<p><b>Register of Business Interests/Party Related Questionnaire</b></p>	

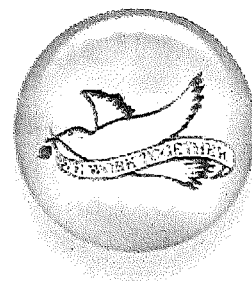
Signed:  Date: 15<sup>th</sup> Dec 16 [LT/JT 30.09.2016]

Headteacher: Mrs Lorna Buchanan BA. Head.3420@holy-trinity.oxon.sch.uk

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	<p>Governors had received forms from the Chair requiring completion. Those completed will be forwarded to the Clerk for collating for the school website. Those still outstanding will be chased up by the Clerk.</p> <p><b>Action 1: JT to forward completed party related questionnaires to the Clerk.</b></p> <p><b>Action 2: The Clerk to chase up outstanding party related questionnaires and collate all information for the school website.</b></p>	JT	Clerk																
6.	<p><b>Election of Chair and Vice-Chair</b></p> <p>In the absence of AJ, it was decided to move this item to further on in the agenda, and is covered under Item 14.</p>																		
7.	<p><b>Committee Structure and Terms of Reference review</b></p> <p>Document entitled 'The Pope Francis Catholic MAC Terms of Reference' was circulated to all governors prior to the meeting.</p> <p>Governors wished to review this document further in comparison with other terms of reference to ensure it is suitable for their needs. The Clerk suggested reviewing the OCC terms of reference, and will forward these to the Chair in the first instance.</p> <p><b>Action 3: Clerk to send the OCC standard terms of reference to the Chair to review and discuss further at the next meeting.</b></p>		Clerk																
8.	<p><b>Minutes of the meeting dated 6<sup>th</sup> July 2016</b></p> <p>The above minutes were agreed by all governors to be an accurate record of the meeting and signed by the Chair and filed at the school.</p>																		
9.	<p><b>Matters Arising:</b></p> <table border="1"> <thead> <tr> <th>Action</th> <th>To be completed by 27<sup>th</sup> September, unless otherwise stated</th> <th>Who</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Action 1</td> <td>JT to liaise with clerk to confirm records of TMC's comments at the meeting.</td> <td>JT</td> <td>TMC has now resigned from the governing body. Further comments under 'governor vacancies'.</td> </tr> <tr> <td>Action 2</td> <td>All governors who have not undertaken the PREVENT training to do so by the end of school term.</td> <td>All Govs</td> <td>Completed by all governors. Clerk to send link to MF.</td> </tr> <tr> <td>Action 3</td> <td>JT to send the link out to online training.</td> <td>JT</td> <td>Completed.</td> </tr> </tbody> </table>	Action	To be completed by 27 <sup>th</sup> September, unless otherwise stated	Who	Outcome	Action 1	JT to liaise with clerk to confirm records of TMC's comments at the meeting.	JT	TMC has now resigned from the governing body. Further comments under 'governor vacancies'.	Action 2	All governors who have not undertaken the PREVENT training to do so by the end of school term.	All Govs	Completed by all governors. Clerk to send link to MF.	Action 3	JT to send the link out to online training.	JT	Completed.		
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Action 4	LB to send information to AJ to update his CRB check.	LB/AJ	Up to date DBS in place. LB to liaise with MF as a new governor, to do.
Action 5	JT to set up exit interview with Caroline Thomas, EYFS teacher.	JT	Completed. Reported very positive comments regarding the school and SLT.
Action 6	New link governor for equality and diversity. JM to meet with LB.	JM/LB	Booked in for next week.
Action 7	More documentation to be produced from the committee meetings.	Comm s	Governors noted this comment and will ensure committees are minuted fully.

## 10. Health and Safety

LB gave governors an update on the proposed Adventure Playground. The area has been cordoned off as the bark used was inappropriate. The school has carried out further investigations into sourcing a cheaper alternative than the companies that originally quoted for this work, and have found a significantly reduced contractor to supply the materials.

*Governors questioned how long would the structure last?* LB had been informed that the structures come with a 5 year guarantee. The Junior Leadership Team will be responsible for which design is chosen for the playground. Examples of playground structure designs were tabled at the meeting, and governors were informed that this project should be completed by the Spring.

Governors were informed that monies have been set aside from the budget for this project, which is in the region of £15,000.

The school are also completing work on the reflective garden, the area was cleared over the summer and a contractor is being sourced to complete this work. It is expected that this project will also be finished by the Spring.

*Governors asked how much was received in donations from the Parish?* It was reported to be approximately £500, however more is expected.

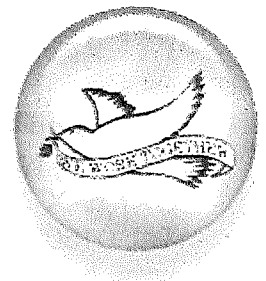
LB reported that repairs to the school mosaic are due to be carried out, and they are also looking into a Perspex cover to protect it.

The H&S audit is due on 2<sup>nd</sup> May 2017. LB reported that all matters arising from the previous audit had been carried out.

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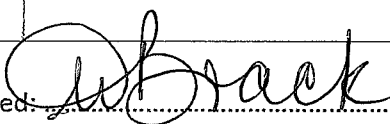
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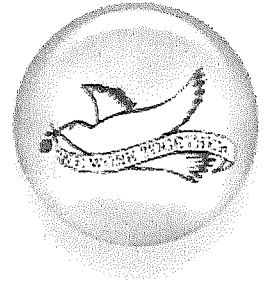
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11.	<p><b>Finance Update</b></p> <p>LB reported that the c/fwd figure does not include the playground, therefore the £100,000 would be scaled back to £70,000, once the playground and garden have been completed.</p> <p>The next MAC board meeting is in November and LB will report back to governors' from that meeting.</p>	
12.	<p><b>Safeguarding: Keeping Children safe in education update</b></p> <p>The annual safeguarding report has been completed and circulated to all governors. JT will send a copy to MF.</p> <p>LB reported 3 'child in need' cases within the school with no child protection follow up necessary.</p> <p>LB gave an update on the Safeguarding Team at OCC since Barry Armstrong has left, and reported that the school has experienced no changes in service.</p> <p>The updated safeguarding policy has been circulated to all staff for review. LB will circulate this to governors also, and governors were requested to come into school to sign as evidence they have read and understood this policy.</p> <p><b>Action 4: LB to circulate the safeguarding policy to all governors.</b></p> <p><b>Action 5: All governors to read the safeguarding policy and sign as evidence they have read and understood this document.</b></p> <p>LB reported that all staff completed updated safeguarding training at the September inset day.</p>	<p>LB</p> <p>All Govs</p>
13.	<p><b>Headteacher's Report</b></p> <p>LB gave a verbal report at this meeting as follows:</p> <p>Additional TA in year 4, and new office staff, both have settled well.</p> <p>The SDP/SEF will be circulated to the Junior Leadership Team, Chair and Vice-Chair for comments. A summary document will be uploaded to the school website and distributed to all governors.</p>	

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	<p>Action 6: LB to provide summary SEF and SDP to governors and upload to the school website.</p>	<p>LB</p>
<p>14.</p>	<p><b>Governor Business</b></p> <p><u>Vacancies</u></p> <p>JT informed governors that TMC has resigned from the governing body. Governors noted their thanks to TMC for his time as a governor.</p> <p>It was agreed to not replace this position on this Committee at this time, until other positions are agreed.</p> <p>The Staff Governor vacancy has been filled by Andrea Cullen, assistant SENCO and HSLW.</p> <p>JT informed governors that she plans to step down from her role as governors at the end of this year, and informed governors to consider progression of the governing body after this time.</p> <p>In the light of the above information, governors were in agreement with electing the positions of Chair and Vice-Chair in AJ's absence, and taking into account information received from the Diocesan Education Service, and discussions thereof, agreed the following:</p> <p>JT nominated WB as Chair of the Governing Body, which was seconded by PB. All governors were in favour of this nomination and WB agreed to be Chair of the governing body for the period of one year.</p> <p>WB nominated JT as Vice Chair of the governing body, which was seconded by JM. JT agreed to take on this role, with the support of AJ, and the understanding that she would be stepping down at the end of this year. Governors were aware and in agreement, and will consider Vice-Chair progression for further discussion at the next meeting.</p> <p>WB and JT will meet to discuss future considerations for the governing body and committee structure.</p> <p><u>Training</u></p> <p>FAJ and WB have booked onto Governor induction training for May. The Clerk will send the Governor Services training brochure to MF to book his training.</p>	

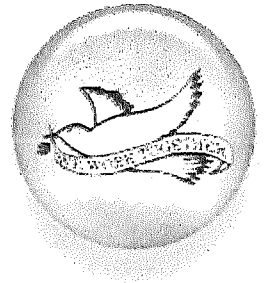
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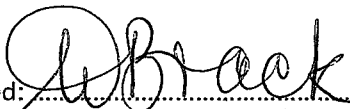

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	<p><b>Action 7: Clerk to send the Governor Services training brochure to MF.</b></p> <p>Governors discussed the benefit of attending Ofsted ready training, and wished the Clerk to enquire into their one-off training session offered by Governor Services.</p> <p><b>Action 8: Clerk to enquire of one-off session Ofsted ready training with Governor Services.</b></p> <p><u>Visits</u></p> <ul style="list-style-type: none"> <li>• JM to book in with LB.</li> <li>• MF to visit school for tour, will liaise with JT.</li> <li>• School photographer in school on 3<sup>rd</sup> November – all governors were requested to attend.</li> </ul>	Clerk
15.	<p><b>Policies</b></p> <p>None for this meeting.</p>	
16.	<p><b>Any Other business</b></p> <p><u>Helens Rose</u></p> <p>JM updated governors on the rose bought for the family on behalf of governors. They will also send a note in for the school.</p>	
17.	<p><b>Date of Future Meetings</b></p> <p>Full ACR – 15<sup>th</sup> December 2016 at 1pm Full ACR – 28<sup>th</sup> February 2017 at 6pm Full ACR – tbc in July 2017</p>	

The meeting finished at 7.10pm.

(LT/30.09.16)

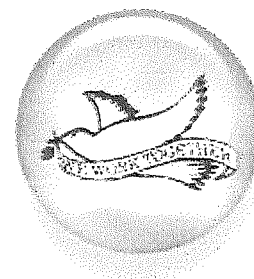
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## ACTIONS FROM AGM ON 27<sup>TH</sup> SEPTEMBER 2016:

	All actions to be completed by 15 <sup>th</sup> December, unless otherwise stated.	Who	Outcome
Action 1	JT to forward completed party related questionnaires to the Clerk.	JT	
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