

# HOLY TRINITY CATHOLIC SCHOOL

24 London Road  
Chipping Norton  
OX7 5AX  
Tel: 01608 643487 Fax: 01608 642934  
[www.holy-trinity.oxon.sch.uk](http://www.holy-trinity.oxon.sch.uk)

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## Minutes of Holy Trinity Catholic Primary School Academy Committee Meeting 24 November 2015 6pm at Holy Trinity School, London Road, Chipping Norton, Oxon. OX7 5AX

|   |   |  |
|---|---|--|
|   | <p><b>Present:</b></p> <p>Lorna Buchanan, (LB), Headteacher<br/>Joanne Tyrrell, (JT), Foundation Governor, Chair<br/>Adam Jennings, (AJ), Parent Governor, Vice-chair, (temporary clerk)<br/>Jessica Maunder, (JM), Parent Governor<br/>Tim Mavers Chance, (TMC), Foundation Governor<br/>Pauline Brooks, (PB), Foundation Governor<br/>Helen Hovard, (HH), Staff Governor<br/>Wendy Smart, (WS), Staff Governor</p> <p>Meeting started: 18.09 pm</p> |  |
| 1 | <p><b>Welcomes, Apologies, absences, quorum</b></p> <p>Meeting started with a welcome to all and prayer from JT.</p> <p><b>Absent:</b></p> <p>Wynn Brack and Nicola Jenkins sent apologies.</p> <p>TMC arrived at 18:36.</p> <p><b>Quorum:</b></p>  |  |
| 2 | <p><b>Declaration of Business/Pecuniary/other Interests</b></p> <p>No interests declared.</p>   |  |
| 3 | <p><b>Approval of minutes of previous meeting 29<sup>th</sup> September 2015</b></p> <p>Approved and signed by JT.</p>  |  |

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Headteacher: Mrs Lorna Buchanan BA

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| 4 | <p><b>Matters arising from previous minutes</b></p> <p>LB stated that we need to do H&amp;S walk around.</p> <p>Discussed the photo board in the atrium, unfortunately there is no space available for the board at the moment, JT suggested maybe it could be added to the information on the TV screen.</p> <p>Governor photos all done, with exception of BM.</p> <p>LB to check how long back the H&amp;S records must be kept for.</p> <p>Headteachers email address needs to be removed from the minutes displayed on school website.</p>                                    |  |
| 5 | <p><b>Report from Literacy subject lead - NJ</b></p> <p>NJ was unable to make it due to a happy family circumstance.</p> <p>JT subsequently asked for questions the NJ would be able to answer via email.</p> <p>JT asked about the 'Rising Stars' scheme, LB gave a brief overview.</p> <p>JT also asked about provision for 'gifted' children mentioned in the report; again LB gave a brief overview.</p> <p>PB asked for the Heads feelings on 'scaffolding', LB responded with a brief overview.</p> <p>JT asked LB to thank Nicola and also to send our congratulations.</p> |  |

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| 6 | <p><b>Report from Mathematics Lead – WS</b></p> <p>JT asked the group for any questions regards the Maths report.</p> <p>PB asked if we were using ‘enriched’, WS responded that we were and agreed that it is good.</p> <p>JT asked about banning of calculators, WS replied that papers have changed and that the new test requires mental arithmetic, rather than having to be taught how to use a calculator.</p> <p>LB said that the Maths has been well managed and is having a real impact on the children over the last 18 months.</p> <p><b>Governor Question:</b> JT asked if the work being undertaken is changing the gaps.</p> <p><b>Answer:</b> LB said it’s a bit too early to say. Children coming into FS this year and next year will be easier to track.</p> <p><b>Governor Question:</b> PB asked if the use of the ‘newcom’ was successful.</p> <p><b>Answer:</b> WS confirmed it works well lower down the school.</p> <p><b>Governor Question:</b> JT asked how the parents are engaging with the new maths curriculum.</p> <p><b>Answer:</b> WS said it’s working well and everyone is fine. Parents may have been slightly put off by the number of objectives, being 53. LB agreed and said that Maths in comparison to other areas looks bigger/more daunting. LB agreed that parents have been good at understanding the new changes and system.</p> <p>JT thanked WS.</p> |                                      |
| 7 | <p><b>Update on clerking/Chairs update</b></p> <p>JT said Governing body received a lovely card from Cathy Pickford, which was passed round.</p> <p>JT thanked PB for coming into school for SEND walk-round and report.</p> <p><b>ACTION: PB to arrange follow up visit with LB.</b></p> <p>JT and LB met with Safeguarding and will distribute report when ready.</p> <p><b>ACTION: JT and JM to meet re Pupil Premium.</b></p>  | <p><b>PB</b></p> <p><b>JT/JM</b></p> |

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|  | <p>JT informed group about the new Father and Wynn joining the group, along with Michael Foy (Parent).</p> <p>JT has said we've potentially found a new Clerk, just awaiting a second reference. Finances have been agreed, but are actually less than local authority services.</p> <p>New ACR structure document needs correcting, as per JT notes.</p> <p>Governing body health check gone through with sub-committee, came out well. Same sub-group met to go through Ofsted evidence. AJ to do a 360 degree appraisal of JT.</p> <p><b>Action: AJ to organise an appraisal of JT.</b></p> <p>School Development Plan: all completed tasks marked off.</p> <p>JT wrote to the PTA to thank them for the recent monies raised. WS stated that the new ipads are used daily and are a great resource to have in the school.</p> | <p>AJ</p> |
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| 8  | <p><b>Safeguarding</b></p> <p>LB took group through Safeguarding overview. One 'concern' report made.</p> <p>Safeguarding briefing disclosed a couple of technicalities that need tightening – updates in progress and should be complete by next week.</p> <p>Single central record up to date.</p> <p>Safeguarding and 'prevent' trained by end of next week.</p>  |  |
| 9  | <p><b>Health and Safety</b></p> <p>H&amp;S audit gave two ambers:</p> <ul style="list-style-type: none"> <li>- Water risk assessment needs booking (being done)</li> <li>- Photos need to be taken of areas of asbestos.</li> </ul> <p>All other areas were passed successfully; LB thanked all staff and the H&amp;S Governors.</p>   |  |
| 10 | <p><b>Finance Update</b></p> <p>LB finance audit verbal went well, but haven't received the finished report yet.</p> <p><b>Governor Question:</b> JT asked how can we work to the budget.</p> <p><b>Answer:</b> LB explained it's hard to know for sure, but staff costs and insurance have risen. Eventually we might need to tighten our belts; especially in relation to staff costs which is the biggest area of spending in the budget.</p> <p><b>Governor Question:</b> JT asked if there is anything we can do to raise money.</p> <p><b>Answer:</b> LB replied we don't need to raise money yet, the biggest cost saving with be staffing.</p> <p>TMC spoke briefly about the possibility of teaming up with the ACE Centre in terms of shared usage on their minibus. LB also replied that 'feelers' had been put out to a local Scout organisation.</p> <p>AJ and TMC added that the current financial situation is worrying and a pro-active plan needs to be put in place in order to avoid the situation getting any worse.</p> |  |

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| 11 | <p><b>Staff Stress and Wellbeing Survey</b></p> <p>LB gave a brief overview of the report; author indicated that the school has improved under LB leadership.</p> <p><b>Governor Question:</b> TMC asked about the amount of breaks, was it an area that can be worked on?</p> <p><b>Answer:</b> LB answered that report author noted that everyone has break entitlement, but often staff members don't take it.</p>  |    |
| 12 | <p><b>Headteachers Report including report of RAISE online date</b></p> <p>LB took group through her presentation.</p> <p>NQT teaching / training.</p> <p><b>Governor question:</b> JT asked about focus on SPaG.</p> <p><b>Answer:</b> WS replied working on SPaG is a priority.</p> <p><b>ACTION: LB to send out the revised Governor Report, (new version includes SEND page). AJ asked for acronym definition included if possible.</b></p> <p>JT thanked LB for taking us through document and asked for our thanks to be passed on to staff for all their hard work.</p> | LB |

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| 13 | <p><b>Governor Training</b></p> <p>JT asked the group if anyone had any training needs at the present time. TMC said he still needs to book his 'Governor Training'.</p> <p><b>ACTION: TMC to book Governor Training.</b></p> | <b>TMC</b> |
| 14 | <p><b>Any Other Business</b></p> <p>None Declared.</p> <p><b>The meeting closed at 19:59</b></p>  |            |

## Actions from meeting

|          | Action (with completion date)  | Who          | Outcome |
|----------|--|--------------|---------|
| Action 1 | PB to arrange a follow up SEND visit with LB.                              | <b>PB</b>    |         |
| Action 2 | JT and JM to meet with LB re Pupil Premium                                 | <b>JT/JM</b> |         |
| Action 3 | AJ to organise an appraisal of JT  | <b>AJ</b>    |         |
| Action 4 | LB to send out revised Governor report, acronym definition to be included. | <b>LB</b>    |         |
| Action 5 | TMC to book Governor Training  | <b>TMC</b>   |         |

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