

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
Chipping Norton
OX7 5AX
Tel: 01608 643487 Fax: 01608 642934
www.holy-trinity.oxon.sch.uk

We work
together
through the
love of God



Minutes of Holy Trinity Catholic Primary School Academy Committee Meeting 29th September 2015 at Holy Trinity School, London Road, Chipping Norton, Oxon. OX7 5AX

	<p>Present: Pauline Brookes, (PB), <i>Foundation Governor</i> Lorna Buchanan, (LB), <i>Headteacher</i> Helen Hovard, (HH), <i>Staff Governor</i> Adam Jennings, (AJ), <i>Parent Governor, Vice-chair, (temporary clerk)</i> Jessica Maunder, (JM), <i>Parent Governor</i> Tim Mavers-Chance, (TMC), <i>Foundation Governor</i> Bernadette May, (BM), <i>Foundation Governor</i> Wendy Smart, (WS), <i>Staff Governor</i> Jo Tyrrell, (JT), <i>Foundation Governor, Chair</i></p> <p>Meeting started: 6.02pm</p>	
1	<p>Welcomes, Apologies, absences, quorum</p> <p>Meeting started with a welcome to all and especially TMC and JM as our new ACRs. Prayer from TMC.</p> <p>JT explained the process regarding the minutes.</p> <p>Absent: No apologies were received.</p> <p>Quorum: With 100% of governors in attendance, the meeting was quorate.</p>	
2	<p>Declaration of Business/Pecuniary/other Interests</p> <p>No interests declared. JT passed form round for completion by all attendees.</p>	
3	<p>Election of Chair and Vice</p> <p>JT asked group if happy to elect positions informally, group agreed. LB proposed JT as Chair, AJ seconded. Group voted in agreement. JT nominated AJ for Vice. BM seconded. Group voted in agreement.</p>	

Signed:

Date:

[clerk initials/date produced]

Page: 1 of 7

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

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
Chipping Norton
OX7 5AX
Tel: 01608 643487 Fax: 01608 642934
www.holy-trinity.oxon.sch.uk

We work
together
through the
love of God



4	<p>New Committee Structure</p> <p>JT introduced the new committee structure, using the diagram that had previously been emailed as a basis for discussion. JT went on to confirm positions for specific governors on various governing body groups as below:</p> <ul style="list-style-type: none"> • JM agreed to be linked governor for pupil premium • BM agreed to be linked governor for RE and monitoring of new assessment introduction. • PB agreed to be linked governor for SEND • JT agreed to continue as linked governor for Safeguarding • TMC & AJ agreed to be linked governors for Resources & Assets, (to include finance and H&S) • AJ, JT, BM agreed to be linked governors on the Pay Committee and the Head Performance Management committee. • HH agreed to be linked governor for admissions <p>AJ, JT and WS agreed to be linked governors for the 'first-line' complaints panel; TMC, JM, HH agreed to be linked governors for the complaints appeals panels, which will handle admissions complaints appeals as well as appeals for Pay Committee decisions.</p> <p>Working parties were agreed as follows:</p> <ul style="list-style-type: none"> • Governing body health check, (evidencing work done by Governors to ensure we do what we are required): JT, TMC, JM, AJ • Website: AJ, LB + Cathy Pickford, (School Bursar) • SDP: LB, + full ACR • JT agreed to be linked governor for Whistle-blowing contact. <p>ACTION: AJ to produce revised structure document, detailing membership (Appendix A)</p>	AJ
5	<p>Governor skills audit</p> <p>JT asked if any Governors had completed the Governors Skills Audit form. Completed forms returned by AJ, JM. Others handed form to complete. JT explained the reason behind the importance of completing the forms and expanded on other questions governors might be asked. JT asked Governing Body Health Check Group could arrange a meeting; party agreed Tuesday 20th October 9am at school.</p>	
6	<p>Approval of minutes of previous meeting</p> <p>JT asked for questions on the minutes previously sent to governors via email. Minutes were approved and signed by JT. The minutes were agreed as an accurate record of the meeting and signed by the Chair. Minutes will be filed by AJ.</p>	

Signed:

Date:

[clerk initials/date produced]

Page: 2 of 7

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

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
Chipping Norton
OX7 5AX
Tel: 01608 643487 Fax: 01608 642934
www.holy-trinity.oxon.sch.uk

We work
together
through the
love of God



7	<p>Matters arising from previous minutes (and not covered in this agenda)</p> <p>The following points were discussed during the meeting. NB. The point number refers to the 'Matters Arising' Sheet distributed via email prior to the meeting and attached to this document as Appendix B</p> <p>Point 4 to be complete at the end of the meeting. Point 6. Completed Point 8. LB has researched training and found that only one governor required to be trained. LB suggested that although we had the relevant quota of trained Governors, we ought to think about further training. AJ suggested all non-trained Governors could be trained. LB offered training and JT suggested online training. Point 13. New governor induction process was discussed. Point 13. JT received good feedback from distribution of parent questionnaire / impact of governance. LB reported that the Macmillan Coffee morning was a nice relaxed setting and had also encouraged parent conversations. The event has been organised again for 16th November. Point 16. LB confirmed the charity has been invited into school, (they came in this week), and that the school has raised funds and will be donating to the charity. TMC confirmed the charity does great work and described a little of the charities efforts. WS reported that the assembly was well received by the children, even the small children got something from the presentation.</p> <p>ACTION: LB agreed to train TMC and AJ during H&S walk around and offered training to JM on a day that suits JM.</p>	LB
8	<p>Clerking Update</p> <p>JT explained the reasoning behind the change in clerking procedure.</p> <p>JT mentioned she contacted Julian Hehir at Governor Services and they can't help at present due to shortage of full-time clerks. JT handed out model job description and talked group through the pay terms and conditions of hiring a clerk.</p> <p>WS asked about Deb Webb (MAC board clerk), but AJ said he'd asked and she was unable. AJ also suggested looking on the NGA website to see if anyone was available.</p> <p>ACTION: PB said she would talk with Elizabeth Williams, the clerk at her school, to source a recommendation / she if she is interested.</p> <p>Group agreed approval for spend on clerking services at basic level, if and when required.</p> <p>JT took the group through a top level overview of the latest Clerk's Briefings Agenda, which will be distributed via email.</p>	PB

Signed:

Date:

[clerk initials/date produced]

Page: 3 of 7

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

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
Chipping Norton
OX7 5AX
Tel: 01608 643487 Fax: 01608 642934
www.holy-trinity.oxon.sch.uk

We work
together
through the
love of God



9	<p>Chairs Update JT took the group through a top-level overview of the latest topics distributed to Chairs of governing bodies.</p> <p>JT requested a board with photos of governing body be put up in school. WS mentioned that researched had been done on frames, but expense was high.</p> <p>ACTION: LB agreed to work with WS on introducing a board that included staff, Governors and student council.</p> <p>ACTION: All Governors must send photo or attend school photo session by / on Tuesday 3rd October.</p> <p>JT congratulated BGN on their recent GCSE results, mentioning that the result put BGN second best in the county.</p> <p>JT reported that HR and finance services have now transferred to Hampshire.</p>	<p>LB / WS</p> <p>ALL</p>
10	<p>Resources Update LB gave an update on teacher appraisal's; all done and signed off and teacher objectives for forthcoming year have all been set, with examples given to the Pay Committee.</p>	
11	<p>SEND Update LB confirmed that the SEND situation has not changed significantly since LB reported to Governors in July.</p>	
12	<p>Safeguarding Update All teachers and support staff have done their Prevent training and Safeguarding training and JT has checked the Single Central Record. Teaching staff record is complete. Support staff records are awaiting one records check for a member of the cleaning staff who is now present during after school club. They are working on the record for parent helpers.</p> <p>ACTION: JT to continue to check Single Central Record and sign off once complete.</p>	<p>JT</p>
13	<p>Health & Safety Update LB confirmed that main documentation is safe with regards to 'critical incident' / 'disaster recovery', (for example various financial documentation is backed-up off site and other paperwork is held within a fire-proof safe). LB mentioned some documentation might need to be digitised and backed up.</p> <p>ACTION: LB to confirm with H&S auditor exactly how far back records must be kept.</p>	<p>LB</p>

Signed:

Date:

[clerk initials/date produced]

Page: 4 of 7

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

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
Chipping Norton
OX7 5AX
Tel: 01608 643487 Fax: 01608 642934
www.holy-trinity.oxon.sch.uk

**We work
together
through the
love of God**



14	<p>Pupil Premium Update 17 children on pupil premium, with 6 FSM, (Free School Meals), which is below national expectation. LB confirmed that those pupils are working in-line with other children in their cohort; with many of them involved in specific intervention and / or booster groups. Some children are involved in drama school workshops and some are involved with a holiday scheme.</p>	
15	<p>Headline Performance Report JT advised that the data is wrong on the 'School Position Statement 2015', and should, therefore be ignored to a certain degree. The OCC Headline Performance Report is a better indicator.</p> <p>ACTION: When the new report is received it will be circulated by email to the ACM by JT.</p>	JT
16	<p>SDP / SEF Update LB confirmed that Mary Watts suggested slimming the SDP document down to a smaller version; giving a prioritised 'heads up' on what needs to be done / what the school are doing to improve.</p> <p>LB agreed to send a simplified SEF to parents, with a more detailed SDP distributed around the Governors.</p> <p>ACTION: LB to send Governors simplified SEF.</p> <p>BM reminded group that, during Ofsted inspection, Governors need to know the contents and direction of the SDP.</p> <p>LB took new Governors through the colour-coding system of the SDP documentation. LB gave headlines of priorities:</p> <ul style="list-style-type: none"> • maintaining the outcomes of the statutory key stages. • narrow gender gap • teaching and planning: KS1 doing well, Lower KS2 needs focus on sustaining progress • personal development, behaviour and welfare: e-safety, healthy living, promotion of social, moral British Values • EYFS: working well, however looking to get higher achievers are exceeding expected progress <p><i>BM made apologies and left the meeting at 19.28.</i></p>	LB

Signed:

Date:

[clerk initials/date produced]

Page: 5 of 7

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

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
Chipping Norton
OX7 5AX
Tel: 01608 643487 Fax: 01608 642934
www.holy-trinity.oxon.sch.uk

We work
together
through the
love of God



17	<p>Dates of next meetings JT confirmed dates for the forthcoming year, mainly for the benefit of the new Governors.</p> <p>JT confirmed that R.E., Behaviour and H&S learning walks took place today, including the year 6 maths booster group. JT told group that Governors were really impressed with all children in every classroom. WS agreed to feedback to staff.</p>	
18	<p>Governor Training JT thanked all Governors who attended training last week on being OFSTED ready at BGN (JT, PB, TMC, JM, LB).</p> <p>JT asked TMC to attend Governor induction training within the year. TMC was given course dates run by OCC.</p> <p>JT suggested the MAC are running Head Performance Management training and asked that if anyone was interested in handling Head Performance Management in the future, then they should attend. AJ and MTC discussed the difference between performance management in education versus a corporate environment.</p>	
19	<p>Any Other Business None declared.</p> <p>The meeting closed at 19:41</p>	

Actions from meeting

	Action (with completion date)	Who	Outcome
Action 1	<i>AJ to produce revised structure document, detailing membership. Complete by 03-10-15</i>	AJ	<i>Distribute via email & website</i>
Action 2	<i>LB agreed to train TMC and AJ during H&S walk around and offered training to JM on a day that suits JM. No completion date set</i>	LB	<i>Training complete</i>
Action 3	<i>PB said she would talk with Elizabeth Williams, the clerk at her school, to source a recommendation / she if she is interested. No completion date set</i>	PB	<i>N/A</i>
Action 4	<i>LB agreed to work with WS on introducing a board that included staff, Governors and student council. No completion date set</i>	LB	<i>Photo board installed in reception</i>
Action 5	<i>All Governors must send photo or attend school photo session by / on Tuesday 3rd October.</i>	ALL	<i>Photos updated</i>

Signed:

Date:

[clerk initials/date produced]

Page: 6 of 7

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

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
Chipping Norton
OX7 5AX
Tel: 01608 643487 Fax: 01608 642934
www.holy-trinity.oxon.sch.uk

We work
together
through the
love of God



Actions from meeting, (cont.)

Action 6	<i>JT to continue to check Single Central Record and sign off once complete. No completion date set.</i>	JT	N/A
Action 7	<i>LB to confirm with H&S auditor exactly how far back records must be kept. No completion date set.</i>	LB	<i>Record archive to be updated accordingly</i>
Action 8	<i>JT to circulate new Headline performance by email to the ACM.</i>	JT	N/A

Appendices (documents and reports discussed)

Appendix A	2015 ACM committee structure document (<i>revised</i>)
Appendix B	Matters Arising from ACM 14 th July 2015 (<i>copy</i>)

Signed:

Date:

[*clerk initials/date produced*]

Page: 7 of 7

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