

HOLY TRINITY CATHOLIC SCHOOL

24 London Road
 Chipping Norton
 OX7 5AX
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Minutes of Holy Trinity Catholic Primary School Academy Committee Meeting 1st March 2016 at Holy Trinity School, London Road, Chipping Norton, Oxon OX7 5AX

	<p>Present: Adam Jennings (AJ) – Parent Governor, Vice-Chair Lorna Buchanan (LB) – Headteacher Jessica Maunder (JM) – Parent Governor Bernadette May (BM) – Foundation Governor Wynn Brack (WB) – Foundation Governor Wendy Smart (WS) – Staff Governor Father Anthony Joyce (FAJ) – Foundation Governor Tim Mavers Chance (TMV) – Parent Governor – arrived at 6.07pm Pauline Brooks (PB) – Foundation Governor - arrived at 6.15pm</p> <p>Apologies: Jo Tyrrell (JT) – Foundation Governor (Chair) Helen Hovard (HH) – Staff Governor</p> <p>In Attendance: Lucy Tyrrell - Clerk</p> <p>Meeting started: 6.05 pm</p>	
2	<p>Welcomes, Apologies, absences, quorum</p> <p>Father opened the meeting with a prayer. In the absence of JT, AJ led the meeting and welcomed the new Clerk to the meeting.</p> <p>Apologies: Apologies were received and accepted from those governors listed above.</p> <p>Absence: There were no unknown absences from governors.</p> <p>Quorum: The meeting was quorate.</p>	
3	<p>Notice of any Other Business</p> <p>None reported.</p>	
4	<p>Declaration of Pecuniary Interests</p> <p>None reported for this meeting.</p>	
5	<p>Minutes of the meeting dated 24th November 2015</p> <p>The above minutes were circulated to all governors prior to the meeting and the</p>	

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	<p>following amendments noted:-</p> <ul style="list-style-type: none"> • Apologies were not recorded from BM. • Nicola Jenkins did not require recording as absent by the minutes. <p>With the above amendments taken into account, it was agreed that the minutes were an accurate record of the meeting and approved and signed by the Vice-Chair and filed at the school.</p>																									
6.	<p>Matters Arising</p> <table border="1" data-bbox="225 741 1238 1323"> <thead> <tr> <th>Action</th> <th>To be completed by 1st March, unless otherwise stated.</th> <th>Who</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Action 1</td> <td>PB to arrange a follow up SEND visit with LB</td> <td>PB</td> <td>Completed.</td> </tr> <tr> <td>Action 2</td> <td>JT and JM to meet with LB re pupil premium</td> <td>JT/JM</td> <td>Postponed – JM to rearrange with LB.</td> </tr> <tr> <td>Action 3</td> <td>AJ to organise an appraisal of JT</td> <td>AJ</td> <td>Postponed due to JT illness. Reschedule for term 5.</td> </tr> <tr> <td>Action 4</td> <td>LB to send out revised Governor Report, acronym definition to be included</td> <td>LB</td> <td>Not completed. LB to follow this up.</td> </tr> <tr> <td>Action 5</td> <td>TMC to book Governor Training</td> <td>TMC</td> <td>Clerk will email details of courses to TMC.</td> </tr> </tbody> </table>	Action	To be completed by 1 st March, unless otherwise stated.	Who	Outcome	Action 1	PB to arrange a follow up SEND visit with LB	PB	Completed.	Action 2	JT and JM to meet with LB re pupil premium	JT/JM	Postponed – JM to rearrange with LB.	Action 3	AJ to organise an appraisal of JT	AJ	Postponed due to JT illness. Reschedule for term 5.	Action 4	LB to send out revised Governor Report, acronym definition to be included	LB	Not completed. LB to follow this up.	Action 5	TMC to book Governor Training	TMC	Clerk will email details of courses to TMC.	
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7	<p>Health and Safety</p> <p>LB reported on following:</p> <ul style="list-style-type: none"> • There was an Issue with the sewerage – the cause was sought and rectified immediately. • The outdoor play equipment audit has been completed and any works done. <p>Both issues were dealt with to the school's and the Governors satisfaction.</p> <p><i>Pauline arrived at the meeting at 6.15pm.</i></p>																									
8	<p>Finance Update</p> <p>The finance meeting had only just taken place, however LB verbally reported the following:</p> <ul style="list-style-type: none"> • £18k deficit expected at the end of the year. • Savings have been achieved with staff covered in-house in the school, however 																									

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	<p>these funds have been earmarked for required resources.</p> <ul style="list-style-type: none"> The school has received notification of 196 children for next year. This is a bigger shortfall than expected and will be looked at in more detail at the next finance meeting. <p>The Multi Academy Company (MAC) Finance Committee met last week and LB reported that she is awaiting the minutes of this meeting, and felt it would be beneficial for the Finance Committee to meet after they are received.</p> <p>Action 1: LB to organise Finance meeting after MAC Finance Committee minutes are received.</p>	
9	<p>Safeguarding</p> <p>LB reported that there were no issues to report. She highlighted that her Headteacher's Report covers referrals made to Social Services, however these have not been taken any further by social care as they are quite minor. The school is following robust systems in respect to safeguarding.</p>	
10	<p>September 2016 intake</p> <p>The school has received notification of potentially 46 first choice applications for September 2016 intake. LB noted that of these, 16 had specified 'catholic' specification, however this could in fact be 14. She reported that this leaves very limited spaces to families with no connections with the school or church, therefore is expecting some disappointed families. LB confirmed to governors that the school requires proof of baptism which is followed up by the school and the church.</p> <p><i>Governors asked if an Appeals Committee should be set up to deal with potential appeals that may arise?</i> LB informed governors that this is dealt with by the local authority admissions team. However, the school will have to attend appeal hearings with the county if required, at a cost of £200 per appeal.</p> <p>LB commented that the parents are able to write comments on their admission forms and suggested that these could be shared in an anonymised way in some format.</p> <p>Governors discussed this further, suggesting the Chipping Norton News, however it was noted that this could backfire as next year some families might not chance applying to a school that is over-subscribed.</p> <p>LB explained the waiting list system and continued interest list for governors information.</p>	
11	<p>Headteachers Report</p> <p>LB circulated printed slides of the report shown on projector at the meeting and</p>	

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commented as follows:-

- Current staffing update.
- Current numbers on roll is 197, however for information, in 2016/17 the school numbers will be consistently over 200. The school's capacity is 210. *Governors questioned if there is capacity for the school to go above 210, especially with the local building developments?* Governors expressed their interest in finding out if any funding is available from the developers for schools. However, LB thought it would go to St Marys rather than Trinity. TMC will follow this up.

Action 2: TMC to investigate development funding for schooling.

- Pupil Premium report gave an update in spending for governors information. *Governors asked if the school will be questioned if funding is not directly utilised for pupil premium pupils, i.e. Ipads used throughout the school?* LB informed governors that although these are accessed by the whole school, only the cost of resources for pupil premium children are allocated. LB reported that staffing is overspent on pupil premium, however the progress is good and the school is able to evidence 'closing the gap' and therefore prove the funding is effective.
- New SATs training has taken place, LB will update governors at the next meeting.

Action 3: LB to update governors on SATs training at the next FGB meeting.

- The School Development Plan remains on target. LB encouraged governors to read the Chipping Norton School Ofsted report which highlights the knock on effect of one area not being effective, and how it affected the Leadership and Management aspect of the Ofsted outcome.
- EAL in year 5/6 are out performing other children. These children are coming in at low levels and making excellent progress.

Outcomes for pupils:

Slide highlighting the 'APS data for autumn 2015 assessment' and highlighted the following:

- LB reported that above 45% is good for half way through the year.
- Years 2 and 6 are performing well.
- Maths in year 4 is a concern as is under 45%.

Governors asked what the school has put in place for cohorts performing under 45%? LB reported that there are action plans in place which are being monitored closely.

LB reported that the partnership objectives are high for maths, as maths has 55 objectives rather than the usual 30. It had been agreed through the partnership to see children 3 times before an objective can be completed, however this has now been reduced to twice as the amount of work is too high. *Governors asked if teachers would be able to know their children well enough only seeing this work twice in order to give accurate assessment?* LB reported that the teacher would be able to make correct judgements at this stage.

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However, LB noted that this new assessment structure is still to be implemented throughout the school and noted that the Year 4 maths results shows this in effect. It current shows 96% under achieving, however LB commented that this is more due to an in-experienced teacher. *Governors asked if Ofsted will challenge the different methods of teacher assessment?* LB informed governors that Ofsted will not look at how the assessment takes place but whether the school is assessing accurately by looking at pupil's books, etc.

LB reported that she is confident in the partnership decision on the amount of times the work is assessed. *Governors asked if the teacher in year 4 requires more support to aid confidence in changing the assessment method?* LB reported that this teacher is being supported to enable her time to work with the children on a 1:1 basis and assess their objectives closely. LB was confident the updated data in 6 weeks' time after reassessment will support this.

Governors questioned the support available for teachers not currently on track? LB reported that they were aware that some cohorts are currently under 25%, however she advised governors that she has had meetings with the teachers and action plans have been put in place if required. LB advised governors that SLT are tracking the cohorts from past data and ensuring that progress is consistently achieved.

Governors questioned if LB had received any information on what the SATs papers will look like? LB reported that the school has received one sample test paper and can comprehend some of the differences that will be in the test papers.

Governors asked how we will show progression from the different assessment system last year? LB reported that we will get a value added score compared with last years' figures.

Attendance

Attendance data showed lower attendance in February due to severe sickness in school with sometimes 25% of the class absent. Correct procedures were followed and absence was not due to unauthorised absence but sickness was confirmed with parents.

Behaviour

There were 3 fixed term exclusions issued for this year in total, this has been the same child and professional support is in place to support this child.

Governors asked if the school is able to offer the right support to this child? LB commented that it might not be the right provision for this child at this school and this is currently being assessed by external professional support.

LB reported that general behaviour is improving and better records are now being kept

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	<p>on incidents taking place. Issues are being resolved quicker in school by consistent management.</p> <p>Visitors to the school have confirmed that behaviour is outstanding, however governors should be aware of the specific incidents taking place.</p> <p><u>SEND</u></p> <p>There are currently 28 children on the SEND register, and the report gave an overview of work done by the SENCO team. LB commented that the quality of the reports written by the SENCO are ensuring referrals made to CSMHS are accepted.</p> <p>This report included gifted and talented children which is currently 25.</p> <p><u>Quality of teaching and learning:</u></p> <p>Following SATs, the support currently in year 6 will be moved to years 4 and 5 as done successfully in previous years.</p> <p>SLT is monitoring that teachers are planning effective lessons and ensuring this is happening in KS2, this should be achieved by the end of the year.</p> <p>Experienced Upper KS2 teachers are cascading their learning down to Lower KS2, this will in effect benefit the quality of teaching and learning throughout the school as the overall quality of teaching is currently judged as good in most year groups.</p> <p>Governors thanked LB for her comprehensive report and data review.</p>	
12	<p>Governor Business</p> <p><u>Code of Conduct</u></p> <p>To ensure professionalism of the governing body it was decided to adopt a Governor Code of Conduct. The Clerk will email the OCC standard document to LB for review and implementation. It was envisaged that this will be approved and signed by all governors by the next FGB meeting.</p> <p>Action 4: Clerk to send the OCC standard Governor Code of Conduct document to LB.</p> <p><u>Governor Information Sheets</u></p> <p>In JT's absence it was decided to leave this item until the next FGB meeting.</p> <p><u>Vacancies:</u></p> <p>It had been agreed for Michael Foy to become a Foundation Governor.</p>	

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	<p><u>Training:</u></p> <p>TMC to complete his Governor Induction training. The Clerk will send through Governor Services training information.</p> <p>Action 5: Clerk to email TMC details of Governor Services Induction training.</p> <p><u>Visits:</u></p> <p>BH – RE Learning walk and book monitoring. PB – SEND</p> <p>Reports from both of these visits were completed to be filed in the school office.</p> <p>JM to arrange a Pupil Premium visit and walk around and will liaise with LB.</p> <p>Action 6: JM to arrange pupil premium visit with LB.</p>	
13	<p>Policies</p> <p>Marking and Feedback Assessment</p> <p>Both policies had been checked by JT, who reported she was happy to sign these off if no other comments were received from governors. Governors reported they were happy with these policies.</p>	
14	<p>New Website</p> <p>The new website is up and running. LB reported general success, and had received some feedback from parents which has now been actioned.</p>	
15	<p>Any Other Business</p> <p>None.</p>	
16	<p>Date of Future Meetings</p> <p>Thursday 14th July at 6pm.</p>	
19	<p>Any Other Business</p> <p>The meeting closed at 8.00pm.</p>	

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Actions from meeting

	Action to be completed by 14th July 2016, unless otherwise stated.	Who	Outcome
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Action 2	TMC to investigate development funding for schooling.	TMC	
Action 3	LB to update governors on SATs training at the next FGB meeting.	LB	
Action 4	Clerk to send the OCC standard Governor Code of Conduct document to LB.	Clerk	
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Action 6	JM to arrange pupil premium visit with LB.	JM	

Appendices (documents and reports discussed)

Appendix A	Minutes of the Holy Trinity Catholic Primary School Academy Committee Meeting dated 24 th November 2015
Appendix B	Minutes of the Holy Trinity Catholic Primary School Finance Sub-Committee Meeting dated 5 th November 2015
Appendix C	Headteacher's Report
Appendix D	Admission Policy 2017/18 (model primary admission arrangements)
Appendix E	Marking and Feedback Policy
Appendix F	Assessment Policy