

Minutes of the meeting of the governing body of St Mary Magdalen's Catholic Primary School held at the school on Thursday 4 February 2016

**Present:** Anna Brown, Chair (ABr)  
Helen Frostick, Head Teacher (HF)  
Amanda Barrett (ABa)  
Lavinia Buhagiar (LB)  
Nick Gardner (NG)  
Chris Hopkins (CH)  
Paul Kenny (PK)  
Hannah Richardson (HR)  
Serena Sexton (SS)  
Fr. Richard Whinder (RW)  
Tricia Shields (TS)

**Apologies:** Clare Chance (CC)  
Liam O'Connell (LO)

**Also attended:** Jan Hopkins, Clerk to the Governors (JH)

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**1. OPENING PRAYER**

1.1 The meeting opened at 7.35pm with a prayer led by RW.

**2. APOLOGIES AND OPENING REMARKS**

2.1 Apologies were received from CC and LO.

**3. DECLARATIONS OF INTEREST**

3.1 There were no declarations of interest.

**4. MINUTES OF LAST MEETING AND MATTERS ARISING**

4.1 The draft minutes of the governing body meeting held on 15 October 2015 had previously been circulated and ABr asked if there were any comments on these. A governor pointed out a typographical error which ABr corrected.

4.2 ABr then signed and dated the minutes and JH will file them in the Minute Book.

**Action: JH**

Signed: Anna Brown

Date: 23rd June 2016

## 5. CHAIR'S REPORT

### 5.1 Governor School Visits Policy

The school's previous Governor School Visits Policy, along with a suggested checklist and a blank Record of Governor Visit form, had been previously circulated. Governors noted that there was an overlap between these documents. It was also noted that some visits would not need to be covered by the Governor School Visits Policy, e.g. attending assemblies and other school performances. It was suggested that governors could consider the School Development Plan at the beginning of the year and map out areas for, say, 2-3 visits per year pertinent to individual governors' spheres of interest, with possibly a review at the end of the year. Governors agreed that ABr would merge the documents and create an updated Governor School Visits Policy to be put to the next full governing body meeting for approval.

**Action: ABr**

5.2 Governors noted that ABr would become an additional Safeguarding Named Governor.

5.3 Governors noted that ABr and HR would soon undertake a safeguarding visit to the school.

### 5.4 Governor Attendance Register

A draft Governor Attendance Register for the current academic year was circulated at the meeting. It was agreed to publish this on the school website.

**Action: JH**

## 6. HEAD TEACHER'S REPORT

6.1 The Head Teacher's Report had previously been circulated. Highlights included:-

6.1.1 *Page 2, Special Educational Needs and Disability:* "New code K" means all children who qualify for SEND support, i.e. those overseen by Wendy Burns (WB), the school's Inclusion Manager, but who do not have an EHCP.

6.1.2 *Page 4, Staff:* Governors attention was drawn to the fact that a member of staff was on long term sickness.

6.1.3 *Page 5, Continuing Professional Development-Teaching Staff:* HF commented that she had been the recipient of excellent Ofsted training, "Applying the Common Inspection Framework in your School."

6.1.4 *Basic Characteristics of your School (RAISEonline):* Good for governors to know how this shows what's changing over time, showing which percentile the school is in, e.g. St Mary Magdalen's is an average size school, with slightly more girls than boys. It is low on FSM but has EAL above the national average. Its SEND is low but higher this academic year, based on the census count. EHCPs are in line with the national average, stability is lower than average, and the deprivation factor is low and stable.

Signed: Anna Bram

Date: 23rd June 2016

- 6.1.5 *SIF Report*: The school had had a round of lesson observations with HF, WB and Chris Byrne, the School Improvement Partner. A week before this round of observations the staff had a meeting to set their own objectives/success criteria, which were then used to assess the observed lessons.
- 6.1.6 *Arbor Report*: This report was free as they want the school to buy into their service, but it is useful. Governors' attention was drawn to the figure in the report of 78% for middle prior attainment pupils achieving level 4+ across all subjects. This was due to specific and understandable circumstances relating to just a small number of pupils, including SEND. However, that year had been a special cohort and was still above 100 for value added which is exceptional progress. Governors acknowledged that the school cannot always be top of the league tables and was in fact currently 17<sup>th</sup> in the Borough. Governors were advised that this report is not something the school would be subscribing to and that other types of benchmarking, for example that used in the Finance Committee meeting, were available.
- 6.1.7 *Christmas Message from ex Year 6 pupil (red page of report)*: This was put through the school letterbox by a child from a family who spoke no English, to the extent that interpreters had to be used and the pupil's only method of communication when he arrived at the school was through playing football. However, the child had made exceptional progress.
- 6.1.8 *Letter from Nick Gibb MP dated 2/11/15*: This illustrates that phonics in the school is extremely strong, which is a good indicator for future progress in reading.
- 6.1.9 *Alumni page suggestion*: Prompted by an email from an ex-pupil, governors thought the idea of an alumni page on the school website was a good one as there was fascinating information in the archives and it would be a good project.

## 7. COMMITTEE REPORTS

### 7.1 Curriculum Committee

- 7.1.1 The draft Curriculum Committee meeting minutes of 25 January 2016 had previously been circulated.
- 7.1.2 Governors noted the informative Sheffield Assessment presentation that had been given at this committee meeting and TS gave a brief outline of the system. Governors were advised that it replaced levels and was efficient at facilitating the ability to go back to what each child can do, identifying gaps in their learning, and thus ascertaining what was needed to meet these needs. Each child has a folder with specific sheets for reading, writing, grammar and punctuation, and maths. The sheets have the new National Curriculum descriptors and the opportunity to assess each child against them by noting whether their learning was "beginning", "progressing" or "embedded". Where necessary, specific intervention could take place, for example in small groups. The system provided a detailed record which could be shared with parents. A parents' evening was planned to advise them about the system.

## 7.2 Finance Committee

- 7.2.1 The draft Finance Committee meeting minutes of 15 October 2015 had previously been circulated. The committee had also met earlier this evening at 6.30pm.
- 7.2.2 Governors were advised that the month 10 budget figures were excellent. The forecast was for c.£99,000 revenue remaining at the end of the current financial year. The PTA gave the school c.£35,000 last year which, amongst other things, pays for computing equipment such as CBoards, as well contributing towards Fit for Sport. It was confirmed that all classes were computerised with CBoards in each classroom, with LearnPads being introduced and new stand-alone PCs to be installed in the ICT Suite.
- 7.2.3 Governors were also advised that the committee had approved the annual Schools Financial Value Standard (SFVS) questionnaire which would be returned to the LA.

## 7.3 Personnel Committee

- 7.3.1 Governors were advised that, since the last full governing body meeting, the Personnel Committee had not met due to the need to preserve governors with no prior knowledge should it be necessary to form, for example, appeals committees, though this had not happened for a long time. However, ABr meets regularly with HF though no formal minutes are produced.
- 7.3.2 Governors were advised that ABr and HF had met with one member of non-teaching staff and were implementing the Absence Management Policy.

## 7.4 Premises Committee

- 7.4.1 Governors were advised that the Premises Committee had met on 18 January 2016.
- 7.4.2 Governors noted that the boiler needed replacing as it was a drain on finances to keep calling out engineers to repair it. The costing would be brought to a forthcoming Premises Committee meeting with a view to the work being carried out in the summer.

## 7.5 Admissions Committee

- 7.5.1. The draft Admissions Committee meeting minutes of 28 January 2016 had previously been circulated.
- 7.5.2 Governors were advised that the committee had started processing admissions applications for the academic year 2016-17. A further meeting was planned for 24 February but there may still need to be a further meeting after that. It was confirmed that the closing date was 12 March. 69 paper applicants had been received, yet the borough had received 120 applications. Governors noted that paper applications are only necessary if parents want to complete a SIF.
- 7.5.3 Governors also noted that, having split the criteria into attending Mass weekly and attending Mass 1-2 times per month, there were now applications in both new categories.

7.5.4 It was clarified that, as St Elizabeth's had had a bigger build than St Mary Magdalen's, they would be taking an extra class in 2015 and 2016, i.e. two years in a row.

7.5.5 Governors noted that the five-year plan for the brewery site was for a development of 850 houses which included a secondary school and the retention of the field. St Mary Magdalen's had been advised that it could continue to hold its Mortlake Fair on the field for at least another two years.

7.5.6 NG asked JH to arrange for the Register of Interest Form to be put on the school website.

**Action: JH**

## **7.6 Pay Committee**

7.6.1 Governors were advised that the Pay Committee had met on 20 November 2015 to discuss confidential pay-related matters and that the minutes of this meeting were kept confidential.

## **8. POLICY REVIEW**

### **8.1 Draft Child Protection and Safeguarding Policy**

This draft policy was in line with new directives and was up to date. Governors approved the draft policy.

### **8.2 Draft Preventing Extremism and Radicalisation Policy**

Governors noted that staff had received Prevent training recently so the school was up to date in that respect. Governors approved the draft policy.

### **8.3 Draft Accessibility Plan 2015-2018**

Governors were advised that this policy spans objectives over a three-year plan. Governors approved the draft policy.

## **9. TRAINING**

9.1 The following governor LA training had taken place since the last meeting:  
SS: Interpreting Data – What do Governors Need to Know? 3/11/15  
HR: School Visits – Setting the Context for Governors 14/1/16

## 10. ANY OTHER BUSINESS

- 10.1 Governors were advised that the time that Thomson House School children are collected from school in the afternoon coincides with St Mary Magdalen's children arriving at the Sheen Lane level crossing, creating a bottleneck of pedestrians either waiting at the crossing gates or walking across the railway crossing. There is a high volume of heavy traffic in Sheen Lane but this is exacerbated by vehicles arriving at and departing Mortlake Station Garage, Elmwood Fencing and Sheen Lane Builders Merchants, who often have to turn in the road, all of which creates a potentially dangerous situation in a confined space. 'School' warning road signs in both directions were outside Thomson House but they could be better sited. They could also be enhanced if flashing amber signals could be added as was the case at other schools. It was considered that the LA should do an assessment of the situation and HF said she would speak to them, and also to the Head Teacher of Thomson House School, about the situation.

**Action: HF**

## 11. DATE OF NEXT MEETING

- 11.1 Governors noted the date of the next meeting of the full governing body as being Thursday 23 June 2016 to be held in the school commencing at 7.30pm.

The meeting ended at 9.10pm with a prayer led by RW.

Signed: *Anna Brown*

Date: *23rd June 2016*