

Minutes of the meeting of St Mary Magdalen's Catholic Primary School Governing Board  
held at the school on Wednesday 19 October 2016

**Present:** Anna Brown, Chair (ABr)  
Helen Frostick, Head Teacher (HF)  
Amanda Barrett (ABa)  
Chris Hopkins (CH)  
Francis Keeling (FK)  
Hannah Richardson (HR)  
Serena Sexton (SS)  
Tricia Shields (TS)  
Fr. Richard Whinder (RW)

**Apologies:** Nick Gardner (NG)  
Paul Kenny (PK)  
Liam O'Connell (LO)  
Jan Hopkins, Clerk to the Governors (JH)

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**1. OPENING PRAYER**

1.1 The meeting opened at 7.00pm with a prayer led by RW.

**2. APOLOGIES AND OPENING REMARKS**

2.1 Apologies had been received by NG, PK, LO and JH.

2.2 ABr welcomed Francis Keeling, a new Parent Governor elected since the last meeting for a four-year term of office.

2.3 In the absence of the Clerk, governors approved CH taking the minutes.

**3. DECLARATIONS OF INTEREST/REGISTER OF INTEREST**

3.1 There were no declarations of interest.

3.2 Blank Declarations of Pecuniary and Personal Interest forms had previously been circulated and the information provided will be collated by JH and used to create a new Register of Interests which will be published on the school website.

**Action: JH**

**4. ELECTION OF CHAIR AND VICE CHAIR**

4.1 HF took the chair and declared that ABr had been nominated for the role of Chair. She asked if there were any further nominations for this role and, there being none, declared that ABr was elected unopposed as Chair for a one-year term of office.

Signed: Anna Brown

Date: 2nd February 2017

4.2 HF then declared that CH had been nominated for the role of Vice Chair. She asked if there were any further nominations for this role and, there being none, declared that CH was elected unopposed as Vice Chair for a one-year term of office. ABr then took the chair again.

## 5. MINUTES OF LAST MEETING AND MATTERS ARISING

5.1 The draft minutes of the full governing board meeting held on 23 June 2016 had previously been circulated. There were no comments on the minutes so ABr signed and dated them and JH will file them in the Minute Book.

**Action: JH**

## 6. CHAIR'S REPORT

6.1 ABr gave a verbal report. Highlights included:

6.1.1 At the previous meeting there had been discussion about the overcrowding at the level crossing on Sheen Lane. Since then Thomson House School has commissioned a report into the issue and paid for it themselves. The report is due at the end of November 2016. PK and Sharon Barrett (one of the school's Administrative Officers) had met with two representatives of Thomson House and Rob Parfitt from the LA transport department. Rob Parfitt is to produce written proposals as to what the council can do to remedy the situation. PK has written a letter to the LA, copied to our local Member of Parliament, which includes a video clip of the overcrowding at the level crossing.

6.1.2 JH had undertaken an audit of the school website and produced a list of statutory requirements which are not currently met. HF told the governors that Sharon Barrett currently has it as a 'work in progress' to fill the gaps.

6.1.3 Governors visits had taken place this term, and a SEND visit is planned for the spring term 2017. Another idea is to have a visit concentrating on how the school meets the spiritual, social, moral and cultural needs of pupils.

6.1.4 The Diocesan Education Commission has published dates for training, the first of which will be on 5 November 2016 on the changing educational landscape, with subsequent meetings in March and May 2017 on the changing role of governors and Catholic identity.

6.1.5 SS gave an update on ongoing discussions regarding academy status. SS reminded governors about the essence of umbrella trusts and multi-academy trusts. SS and HF had attended a meeting with St. Elizabeth's and St. Osmund's Schools. The next meeting is at a school in Wandsworth, and it is useful to keep dialogue open with schools in the wider area. HF reported that forming an umbrella trust with other Catholic primary schools could bring many benefits, in addition to making for a more secure financial future, as single form entry schools may become increasing unviable financially.

Signed: *Anna Brown*

Date: *2nd February 2017*

- 6.1.6 Governors were requested to liaise with the school office regarding any outstanding DBS forms.
- 6.1.7 Governors were requested additionally to let JH know their place of birth as this information must be submitted onto the Edubase portal.

## 7. HEAD TEACHER'S REPORT

- 7.1 The Head Teacher's Report had previously been circulated. Highlights included:-
- 7.1.1 Having prayer monitors in each class is a new initiative which is working well. One of the prayer monitors' duties is to keep a close eye on the prayer corners in each classroom.
- 7.1.2 The figures for proficiency in English should be:  
New to English (A): 1  
Early Acquisition (B): 2  
Developing Competence (C): 10  
Competent (D): 17  
Fluent (E): 22  
Not Yet Assessed (N): 3
- 7.1.3 Under Community Cohesion, HF had attended the PTA Harvest Bring and Share Supper on 7 October, which was a thoroughly enjoyable occasion. About 35 parents and some members of staff attended, and the evening provided a great opportunity to mingle.
- 7.1.4 Governors were reminded of the two plaques in the entrance to the school, which are for St Mary Magdalen's being a support school and HF being a national leader of education. In these roles, the school and HF are continuing in their outreach efforts to help other schools. For example, HF is continuing to mentor the Head Teacher of Meadlands Primary School in Ham as they now strive to move from a good school to outstanding. Our Reception teacher is working with Thomson House School with the aim of improving Reception provision there, particularly PE provision.
- 7.1.5 On the 31 October INSET day, all staff, including support staff, will be going to various schools in the locality. Our school will be hosting a day on British values.
- 7.1.6 On 1 November 2016, the Head Teacher of St Osmund's along with their head boy and girl will be presenting us with a special deanery candle representing this Year of Mercy. After some weeks, we will pass this on to St. Elizabeth's.
- 7.1.7 Since the Head Teacher's report was circulated, value added scores had been received, which are:-

Maths: +4.07  
Reading: +3.81  
Writing +1.23

Signed: Anna Brown

Date: 2nd February 2017

These reflect progress between Y2 and Y6 for last year's Y6 cohort. A figure of zero would represent average progress. These figures show exceptional progress by our pupils.

- 7.1.8 TS presented the FFT Aspire report, which showed that, by most measures, pupils were doing very well. However, the report also helps the school to identify specific areas for targeting.

## **8. COMMITTEE REPORTS**

### **8.1 Curriculum Committee**

- 8.1.1 The draft Curriculum Committee meeting minutes of 26 September 2016 had previously been circulated.

- 8.1.2 HR reported that her overall impression from the recent meeting was how well the school is providing for all pupils and identifying specific areas to address. An example is where the school had asked for a review of three EAL pupils' SATS marks where each pupil missed out on achieving the expected standard by just one mark. Although the Standards and Testing Agency refused to amend these pupils' scores, the school had taken the opportunity to look more widely at EAL pupils and saw a general trend where many EAL pupils do not have the depth of vocabulary to achieve as highly as they might. This allows for targeted intervention to help these pupils.

- 8.1.3 A future governors' visit to look at guided reading is to be scheduled.

### **8.2 Finance Committee**

- 8.2.1 The draft Finance Committee meeting minutes of 23 June 2016 had previously been circulated. The committee had also met earlier today.

- 8.2.2 Rosemary McGuire (RM), the school's Finance Officer, had presented the latest state of the school's budget as at end-September which is six months through the financial year. When the budget was originally set, our predicted revenue carry forward into the next financial year was about £26,000. It now stands at £24,000, which is remarkably close. This was attributed both to the accuracy with which the original budget had been constructed and the continuing prudent financial management of HF and RM in particular.

### **8.3 Personnel Committee**

- 8.3.1 The Personnel Committee had not met since the last full governors' meeting.

### **8.4 Premises Committee**

- 8.4.1 The Premises Committee had not met since the last full governors' meeting.

Signed: Anna Brann

Date: 2nd February 2017

## 8.5 Admissions Committee

- 8.5.1. The draft Admissions Committee meeting minutes of 6 July 2016 and 13 October 2016 had previously been circulated.
- 8.5.2 One appeal had been received this year. NG and HF attended the appeal hearing in York House on 7 July 2016. The appeal was rejected by the appeals panel. The committee had discussed the waiting lists for each class, and which classes currently have vacancies.
- 8.5.3 Drafts had previously been circulated of the 2018-19 Admissions Policy, Supplementary Information and Priest's Reference Form, and Register of Interest Form. These documents contain highlighted amendments in line with the letter from the LA regarding Consultation for Admissions Arrangements 2018/2019 of 12 October 2016, and further advice from the LA.
- 8.5.4 Governors were advised that we do not need to consult on the proposed Reception class of sixty for admission in September 2018 as it is not a permanent change to our Admissions Policy but part of the ongoing arrangement with St Osmund's and St Elizabeth's.
- 8.5.5 Governors voted to approve the drafts of the 2018-19 Admissions Policy, Supplementary Information and Priest's Reference Form, and Register of Interest Form and JH would arrange for them to be published on the school website.  
**Action: JH**
- 8.5.6 The committee will next meet on 22 February 2017, and again on 28 February 2017.

## 8.6 Pay Committee

- 8.6.1 Governors were advised that the Pay Committee had met on 12 July 2016 to discuss confidential pay-related matters and that the minutes of this meeting would be kept confidential. The committee were also due to meet directly after this meeting.

## 9. POLICY/DOCUMENT REVIEW

### 9.1 Draft Delegations to Committees (Curriculum, Finance, Personnel, Premises, Admissions, Pay)

These had been circulated to all governors prior to the meeting, with changes highlighted in red. Governors voted to approve these documents.

### 9.2 Draft Governing Board Code of Conduct

This had been circulated to all governors prior to the meeting, with changes highlighted in red. Governors voted to approve this document and all those present signed and dated the back page. JH would ensure that those governors not present sign and date the back page and will then file the complete document in the Minute Book and publish it on the school website.

**Action: JH**

Signed: *Anna Bram*.....

Date: *2nd February 2017*.....

**9.3 Draft Governing Board Checklist**

This had been circulated to all governors prior to the meeting. Governors were invited to consider their roles for the current academic year and JH would amend the checklist and send it back to the LA.

**Action: JH**

**9.4 Committee Membership**

This had been circulated to all governors prior to the meeting. Governors were invited to consider their roles for the current academic year and JH would amend this and publish it on the school website.

**Action: JH**

**9.5 Governing Board Contact List**

This had been circulated to all governors prior to the meeting for information only.

**10. TERM DATES 2017-18**

10.1 These had been circulated to all governors prior to the meeting. Governors noted that these were in line with the LA term dates and voted to approve them and HF would publish these in the usual way.

**Action: HF**

**11. SKILLS AUDIT**

11.1 A blank Skills Audit form had been circulated to all governors prior to the meeting for them to complete except HF and TS who were exempt. Any forms not handed in at the meeting were to be forwarded to JH for collation.

**Action: JH**

**12. TRAINING**

12.1 No governor training had taken place since the last meeting.

**13. ANY OTHER BUSINESS**

13.1 There was none.

**14. DATE OF NEXT MEETING**

14.1 Governors were advised that the next full governing board meeting will be held in the school on Thursday 2 February 2017 commencing at 7.30pm.

The meeting ended at 8.50pm with a prayer led by RW.

Signed: *Anna Brown*

Date: *2nd February 2017*