



**Vision: OLM is a community where all will excel**

**We strive to have a passion to learn, positive attitudes, high expectations and strong values. We strive to be resilient, reflective and nurturing.**

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**GOVERNING BODY MEETING AT GOVERNORS' DAY  
ON TUESDAY 19<sup>th</sup> MARCH 2019 AT 9.30am  
PART 1**

**FOUNDATION GOVERNORS (7):**

Fr. Mark Anwyll (20/02/2020)\*  
Andrew Tobin (31/08/2019)\*  
Rose Gregorio (31/08/2019)\*  
Liisa McDougall (31/08/2019)\*  
Paul Byrne (31/08/2020)\*  
2 X VACANCIES

**LA GOVERNOR (1):**

Marco Franchi (10/11/2020)\*

**Also in attendance:**

Audrey Galvin – Deputy Head Teacher^  
Helen Holloway - Clerk

**STAFF GOVERNORS (1):**

Angela McNicholas (ex-officio)\*  
Lorraine Frain (21/09/2019)\*

**PARENT GOVERNOR (2):**

Imran Chaudry (24/01/2021)\*  
Matt Derry (23/01/2021)\*

\* denotes present

^ denotes absent

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The Governors' day commenced meeting with staff from 8.00am.  
The GB meeting commenced at 9.30am

1. **OPENING PRAYER & APOLOGIES**

The meeting opened with a prayer. Apologies received and noted from AG and LF. The meeting was quorate.

2. **DECLARATION OF INTERESTS**

2.1 There were no declarations of Interests.

2.2 All governors' present were invited to sign the Annual Register of Interests again for this academic year as not all governors' forms had previously been received in the school office.

**ACTION: Clerk**

3. **BUDGET YEAR END 31<sup>ST</sup> MARCH 2019**

Budget 2018/19 Year End presentation was given by the School Business Manager.

3.1 Governors were advised the projected surplus at Year end is £152,721. The surplus carried forward will fund the IT upgrade, £30k is allocated for the

kitchen refurbishment and the surplus will assist with increasing budget constraints.

3.2 The budget income for 2019-20 is approximately £30k less than the previous year and the surplus carry forward will assist with balancing a budget for the year.

3.3 It was reported the AWPU funding has remained flat for three years whilst other costs are increasing year on year which has put a considerable strain on school budgets. Noted the increased contributions to the teachers' pension estimated to rise to 23%.

Q: The school has a full head count in Reception now so this should improve the funding per pupil?

R: Yes, this year there are 56 children in reception and 60 pupil admissions expected in September 2019. However the low number cohort - 42 pupils in current Year 1 - will continue to move through the school and does have an impact on annual pupil income.

3.4 The governors queried the huge increase in teachers' pension contributions proposed to rise from 16% to 23%. The SBM confirmed it is possible there will be funding support from the DfE to meet this cost but to-date this has not been confirmed. The consultation on the agreed increase is ongoing.

Q: A question was presented about topping up pupil numbers with in-year admissions.

R: It was reported current year 1 have 9 admissions but 9 pupils also left so the numbers remain static. A discussion took place about the possibility reducing the class size to one form through natural wastage. . It was noted the strategy working group (SWG) will meet to review the pupil numbers in year 1.

**ACTION – SWG to meet**

### 3.5 Catering Contract

The catering tendering process is now complete and Accent Catering Company will be remaining as the catering provider. The 3-year bid submitted from Accent includes some investment in kitchen equipment, and the 5-year bid they submitted included a £5k donation from the catering provider. The contract will include a termination clause to protect both parties and discussions are ongoing about this.

### 3.6 Schools Financial Value Statement (SFVS)

The draft annual Schools Financial Value Statement (SFVS) was emailed to the GB ahead of the meeting for review. It was reported the Schools Finance Policy has been updated to reflect staff changes.

The GB **APPROVED** the SFVS for 2018/19.

## 4. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING HELD 29<sup>th</sup> January 2019

4.1 The part 1 minutes of the previous meeting 29<sup>th</sup> January 2019 were **RECEIVED** and **ACCEPTED** as a true record and signed by the Chair.

#### 4.2 MATTERS ARISING FROM MEETING HELD 29<sup>TH</sup> JANUARY 2019 NOT COVERED ON THE AGENDA

4.2.1 (minute reference 3.2.1): The application process for MF to be foundation governor and MD to be an LA governor is ongoing.

#### 5. GB MEMERSHIP

5.1 The Clerk reported three foundation governors will end their term of office on 31<sup>st</sup> August 2019. Two governors (RG and LMD) have agreed they would like to continue as a foundation governor for another term. AT will be stepping down as a foundation governor at the end of his term. The Clerk will contact the Diocese of Westminster to begin the re-election process.

**ACTION: Clerk**

5.2 The staff governor term of office expires 21/09/2019 and an internal staff election will take place to reappoint a staff governor.

#### 6. STRATEGY WORKING GROUP

There has been no Strategy Working Group meeting since the previous GB meeting.

#### 7. POLICIES

No policies presented.

#### 8. HEAD TEACHER'S REPORT

The Head Teacher's report was circulate to the GB ahead of the meeting.

Areas highlighted during the discussion included:

8.1 The Year 1 pupil numbers remain low at 42 pupils and there is still pupil mobility. It was interesting to note the present 42 Year 1 pupils are not the same 42 children who started the academic year.

8.2 The Nuffield Early Learning Intervention) NELI project continues to run very successfully in one of the Reception classes with positive impact on communication skills. Visits from representations from the Education Endowment Fund, Oxford University and the Nuffield Foundation have taken place to observe sessions in progress and talk with the staff. The HT reported they would like to return to film sessions with a view to future development in training other colleagues nationwide. The Head Teacher reported the School has received £1000 income this year to cover staff release for this project.

There were no questions.

8.3 SCHOOL DEVELOPMENT PLAN: The Head teacher reported some objectives on the school development plan are currently on hold due to budget constraints. Much of the work identified on the SDP focusses upon collaboration and leaders working together all of which needs release time; however this is becoming increasing more difficult as more budget pressures are put on the School. The SLT continue to move the curriculum forward so it is more suitable for the diverse OLM community.

## 9. REPORT FROM LINK GOVERNORS

### 9.1 PREMISES, HEALTH AND SAFETY

PB reported. The following noted:

9.1.1 During the Easter holidays the final fire safety works will be completed, alongside the replacement of the doors, and windows facing out from the school hall towards the playground.

9.1.2 The two disabled toilets will also be refurbished to be in line with H&S requirements.

9.1.3 The total VA commitment to the school for the works is £29,695. It was reported there is a balance of £64k in the Governors Fund.

There were no questions.

### 9.2 RE and CATHOLIC LIFE

No items to report.

### 9.3 FINANCE

See item 3 - Budget Presentation / Year End 2018-19

9.3.1 The bank balances presented to the Governing Body:

Account	Balance
Main Account	£360,141.78
Governors Account	£64,525.46
Capital Account	£33,055.05

### 9.4 CURRICULUM AND DATA

No items to report.

### 9.5 ADMISSIONS

The minutes of the admissions meeting held on 14<sup>th</sup> February 2019 were circulated to the GB ahead of the meeting. There were no questions.

## 10. CHAIR'S ITEMS

No items to report.

11. GOVERNORS' VISITS AND TRAINING

11.1 All Governor Visits as recorded in the school visit log.

11.2 RG attended HEP Training session on 28/02/2019 for Primary Progress and Attainment Data.

12. SAFEGUARDING

No items to report. The Head Teacher and Chair of Governors to arrange safeguarding meeting.

**ACTION: HT / CoG**

13. GOVERNORS' REFLECTION

The governors were asked to reflect on decisions made at the meeting, which will make a difference for the pupils of our school:

- During visits to the classrooms Governors observed excited and engaged children enjoying their learning.
- Governors remarked on the excellent behaviour displayed by pupils.
- In nursery the children look happy and fulfilled in their activities
- Displays around the school, and the content of lessons observed by Governors during their visit, reflects the variety of learning
- Year 2 pupils questioned Governors about the role of a school governor.

14. ANY OTHER BUSINESS

No other items of business.

15. DATES OF FUTURE GB MEETINGS

SUMMER TERM 2019

Tuesday 14th May 2019 – 7pm

Tuesday 9th July 2019 – 7pm

*Clerk's Note: Part 1 meeting closed at 10.50am*

*Part 2 follows*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Chair of Governors**

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disposed of correctly as confidential waste. If you would like the School to dispose of your papers, please return them to the School and request this.

## GOVERNORS' ATTENDANCE RECORD:

	15/05/18	10/07/18	18/09/2018	09/10/2018	11/12/2018	29/01/2019	Govs' Day 19/03/2019
<b>FOUNDATION</b>							
Fr. M Anwyll	/	A	/	/	/	A	/
A.Tobin	A	/	/	/	A	/	/
K. Wynne	Resigned						
R. Gregorio	/	/	/	/	/	/	/
L. McDougall	/	/	A	/	/	/	/
P.Byrne	/	/	/	/	/	/	/
<b>VACANCY</b>							
<b>STAFF GOVERNOR</b>							
A.McNicholas	/	/	/	/	/	/	/
L.Frain	A	/	/	A	/	/	A
<b>LA GOVERNOR</b>							
M.Franchi	/	/	/	/	/	/	/
<b>PARENT GOVERNOR</b>							
I.Chaudry	/	/	/	/	/	/	/
M. Derry	/	/	/	/	/	/	/
<b>OBSERVER</b>							
A.Galvin	Mat leave	Mat leave	Mat leave	Mat leave	Mat leave	Mat leave	A
M. Maloney	/	A	A	A	A	/	
J.Ronan	A	/	A	/	/	A	

/ = PRESENT    A = ABSENT