



**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 14<sup>TH</sup> MAY 2019 AT 7.00PM  
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)^

**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)\*

Also in attendance:

Audrey Galvin – Deputy Head Teacher\*  
Helen Holloway - Clerk

\* denotes present

^ denotes absent

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1. OPENING PRAYER & APOLOGIES

The meeting opened with a prayer. Apologies received and noted from IC and MF. The meeting was quorate and chaired by MD, Vice Chair.

2. DECLARATION OF INTERESTS

2.1 There were no declarations of Interests.

3. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

3.1 The part 1 minutes of the previous meeting held on 19<sup>th</sup> March 2019 were **RECEIVED** and **ACCEPTED** as a true record and signed by the Vice Chair.

4. GB MEMBERSHIP

4.1 It was reported all three foundation governors (LM; RG; AT) ending their term of office on 31<sup>st</sup> August 2019 have completed DBS checks and the application form to the Diocese of Westminster to continue serving as foundation governors.

4.2 MF is to apply to become a Foundation Governor and MD to be elected as an LA governor.

4.3 The Vice chair reported someone has shown interest in serving as a school governor and will follow this up with the Chair of Governors.

**ACTION: MD**

5. STRATEGY WORKING GROUP (SWG)

5.1 The SWG met and focused on the impact of low pupil numbers in Year 1 and possible ways to manage this going forward. During the review it was noted that despite pupil mobility in Year 1, the school has not been able to increase pupil numbers in this year group; 9 children have left since the start of the academic year and 9 other pupils have arrived. The SWG **AGREED** to continue with Year 1 classes in KS1 as currently set up and continue monitoring the situation along with seeking cost effective ways to support the year group going forward to KS2.

6. POLICIES

6.1 **Finance Policy** – The Finance Policy was presented with minor changes relating to names, frequency of meetings and authorized signatories and changes made to the calendar of events. The GB **AGREED** to increase the Head Teachers financial limit for signing orders to £10k as a small number of cheques are presented throughout the year which are now over the previous £5k limit. The finance lead person, on behalf of the GB, agreed to review this increased limit again in six months' time to see how many cheques over £5k have been processed.

**ACTION: MD**

6.2 The Finance Policy was **APPROVED** by the GB. The Finance Policy will be reviewed again in the autumn term as per the annual policy cycle review.

7. HEAD TEACHER'S REPORT

7.1 The Head Teacher gave a verbal report. The KS2 data predictions document was circulated to the GB ahead of the meeting. Areas highlighted included:

7.1.1 Early Years: The Early Years results (% children at GLD) are expected to be lower than last year as there is a large number of EAL pupils in the cohort; Of the 14 pupils in the Early Years, 64% are EAL and 29% are SEN.

7.1.2 Phonics (Year 1): 5 children out of 41 children are not expected to pass the test. Of these 5 children, 3 are SEN.

7.1.3 KS1: 73% are expected to be ARE in reading; 75% in writing and 7% Maths. It was reported there has been a large amount of pupil mobility in KS1.

7.1.4 KS2: The current Year 6 cohort has 5 EHCPs in place; one pupil with an EHCP is expected to achieve Age Related Expected (ARE) in Maths. The SATs exams are ongoing this week; the Head Teacher agreed to bring the SATs Reading paper, which proved very challenging, to the next meeting for governors to help develop a fuller understanding of expectations

**ACTION: Head Teacher**

8. REPORT FROM LINK GOVERNORS

8.1 PREMISES, HEALTH AND SAFETY

8.1.1. PB reported the LCVAP bid submitted for this year has been unsuccessful.

8.1.2 The replacement of windows and doors works are now complete. Outstanding works include redecoration to new toilets.

There were no questions.

## 8.2 RE and CATHOLIC LIFE

8.2.1 Fr MA reported. The School participated in a full Lenten programme along with confessions, Stations of the Cross and an end of spring term Mass. 26 pupils made their First Holy Communion on Saturday 11<sup>th</sup> May

## 8.3 FINANCE

8.3.1 The Budget 2019-20 was presented with a forecasts of £7½k carry forward at Year End on 31<sup>st</sup> March 2020. The GB **APPROVED** the Budget 2019-20

8.3.2 A long term 3-Year Budget Forecast plan was tabled at the meeting. The Head Teacher reported the long term budget plan includes incremental drift for all staff year on year alongside an income which is flat in Year 2 and Year 3. There are many unknown factors relating to income at this stage and therefore the end of year projections in Year 2 and Year 3 show a deficit budget.

8.3.3 It was noted the School has received £14,703 income for Teachers' Pay grant and £36,000 towards Teachers Pension increased costs. Nursery funding forecast is based on £4.99 per hour as guided by the Local Authority.

8.3.4 There is no additional funding received to assist with the NJC pay scale changes which has led to the support staff cost increasing by approximately £25k more compared to last year.

8.3.5 The Local Authority is proposing a new structure of pay scales in line with the living wage and the impact of this on the budget is unknown at this stage.

8.3.6 There are no pupils with EHCPs joining the School in September and five are leaving Year 6 at the end of the academic year. Staff salaries currently paid by EHCP funding will result in staff taking on pupil premium responsibilities with effect from September 2019.

8.3.7 It was noted the School is spending 69% of income on staffing costs. This is calculated using the DfE formula which is also used on the DfE benchmarking website.

8.3.8 The 3-year budget plan does not include income for the Executive HT role at St Gildas' and St Peter's Schools.

8.3.9 Accent Caterers are providing meals for St James Primary School and are prepping the meals on OLM school site; this will result in £5k per annum income to the School for use of facilities.

8.3.10 A discussion took place about the financial constraints facing schools locally and nationally and how the GB can be more proactive in seeking ways to maximize income. The GB **AGREED** to monitor the budget more closely month-by-month and at the end of the first quarter.

**ACTION: GB**

#### 8.4 CURRICULUM AND DATA

8.4.1 RG reported. RG met with the DHT to review the spring term data and a visit report was circulated to the GB ahead of the meeting. There were no questions.

#### 8.5 COMMUNICATIONS

No items to report.

#### 8.6 ADMISSIONS

8.6.1 There are 60 Reception places offered for September 2019.

QUESTION: Do we know how many are Catholic pupils for Reception, Sept 219?

R: The HT will provide the figures at the next GB meeting in July.

**ACTION: HT**

#### 8.7 GDPR

8.7.1 The Head Teacher reported IC visited the school for the Judicium GDPR audit. A written report of the GDPR audit will follow. The Head Teacher confirmed no items of concerns were highlighted during the audit.

#### 9. CHAIR'S ITEMS

No items to report.

#### 10. GOVERNORS' VISITS AND TRAINING

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

10.2 Governor training attended in the summer term included:

Narrowing The Gap – HEP Training      Completed by RG and LM

#### 11. SAFEGUARDING

No items to report. The Head Teacher and Chair of Governors have arranged a meeting this term.

**ACTION: HT / CoG**

#### 12. 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:

- Admissions numbers confirmed for September
- School data predictions shows how challenging cohorts are supported by staff and perform well making good progress
- Long term budget planning reviewed and governors identified the need to be proactive and continue close monitoring of the budget

#### 13. ANY OTHER BUSINESS

No other items of business.

14. DATES OF FUTURE GB MEETINGS

SUMMER TERM 2019

Tuesday 9th July 2019 – 7pm

(Apologies given from Fr MA for this meeting)

*Clerk's Note: Part 1 meeting closed at 8.07pm  
Part 2 follows*

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

Date: \_\_\_\_\_

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**GOVERNORS' ATTENDANCE RECORD:**

	10/07/18	18/09/2018	09/10/2018	11/12/2018	29/01/2019	Govs' Day 19/03/2019	14/05/2019
<b>FOUNDATION</b>							
Fr. M Anwyll	A	/	/	/	A	/	/
A.Tobin	/	/	/	A	/	/	/
R. Gregorio	/	/	/	/	/	/	/
L. McDougall	/	A	/	/	/	/	/
P.Byrne	/	/	/	/	/	/	/
VACANCY							
VACANCY							
<b>STAFF GOVERNOR</b>							
A.McNicholas	/	/	/	/	/	/	/
L.Frain	/	/	A	/	/	A	/
<b>LA GOVERNOR</b>							
M.Franchi (Chair)	/	/	/	/	/	/	A
<b>PARENT GOVERNOR</b>							
I.Chaudry	/	/	/	/	/	/	A
M. Derry (Vice Chair)	/	/	/	/	/	/	/
<b>OBSERVER</b>							
A.Galvin	Mat leave	Mat leave	Mat leave	Mat leave	Mat leave	A	/
M. Maloney	A	A	A	A	/		
J.Ronan	/	A	/	/	A		

**/ = PRESENT    A = ABSENT**