



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.

**GOVERNING BODY MEETING
ON TUESDAY 24TH JANUARY 2017 AT 7.00PM
PART 1**

FOUNDATION GOVERNORS (7):

Fr. Mark Anwyll (20/02/20)*
Eveleen Riordan-Sayers (02/04/18)*
Andrew Tobin (31/08/2019)*
Rose Gregorio (31/08/2019)*
Kate Wynne (31/08/2019)*
Liisa McDougall (31/08/2019)*
1 vacancy

LA GOVERNOR (1):

Marco Franchi (10/11/20)*

Also in attendance:

Audrey Galvin – Deputy Headteacher*
Helen Holloway - Clerk *
Paul Byrne (observer)

STAFF GOVERNORS (1):

Angela McNicholas (ex-officio)*
Lorraine Frain (21/09/19)*

PARENT GOVERNORS (2):

Imran Chaudry (date tbc)
Matt Derry (date tbc)

* denotes present

^ denotes absent

PART 1

1. OPENING PRAYER & APOLOGIES

1.1 The Chair welcomed Matt Derry, Imran Chaudry and Paul Byrne to the Governing Body meeting. Introductions were made. The GB meeting commenced with an opening prayer. Apologies for lateness received and noted from Andrew Tobin and Lorraine Frain.

2. DECLARATION OF INTERESTS

2.1 The Declaration of Interests register was circulated at the beginning of the meeting and signed by all governors present; there were no conflicts to declare.

3. GOVERNING BODY MEMBERSHIP

3.1 Elections for Parent Governors have taken place – there were six applicants and two new parent governors have been appointed; Imran Chaudry and Matt Derry. They are both currently waiting for clearance of their DBS checks. It was noted that two parent governors have been elected as Adam Holding has resigned from his position as parent governor.

3.3 Paul Byrne has applied to become a foundation governor and his application is in progress.

3.4 In the light of the significant change in the GB membership over the last year and given there are no outstanding vacancies, the Chair requested all Governors complete a Skills Audit. KW agreed to compile the results of the skills audit and present to the GB at a later date.

ACTION: KW

4. MINUTES OF THE PREVIOUS MEETING HELD 6th DECEMBER 2016

4.1 The part 1 minutes of the previous meeting 6TH December 2016 were **RECEIVED** and **ACCEPTED** as a true and accurate record and signed by the Chair.

5. MATTERS ARISING FROM PREVIOUS MINUTES

5.1 The Headteacher has contacted CC with regards to an ICT visit report to the GB and he has committed to provide a written report.

5.2 The FOLM finance report was circulated to the GB.

5.3 Compilation of the Terms of references for Governors with a lead responsibility role is ongoing.

ACTION: HT

5.4 HT and CoG to review governors' responsibilities in reference to the Ofsted Document "Effectiveness of Leadership and Management.

ACTION: HT / CoG

5.5 The Wrap Around care parent survey is now compiled and ready to distribute.

6. HEADTEACHER'S VERBAL REPORT

6.1 Challenge Partner Review: The Headteacher reported the Challenge Partner Review has taken place and consisted of a team of two headteachers and 1 assistant headteacher. There was an additional member who quality assures the process. Governors were informed this does not cover all the areas which OFSTED would cover in an inspection; instead the focus is on the three areas: Quality of Teaching and Learning and Assessment, School Improvement Strategies and Pupil Outcomes. Following the review the school has, in the view of Challenge Partners, moved up to "outstanding" category which corresponds with the School's SEF. The area of excellence the school identified for the review is approaches to Mastery in Maths. The Review Team did query why Writing was not put forward as an area of excellence as the School has achieved great results in writing across the school and in Phonics.

The Chair, on behalf of the Governing Body, extended congratulations to the school staff on the result of the Challenge Partner Review.

QUESTION: Did the School have to present evidence of the work of the school?

R: The headteacher confirmed the School did have to present evidence of the work of school to the team as part of the review. There were lesson observations, learning walks, book scrutinies and meetings with staff and children. It was reported the Review Team remarked on the Art Work in the school and the in the Early Years. It was observed that everyone is a leader in the School, and all Staff are thinking strategically and all moving on a journey together.

QUESTION: How will the results of the Review be fed back to the Staff?

R: There will be an internal meeting. The Senior Leadership Team is due to meet tomorrow afternoon to unpick the report and compile a short, medium and long term plan. Information will be fed to Staff in staff meetings and TA/ LSA weekly meetings.

QUESTION: In response to a question about any concerns identified the Headteacher reported two areas highlighted were: i) presentation in writing is not always consistent in books across the whole school; ii) ensure there are always high quality interactions between additional adults in the classroom throughout the whole lesson.

6.2 Self Evaluation Form (SEF)

The SEF was circulated to the GB ahead of the meeting. The document has been presented in a new format following the four key areas of OFSTED and this style was welcomed by the Governors.

QUESTION: Has there been a review of the wider curriculum initiative since it was implemented at the start of year? R: A wider curriculum review was completed last Summer 2015 and new schemes of work were set up.

QUESTION: Has there been feedback from staff on the wider curriculum scheme of work and how well it is working?

R: The feedback from staff and pupil voice is very positive. The wider curriculum presents more freedom for teachers. It enables the pupils to share their work especially when the project is a lengthy piece of work. It was confirmed the subjects are cross curricular so for example history can be taught through Art; Maths is also linked with Art. Currently in Year 1 the pupils are learning about the seasons through Science. The children also benefit from having one work book and one sketch book rather than several books labeled for each subject.

QUESTION: Punctuality has been highlighted in the SEF- has there been slippage on this as the most recent indications reported to the GB were that this was improving. Raise Online indicated that Disadvantaged children's attendance was a weakness.

R: It was reported that there is an issue on attendance and there are a mixture of problems. Some pupils have good attendance but there are concerns with their punctuality. Currently the cut off for the register is 9.150am and there is an ongoing review of the data to see how this affects punctuality. Many incentives are offered to encourage pupils to be in school on time including Jermaine Jenas presentation, prizes for the best class record for attendance and punctuality; offering free places at breakfast club to encourage pupils to be on time; and discussions in class to understand at the issues in class.

6.2.1 The Chair agreed to write a letter to support the school in improving attendance and punctuality.

ACTION: CoG

6.3 Term Dates 2017-18

Previously the Governing Body agreed to follow the Haringey model for term dates. The Headteacher presented the terms dates for 2017-18 which were **AGREED** by the Governing Body.

7. OFSTED The School has been scheduled to have an OFSTED inspection since January 2016 (3 years).

8. POLICY REVIEW

8.1 Disciplinary Policy / Sickness Absence Policy / Capability Policy

The Governors discussed the responsibilities highlighted in the above policies and concluded the headteacher would seek further advice from HR department Judicium and report back to GB at next meeting.

ACTION: Headteacher / Agenda next meeting

8.2 Flexible Working Policy

Haringey do not have a model flexible working policy. A model policy has been obtained from another school and is currently being reviewed. The draft Flexible Working Policy will be presented to the GB at next meeting.

ACTION: Agenda item

8.3 Anti Bullying Policy

The Governing Body **AGREED** the Anti Bullying Policy.

8.4 Finance Policy:

The table on page 3 of the Finance Policy has been updated to reflect the new appointments to roles. An amendment to the wording has also been incorporated to direct debits and standing orders. The GB **AGREED** the Finance Policy. The next review will take place in the autumn term (Sept 2017)

ACTION: Agenda item – September 2017

8.5 Lettings Policy

The Lettings Policy was tabled at the meeting for annual review. It was noted that the cost of hall hire has not been changed for over 5 years and it was agreed a review is necessary, particularly in light of the budget constraints going forward, and the costs to the school for hall hire. The GB discussed the charge for Lettings and it **AGREED** to increase the hourly charge for lettings in the evenings and weekends to £40 per hour with effect from 1st April 2017. The HT will liaise with the relevant parties who hire the premises in the evenings and weekends to advise them of the increase in hire costs.

ACTION: Headteacher

9. MULTI ACADEMY TRUSTS (MATs)

9.1 There has been no further update. The identified Families in the Diocese were due to meet in January – the meetings were to be organized by the Diocese of Westminster. However there has been no further information.

9.2 It was noted the Chair of Governors briefing has been moved from January to Thursday 20th March 2017 6pm – 8.30pm

10. CHAIR OF GOVERNORS ITEMS

10.1 New Governors invited to attend Governors' Induction training.

ACTION: HH to register new governors at Haringey.

11. WRAP AROUND CARE

11.1 A questionnaire to survey parent/carer views on wrap around care has been compiled and is ready to distribute. KW agreed to coordinate the results and report back to the GB

ACTION: KW

12. REPORT FROM LINK GOVERNORS

12.1 PREMISES, HEALTH AND SAFETY

12.1.1 DHP visit took place today (24/01/2017). The school indicated their dissatisfaction with the project management of the front of school works carried out over the summer and as such DHP have allocated a new link PM. Results of the LCVAP bid will be in March 2017. The bid includes work to the library to address Safeguarding issues, temporary roofing, and address the heating issues in the school to regulate the temperature, and fire detection improvements.

12.1.2 The LCVAP bid is for £240k and it was reported the School does have the 10% commitment in the budget if the bid is successful.

12.2 FINANCE

The next meeting scheduled to take place this half term.

12.2.1 The Finance audit starts on 30th January 2017 for three days.

12.2.2 The Nursery working party has had discussions via email. It was agreed to meet the needs of 30 hours care would require a lot of investment from the school as well as meeting the needs for flexible arrival and departure times to the nursery which would require a separate building to ensure the School is meeting safeguarding requirements. From discussions in meetings in the Borough it is evident that other schools are considering appointing an additional member of staff to manage the nursery.

QUESTION: Will our decision impact on the school admissions?

R: It may do; however a nursery questionnaire is to go out to take on board the views of the parents/carers. In view of the time frame required to make changes, at this stage it is very probable the nursery will remain the same for September 2017. There are currently 26 places in nursery.

12.2.3 The National Funding Formula projection is now available on the DfE website and it is anticipated the School will have a 2.8% reduction in the Budget over two years – this equates to approximately £26k per annum.

12.2.4 It was reported 9 Pupil Premium Grant children will leave in July 2017 and 15 will be leaving in July 2018 and this replacement of PPG children is not been met with the admissions which result in a further reduction in the Budget.

12.2.5 The headteacher recommended a working party is set up to look at how the School can address the shortfall in the School budget. **ACTION: Headteacher**

12.2.6 The School Business Manager has received clearance from the Diocese of Westminster to receive Governors' Fund voluntary donations from parents via Parent Pay.

12.3 THIRD QUARTER REVIEW

12.3.1 The third quarter return was tabled at the meeting and discussed. During the discussion it was noted:

- The budget surplus has increased to £132k and this is due to receipt of top up funds from out of Borough.
- If the LCVAP bid is successful the School has budgeting for their 10% commitment;
- ICT budget allocation has not been spent this year and it was proposed the funds are ring fenced at the end of the financial year and carried forward to ensure the ICT infrastructure is kept up to date. It was proposed the School will meet with CC to compile a three year ICT plan for future development of ICT to meet the needs of the school. The headteacher agreed to contact CC to arrange a meeting.

ACTION: Headteacher

The Governing Body **APPROVED** the third quarter return.

12.4 BANK BALANCES

Main School Fund	£368,581.75
Darlington Fund	£1,561.57
School Fund	£31,597.74
Unofficial Fund	£0 (This account is now closed)

12.5 SCHOOL UNIFORM

The School has notified their supplier John Lewis they will be moving over to supplying school uniform via Tesco online which will be more affordable for all families.

12.6 CURRICULUM AND DATA

12.6.1 MF and RG met with AG last week and reviewed the School dashboard. In a previous meeting MF/RG had previously selected four groups to track where interventions have been put in place and these appear to be working well. There are still individual children in year groups causing concern and requiring additional help. However there is no particular trend. It was reported all pupils are making expected progress. The notes of this visit will be circulated to the GB.

ACTION: MF/RG

12.7 COMMUNICATIONS

12.7.1 It was agreed CP, as an associate member of the GB is invited to all meetings. HH agreed to email to CP the meeting dates for the year ahead. The Chair will also contact CP.

ACTION: Clerk / Chair of Governors

12.7.2 Events reported included the Haringey Awards Ceremony which as also reported in the local newspaper, the Catholic Herald, front page of the Westminster Diocesan website and on the School board in the Parish Church.

12.8 CATHOLICITY

12.8.1 Fr MA reported on the autumn term events which included engaging the pupils in advent preparation; hearing pupils' confessions; the Carol Concert; and a final Mass at the end of the term. The pupils also took part in the Catholic Children Society Welcome Week.

12.9 INCLUSION

12.9.1 ERS will arrange to meet the Inclusion Manager after the mid-term break and will report back at the next meeting.

12.10 ADMISSIONS

90 applications received for Reception Admissions. Noted this is lower than in the past years when 110+ applications were received. The Admissions Committee (Members are AT; ERS; AM; and RG) **AGREED** to meet on Thursday 23rd February 2017 at 8am.

12.11 SAFEGUARDING

The Headteacher reported guidance around sexting has now been incorporated into the Safeguarding Policy and the GB **AGREED** the Safeguarding Policy.

13. GOVERNORS' VISITS

The Clerk suggested it would be more efficient if all Governors could email details of visits and training they have completed so this information can be collated and reported on the minutes. The GB agreed this would be more efficient way of working.

14. 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:

- A healthy budget to carry forward which will have a positive impact on pupil learning
- Appointment of three new governors
- Successful result of the Challenge Partner Review which will have a positive benefit to the pupils and staff
- Safeguarding Policy updated
- Parent/Carer Wrap Around Care questionnaires to receive information about experiences and preferences of what they would like the school to provide

15. SCHOOL TRAVEL PLAN

No items to report.

16. ANY OTHER BUSINESS

16.1 Heath Week taking place in school and parents are invited to visit and talk about their jobs in the Health Care sector. Discreet lessons are also planned to look at healthy eating and exercise, and healthy plate at lunchtime.

QUESTION: How is the School managing sweets?

R: A survey was previously conducted about children having sweets at school and the result was 50/50. The School has made an executive decision if parents wish to send something in for a birthday celebration the emphasis is to encourage book donations and each book donation will be identified as donated by the child. Alternatively the School does allow one very small packet of sweets per child for a birthday celebration. With regards to packed lunches there are restrictions and if children do have sweets in their packed lunch box they are confiscated.

17. DATES OF FUTURE GB MEETINGS:

All meetings will commence at 7pm

SPRING TERM: ADMISSIONS COMMITTEE MEETING – 23rd February 2017
Tuesday 21st March 2017

SUMMER TERM: Tuesday 25th April 2017
Tuesday 23rd May 2017
Tuesday 20th June 2017
Tuesday 11th July 2017

Clerk's note: Part 1 meeting ended at 9.18pm

Signed: _____
Chair of Governors

Date: _____

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GOVERNORS' ATTENDANCE RECORD 2015-16:

	15/03/16	19/04/16	17/05/16	20/06/16	12/07/16	20/09/16	18/10/16	06/12/16	24/01/17
FOUNDATION									
Fr. M Anwyll	A	A	/	/	A	A	A	/	/
E. Rirodan-Sayers	/	/	/	/	/	A	/	A	/
A.Tobin	/	/	A	/	A	/	A	/	/
K. Wynne	/	A	/	/	/	A	/	A	/
R. Gregorio		/	/	/	/	/	/	/	/
L. McDougall <small>wef 15/01</small>	/	/	/	/	/	/	/	/	/
<i>Vacancy</i>									
STAFF GOVERNOR									
A.McNicholas	/	/	/	/	/	/	/	/	/
L.Frain	/	/	/	/	A	/	/	/	/
LA GOVERNOR									
M.Franchi <small>wef 11/11/16</small>								/	/
I.Horokivica	A	A	A	A	A	VACANCY	VACANCY		
PARENT GOVERNOR									
M.Franchi <small>end term 10/16</small>	/	/	/	/	/	/	/		
A.Holding <small>resigned Dec16</small>						A	A	A	
I.Chaudry <small>wef Jan 2017</small>									/
M. Derry <small>wef Jan 2017</small>									/
OBSERVER									
A.Galvin	/	/	/	/	/	/	/	/	/
P.Byrne									/

/ = PRESENT A = ABSENT