



**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  
ON TUESDAY 18<sup>th</sup> OCTOBER 2016 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):**

1 vacancy

**Also in attendance:**

Audrey Galvin – Deputy Headteacher\*  
Helen Holloway - Clerk \*

**STAFF GOVERNORS (1):**

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

**PARENT GOVERNORS (2):**

Marco Franchi (25/10/16)\*

Adam Holding (19/09/20)^

\* denotes present

^ denotes absent

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**PART 1**

**1. OPENING PRAYER & APOLOGIES**

1.1 The meeting commenced with an opening prayer. The Chair welcomed everyone and apologies received and noted from Andrew Tobin, Adam Holding and Fr Mark Anwyll. The meeting was quorate.

**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 Marco Franchi's term of office as a parent governor expires 25<sup>th</sup> October 2016. Marco Franchi has applied to become a Local Authority Governor.

3.2 There will be a parent governor vacancy after 25<sup>th</sup> October 2016 and this will be advertised in the school newsletter after the mid-term break in October.

3.3 There is currently a vacancy for a foundation governor. The Clerk will contact the Diocese of Westminster to see they can assist with filling the foundation governor vacancy. **ACTION: HH**

**4. MINUTES OF THE PREVIOUS MEETING HELD 20<sup>TH</sup> SEPTEMBER 2016**

4.1 The minutes of the previous meeting 20<sup>th</sup> September 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 Chair, on behalf of the Governing Body has written a letter of thanks to the Friends of OLM for all their fundraising efforts last year.

5.2 Terms of reference to be compiled for link governor profiles. The Clerk to email governor profiles to the HT. **ACTION: HH**

5.3 Register of Interest forms and Governors' Code of Conduct document was signed by KW and ERS. Register of Interest form to be signed Fr MA and AH. **ACTION: HH**

5.4 Catholicity numbers provided by HT.

Reception: (57 pupils in this year group)

Catholic	35
Christian CE	2
Greek Orthodox	1
Muslim	2
Orthodox Christian	3
Christian	1
Hindu	1
Buddhist	1
Other	1
Not specified	10

<u>Whole School</u> - Numbers in year group:	Reception:	57
	Year 1	60
	Year 2	60
	Year 3	56
	Year 4	60
	Year 5	60
	Year 6	60

Catholic children in school:	340
Othodox Christian	19
Greek Orthodox	7
Church of England	6
Christian	13
Methodist	1

Other Religion	5
Muslim	9
Buddhist	2
Hindu	1
Not specified	29
No religion	2

*Clerk's Note: Claudia Perotti arrived 7.25pm*

The Chair welcomed Claudia Perotti to the meeting and introductions were made.

## 6. HEADTEACHER'S ITEMS

The Headteacher gave a verbal report

6.1 OLM School has been awarded a Silver Sports mark award.

QUESTION: Post meeting the Chair asked the deputy headteacher how the School could achieve a Gold Sports mark award and was informed more children need to take leadership of the school games mark (i.e. not just the sport committee who organise the events). The School also needs to advertise school games mark, and any competition the school has will require having schools game mark within it (for example: The Hula Hoop Schools Games Mark competition). Further information about this can be found on the school website and the school newsletter. The School will be aiming for Gold next year.

6.2 The School completed a successful Art day involving the whole school and linking art with nature.

6.3 International Space Week took place earlier this term and was part of the one community homework. The headteacher explained every half term the School chooses a theme for one community homework for the children to complete with their family.

6.4 The Headteacher and Chair of Governors attended the FOLM annual general meeting. The Finance report was received from the FOLM and will be shared with the GB. The FOLM have done a remarkable job in the way they work being very inclusive as well as their tremendous fundraising efforts. The FOLM are committed to another year of fundraising for the playground.

**ACTION: CoG / HT**

6.5 Maths workshop sessions for parents have taken place in response to the feedback received in the parent questionnaire.

6.6 The early years team felt that a meeting earlier in the term for parents would be more beneficial ; this year the school have moved the teacher consultation evening for the Early Years parents to the first half of the autumn term.

6.7 Ten Ten Catholic theatre group will be visiting the school this month to perform and parents will be invited to the presentations.

6.8 School visits during the first half of the autumn term include the School Improvement Adviser, and the Early Years adviser.

7. SCHOOL DEVELOPMENT PLAN

7.1 The headteacher reported the SDP follows the four OFSTED key areas. The draft SDP was previously emailed to all governors, and governors were invited to email their comments and questions. Some Governors also met to review the SDP ahead of the GB meeting held on 18<sup>th</sup> October 2016.

7.2 It was noted Maths is being developed as an area of excellence to include being part of a Maths hub which involves working as part of a Maths “mastery” group.

7.3 It was noted that there are strong links with Compton School as part of Challenge Partner hub

QUESTION: A governor asked how the school managed to establish the link with a secondary school. The Headteacher informed the GB a recommendation was made by another headteacher; once contact was made with Compton hub a request was made for OLM to join the group and leave the Brindishe hub and this was agreed last term

7.3 During the discussion the data presented for the black ethnicity group was highlighted and it was reported any black ethnicity are all grouped together. The data shows there are 17% of families of black ethnicity from Year 1 to Year 6. It was noted Haringey has a focus borough wide on this particular ethnic group.

QUESTION: How can the Governing Body continue to track the SDP? Should it be on the agenda at every meeting? It was noted the Headteacher’s written report each term provides information about progress within the SDP. It was agreed a couple of copies of the SDP would be printed and laminated for reference during governing body meetings.

**ACTION: HT**

The GB **APPROVED** the School Development Plan.

8. OFSTED

8.1 The headteacher reported that it appears that the Schools inspected in January 2012 are now in the current rounds of Ofsted inspection. OLM remains due to be inspected this academic year.

9. MULTI ACADEMY TRUSTS (MATs)

9.1 The Multi Academy Trusts policy is still awaited. There has been no update from the Diocese of Westminster.

10. POLICY REVIEW

10.1 SAFEGUARDING POLICY: Following on from the previous GB meeting 20<sup>th</sup> September, the policy was reviewed and agreed online.

QUESTION: In response to a question about inclusion of the pro-forma for recording incidences it was noted that a pro-forma for recording incidences does not have to be included in the policy if current systems in place are satisfactory; however any written record of conversations with a child/adult must be dated and timed. The GB **APPROVED** the policy.

10.2 ADMISSIONS POLICY: The Admissions 2018-19 policy was reviewed at the previous GB meeting (20<sup>th</sup> September) and the amended policy sent to Mary Ryan at the Diocese

of Westminster for review. Consequently some word changes were made but no change to the content. The GB **APPROVED** the Admissions Policy. This will now go to consultation as agreed

10.3 GOVERNORS' EXPENSES AND ALLOWANCES POLICY: The policy was circulated for review. The GB **APPROVED** the Governors' Expenses and Allowances Policy.

10.4 PAY POLICY: Haringey's Pay Policy is used and has been sent to HR (Judicium) for review. The Pay Policy was reviewed and recommended by the Pay Committee. The GB **APPROVED** the Pay Policy. The Pay Policy will be emailed to the GB and any queries can be picked up at the next meeting.

**ACTION: Clerk / agenda item**

#### 11. CHAIR OF GOVERNORS ITEMS

11.1 The Chair, on behalf of the Governing Body, congratulated Angela and all of her team on the success of the school results and the complimentary letter received from Tim Coulsdon the Regional Schools Commissioner.

#### 12. WRAP AROUND CARE

12.1 The Chair of Governors informed the GB it is a requirement to consult with the parents to determine if there is a need for an after school club. It was suggested to use Survey Monkey to seek parent responses. KW agreed to meet up with the headteacher to compile research questions.

**ACTION: KW / AM**

#### 13. STEM LEAD GOVERNOR

13.1 Haringey local authority has formed a working group in response to the STEM (Science Technology Engineering Maths) Commission, and Haringey is now inviting all schools to nominate a STEM link governor ideally from industry. During the discussion it was suggested there is a parent who may be interested, and it was proposed the headteacher will contact the parent about joining the GB as an associate member.

**ACTION: AM**

#### 14. PARENT QUESTIONNAIRE SUMMARY

14.1 KW reported on the findings from the parent questionnaire and the following key issues were noted:

- 227 responses received (an increase on 2015 results)
- Majority of surveys completed online this year
- Not much difference in response between boys and girls
- Majority agreed their child is happy and safe in school, and making good progress
- There was a significant number who disagree their child receives appropriate homework for their age
- Majority agree pupils are well behaved
- Overwhelming support acknowledging how well the school is led and managed
- Positive response received to recommend the school to other parents
- Positive feedback to support the school demonstrates Catholic ethos
- Overwhelming support for the learning culture of the school ("Love of Learning")

- Generally a good understanding of the way Maths is taught. It was identified parent workshops to support the Maths programme are very welcomed
- Children are very aware of who to talk to if there is a problem; however there is uncertainty as to whether parents know. The GB agreed they need to find a way to reassure parents that children know what to do if the situation presents itself.
- Questions about the playground should be included again in the questionnaire next year to evaluate how the new playground equipment has impacted on lunchtime play experience.

14.2 The Chair thanked KW for her presentation. A discussion took place about how to share the results with the parents and staff. It was proposed to publish the results on the school website with some additional notes providing details on how the school will respond to particular issues highlighted in the responses..

## 15. REPORT FROM LINK GOVERNORS

### 15.1 PREMISES, HEALTH AND SAFETY. MF reported.

15.1.1 All front of school works are now completed with the exception of car park markings.

15.1.2 Playground markings have not been completed and a decision has been made not to go ahead with this work which will result in a saving of approx £800+. The playground markings may be required in a year or so.

*Clerk's Note: ERS arrived at 8.45pm*

### 15.2 FINANCE KW reported.

#### 15.2.1 Bank balances are:

Main account	£367,017.89
Unofficial account	£29,646.20
Governors	£70,981.74
Darlington	£33,406.28

#### 15.2.2 PE Grant: £9740 received for 2016/17

15.2.3 LCVAP bid for safeguarding and fire precautions totaling £246K of which the school would be committed to 10% of the costs. The GB **AGREED** to commit to this expenditure and recommended the LCVAP bid going ahead.

15.2.4 Budget surplus and budget constraints will be reviewed at the next meeting and there will be a 3 year budget forecast.

**Action: Clerk agenda item**

15.2.5 The School is in this year's local authority audit cycle and has made a request to have the audit postponed to allow the newly appointed School Business Manager to settle in the post. To-date the School has not received a response.

15.3 CURRICULUM AND DATA

15.3.1 Governor visit reports from RG and MF were circulated to the GB ahead of the meeting. There were no questions.

15.3.2 RG reported a meeting will take place in November to review school data.

15.4 COMMUNICATIONS

15.4.1 Parent questionnaire feedback summarized and reviewed (see item 14).

15.4.2 The Chair congratulated all the staff involved in the school website, especially the Blog.

15.5 CATHOLICITY

15.5.1 This term events include the Harvest Festival, and a Mass for new parents on 5<sup>th</sup> October.

15.6 INCLUSION: No meeting has taken place since the last GB meeting.

15.7 ADMISSIONS:

15.7.1 Admissions Policy agreed (*See item 10.2*)

15.7.2 The Headteacher reported school visits for prospective parents are ongoing and application packs for Reception places are been sent out.

16. PUPIL VOICE

16.1 The School council elections will take place after half term. The headteacher reported in addition to the school council roles, pupils also have several opportunities for other roles such as Art curators; librarians at lunchtime; Eco warriors, child ambassadors.

17. GOVERNORS' TRAINING & VISITS

17.1 The following Governor Visit reports were circulated ahead of the meeting.

- Breakfast club visit by LF
- KS2 SATs / Data review by MF and RG
- Curriculum Review by MF and RG
- Pay Committee Meeting report by ERS

17.2 Post meeting the Chair reported CC visited school to do an e-safety audit on 5<sup>th</sup> October 2016.

17.2 Governors reported they had completed the following training courses:

- Safer recruitment Training – KW completed
- NSPCC Safeguarding training – MF completed.

17.3 The Chair highlighted the importance of every governor completing Safeguarding training and recommended the NSPCC online module. MR agreed to send details of the link to all governors.

**ACTION: MF**

17.4 The Chair has completed class visits to Year 1 and Year 2

18. 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:

- Positive results from the parent survey
- Using Survey Monkey very successful and useful reports
- LCVAP bid for Safeguarding and Fire Precautions

19. SCHOOL TRAVEL PLAN Audrey Galvin reported.

19.1 The Governors were informed about Hari Bear's Big Adventure which is part of international walk to school month. Schools in the Borough were invited to take part and Hari Bear visits each school. It was proposed Hari Bear's visit would provide a good press opportunity. AG agreed to contact the local press. **ACTION: AG**

20. ANY OTHER BUSINESS

20.1 With effect from 1<sup>st</sup> September 2016, governors' details are required to be published on the DfE database "Edubase". Governors were asked to complete the forms circulated in the meeting and return to the School administration officer

21. DATES OF GB MEETINGS:

All meetings will commence at 7pm

AUTUMN TERM: Tues 6<sup>th</sup> December 2016

SPRING TERM: Tues 24<sup>th</sup> January 2017  
ADMISSIONS MEETING – late Feb (date tbc)  
Tues 21<sup>st</sup> March 2017

SUMMER TERM: Tues 25<sup>th</sup> April 2017  
Tues 23<sup>rd</sup> May 2017  
Tues 20<sup>th</sup> June 2017  
Tues 11<sup>th</sup> July 2017

*Clerk's note: Part 1 meeting ended at 9.20pm*

Signed: \_\_\_\_\_

**Chair of Governors**

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

Please be reminded that you are responsible for the security of all papers that you receive, whether in electronic or paper format. Emails and electronic copies should not be forwarded to anyone and should be stored in a secure space. Paper copies should likewise be safely secured and if they are no longer required, must be 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 2015-16:**

	8/12/15	12/01/16	15/03/16	19/04/16	17/05/16	20/06/16	12/07/16	20/09/16	18/10/16
<b>FOUNDATION</b>									
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>									
<b>STAFF GOVERNOR</b>									
A.McNicholas	/	/	/	/	/	/	/	/	/
L.Frain	A	/	/	/	/	/	A	/	/
<b>LA GOVERNOR</b>									
<i>Vacancy</i>	A	A	A	A	A	A	A	VACANCY	
<b>PARENT GOVERNOR</b>									
M.Franchi	/	/	/	/	/	/	/	/	/
A.Holding <small>wef 20/09</small>								A	A
<b>OBSERVER</b>									
A.Galvin	/	/	/	/	/	/	/	/	/

**/ = PRESENT    A = ASBENT**