24 London Road Chipping Norton OX7 5AX

Tel: 01608 643487 Fax: 01608 642934

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Minutes of Holy Trinity Catholic Primary School Academy Committee Meeting 26th February 2019 at 1.00pm at Holy Trinity School, London Road, Chipping Norton, Oxon. OX7 5AX

	Present:	
	Lorna Buchanan (LB) — Head teacher	
	Jessica Maunder (JM) – Parent Governor	
	Wynn Brack (WB) – Foundation Governor	
	Andrea Cullen – (AC) – Staff Governor	
	Vince Kempson (VK) - Foundation Governor	
	Pauline Brooks (PB) – Foundation Governor (arrived later)	
	George Byrne (GB) – Foundation Governor	
	Sam Butler-McLees (SBM) – Staff Governor	- Control of the Cont
	Becky Brannigan (BB) – Parent Governor	
	In Attendance:	
	Cathy Pickford (Temporary Clerk)	
	Apologies:]
	Father Anthony Joyce – Foundation Governor	
	Absent: None	
	The meeting started at 1.05pm	
1,2	NACIONAL AND INC.	
1,2	Welcomes, Apologies, absences, quorum	
	The Chair opened the meeting with a prayer and welcomed the two new governors to the meeting	
	Apologies: Apologies were received and accepted from the governor listed above.	
	Absence: There were no absences to report.	
	Quorum: The meeting was quorate.	
3.	Notice of Any Other Business	
	Discuss staffing at the end of the meeting.	
4.	Declaration of Pecuniary Interests	
	None-recorded for this meeting.	
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5.	Minutes of the meeting dated 6 th November 2018 and matters arising	
	The above minutes were agreed by all governors to be an accurate record of the meeting and signed by the Chair and filed at the school.	
	Matters still outstanding: There is a need for a new Clerk and another Foundation Governor. LB and CP to check ads on OCC jobs site for Clerks. If not successful, put an ad on the site. Also there was a suggestion to ask J Howard if she would be interested.	LB & CP
6.	Health and Safety Governors asked if there were any H & S issues. It was confirmed that MH, our Caretaker, keeps the school in very good order. A new CCTV camera is going to be fitted by the front door, so office staff can see who is at the door, before letting them in. LB informed Governors that the school are gaining quotes to have artificial grass laid on the back field, as it is out of bounds for a large part of the year, because of holes, being very uneven, which is hazardous when children are running on the surface, and when wet is too muddy for the children to play on. Also the front playground is prone to flooding. LB is intending to use this year's and next year's Sports Grant to help fund this project. The Parish have agreed to support this project, as well as the PTA. WB asked what condition is the terrapin in?	
	LB reported that the Terrapin is in a good condition. MH has ensured all the exterior, ramps, stairs and doors are all secure. The Condition report carried out by the Government brought us out as mostly 1's (the school would not get any help unless we had 4s or 5s). The terrapin is a useful resource and used every day. The decoration in the school is generally in a good condition. However, LB would like to change the carpet in Y6 to linoleum, if funds are available after the artificial project. If not, this will be postponed to the following year.	
7.	Finance Update LB and CP reported, to date, there is an in year deficit of just over £3k. This is due to costs covering long term sickness for a staff member. The good news for the staff member is that ill-health retirement has been agreed. We also have a staff member on maternity leave. It was not beneficial to take out insurance to cover the maternity leave costs. Also, the school are having to employ extra staff to cover in Year 2. These are exceptional circumstances, and the school still have a healthy carry forward.	

Signed: A Dack

Date: .

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8. Safegurading

There were 14 incidents for causes of concern -9 students and 5 TAs. Tomorrow there is a TAF meeting, which The Locality Social Team are going to be available to help the school. LB and AC will be present.

The Designated Leads are LB and KB. KB is the Y6 teacher, who is on the SLT and is on the SENCo training course at present.

9. Head's Report

The report was distributed at the meeting.

RE

LB will now be RE lead and liaise with Father Tony. Section 48 – the school received outstanding for the children's knowledge, but not outstanding overall because of the lack of paperwork confirming the children's knowledge.

The school will be attending church on:

Ash Wednesday

The Easter Service will take place on Friday 26th April.

WB will carry out preparations for the Year 3 children's First Holy Communion and Year 6 Confirmation.

Dates for your diary

Confirmation – 6th June at 2pm. The children will be present at the service to support the children.

First Holy Communion - Sunday 23rd June at 11.00am.

Children on roll at present-213

- 3 children are returning to Argentina
- 2 children are moving to Lincoln
- 1 child on roll has not been in school since December. The child will not be returning, but needs to remain on our roll.

Attendance

There are 6 issues with attendance.

- 1 SEN
- 1 child with chronic fatigue syndrome. The child is being encouraged to come into school for half an hour twice a week.
- 1 Y6 with medical evidence
- 1 Y3 child undergoing cancer treatment
- 2 children have received letters for attendance below 90%

Signed: Whack

Date: .

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Punctuality

There are several families who are consistently late, one family there is a noticeable pattern, which LB is dealing with.

This also happens at the end of the day.

LB proposed to put in the Easter Newsletter, 'if your child is not collected by 3.15pm, you will be charged £4.00' (which is the cost of 1 hour at H T Active). Governors agreed to support this decision.

SEN

14% SEN children

2 EHCPs (1 Y6 child not in school)

2 additional funding – one for child with serious complex needs.

Well done to all 13 members of staff for achieving the level 2 certificate in Understanding Children and Young People's Mental Health.

Professional Development

LB and KB attended Early Health Assessment training. Early Intervention/Assessment of families' needs.

MR - Down's Syndrome course

Performance Management

The first part of Teachers' Performance Management has been carried out.

SDP and SEF

These have both been reviewed. The two new governors to meet with LB to discuss these, also safeguarding. Date to be arranged.

Parents' Evenings

These are being held later this year, as LB wanted to give the teacher in Y5 time to get to know the children, as covering maternity leave from end of January. The parents in Y5 were also given the opportunity to meet with NM prior to her taking maternity leave - only one parent took up the offer.

Behaviour

Generally, the behaviour is very good.

One child has had two fixed term exclusions, this will be discussed in more detail in 'staffing' later in the meeting.

Governor Visits

WB visits weekly.

JM visits weekly

Father Tony visits the school regularly.

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	The state of the s	
	It was agreed that governors would like to visit, but it is difficult when they are working.	
	Data	
	LB discussed this in detail.]
	Reception class forecast is good. They will be moderated this year, but this was	
	expected.	
	There was a dip in Y1 phonics last year, this was discussed at the meeting.	
	Last year's Y6 was a weaker cohort, but the results were better than expected.	
	This year the results should be back on track.	
	LB asked if there were any questions?	
	Staff are working extremely hard. The two new members have just 'fitted in' and	
	'working their socks off'.	
	Governors are very proud of the staff and give their full support.	
10.	Governor Business	
	Training – CP to book SBM and BB onto new Governor Induction Training	СР
	Visits – Governors were asked to visit their teacher to discuss the curriculum they are	
	assigned to.	\$
	BM – Literacy – SBM	
	PB – Maths – Lizzie Clay	
	GB – Humanities – Lucy Lane, Creative Arts/Music – Kyla Bates and Lizzie Clay	
	VK – Science – Sarah Sauvagnargues	
	BB – PE – D Woolley	
	WB-	
	JM – Early Years – Ella Nolan	
	Father – RE – LB	
	WB to recruit Foundation Governor.	
	Parent Governors election – there were four candidates, very strong candidates	
	there were roundates, very strong candidates	
11.	Policies	
	Positive Handling Policy has been updated. This is a model OCC policy. Governors need	LB
	to ratify. LB to send this policy out to Governors for ratification.	LU
	to rully. LD to send this policy dut to dovernors for ratification.	ļ
12	Any Other Business	
	There have been two applications for children to be deferred a year. The school	
	already have two children who have deferred, but they were both August born	
	children. LB recommended the Governors not to accept the two children for 'deferred	
	places'. Governors agreed not to accept these children, as their birthdays are late	

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•	Spring.	**
	WB advised of the importance of governors going into school, and that in conjunction with the SBM, would like these recorded officially on report forms.	
13.	Staffing – this section of CONFIDENTIAL and on a separate sheet.	
14.	Date of Future Meetings	
	 17th July 2019 at 5.00pm (please note new date – the 16th is the Y6 Performance to parents). 	

The meeting finished at 2.50pm. (CP/1.3.19)

Signed: Whack

Date:

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