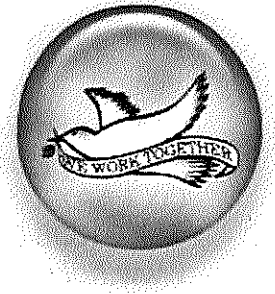


# HOLY TRINITY CATHOLIC SCHOOL

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 26<sup>th</sup> February 2019 at 1.00pm at Holy Trinity School, London Road, Chipping Norton, Oxon. OX7 5AX

|     |   |  |
|-----|---|--|
|     | <p><b>Present:</b><br/>Lorna Buchanan (LB) – Head teacher<br/>Jessica Maunder (JM) – Parent Governor<br/>Wynn Brack (WB) – Foundation Governor<br/>Andrea Cullen – (AC) – Staff Governor<br/>Vince Kempson (VK) – Foundation Governor<br/>Pauline Brooks (PB) – Foundation Governor (arrived later)<br/>George Byrne (GB) – Foundation Governor<br/>Sam Butler-McLees (SBM) – Staff Governor<br/>Becky Brannigan (BB) – Parent Governor</p> <p><b>In Attendance:</b><br/>Cathy Pickford (Temporary Clerk)</p> <p><b>Apologies:</b><br/>Father Anthony Joyce – Foundation Governor</p> <p><b>Absent: None</b></p> <p>The meeting started at 1.05pm</p> |  |
| 1,2 | <p><b>Welcomes, Apologies, absences, quorum</b></p> <p>The Chair opened the meeting with a prayer and welcomed the two new governors to the meeting</p> <p><b>Apologies:</b> Apologies were received and accepted from the governor listed above.</p> <p><b>Absence:</b> There were no absences to report.</p> <p><b>Quorum:</b> The meeting was quorate.</p>   |  |
| 3.  | <p><b>Notice of Any Other Business</b></p> <p>Discuss staffing at the end of the meeting.</p>   |  |
| 4.  | <p><b>Declaration of Pecuniary Interests</b></p> <p>None recorded for this meeting.</p>   |  |

Signed: W Brack Date: 17<sup>th</sup> July 19

Headteacher: Mrs Lorna Buchanan BA. [Head.3420@holy-trinity.oxon.sch.uk](mailto:Head.3420@holy-trinity.oxon.sch.uk)



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|----|--|--|
| 8. | <p><b>Safeguarding</b></p> <p>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.</p> <p>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.</p>  |  |
| 9. | <p><b>Head's Report</b></p> <p>The report was distributed at the meeting.</p> <p><b>RE</b></p> <p>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.</p> <p>The school will be attending church on:<br/>         Ash Wednesday<br/>         The Easter Service will take place on Friday 26<sup>th</sup> April.</p> <p>WB will carry out preparations for the Year 3 children's First Holy Communion and Year 6 Confirmation.</p> <p>Dates for your diary<br/>         Confirmation – 6<sup>th</sup> June at 2pm. The children will be present at the service to support the children.<br/>         First Holy Communion – Sunday 23<sup>rd</sup> June at 11.00am.</p> <p>Children on roll at present– 213<br/>         3 children are returning to Argentina<br/>         2 children are moving to Lincoln<br/>         1 child on roll has not been in school since December. The child will not be returning, but needs to remain on our roll.</p> <p><b>Attendance</b></p> <p>There are 6 issues with attendance.</p> <p>1 SEN<br/>         1 child with chronic fatigue syndrome. The child is being encouraged to come into school for half an hour twice a week.<br/>         1 Y6 with medical evidence<br/>         1 Y3 child undergoing cancer treatment<br/>         2 children have received letters for attendance below 90%</p> |  |

Signed: Lorna Buchanan Date: 17<sup>th</sup> July 19

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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.

Signed:

Date:

17<sup>th</sup> July 19

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|     | <p>It was agreed that governors would like to visit, but it is difficult when they are working.</p> <p><b>Data</b><br/>LB discussed this in detail.<br/>Reception class forecast is good. They will be moderated this year, but this was expected.<br/>There was a dip in Y1 phonics last year, this was discussed at the meeting.<br/>Last year's Y6 was a weaker cohort, but the results were better than expected.<br/>This year the results should be back on track.</p> <p><i>LB asked if there were any questions?</i></p> <p>Staff are working extremely hard. The two new members have just 'fitted in' and 'working their socks off'.<br/>Governors are very proud of the staff and give their full support.</p> |    |
| 10. | <p><b>Governor Business</b><br/><b>Training</b> – CP to book SBM and BB onto new Governor Induction Training<br/><b>Visits</b> – Governors were asked to visit their teacher to discuss the curriculum they are assigned to.<br/>BM – Literacy – SBM<br/>PB – Maths – Lizzie Clay<br/>GB – Humanities – Lucy Lane, Creative Arts/Music – Kyla Bates and Lizzie Clay<br/>VK – Science – Sarah Sauvagnargues<br/>BB – PE – D Woolley<br/>WB –<br/>JM – Early Years – Ella Nolan<br/>Father – RE – LB</p> <p>WB to recruit Foundation Governor.<br/>Parent Governors election – there were four candidates, very strong candidates</p>   | CP |
| 11. | <p><b>Policies</b><br/>Positive Handling Policy has been updated. This is a model OCC policy. Governors need to ratify. LB to send this policy out to Governors for ratification.</p>   | LB |
| 12  | <p><b>Any Other Business</b><br/>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</p>  |    |

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

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

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|     | Spring.<br><br>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. | <b>Staffing – this section of CONFIDENTIAL and on a separate sheet.</b>   |  |
| 14. | <b>Date of Future Meetings</b> <ul style="list-style-type: none"><li>• 17<sup>th</sup> July 2019 at 5.00pm (please note new date – the 16<sup>th</sup> is the Y6 Performance to parents).</li></ul> |  |

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

Signed: W Braek Date: 17<sup>th</sup> July 19

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