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Headteacher: Mr P Gallagher

Minutes of A Local Governors' Committee Meeting

Wednesday 9th March 2022 at 4.30pm

Annecy Catholic Primary School

PRESENT: Rob Carter (Chair); Siobhan Cox; Paul Gallagher (Headteacher); Anthony Moffatt; Fiona Parker; Katherine Plows Colin Purchase

IN ATTENDANCE: Anne Robinson (clerking service); Sue Homer and Anneke Langford (Associate Members); Bernard Tomkins (external reviewer); Dave Carter CEO (to item 7)

APOLOGIES: John Cornish; Emily Danvers, Amelia Neel

1. Welcome and opening prayer

At the invitation of the chair, Colin Purchase opened the meeting with a prayer particularly seeking comfort for a bereaved family and a resolution to the Ukranian situation

2. Apologies for Absence

Apologies for absence were received and accepted from Emily Danvers, John Cornish and Amelia Neel

3. Declarations of Interest in the Business of this Meeting

There were no declarations made, either new or against this agenda.

4. Chair's report

The chair confirmed he had not undertaken any emergency action on behalf of the LGC and had no other information of note to disseminate.

5. Leadership reports

The headteacher presented his [report made available ahead of the meeting](#), which covered the school's current profile, safeguarding and SEND, attendance and behaviour, buildings, health and safety, finance, staffing including CPD and Catholic life. An external standards and effectiveness report and budget monitoring papers were also included.

In response to information about new starters at the school in Y6, **governors asked about the impact on SATS outcomes**. They were advised that for a variety of reasons all 3 would be disapplied and at least 2 of them would not be included in the accountability data. **Governors requested that the next data analysis was shared with the as soon as possible after it was reviewed by leaders rather than waiting until the next meeting.**

Governors noted the challenges the school was having in respect of some families' attendance and the actions it was taking to try and improve this. It was also noted that the permanent exclusion the headteacher had issued had been reviewed by governors that day.

Governors discussed at some length, the headteacher's request to purchase new carpets for the KS2

area to revitalise it in the same way as KS1 at a cost of £9700 and also to refurbish the KS2 toilets at a cost of £67k. They were in favour of the proposals subject to appropriate procurement procedures and the approval of the CFO taking into account that the trust was now of the size to receive school conditions allocation funding and this should be factored into the timeline for such works.

Following a recent interview process to recruit to one vacant post, the headteacher sought approval to expand the staffing structure to enable him to appoint an additional fixed term early careers teacher, which would provide additional support and stability. It was anticipated that this would cost an additional £20k but much of this would be offset by a reduction in the need for supply cover and would also provide the additional capacity that would allow the assistant headteacher to take on additional leadership responsibilities and provide additional support to staff. Having sought and received assurance that the school had the capacity to provide the required statutory support for early career teachers, governors provided their support for the proposal.

Governors also asked about plans for deploying the new site manager to undertake maintenance and repair works. It was confirmed that the headteacher was working through audit outcomes with him and that support was in place to provide guidance to him in the early stage of his role. The CEO added that there were plans to increase trust wide facilities management capacity as the trust was growing.

6. Delegated Governor Reports

6.1 Committees.

The admissions committee reported having met to review the allocation of places in line with the school's admissions arrangements. It was noted that for the first time in some years there had been more applications than places and although not all had been either Catholic or first choices, it was hoped that the Reception intake would be full in September 2022. The LGC congratulated the headteacher on the impact of his positive promotion of the school over the last 18 months or thereabouts.

6.2 Lead Governor reports

Emily Danvers [history and PSHE visit report](#) filed with the papers was noted.

7 Governance Effectiveness and Development

7.1 Governors broke into small groups to discuss their knowledge and understanding of a variety of aspects of the school and reflect on the LGC effectiveness, particularly in providing strategic leadership, supportive challenge and holding the headteacher to account.

When the full meeting reconvened, each group provided feedback on their discussions. It was suggested and agreed that a separate meeting be convened with a single agenda item to discuss this in more depth and that in terms of responding to inspection, a summary of key facts and messages that the headteacher believed it would be valuable for governors to aim to share should be provided. Governors particularly cited information about curriculum intent would be helpful for new governors. It was suggested that a local chair of governors with recent inspection experience known to the headteacher be invited to share his experience and governors were recommended to access that training being provided by Bosco to build their knowledge.

7.2 A governor fed back positively on the Bosco safeguarding training that she had attended. The chair recommended safer recruitment training to governors.

7.3 Governors reflected on the LGC meeting structure and although recognising that some governors were more familiar with a committee structure and valued the depth of discussion this allowed, agreed that with the narrower remit of the LGC, the current structure and hybrid meeting solution worked well and there was no immediate need to change this.

11. Minutes of the LGC meeting held 19th January 2022

Approval for Accuracy

The [minutes of the meeting held on 19th January 2022](#) were **AGREED** as an accurate record

Review of actions and matters arising

Governors were reminded to forward a brief personal profile and photograph to the school if they had not done so.

It was noted that the headteacher would include pupil group data in the next formal data report

All other actions were complete. There were no matters arising.

12. Any Other Urgent Business

The chair reiterated that a panel of governors had met to review a permanent exclusion, which the panel had declined to reinstate and provided an update on the appeals process.

The headteacher advised that having consulted with the chair and the trust executive he would be taking a few weeks off to recuperate from Long Covid. The assistant headteacher supported by the trust would provide cover in his absence. This information would be shared with parents the following day and an opportunity provided for any questions. The LGC offered their full support and wished the headteacher a speedy return to full health.

13. Meeting close and future meeting dates

The meeting closed at 5.55pm

The next meetings will be on 11th May: 13th July

14. Any Confidential (part 2) Matters

No such matters were recorded.

Signed as true record of the meeting Name and role Date	
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Action Points Arising from this Meeting:

Rob Carter/Anne Robinson

Canvas governors for a suitable opportunity to convene to discuss governance effectiveness in the context of inspection readiness

Headteacher

Make the output from the next data analysis available to governors as soon as it is complete.

All

Provide a profile for the website if this has not been actioned