

## **ST ALBAN'S CATHOLIC PRIMARY SCHOOL LOCAL ACADEMY COMMITTEE**

Minutes of the St Alban's Catholic Primary School Local Academy Committee's (LAC) inaugural meeting held at the academy on 15 December 2022, commencing at 5.00 pm.

PRESENT: Mr J Cape (Chair), Ms L Carmody, Mr T Henshaw, Mrs K Seaman and Mrs C Turner

IN ATTENDANCE: Mrs L Ebsworth (Headteacher),  
Miss C Brennan (Deputy Headteacher)

CLERK: D Gauld

### **1 WELCOME AND OPENING PRAYER**

The Chair opened in prayer and welcomed everyone to the meeting.

### **2 TO AGREE A FINISHING TIME FOR THE MEETING AND IDENTIFY ANY URGENT ITEMS OF BUSINESS TO BE CONSIDERED DURING THE MEETING NOT INCLUDED ON THE AGENDA**

There were no urgent items of business identified.

RESOLVED (1)

That the finishing time for the meeting be agreed as 6.15 pm.

### **3 APOLOGIES AND CONSIDERATION OF CONSENT FOR ABSENCE**

The Chair advised that no apologies for absence had been received.

RESOLVED (2)

That it be noted that no apologies had been received from Father D Edozie.

### **4 CONFIRMATION OF LOCAL ACADEMY COMMITTEE MEMBERSHIP AND REPORT OF ANY CHANGES SINCE THE LAST MEETING**

Governors were informed of the following changes to the Local Academy Committee's (LAC's) membership:

- Mr G McLister had resigned as a Foundation Governor Representative.
- Staff members could no longer be a member of the Local Academy Committee (LAC). Therefore, Mrs C Carter-Ward and Mrs K Davey were no longer members of the LAC although they may still attend as observers.
- C Hamshaw had resigned with immediate effect.

The Chair informed Governors that, should Governors wish to do so, the CEO of the Multi-Academy Trust had advised that K Seaman could be appointed as a Co-opted Governor with voting rights on the Local Academy Committee.

The Chair advised that, while there were no longer spaces on the LAC for Staff Governors, members of staff were still very welcome to attend meetings as observers.

RESOLVED (3)

- a) That the changes in membership be noted
- b) That K Seaman be appointed as a Co-opted Governor with a term of office of 4 year subject to formal approval by the Multi-Academy Trust Board.
- c) That G McLister and C Hamshaw be thanked for their service on the Governing Body.

## **5 ELECTION OF THE CHAIR**

The LAC was asked to consider the briefing provided by the Governance Service on the expectations of the Chair and Vice-Chair and receive self-nominations at the meeting for the position of Chair.

A self-nomination was received by J Cape. No further self-nominations were received.

RESOLVED (3)

That J Cape be elected Chair of the LAC to hold office until the Autumn term 2023.

## **6 ELECTION OF THE VICE-CHAIR**

The LAC was asked to consider the briefing provided by the Governance Service on the expectations of the Chair and Vice-Chair and receive self-nominations at the meeting for the position of Vice-Chair.

The Clerk advised that the briefing note produced by the Governance Service indicated that the Chair and Vice-Chair must be a Foundation Governor. The Chair advised that, on the advice of the CEO of the Multi-Academy Trust, K Seaman could be appointed to the position of Vice-Chair in order to retain her skills, knowledge and expertise.

A self-nomination was received by Co-opted Governor, K Seaman. No further self-nominations were received.

RESOLVED (4)

That K Seaman be elected Vice-Chair of the LAC to hold office until the Autumn term 2023 subject to formal approval by the Multi-Academy Trust Board.

## **7 COMPLETION OF THE DECLARATION OF INTEREST FORM**

Governors were informed that they were all required to complete a Declaration of Interest Form in line with statutory requirements and ensure this was updated over the course of the year to reflect any changes. The Declaration Form had been circulated with the other documentation for the meeting, via Buy Doncaster.

Governors were asked to use Doncaster Council's version for now, as the Headteacher was awaiting the St Clare format from the CEO.

RESOLVED (5)

That it be noted that all Governors present at the meeting completed a Declaration of Interest Form.

## **8 CONFIRMATION OF WILLINGNESS TO ADHERE TO THE CODE OF CONDUCT**

Governors were informed that all Governors are required to read, confirm they understand and support the Code and agree to adhere to it.

Governors were asked to use Doncaster Council's version for now, as the Headteacher was awaiting the St Clare format from the CEO.

RESOLVED (6)

- a) That the requirement to read and adhere to the Local Academy Committee Code of Conduct annually be noted.
- b) That it be noted that all Governors present at the meeting had confirmed their willingness to adhere to the Code of Conduct.
- c) That the Headteacher ensure that Father D Edozie confirmed that he agreed to adhere to the Code of Conduct.

## **9 APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

Governors were advised that, under the CMAT Scheme of Delegation, there was no requirement to form sub-committees to the Local Academy Committee, therefore there was no need to review committee membership.

RESOLVED (7)

That the following Governors would undertake the specified responsibilities;

- Safeguarding and SEN – Karen Seaman
- GDPR and Core Curriculum – John Cape
- Health and Safety and Attendance – Tom Henshaw
- EYFS – Charlotte Turner
- Essential Learning (All other subjects) – Lucy Carmody and Christine Hamshaw
- Life Learning Curriculum – Father Desmond Edozie

**10 MINUTES OF THE LAST LOCAL GOVERNING BODY MEETING**

RESOLVED (8)

That the Minutes of the meeting held on 14 July 2022 be agreed and signed as a correct record.

**11 MINUTES OF COMMITTEE MEETING**

RESOLVED (9)

That the Minutes of the Committee meeting held on 20 October 2022 be agreed as a correct record.

**12 MATTERS ARISING FROM THE MINUTES/ACTION SHEET**

Governors reviewed the Action Sheet from the Governing Body meeting held on 14 July 2022 and the committee meeting held on 20 October 2022 and the following updates were provided:

- Skills Audit - Governors had not yet completed the skills audit
- Clerking – the use of a centralised clerking service would replace the service provided by Doncaster Governance Service from the next meeting onwards.

The following matters arising were considered:

Conversion – the Headteacher advised that joining CMAT had placed a great deal of pressure on school support staff. She advised that CMAT was looking to appoint further finance officers to the school and would look to continue to provide some office respite for administrative staff to give them time to complete larger pieces of work and support their wellbeing.

RESOLVED (10)

- a) That the dedication and contribution of the administrative staff to the CMAT conversion process be noted.
- b) That completion of the Governor skills audit be added to the action sheet for consideration at the next meeting.

**13 KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) / SAFEGUARDING**

The Headteacher advised that an inset day had been held to update staff and train them to Level 1. The new CMAT KCSIE policy had also been updated.

RESOLVED (11)

That the report be received and noted.

#### 14 **URGENT APPROVAL OF ANY POLICIES SINCE THE ACADEMY CONVERSION**

The following policies had been circulated to Governors for consideration prior to the meeting and no feedback had been obtained:

- Appraisal Policy
- Capability Policy
- Disciplinary Policy
- Grievance Resolution Policy
- Sickness Absence Policy
- Pay Policy
- Redundancy Policy
- Health and Safety Policy
- Equal Opportunities Policy
- CCTV Policy
- Complaints Policy
- Data Protection Policy
- Early Career Teacher Policy
- Freedom of Information Policy
- Privacy Notices for each of the following:
  - Common to all
  - Governors
  - Job Applicants
  - Parents
  - Pupils – Primary Schools
  - School Trips
- Pupil Images Policy
- Safeguarding and Child Protection Policy
- Student Acceptable Use Agreement – Primary Aged Pupils
- Trust Workforce Images Policy
- Trust Workforce Social Media Policy
- Whistle-blowing Policy

RESOLVED (12)

That the listed policies be approved.

#### 15 **ADDITIONAL SCHOOL POLICIES FOR APPROVAL**

The following policies had been circulated to Governors for consideration prior to the meeting and no feedback had been obtained:

- Admissions 2024 - 2025
- Attendance policy (updated in line with DMBC updated code)
- Charging and Debt Recovery policy (this replaces the previous charging policy) Policy – January 2023
- Behaviour Policy
- Site security policy
- EYFS
- SEN Information Report

- SEN Policy
- Intimate Care

The Headteacher answered the following questions relating to the policies above:

**Q How do we find out we are a ‘named setting’ for a child with an Education and Health Care Plan (EHCP)?**

A When the multi-agency team around the child meet and it's decided that the child needs a different education setting. The agreed setting is named and a consultation begins which includes contacting the named setting and the Headteacher feeding back on the suitability of the setting to meet the child's needs.

**Q Are all parents able to use parent pay to pay for school items (eg nursery fees)?**

A Yes they are now. There is also the option for them to pay in cash by requesting a barcode from school and paying from key locations.

**Q Do most parents pay the fees they owe?**

A Yes when chased, after that we follow the debt recovery policy.

RESOLVED (13)

- a) That the listed policies be approved.
- b) That the email address on the school's website for parents / carers to report unplanned absences be checked.

## 16 APPRAISAL AND PAY AWARDS

Governors identified this item as confidential and was minuted accordingly under item 23.

## 17 HEADTEACHER'S REPORT

The Headteacher addressed her written report which had been circulated separately prior to the meeting and provided further clarification on the following areas and responded to the following questions:

- Successes and Challenges
- Catholic Life of the School
- Admissions
- Attendance
- Safeguarding
- Special Educational Needs and Looked after Children
- Behavioural Reports
- Quality of Education
- School Data Targets
- Health and Safety

- Staffing Update
- Performance Management of Teaching Staff
- Evaluation of School CPD
- Parental Engagement
- School Improvement Priorities

**Q There has been a significant increase in safeguarding referrals with 53 since September. Do you feel that Children's Social Care Services have been picking this up since they moved back from the Children's Trust to Doncaster Council?**

A No. I believe this is an issue in Doncaster as we have children leaving the school to go to other Local Authority areas that are picked up by services in those areas, similarly with children receiving services outside of Doncaster lose it when they move to this area. We currently have no children at school under child protection and we believe some should be. We currently have 1 part time child support worker in school with enough demand for 2 full time workers.

**Q Are some children picked up by the Stronger Families Team?**

A No, we have been told with recent cases, that the families we have referred do not meet the criteria, even though the new criteria has been increased to 10 potential areas.

**Q Attendance is well below national average, can you explain why?**

A Attendance is lower than it has ever been before despite us having more intensive support in place than ever before. This is a national issue at the moment. Persistent absence can be almost entirely linked to the children involved in the 53 safeguarding referrals discussed earlier. We also have over 35% of pupils with SEN and some with complex needs have Education and Health Care Plans who are awaiting more specialist placements in alternative and special provisions – which has affected their attendance.

**Q Have the suspended pupils now returned to school and engaging positively?**

A Yes on a part time timetable, as agreed by SEN team, and will return full time after the Christmas holidays.

A number of positive areas of performance were identified by the Headteacher and Deputy Headteacher including:

- SATS progress measures were average, above average and well above average at KS2.
- Maths progress is showing outstanding across school so far this year.
- PSED was much improved in Foundation – we believe this is mainly due to the fact that these children have come from the school nursery.

RESOLVED (14)

- a) That the Headteacher's report be received with thanks
- b) That the Headteacher confirm to Governors who or where Stronger Families referral requests were sent.

**18 FORMAL THANK YOU TO THE DONCASTER LA GOVERNANCE SERVICE**

The Chair noted that this would be the last meeting clerked by the Doncaster Governance Service. The Chair expressed that he had found the service to be of high quality and all staff, in particular Gary Price, to be approachable, generous with their time and good communicators.

RESOLVED (15)

That the report be received and noted.

**19 TO CONFIRM ANY CONFIDENTIAL ITEMS**

Governors identified the items, which were confidential, and these were minuted accordingly.

**20 ANY OTHER BUSINESS**

RESOLVED (16)

- a) That the Local Authority school term dates for 2023/24 be adopted.
- b) That the Headteacher be thanked for her exceptional leadership.

**21 DATE AND TIME OF NEXT MEETING**

RESOLVED (17)

That it be noted that the Local Academy's Committee next:

- Committee meeting would be held at the school on 30 March 2023 commencing at 5.00 pm.
- Business meeting would be held virtually via MS Teams on 9 February 2023 commencing at 5.00 pm.

**22 CLOSING PRAYER**

The Chair thanked everyone and closed the meeting with a prayer.

Chair \_\_\_\_\_

Date \_\_\_\_\_

The meeting ended at 6.30 pm.



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**ACTION SHEET**

<b>School:</b>	St Alban's Catholic Primary School Local Academy Committee (LAC)
<b>Meeting Date:</b>	15 December 2022
<b>Clerk:</b>	D Gauld

<b>Agenda Item Number</b>	<b>Action Required</b>	<b>By whom</b>	<b>By when</b>	<b>Actioned</b>
<b>4</b>	That G McLister and C Hamshaw be thanked for their service on the Governing Body.	Chair	As soon as possible	
<b>8</b>	That the Headteacher ensure that Father D Edozie confirm they agree to adhere to the Code of Conduct.	Headteacher	As soon as possible	
<b>12</b>	That completion of the Governors skills audit be added to the action sheet for consideration at the next meeting.			
<b>15</b>	That the email address on the school's website for parents / carers to report unplanned absences be checked.	Headteacher	As soon as possible	
<b>17</b>	That the Headteacher confirm to Governors who or where Stronger Families referral requests are sent.	Headteacher	As soon as possible	