



Notre Dame Plymouth

Summary of Governors Meetings 2017-18

Full Governors

Meetings held in September, March and June

September

- Governors elected Mr Graham Johnson as the Chair for the year and Mrs Jane Bailey as Vice-Chair.
- Mr Paul Guildford was ratified as a Community Governor following the end of his term as Parent Governor.
- Governors with responsibility for; Health and Safety, LAC, Safeguarding, SEND and Single Central Register were assigned.
- The Terms of Reference for the Governing Body and all committees were agreed.
- Governors received the Headteacher's report which included details of progress against targets, the School Improvement Priorities and general school business.
- Governors received an update from the Clerk and returned completed paperwork for the coming year.

March

- Governors were introduced to the new Senior Student Team for the coming 12 months and thanked the out-going team.
- Governors received the annual report of Looked after Children which has been approved by the Ethos Committee at their November meeting.
- Governors received the Headteacher's report which included updates on the current ND Sixth Form provision, Disadvantaged Students, Progress across Year 11 and Admission numbers for 2018.
- Governors received an update from the Clerk.
- Governors reviewed the Single Central Register Inspection report produced by Dr Mike Green following his visit earlier in the term.
- Committees reported back to the Governing Body on the work within their meetings.
- Governors reviewed the Post Ofsted Action Plan.

June

- Governors received information on GDPR, what the school is doing to adhere to the new regulations and what they need to do to comply.
- Governors received the Headteacher's report which included updates on progress in Years 10 and 11, confirmed Admission numbers for September 2018, Student Retreats and Staffing.
- Governors received an update from the Clerk and feedback from the recent Skills Audit they completed.
- Governors discussed planned changes within CAST which would affect their roles.

Standards

Meetings held in October, January and June

September

- Governors elected Dr Mike Green as the Chair of this committee for the year and Mrs Jane Bailey as Vice-Chair.
- Governors received feedback following Department Reviews in PE.
- Governors received an update on Teaching and Learning.
- Governors analysed exam results and progress levels.
- Governors were assigned to link with subject areas.



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January

- Governors reviewed progress data across KS4 and KS5.
- Link Governors provided feedback following their meetings with department leads.
- The Examinations and Appeals against Internal Assessments of Work policies were approved and adopted.

June

- Governors received feedback from the Faculty reviews which took place earlier in the year and reviewed progress against actions.
- Governors reviewed progress data for years 9 and 10.
- Governors discussed interventions in place for disadvantaged students.
- Link Governors reported back to the committee on their visits with departments.
- Governors reviewed the Post Ofsted Action Plan.

Resources (HR, Finance and Premises)

Meetings held in October, February and May

October

- Governors elected Mr Paul Guildford as Chair of this committee for the year and Mr Graham Johnson as Vice-Chair.
- Governors received an update on staffing, including the Teacher Appraisal cycle.
- Governors received the finance update with details of current position.
- Governors reviewed the current school meal costs and charges.
- Governors received detailed information on the current budget and projected forecasts.
- Governors analysed the budget for 2016-17.
- Governors received work plans and maintenance reports.
- Governors reviewed the Asset Management Plan.
- Policies which were passed unchanged were; Pay, Redundancy, Recruitment, Staff Access to Personnel Files, Staff Induction.
- CAST policies adopted were; Appraisal, Capability, Disciplinary, Grievance, Flexible Working, Social Media, Alcohol and Substance Mis-use, Health and Safety.

January

- Governors received staffing updates and information relating to staff attendance and wellbeing.
- Governors reviewed the annual Whistle-blowing, Pecuniary Interests, Gifts and Hospitality and Freedom of Information Access logs.
- Governors received the finance update with details of current position.
- Governors reviewed Health and Safety information, maintenance reports and IT provision.
- Governors reviewed and adopted the Fire Emergency plan and the Fire Safety, Administration of Medicines and Governor Induction policies.
- Policies which were passed unchanged were; Allegations of Abuse against Staff, Anti-bullying and Harassment and Managing Staff Attendance.
- CAST policies adopted were Equal Opportunities and Alcohol and Substance Mis-use.

May

- Governors received staffing updates and information relating to staff attendance and wellbeing.



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- Governors received the finance update with details of current position.
- Governors received an update on Health and Safety, Maintenance, Asset Management and outstanding areas of concern.
- Policies which were passed unchanged were; Continued Professional Development.

Admissions and Ethos

Meetings held in November, March and June

November

- Governors elected Mrs Jane Bailey as Chair of this committee and Mrs Ginny Berna as Vice-Chair.
- Governors received data relating to applications received for September 2018 admission.
- Governors received information on leavers and joiners across the school.
- Governors approved the 2019-20 Admissions policies which would be ratified by Full Governors in January.
- Governors reviewed Attendance data and information on work being done to improve the levels.
- Governors received updates on Chaplaincy, Safeguarding, SEND and Student Wellbeing.
- Governors agreed links to department/areas for the coming year.
- Governors reviewed and approved the Safeguarding Statement.

March

- Governors reviewed admissions numbers for September 2018 including numbers coming from feeder schools and locations of students.
- Governors received information on leavers and joiners across the school.
- Governors received updates on Safeguarding, SEND, Behaviour, wellbeing and Chaplaincy.
- Governors reviewed and adopted the Learning Support, Anti-bullying and Safeguarding and Child Protection policies

June

- Governors received details of Admissions for September 2018.
- Governors received an update on Chaplaincy.
- Governors received the Wellbeing update which included Student Behaviour, Safeguarding and CPOMS data.
- Governors received the SENDCo Inclusion update.
- Governors received an update on Attendance and discussed current interventions.
- Governors adopted the CAST Data Protection Policy and were informed that the Multi-Agency and Self-Harm policies would be taken for further review.