



**St. Joseph's Catholic Primary School, Malmesbury**  
**Minutes of the Full Governing Body Meeting held on**  
**7<sup>th</sup> December 2017 at 6pm**

**Present**

P J O'Brien - Chair (PJ)	Nuala Oughton (NO)	Lizzie Christopher (LC)
Colin Kershaw (CK)	Theresa Adams (TA)	Niamh Marshall (NM) – left 7.45pm
Steve Brady (SBr)	Rachel Copeland (RC)	Louise Talkowski (LT)
Elaine Pearce (EP)	Steve Boughton (SBo)	Steve Croft (SC) – arrived 6.30pm

<b>Minutes</b>		
<b>1.</b>	<p><b>Opening Prayer and Welcome</b>            PJ opened the meeting with a prayer.            PJ welcomed the two new governors and reiterated the importance of confidentiality surrounding all matters discussed at governors' meeting.</p>	
<b>2.</b>	<p><b>Apologies</b></p>	
<b>3.</b>	<p><b>Minutes of last meeting:</b>            The minutes of the FGB meeting held on the 12<sup>th</sup> October 2017 were accepted as a true record.</p>	
<b>4.</b>	<p><b>Matters Arising and actions to be carried forward</b></p> <p><b>Actions carried forward:</b>            Admissions consultation (below)            Door/gate on Holloway Road needs to be looked at (in book)            PJ + NO will now be signatories – SB needs relevant paperwork</p>	<p><b>NM, NO            + NW            EP            PJ + NO</b></p>
<b>5.</b>	<p><b>EGM</b></p> <p>a. Instrument of Governance            The paperwork has been submitted and a new Instrument of Governance should be returned in the new year and will be circulated.</p> <p>b. Funding Formula            Wiltshire LA is looking at moving towards the proposed national funding formula. This will see a gentle rise in funds for St Josephs over the next few years. Further to voting at the EGM, PJ on behalf of the governors has passed on the governors' support for the proposed changes.</p>	
<b>6.</b>	<p><b>Head Teachers' Report</b></p> <p>a. LC invited questions from the governors            SBr queried the backlog of maintenance issues. EP has now created a new register of maintenance; jobs are now only removed once completed.            RC enquired whether the reported instance of bullying was a particular cause for concern. LC confirmed that it had been followed up and parents on both sides have been spoken to.            PJ enquired about school leavers/arrivals and waiting list. There's a foundation stage waiting list and one child from y.6 leaving at Christmas and 1 child from y.5 about to arrive.</p>	

7.	<p><b>Resources Committee</b></p> <p>There is a member of staff leaving at Christmas.</p> <p>a. Staff Structure Update</p> <p>There was a discussion surrounding staff structure for the coming year. NM confirmed that she had been supporting the process on behalf of the governors.</p>	
8.	<p><b>Learning &amp; Standards</b></p> <p>Minutes were reviewed and PJ invited questions.</p>	
9.	<p><b>Mission, Visions &amp; Ethos</b></p> <p>Minutes were reviewed and there was a discussion surrounding the required consultation for the proposed changes to the admissions policy.</p> <p>Admissions manager: NM, along with NO and NW to organise the consultation by 19<sup>th</sup> December 2017.</p>	<p><b>NO + NM + NW</b></p>
10.	<p><b>AOB:</b></p> <p><i>SC arrived at 18.30.</i></p> <p>SBr – collected a cheque from the carnival committee for just over £1,000 – which is going to pay for a shed. The governors extended their thanks to the carnival committee.</p> <p>Both Register of Pecuniary Interest &amp; Business Interests completed by all.</p>	
11.	<p><b>Romero Trust Presentation</b> by Paul and Helen from St Joseph’s Swindon (secondary).</p> <p>The FGB received a presentation from the team, which provided some details around the intention to form a new MAT in Swindon which would be part of the existing Samuel Partnership.</p> <p>The presentation covered a number of topics including staffing and management of the trust and future governance structure as more schools joined the MAT.</p> <p>The governors had an opportunity to ask questions throughout the presentation and were able to debate a number of issues as they came up through the meeting. <i>19.45 NM left the meeting.</i></p> <p>In sum, the driving force behind the MAT is to develop Catholic education in the area. To join a MAT, any school would have to become an academy (which comes with a min 7-year term). PJ concluded: we need to think about getting the right outcome; which is the enduring education for the children at St Joseph’s.</p> <p>PJ to circulate the 88-page document from Romero to all and invited everyone to send any questions to him.</p>	<p><b>PJ</b></p>
12	<p><b>Next meeting-</b></p> <p>a. Sub Committee meetings – 25 Jan – 6pm</p> <p>b. FGB – 8 Feb – 630pm</p>	