



St. Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting held on
18th October 2018 at 6.30pm

Present

Nuala Oughton – Chair (NO)	Ann Wood (AW)	Colin Kershaw (CK) left 8.05pm
Janine Birkin-Hewitt (JBH)	John Dawson (JD)	Louise Talkowski (LT) left 8pm
Matthew Pardo (MP)	Steve Croft (SC)	Theresa Adams (TA)

Minutes		ACTIONS
1.	Opening Prayer and Welcome NO opened the meeting with a prayer JBH was formally welcomed back to the FGB	
2.	Apologies – Gregory Fauvarque (GF), Rachel Copeland (RC), Steve Boughton (SB) [accepted]	
3.	Minutes of last meeting: The minutes of the FGB meeting held on the 12 th July 2018 were accepted as a true record.	
4.	Matters Arising and actions to be carried forward Carried over: - Maths Curriculum evening - Possible inclusion of school attendance expectations in the Home-School Agreement. A notice had gone out in the newsletter about morning drop off lateness and a late sign-in book is now in place to pick up patterns of repeat lateness. After feedback from the PFA it was agreed that any appeals for DIY helpers would be advertised to the whole school community rather than just the PFA. NO waiting to hear from Samuel Partnership about whether EP could remain on their Resources committee as an Associate Governor with full voting rights.	AW NO NO
5.	Election of Chair and Vice Chair The Clerk declared that she had received nominations from NO for the position of Chair and RC for the position of Deputy Chair. The clerk invited further nominations – none were received. NO left the meeting. After a short discussion a vote was taken. NO returned to the meeting. By a majority vote, NO was elected Chair and RC Deputy Chair for the period of one year.	
6.	Governor Code of Conduct and Business Interest Form The agreed St Joseph's Governor CoC was completed by all but one Governor present. The governor reported that they were waiting on a response from the LA about the CoC before signing. NO assured the governing body that the Diocese and CES had legally checked the CoC and had been involved throughout the CoC discussions. NO to call an EGM for mid-November unless all CoCs have been signed.	RC, GF, SB to sign and return NO
7.	Governor Matters a. Scheme of Delegation The scheme of Delegation was reviewed and updates were made to reflect the change of name from School Improvement Plan (SIP) to School Development Plan (SDP) and to correct the frequency of Mission, Vision & Ethos meetings. The number of Associate Governors was to be finalised (see AOB) in readiness to sign off at the next FGB.	NW

	<p>b. Committee Structure</p> <p>The Clerk reviewed the committee structure and confirmed membership of each committee with those present: Resources: JB-H (Chair), GF, MP, CK, SC, AW (EP + NO attend) Learning & Standards (L&S): AW (Chair), NO, RC, TA, LT Mission, Vision & Ethos (MV&E): TA (Chair), NO, LT, SB, AW, RC School Development Plan (SDP): RC (Chair), NO, AW, JD The school website to be updated to reflect the committee structures.</p> <p>The clerk declared that RC had put her name forward for the HT recruitment committee. After some discussion a 2018/19 HT Recruitment Panel was formed including RC, TA, JB-H, NO and CK (with SC in reserve/as needed). NO would arrange a meeting in November in order to initiate proceedings. It was also agreed that the school website would be updated to advertise links to vacant positions at the school. JB-H agreed to lobby the Diocese for possible funding to support the recruitment process.</p> <p>c. Discipline in school</p> <p>AW reported that the year had started very positively with good discipline throughout the school. The behaviour of Y6 children on their residential had been impeccable and this had confirmed expectations throughout the school. The whole school 'Wake and Shake' was working well and children were moving around the school in a calm manner. The new Reception intake had settled in very quickly indeed.</p> <p>There was some discussion concerning the conduct of older children walking independently to and from school, especially concerning their use of mobile phones. All staff and MV&E Governors would be invited to attend a twilight training session in term 2 in order to look at discipline throughout the school and to review the Discipline Policy with a particular focus on the consistency of sanctions from all staff, both teaching and non-teaching. A Governor suggested including the topic of discipline and e-Safety at the Parents Curriculum evening. AW agreed to investigate this.</p> <p>d. Policy review</p> <p>MV&E – 5 outstanding policies had been reviewed. There would be an extraordinary MV&E committee meeting on 8th November to look at all other outstanding policies. L&S: There were a few policies in the process of being updated. Resources: Now up to date with all policies. JB-H agreed to investigate streamlining the policy review process. NW agreed to e mail all governors a link to the policies excel spreadsheet on Sharepoint in order to update policy renewal dates.</p> <p>e. Samuel Partnership</p> <p>NO requested that Governors attend the Diocese Governor Briefing to the Samuel Partnership on 20 Nov 18. She also requested that there would be school representation at future Samuel Partnership committee meetings if possible. SC offered to assist where other Governors were unable to attend.</p> <p>f. School security</p> <p>The security of school premises was discussed following trespassers on the land and damage to the Holloway gate. Police had been informed and the incident was under investigation. Concerns were raised about the security of the Forest School shed. JD agreed to investigate options for a more secure solution. A governor mentioned that the gate from the Nun's Walk to the church needed to be padlocked, as it was the boundary for Forest School. NO agreed to investigate options with Father Martin.</p> <p>g. Link Governors</p> <p>There had been a request from staff that the option of a SEN Link Governor should be considered. Following the move away from dedicated subject Link Governors it was suggested that the option of Link Governors for certain areas should be considered instead. It was felt that this option might support staff more effectively. The areas discussed included:</p> <ul style="list-style-type: none"> • Pupil Premium • RE, Ethos & Chaplaincy Team • Sports 	<p>NW</p> <p>NO</p> <p>JB-H</p> <p>AW</p> <p>JB-H NW</p> <p>ALL</p> <p>JD</p> <p>NO</p>
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	<p>e) Associate Governors – NO to approach an ex-parent about becoming an Associate Governor for GDPR. JB-H agreed to approach Brian B-H for acceptance of H&S Associate Governor</p> <p>f) A Governor suggested introducing ParentPay. TA agreed to approach the Resources Committee and discuss with the school Business Manager.</p> <p><i>The meeting closed at 8.45pm</i></p>	<p>NO</p> <p>JB-H</p> <p>TA</p>
<p>14.</p>	<p>Future meetings:</p> <p>a. Diocesan Governor Briefing to the Samuel Partnership– 20th Nov 7-8.30pm (Holy Family Primary, Swindon)</p> <p>b. L&S and Resources Sub-Committees – 22nd November</p> <p>c. FGB – 6th December</p>	