

## St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 18<sup>th</sup> 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.	<b>Minutes of last meeting:</b> The minutes of the FGB meeting held on the 12 <sup>th</sup> July 2018 were accepted as	
	a true record.	
4.	Matters Arising and actions to be carried forward	
	Carried over:	A 14/
	- Maths Curriculum evening	AW
	- Possible inclusion of school attendance expectations in the Home-School Agreement.	NO
	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.	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	
6	of one year. Governor Code of Conduct and Business Interest Form	
6.		RC, GF,
	The agreed St Joseph's Governor CoC was completed by all but one Governor	SB to sign
	present. The governor reported that they were waiting on a response from the LA about	and return
	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.	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

<b>b. Committee Structure</b> 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.	NW
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.	NO
JB-H agreed to lobby the Diocese for possible funding to support the recruitment process.	JB-H
<ul> <li>c. Discipline in school</li> <li>AW reported that the year had started very positively with good discipline</li> <li>throughout the school. The behaviour of Y6 children on their residential had</li> <li>been impeccable and this had confirmed expectations throughout the school.</li> <li>The whole school 'Wake and Shake' was working well and children were</li> <li>moving around the school in a calm manner. The new Reception intake had</li> </ul>	
settled in very quickly indeed. 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.	AW
<b>d. Policy review</b> MV&E – 5 outstanding policies had been reviewed. There would be an extraordinary MV&E committee meeting on 8 <sup>th</sup> 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.	JB-H NW
e. Samuel Partnership NO requested that Governors attend the Diocese Governor Briefing to the Samuel Partnership on 20 Nov 18.	ALL
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. <b>f. School security</b>	
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	JD
to be padlocked, as it was the boundary for Forest School. NO agreed to investigate options with Father Martin. g. Link Governors	NO
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:	
<ul> <li>Pupil Premium</li> <li>RE, Ethos &amp; Chaplaincy Team</li> </ul>	

	Wellbeing (for pupils and staff – to include nutrition, fitness and mental	
	<ul><li>health)</li><li>Assessment &amp; Tracking</li></ul>	
	Safeguarding	
	Child Protection	
	The suggestion was met favourably and NO agreed to investigate the option	
	further with staff. RC is already in place as Safeguarding/Child Protection	
	governor.	AW + TA
	AW and TA agreed to organise a Gov/staff social occasion.	
	8pm LT left the meeting	
8.	Resources Committee	
	CK provided an overview and invited questions.	
	There was discussion concerning the school budget in the light of projected	
	reduced pupil numbers. The school was looking into ways to reduce ICT costs as it was the next big expenditure after staffing.	
	8.05pm CK left the meeting	
9.	Headteacher's report	
•	a. SDP	
	AW to finalise and circulate before the next FGB after the CASP visit in Nov.	AW
	b. Pupil Premium	
	Ellie Green is charged with overseeing and monitoring the impact and	
	effectiveness of PP. The main focus at St Joseph's for PP children is to give	
	them an educational boost by releasing teachers for small-group interventions.	
	c. Data	
	The school enjoyed fantastic SATs results that were significantly above the	
	national average. It was hoped that the incorporation of Read, Write Inc would help increase	
	standards further. It was also reported that Intervention packages in KS1	
	maths, that had been put in place last year, would also result in improved	
	results going forward.	
	NO praised the dedication of all staff in producing such excellent results at	
	what had been such a sad and difficult time in the school.	
	NO wished to thank staff and in particular JD for the impressive range of clubs	
	and extra-curricular opportunities on offer free to St Joseph's children. Special praise was recorded for all the children who had taken part in the Year 5/6 and	
	Year 3/4 Interschool Tag Rugby Competitions. More than half of all children in	
	KS2 at St Joseph's had represented their school at Tag-Rugby – an extremely	
	impressive achievement.	
	JD agreed to consider contacting the Wilts Standard in advance of good-news	
	sports stories.	JD
10.	Learning & Standards	
	AW provided an overview and invited questions.	
	A governor challenged the HT on how the school tracked progress (rather than results). AW explained the process and reported that she was also	
	investigating alternative options for more effective tracking and data. AW would	
	report her findings to governors at the appropriate time.	AW
	Feedback from the well-attended Open Day was presented by the HT. There	
	would be an Armistice Day celebration at St Joseph's and this was seen as	
	another opportunity to open up the school to the wider Malmesbury community.	
	JD presented a proposal for reducing the level of sugar consumed by the	
	children at St Joseph's. It was agreed that there would need to be an	
11	information evening to ensure that parents supported the scheme.	
11.	Mission, Vision & Ethos NO provided an overview and invited questions.	
12.	SDP Committee – carried over to next FGB	+
12.	AOB:	
15.	a) Headteacher exit interview	
	b) Suzanne Jones exit interview	
	Items a and b were both delayed to Dec FGB due to timing constraints.	ск
	c) St Joseph's Governor's web page – all governors were requested to e	
	mail the Clerk with their photos and profiles so that the school website	
	could be updated.	NW – ALL
	d) NO provided an update on new Foundation Governor terms. New	
	Governors appointed after Sep 18 would be now be limited to 3 terms and references for the renewal of FG had been streamlined.	
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	<ul> <li>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&amp;S Associate Governor</li> <li>f) A Governor suggested introducing ParentPay. TA agreed to approach the Resources Committee and discuss with the school Business Manager.</li> </ul>	NO JB-H TA
14.	The meeting closed at 8.45pm         Future meetings:	
	a. Diocesan Governor Briefing to the Samuel Partnership– 20 <sup>th</sup> Nov 7-8.30pm (Holy Family Primary, Swindon)	
	<ul> <li>b. L&amp;S and Resources Sub-Committees – 22<sup>nd</sup> November</li> <li>c. FGB – 6<sup>th</sup> December</li> </ul>	