



St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 6th December 2018 at 6.45pm

Present

Nuala Oughton – Chair (NO)	Rachel Copeland (RC) – Deputy	Ann Wood (AW)
Colin Kershaw (CK)	Gregory Fauvarque (GF)	Janine Birkin-Hewitt (JBH)
John Dawson (JD)	Louise Talkowski (LT)	Matthew Pardo (MP)
Steve Boughton (SB)	Steve Croft (SC)	Theresa Adams (TA)

Minutes		ACTIONS
1.	Opening Prayer and Welcome NO opened the meeting with a prayer	
2.	Apologies - none	
3.	Minutes of last meeting: The minutes of the FGB meeting held on the 18 th Oct 2018 were accepted as a true record.	
4.	<p>Matters Arising and actions to be carried forward</p> <p><i>Carried over:</i></p> <ul style="list-style-type: none"> - Maths, discipline and e-Safety Curriculum evening. - Possible inclusion of school attendance expectations in the Home-School Agreement. - JBH to chase the Diocese for funds to support the Head recruitment process. - School security – purchase a numbered padlock for the Nun's Walk. <p>NO confirmed that EP can remain on the Samuel Partnership Resources committee as an Associate Governor with full voting rights.</p> <p>The Code of Conduct had now been signed by all governors.</p>	<p>AW NO</p> <p>JBH NO</p>
5.	<p>Governor Matters</p> <p>a. Section 48 report</p> <p>In response to the Section 48 report (and latest Ofsted), a Governor queried how the school was responding to the requirement for better tracking of progress throughout the school. AW confirmed that the tracking system was already under review and significant progress was being made in this area. AW had been researching new tracking system options, which would enable teachers to access real-time tracking data. The tracking system would be available on an annual subscription (with a free trial). AW planned to use the tracking system to track more than just the core subjects, enabling the school to track progress across a breadth of knowledge. AW reported that all children now had a baseline test when they entered school.</p> <p>The marking policy had been rewritten and was being implemented.</p> <p>A Governor asked what was required to achieve greater depth in RE for Section 48. JD explained what was required and the recording challenges in this area, with both achieving and demonstrating greater depth of knowledge.</p> <p>In response to the Section 48 NO asked SB to work with the school in order to improve teacher knowledge. JD said that a teacher Q&A would be most helpful.</p> <p>JD also stated that the resources from the Diocese had improved, so that it was easier to demonstrate what 'greater depth' actually meant to the children.</p>	SB

	<p>b. Link Governors Link Governor roles were assigned:</p> <ul style="list-style-type: none"> • Pupil Premium & SEN - JBH • RE, Ethos & Chaplaincy Team – SB + NO • Sports – MP • Wellbeing (for pupils and staff) – TA • Assessment & Tracking – LT • Safeguarding & Child Protection – RC • IT – GF (+Associate Governor Debbie Jones) • Science – CK <p>These roles were designed to support the staff and enable greater links between the Governors and the school. Roles would evolve and be reviewed on a regular basis.</p> <p>c. Scheme of Delegation It was confirmed that the school now had three Associate Governors:</p> <ul style="list-style-type: none"> • Debbie Jones (DJ) – GDPR and ICT savings • Brian Birkin-Hewitt (BBH) – Health & Safety • Elaine Pearce (EP) – Finance / Business Manager <p>The Scheme of Delegation had been amended to reflect this and had been signed off by the FGB Chair.</p> <p>d. Feedback from Diocesan Briefing Consideration was needed on the Mission and Vision of St Joseph’s in advance of the Head recruitment process. This would be a discussed at the next FGB, before moving on to MV&E committee. JBH suggested that all governors do a SWOT analysis in order to feed into a 5-year vision for the school. JBH agreed to send a document to circulate. There was a discussion on how the Year of Prayer would be marked in the school. The Diocesan Briefing also stressed the importance of measuring the impact of Governor effectiveness e.g. Regular learning walks. Attendees at the Diocesan Briefing agreed to send feedback to the clerk which would then be passed to the Diocese.</p> <p>e. Policy review Please can all committee Chairs push to update all outstanding policies by e/o Jan 2019. JBH confirmed that she was in the process of a full review in order to streamline the policy process, starting with the core statutory policies. JBH to forward the full list of statutory policies to NO. NW to liaise with Elaine re policies on the website. There was a discussion on whether all policies should be made available to the public. A governor mentioned that where there were two versions of the Staff Safety Policy (a staff and parent version) where only the parent version should be made available. It was agreed to discuss further at the next FGB.</p>	<p>NW</p> <p>ALL</p> <p>JBH, TA, AW</p> <p>ALL CHAIRS</p> <p>JBH</p> <p>NW</p>
<p>6.</p>	<p>Headteacher’s report AW provided an overview and invited questions.</p> <ol style="list-style-type: none"> a. CASP visit – since the CASP visit a huge amount of work had been put into finalising the School Development Plan. b. Safeguarding – a governor suggested creating a bespoke incident form for a bite incident, with specific advice. c. Pupil Premium – a Governor praised the school for such a thorough Pupil Premium evaluation. d. Discipline and behaviour <p>A governor queried the need for the physical restraining of children. AW reassured that there was an action plan in place, which would be reviewed constantly. She reported that there had been an increase in children with varying and complex needs joining the school, and there was a discussion surrounding the many reasons behind this increase. Following a question from a Governor, AW described in greater depth the triangle system introduced in the new behaviour policy. Clearly labelled steps ensured consistency across all staff in the school (teaching and non-teaching) and the expectation of behaviour displayed by pupils moving around the site.</p>	<p>AW</p>
<p>7.</p>	<p>Resources Committee JBH provided an overview and invited questions. GF would lead the financial management review. GF summarised the areas where the potential for saving had been identified. A working group would explore options with an end date of June 2019.</p>	

	<p>NW to circulate the 'Team Note' from the Resources minutes with the FGB minutes.</p> <p>Following a Health & Safety inspection, CK and BBH found that there was too much clutter being stored in the boiler room. AW would include this in the tidy up at the end of term. JD + AW to communicate to the PFA and staff that this room must not be used for storage.</p>	JD + AW
8.	<p>Learning & Standards</p> <p>AW provided an overview and invited questions.</p> <p>JD agreed to draft a letter to parents highlighting the need to ensure healthier eating in school and in lunchboxes. JD reported that he had received very positive feedback from parents.</p> <p>A final Open Morning had been planned for 10th January.</p>	JD
9.	<p>Mission, Vision & Ethos</p> <p>TA gave an overview. The MV&E Committee was working on policies and looking at the prayer life for the upcoming year.</p>	
10.	<p>SDP Committee</p> <p>a. School Development Plan</p> <p>AW gave a detailed presentation on the School Development Plan. It would be reviewed by AW and a member of the SDP committee every three months.</p> <p>It was a working document and any amendments would be recorded as a progress update with the RAG ratings being updated.</p> <p>The School Development Plan would be circulated to all Governors by the end of term.</p> <p>NO formally thanked AW, RC and all the staff for the huge amount of effort on a very thorough and comprehensive plan.</p>	AW
11.	<p>AOB:</p> <p>a) Suzanne Jones & Headteacher exit interviews overview</p> <p>b) "Keeping Children Safe in Schools" – document circulated. All to read and confirm to AW (either by signing her form or via email).</p> <p>c) Committee structure – JBH to join the SDP committee.</p> <p>d) St Joseph's Governor's web page – governors with this action outstanding were reminded to email the Clerk with their photos and profiles so that the school website could be updated.</p> <p><i>The meeting closed at 8.30pm.</i></p>	<p>CK</p> <p>ALL</p> <p>AW, JD, LT, SB, SC</p>
12.	<p>Future meetings:</p> <p>a. Carol Service – Wed 12th December (6pm, Church)</p> <p>b. Staff buffet Christmas lunch – 19th December (12noon, staffroom)</p> <p>c. Sub Committees – 24th January</p> <p>d. FGB – 31st January</p>	