



St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 14 February 2019 at 7pm

Present

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

Minutes		ACTIONS
1.	Opening Prayer and Welcome NO opened the meeting with a prayer	
2.	Apologies – Steve Croft (SC) – accepted	
3.	Minutes of last meeting: The minutes of the FGB meeting held on the 6 Dec 2018 were accepted as a true record.	
4.	Matters Arising and actions to be carried forward <i>Carried over:</i> - Maths, discipline and e-Safety Curriculum evening. - Possible inclusion of school attendance expectations in the Home-School Agreement – it was hoped that this would be ready to finalise at the next FGB - School security – gate to the Nun's Walk to be looked at for security. New gate or workaround needs to be sourced. - Funds from Diocese had not been forthcoming to support the recruitment process. - All incident forms were under review and it was confirmed that a bite incident form was part of that process. - Grateful thanks were given to Brian Birkin-Hewitt and CK for their work in the boiler room, tidying and general maintenance around the school and on the land. - School Council were putting together a proposal for a timetable of class responsibility for litter picking around the school. - SB had scheduled a meeting with JD re religious education of staff in the school. - JD updated Governors on progress with the Healthy School initiative. It is now up and running and has been received enthusiastically by the majority of children and parents. This has also significantly reduced litter around the school. The Co-op has offered the school their out of date (but still fresh) fruit for the school (KS2) – this is yet to be finalised.	<p style="text-align: center;">AW</p> <p style="text-align: center;">AW</p> <p style="text-align: center;">NO</p> <p style="text-align: center;">AW</p>
5.	Governor Matters a. Policy review There was a discussion on outstanding policies. It was reported that most were very nearly up to date, but MV&E still had a number outstanding. MP has joined MV&E committee in order to support with this. MP has moved from the Resources committee and joined L&S. JD to review the Relationship and Sex Education Policy. Committee Chairs were asked to have all policies up to date by the end of March. As part of that process, they were requested to update the Policy Control document as well. <i>7.15pm – GF arrived</i> <i>7.20pm – RC arrived</i> All Chairs were requested to send the Clerk a list of the policies that their committees were responsible for and the ones they felt should be made public	<p style="text-align: center;">JD</p> <p style="text-align: center;">ALL CHAIRS</p>

	<p>The Cornerstones tracker had been researched and is now being used. It seems to be working well and comes with a cost saving as the Cornerstones program was already well established at St Joseph's.</p> <p>b. Behaviour Policy</p> <p>The Behaviour Policy has been comprehensively reviewed. Sarah Turner has made some final recommendations that will be incorporated before the new policy is adopted.</p>	AW
9.	<p>Mission, Vision & Ethos</p> <p>a. Determine Admissions Policy for 2020-21</p> <p>This was unanimously agreed by governors.</p> <p>b. SWOT analysis discussion – postponed to next FGB</p>	
10.	<p>SDP Committee</p> <p>School Development Plan – RC to password protect and set up next meeting review.</p>	RC
11.	<p>AOB</p> <ul style="list-style-type: none"> • A Headteacher recruitment update was given. The application deadline is 8 March. An appointment made by the HT Recruitment Panel would have to be ratified by the FGB, it was agreed that NW would investigate governor availability. • The school requested that a Governor would attend the Year 3 Braeside residential trip as a helper 1-3 July 2019. • The school's H&S audit report has been completed. • Biogs for 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. • MP to drop DBS documents to Elaine in the school office. <p><i>The meeting closed at 8.45pm.</i></p>	<p>NW</p> <p>ALL TO CONSIDER</p> <p>JD, LT, SC</p> <p>MP</p>
12.	<p>Future meetings:</p> <ul style="list-style-type: none"> a. M,V & E (Admissions) – 28 February b. Sub-committees – 14 March c. FGB – 28 March 	