



**St. Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting held on
Thurs 12th October 2017**

Present

P J O'Brien - Chair (PJ)	Nuala Oughton (NO)	Lizzie Christopher (LC)
Colin Kershaw (CK)	Theresa Adams (TA)	Niamh Marshall (NM)
Steve Brady (SB)	Rachel Copeland (RC)	Elaine Pearce (EP)

Minutes

1.	Opening Prayer and Welcome a. PJ opened the meeting with a prayer.	
2.	Apologies Absent: Louise Talkowski	
3.	Minutes of last meeting: The minutes of the FGB meeting held on the 13 th July 2017 were accepted as a true record.	
4a.	Matters Arising and actions to be carried forward Actions carried forward: SIP committee meeting needs to be convened (3 meeting per year) Door/gate on Holloway Road needs to be looked at (in book) PJ to complete a Governors' Report by end of term	LC EP PJ
4b.	Annual Register of Pecuniary Interest & Business Interests completed by all. LT to complete at next meeting.	LT
5	Election of Chair and Vice Chair (12-month term) PJ put his name forward for Chair and NM for Vice Chair. They then left the room whilst a secret ballot took place. The results were as follows: Chair: PJ Vice Chair: NM	
6.	Governors Matters a. Governor Structure Learning and Standards: LC (chair), TA, RC, NO, LT, PJ Resources: SB (chair), CK, EP, PJ, LC Mission, Vision & Ethos: NM (chair), TA, NO, new FG, PJ, LC SIP Committee: RC (chair), TA, EP, NM, PJ, LC Redundancy: SB, NM, NO Appeals: TA, RC, PJ b. Replacement Governors Parent Governor elections – 3/4 parents nominated – elections to take place after half term – PJ to write to nominees inviting them to submit a candidate statement Foundation Governor – been advertised. Some interest. NO leading. c. Policies – Admissions Diocese has asked St Joseph's to add an additional two parishes to the catchment	PJ NO

	<p>area for the school, namely: St Michael's Tetbury and St Peter's, Cirencester Discussed advice by the Bishop surrounding his admissions recommendations (not statutory). Agreed by unanimous vote that happy with admissions policy as proposed with the two new parishes to be added.</p> <p>Consultation required.</p>	NO
7	<p>Head Teachers' Report LC provided an overview and invited questions.</p> <p>a. Safeguarding. PJ enquired about a child with additional lunchtime cover. LC confirmed that he is having his lunchtime cover continued. The council is maintaining a higher level of funding until the end of this academic year.</p> <p>b. Pupil Premium PJ asked whether there were any additional Pupil Premium bonuses bought in with this new cohort.</p> <p>c. Staff development John Dawson progressing with Forest School training, undertaking a week course at Westonbirt and week-long Forest First Aid course over the summer</p> <p>Received a £500 grant from the carnival fund to go towards topics books.</p>	
8	<p>Resources Committee SB provided an overview including: Work taking place by the kitchen to add toilets and upgrade further toilets. £27,000 grant to cover a quote of £40,000. (There are significant contingencies in this quote.) There is enough money to cover the excess. We need to do the work to get the £27,000 grant. Agreed by vote that happy to proceed with the works.</p> <p>NM queried a delay in payments from K&S – EP to look into and consider more regular payments.</p> <p>SB, CK, PJ, NO will now be signatories – SB needs relevant paperwork</p> <p>a. School Structure Update. LC gave an overview of the proposal for the school to take effect 01/04/18. PJ to update TA and LT and send an email to all Governors reminding them of the agreed process. NM asked LC if she would like a Governor to be involved in the consultation process – LC to check whether this would be appropriate.</p> <p>1930 TA left the meeting</p>	<p>EP + LC</p> <p>NO + PJ</p> <p>PJ</p> <p>LC</p>
9	<p>Learning & Standards LC provided an overview including: Progress data is amongst the strongest out of the Samuel Partnership and the greater depth was exceptional.</p> <p>Memo has been sent to all staff re maintaining consistency of homework and use of DoJo.</p>	
10	<p>Mission, Visions & Ethos NO provided an overview including: A plan for a full school trip to Prinkash Abbey in the summer. Extended schools going well. TA has been into the school to work on the prayer garden. LC + EP confirmed that the School Open Day was very popular. Facebook is continuing to be successful in raising the profile of the school. LC confirmed that the making of the whole school prayer board is in progress. There was a discussion surrounding the Instructional Mass. NM suggested inviting parishioners to sit with the children to help guide the children. LC to put a notice in the church bulletin to that effect. NM discussed the Leavers' Mass and the provision for the Father on the day.</p>	LC

11	<p>Correspondence</p> <p>a. Samuel Partnership update</p> <p>PJ provided an update of communication from the Samuel Partnership. All the other schools in the Partnership are already academies and two (Holy Cross and the Secondary School) have asked to form a MAT called Romero Trust. LC has a meeting arranged with the Heads and Lisa P-B next week and invited any Governors to attend to meeting. SB will attend and SB and LC to update at next FGB</p>	<p>SB SB + LC</p>
12	<p>AOB:</p> <p>EP gave an update regarding access to the land – it's now been fenced off from the Forge, so maintenance people are unable to access the land with any large equipment. The diocese has been notified. NO has been in discussions to arrange access and will continue until resolved.</p> <p>The land is now out of bounds for the children.</p> <p>CK ran through LC's performance review and new objectives for next year set. SB will provisionally take over LC's performance review.</p> <p>CK gave an overview of RB's (MDSA + TA) leaving interview. LC + EP to action on feedback with new MDSA starters.</p> <p>NO would like to minute thanks to Mr Dawson and all the staff involved in the tag rugby. The new kit is fantastic. An amazing achievement by the pupils – well done!</p> <p>NW to attach all supporting documents to FGB Agenda email along with links.</p> <p>Samuel Partnership event on 15th November has now been cancelled.</p>	<p>NO</p> <p>SB</p> <p>LC + EP</p> <p>NW</p>
13	<p>Next meeting-</p> <p>b. Sub Committees – 16th November</p> <p>c. FGB – 7th December</p>	