

St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 8 February 2018

Present

P J O'Brien – Chair (PJ)	Colin Kershaw (CK)	
Elaine Pearce (EP)	Lizzie Christopher (LC)	Louise Talkowski (LT) left 9pm
Nuala Oughton (NO) arrived 7pm	Rachel Copeland (RC)	Steve Boughton (SBo)
Steve Brady (SBr)	Steve Croft (SC)	Theresa Adams (TA)

	Minutes		
1.	Opening Prayer and Welcome a. PJ opened the meeting with a prayer.		
2.	Apologies – NM (accepted)		
3.	Minutes of last meeting: The minutes of the FGB meeting held on the 7 December 2017 were accepted as a true record.		
4a.	Matters Arising and actions to be carried forward Actions carried forward: Admissions consultation (below)		
4b.	Register and update of Pecuniary/Business Interests completed by all.		
5.	Headteacher's Report LC provided an overview including: a. Attendance LC was to circulate the attendance breakdown the following day. She would	LC	
	expect to see it rise to above 97% by the end of the year. A Governor enquired about absenteeism and what the school was doing to address persistent absenteeism. The new EWO (Education Welfare Officer) has given LC additional support with this issue. There was a discussion on the option of fining parents for taking holidays in term time but Governors had no desire to implement this at the current time.		
	 b. Safeguarding. Training for governors should be every 3 years. It was requested that the school offer an annual opportunity for Governors to refresh their safeguarding training. EP agreed to ensure that this would happen. There was a discussion on the designated safeguarding and safer recruitment 	EP	
	POC after LC's departure. MV&E would need to review the safeguarding structure. RC would hope to attend that meeting. Safeguarding and child protection policy needed to be ratified asap. LC was to circulate the following day in order for it to be agreed on 20 February.	RC ALL	
6.	Resources Committee SB provided an overview and invited questions. a. There was a discussion on the possibility of providing staff parking. A preplanning application had been submitted.	ALL	
7.	Learning & Standards LC provided an overview and invited questions. She was delighted to be able to report that there had been a significant spike in mathematics results, particularly for Y3, 4 & 5. This came on the back of one term's use of the new maths system.		
8.	Mission, Visions & Ethos		

	 a. Admissions policy There was a discussion on Diocesan recommendations, in particular whether distance from school or a lottery should be used in the case of oversubscription. It was decided to revisit this point later in the year with a view to consulting again next year, if necessary. MV&E would meet 22 February to finalise the Admissions Policy for 2019/20 before circulating to all governors in advance of the publishing deadline of 28 February (and circulated to the Diocese/LA before 15 March). 	MV&E
9.	Governors Matters – Staff Structure	
	 a. Redundancy The method of communication used to announce news of the redundancy and the resignation of the Headteacher to staff and parents was discussed. In the light of LC's departure, the Governors revisited the reasoning behind the staffing restructure. 	
	b. Headteacher Resignation	
	The reasons behind LC's resignation were discussed. The different options for future leadership of the school were discussed at length. It was agreed that an approach to the Samuel Partnership would be made in order to explore all options before a final decision would be taken.	
	c. Staff letter to the Governors The issues raised in the staff letter to governors dated 7 February 2018 were discussed in great depth, in particular concerning the right way forward for the governing body and the school.	
	After a formal vote it was agreed that here would be a reshuffle on the FGB and that a governor would be stepping down from the Governing Body.	
	It was agreed that available governors would visit staff on Friday 9 February in order to inform them of the FGB's decisions.	
	After some discussion it was agreed that NO would put her name forward as Acting Chair and CK volunteered for Acting Vice Chair. A vote took place. The results were as follows: Chair: NO Vice Chair: CK	LC, NO,
	The governors formally thanked PJ for his dedication as Chair and his continuing commitment as a Foundation Governor	SC
	NO to communicate new structure of the Governing Body to parents, Diocese and LA after half term.	NO
10.	AOB:	
	 a. CK summarised a recent staff exit interview for Governors. b. Governor training – the SIP committee suggested that governors should attend at least two training courses a year. The option of asking governor services to come to the school for training was explored. NW to look into costs and how to arrange cluster training for free. c. SCr gave an overview of the data protection training he attended on 31 January 2018. An external audit had been arranged for St Joseph's and 	NW
	staff data protection training had been booked for 21 February 2018 at 3.30pm – Governors were invited to attend this. This would need to become a standard item on the Resources agenda. SC requested to attend the audit.	ALL SBr, SC/LC
	d. RC had been auditing the website: Governors attendance needed to be added as well as new Governors' profiles. LC to add documents to the website as discussed.	NW LC
	e. Wed 21 February 5pm – staff meeting/update – ALL governors to attend	ALL
11.	Next meetings: a. EFGB Tues 20 Feb 2018 at 6.30pm c. M&V / Admissions 22 Feb 20 b. Sub-committees – Thurs 15 March 2018 d. FGB – Thurs 22 March 2018	