

**St. Joseph’s Catholic Primary School, Malmesbury**

**Minutes of the Full Governing Body Meeting held on**

**22nd March 2018 at 6.45pm**

Present

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| Nuala Oughton – Chair (NO) | Colin Kershaw (CK) | P J O’Brien (PJ) |
| Elaine Pearce (EP) | Lizzie Christopher (LC) | Louise Talkowski (LT) |
| Rachel Copeland (RC) | Steve Boughton (SB) | Steve Croft (SC) arrived 8pm |
| Theresa Adams (TA) | Ann Wood (AW) |  |

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| **Minutes** | | |
| **1.** | **Opening Prayer and Welcome**   1. NO opened the meeting with a prayer. |  |
| **2.** | **Apologies** – none |  |
| **3.** | **Minutes of last meeting:**  The minutes of the FGB meeting held on the 8th February 2018 were discussed and will be approved via email by the end of term. | **NW** |
| **4a.** | **Matters Arising and actions to be carried forward** |  |
| **4b.** | Register and update of Pecuniary/Business Interests completed by all. |  |
| **5.** | **Headteacher’s Report**  LC provided an overview and invited questions.  There was a discussion surrounding classroom and behaviour management and a governor enquired about the monitoring techniques used to ensure that classroom behaviour management and interventions are continuing to work. AW discussed a number of strategies that the school uses/or would consider using, including referral to external agencies such as CAMHS and Rein and Shine, and ensuring a whole-school approach to behaviour management. Governors reported that the feedback on the playground regarding behaviour management has been very positive. |  |
| **6.** | **Resources Committee**  CK provided an overview and invited questions.  PJ updated Governors regarding progress with vehicular access to the land and the feedback from the Council. Next step is to get advice from planners about the best approach. There was also a discussion surrounding financing such works.  Schools Financial Values Standard Form has been completed and is ready to be submitted. It is now saved to Sharepoint, which will support next year, as this is an annual process.  The Resources committee would also welcome additional governors to the committee.  CK is standing in as chair for the next two Resources meetings.  Additional training was approved in early years mathematics. | **ALL**  **NO** |

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| **7.** | **Learning & Standards**  LC provided an overview and invited questions.  AW confirmed that some training has been provisionally booked in September with Read, Write Inc in order to ensure a whole-school approach. AW described the uniqueness of the Read, Write Inc scheme, which applies phonics to writing as well as reading. It would involve intensive KS1 intervention for the first 45 minutes of the day. AW described the extent of her research with the scheme and invited questions from Governors. There was a discussion surrounding costs and how the scheme would address the challenges surrounding the split classes in the school and the drive to raise standards. The Governors agreed by show of hands that they were happy for the school to try to get funding from the budget to go ahead with the scheme.  SC to look into the possibility of match funding. | **SC** |
| **8.** | **Mission, Visions & Ethos**  NO provided an overview and invited questions.   1. **Consultation on common Diocesan Admissions Policy.**   Governors discussed the Diocese views on oversubscription and how to respond to the Diocese consultation in order to explain the unique nature of Malmesbury as a rural school servicing the town. NO to draft a response and circulate to all for feedback before the response deadline of 30 Mar 18.   1. **Website compliance Governor**   NO discussed the reasons behind this. SC agreed to become the school’s website compliance governor. LC to forward compliance docs to SC. SC to feedback any compliance issues to EP. | **NO**  **LC**  **SC** |
| **9.** | **Governors Matters – Staff Structure**   1. **Update on support for Acting Headteacher**   The Head from Stanton St Quentin (an Outstanding school) will be supporting AW from the LA (this is offered free). The Diocese has also offered a Head support (there could be some associated costs). Chris Marshall from the LA will also be making an extra visit.  Feedback from the acting head interviews was also discussed.   1. **Headteacher recruitment update**   The Governors were updated on progress.  NW to contact advertisers for page hit/progress update 2 weeks into the recruitment advertising campaign.  NO formally thanked SB for his work in planning the HT recruitment process. | **NO, LC**  **NW** |
| **10.** | **Scheme of Delegation**  This year’s scheme of delegation was accepted for 2017/18.  For 2018/19 we need to look at the composition of Associate Governors and add SIP committee – which could come as a branch of L&S  Term 5 – sub-committees need to review their scheme of delegation in readiness for the full scheme of delegation being reviewed in September. | **NO**  **Sub-committee chairs** |
| **11.** | **AOB:**   1. **Romero Trust Working Party Rep**   NO invited a Foundation Governor volunteer to sit on the Working Party. PJ agreed to represent the school at the Romero Trust Working Party meetings.   1. **Annual Governor Code of Conduct**   After discussion it was agreed that governors will read the circulated code of conduct and copies will be brought to the next FGB for signing.  NW to start the Staff Gov nominations/elections process at the beginning of term 5. Expectations need to be clear ie. attendance at 1 sub-committee and FGB meetings for a 4-year term.  NO formally thanked LC for all of her work at the school. | **PJ**  **ALL**  **NW** |
| **12.** | **Next meetings:**   1. **Sub-committee meetings – 3rd May c. Safeguarding training – 17th May** 2. **FGB – 10th May d. Samuel Partnership Event – 21st May** | |