



St. Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting held on
10th May 2018 at 6.30pm

Present

Nuala Oughton – Chair (NO)	Colin Kershaw (CK)	Louise Talkowski (LT)
P J O'Brien (PJ)	Steve Boughton (SB)	Steve Croft (SC)
Theresa Adams (TA)	Elaine Pearce (EP)	

Minutes		ACTIONS
1.	Opening Prayer and Welcome NO opened the meeting with a prayer and a minute's silence in memory of Niamh Marshall	
2.	Apologies – Rachel Copeland (RC), John Dawson (JD) & Ann Wood (AW) [accepted]	
3.	Minutes of last meeting: The minutes of the FGB meeting held on the 22 nd March 2018 were accepted as a true record.	
4a.	Matters Arising and actions to be carried forward Sub-committees to look at their individual areas on the Scheme of Delegation before 18 th October 2018.	ALL CHAIRS
4b.	Register and update of Pecuniary/Business Interests completed by all.	
5.	Headteacher's Report NO reviewed the headteacher's report and invited discussion. a. Pupil Premium A governor challenged how teachers were identifying pupil premium pupils in their planning. EP said from Sept TAs would be giving pupil premium pupils targeted interventions for 30 mins at the beginning of the day in 6-week blocks.	
6.	Resources Committee CK provided an overview and invited questions. a. Policies The Resources Committee had identified several policies that were overdue for renewal. There were a number outstanding, some of which were the responsibility of Resources, this included an urgent review of the Pay Policy. Other policies due for review would need to be looked at by other committees. All committee chairs to look on Sharepoint at policies due for renewal and action. b. Budget EP gave an overview of the budget and an in depth discussion followed. EP informed the FGB that she was also in the process of completing a budget benchmarking exercise. c. Reception Admission 2018 The current admission intake for Sep 18 was due to be 14. This would be significantly lower than the PAN of 20. Other schools in the area also had lower intake numbers than normal; it was reported that this was due to a very low birth rate in this particular year. As the school budget was based on 150 pupils the Pupil Working Party was reformed in order to promote the school. This would include in the parishes of Tetbury and Cirencester. Members: NO, TA, AW d. Maintenance and groundworks CK had received the H&S report and a maintenance plan was being compiled. EP gave an update on the proposed car park. The planners were due to inspect, with a view to taking this forward next year. e. GDPR CK wanted to acknowledge the huge amount of extra work EP had completed in relation to GDPR. The FGB wished to minute special thanks to her. EP appealed for support from a governor in GDPR matters and SC volunteered for the role. EP	CK ALL CHAIRS NO CK SC + EP

	<p>highlighted the need for a specific Data Protection Governor going forward.</p> <p>f. Samuel Partnership Resources Committee The requirement for representation at the Samuel Partnership Resources Committee was discussed. NO volunteered to investigate whether EP could remain on the Samuel Partnership committee as an Associate Governor.</p>	NO
7.	<p>Learning & Standards TA provided an overview of the L&S Committee meeting and invited questions. The visit to St Hubert's Catholic School by Ann and several other staff members was discussed, in particular the ideas that staff had been impressed by and wished to adopt at St Joseph's. Pupil behaviour in Mass and while moving around the school was also discussed; it was reported that this was a target area for improvement. EP said that AW held a special assembly that day reinforcing the importance of good behaviour. RC to formally circulate the minutes and AW's report from her St Hubert's visit.</p>	RC
8.	<p>Governors Matters – Staff Structure</p> <p>a. Headteacher recruitment update NO gave an update on Head teacher recruitment. It was confirmed that AW would remain in post, as the Interim Head, for the academic year 2018/19. The advice from the LA for the Sep 19 recruitment was to look to interview in early March 2019, therefore the plan would be to advertise in Jan 2019. The recruitment committee would meet in Nov 2018 to initiate the process.</p> <p>b. Governor recruitment update – Foundation and Staff Governors The interviews of two prospective Foundation Governors had been completed and recommendations had been sent to the Bishop. John Dawson had been appointed as new staff governor with a four-year term. Sincere thanks were given to EP for her many years as a Governor. EP would remain as an Associate Governor and sit (with voting rights) on the Resources and Admissions Committees and would be welcome to attend the FGB (without voting rights) at any time.</p> <p>c. Romero Trust – next steps It was agreed that, due to timing constraints, an EFGB would be convened on 7th June at 6.30pm to discuss the school's response to the proposed Romero Trust.</p> <p>d. Code of Conduct There was a full and in-depth discussion on the options available for the Code of Conduct for Governors. It was agreed that NO would approach the Diocese for advice. NO to circulate the unamended NGA Code for consideration.</p> <p>e. Governor confidentiality NO reiterated the need for total confidentiality in all governor matters.</p> <p>f. Preparation for Section 48 JD had made good progress in preparing for the Section 48. There would be a 2-day warning for a 1-day inspection. NO requested Governors to meet with JD to prepare and be available to come into school for the inspection. NO, PJ, TA, SC + SB volunteered to take this on. NO agreed to arrange a meeting.</p> <p>g. SIP committee It was confirmed that the SIP had been drafted - PJ and RC agreed to review it.</p> <p><i>8pm: TA + SB left to conduct a prospective Foundation Governor interview.</i></p>	<p>ALL</p> <p>NO NO</p> <p>NO</p> <p>PJ + RC</p>
9.	<p>AOB:</p> <p>a. Governor meeting dates 2018/19 – no objections b. PJ to get keys from SB c. Due to timing constraints it was agreed to postpone LC's exit interview feedback to the next FGB d. New Diocesan strategy from Bishop Declan: 'A Future Full of Hope' – NW agreed to email the document to everybody. NO asked all governors to familiarise themselves with it. MV&E would review the document at their next meeting. e. Sub-committee Structure – NO + NW to update f. Safeguarding training – ALL Governors bar: SB, EP, JD & SC would attend. EP agreed to invite key school volunteers. g. PJ announced that he would retire from Governors at the end of this academic year. NO formally recorded the governors' heartfelt gratitude for all his years of service.</p> <p><i>Meeting closed at 8.15pm</i></p>	<p>PJ</p> <p>CK</p> <p>NW + ALL</p> <p>NO + NW</p> <p>EP</p>
12.	<p>Next meetings:</p> <p>a. Safeguarding training – 17th May b. Samuel Partnership Event – 21st May c. EFGB – 7th June d. Sub-committee meetings – 28th June</p>	

