



**St. Joseph's Catholic Primary School, Malmesbury**  
**Minutes of the Full Governing Body Meeting held on**  
**12<sup>th</sup> July 2018 at 6.30pm**

**Present**

Nuala Oughton – Chair (NO)	Colin Kershaw (CK)	Ann Wood (AW)
John Dawson (JD)	Louise Talkowski (LT)	Matthew Pardo (MP)
P J O'Brien (PJ)	Rachel Copeland (RC)	Steve Croft (SC)
Theresa Adams (TA)		

<b>Minutes</b>		<b>ACTIONS</b>
<b>1.</b>	<b>Opening Prayer and Welcome</b> NO opened the meeting with a prayer	
<b>2.</b>	<b>Apologies</b> – Gregory Fauvarque (GF) and Steve Boughton (SB) [accepted]	
<b>3.</b>	<b>Minutes of last meeting:</b> The minutes of the FGB meeting held on the 10 <sup>th</sup> May 2018 were accepted as a true record.	
<b>4a.</b>	<b>Matters Arising and actions to be carried forward</b> Policy review and all sub-committees to look at their individual areas on the Scheme of Delegation before 18 <sup>th</sup> October 2018.  NO to contact Samuel Partnership to see whether EP could remain on their committee as an Associate Governor.	<b>ALL CHAIRS</b>  <b>NO</b>
<b>4b.</b>	Register and update of Pecuniary/Business Interests completed by all.	
<b>5.</b>	<b>Headteacher's Report</b> AW reviewed the headteacher's report and invited discussion. <b>a. School Improvement (Development) Plan</b> AW discussed the progress of the SIP – now to be called the School Development Plan (SDP). She clarified that staff training would be approved when it aligned with the SDP. A Governor challenged whether TD days were being appropriately used to improve aspects of the SDP. AW confirmed that would be the case. The first two TD days of the new academic year would be used for Read Write Inc. The importance of evidence gathering, and the assessment of interventions was discussed in depth. <b>b. SATS</b> A governor challenged AW to present and explain the SATs results to the FGB. <u><b>KS2</b></u> SPAG, writing and maths were 95% (which equated to one child not achieving the expected standard) Reading (86%) this equated to three children not achieving the expected standard. Two of those were very borderline and the intention was to ask for a remark. Overall the KS2 SATs results were an improvement on last year and AW was pleased to confirm that there had been more children than ever achieving 'greater depth'. Governors congratulated the staff of St Joseph's on excellent results which were significantly above the national average. <u><b>KS1</b></u> AW explained the KS1 SATs results to Governors in great depth. There were four children who had required significant support throughout. AW explained the 'mastery' approach for problem solving and reasoning, which had seen an improvement in the number of children achieving 'greater depth'.  AW reported that she believed that the Read Write Inc. programme would help	

	<p>improve the Phonics results going forwards. She reported that there had been no surprises in the KS1 results and that she was satisfied that those who hadn't achieve the expected standard had made at least 'good' progress.</p> <p>A governor asked for better communication about the way that maths was taught in order to assist parents in supporting children's learning at home. AW agreed to look into running a curriculum evening for parents at the beginning of the new academic year (and also the feasibility of posting training videos online).</p> <p>The HT was challenged by Governors to illustrate why attendance figures had taken a dip and to explain why there had been an increase in term-time holidays. AW confirmed that the school was tracking performance against attendance. Other options to dissuade parents from taking holidays in term time were discussed including fining and the inclusion of a report on the impact of missing school with children's school reports. AW agreed to investigate these options further.</p> <p>It was decided that AW would also include a note in the newsletter regarding the school's policy on unauthorised holiday.</p> <p>NO agreed to examine whether attendance could be included in the Home-School Agreement that parents signed on starting St Joseph's.</p> <p><b>c. Discipline</b></p> <p>A governor raised concerns about the language being used by some children both inside and outside of school. There was an in-depth discussion on whether it was felt that a lack of awareness surrounding internet safety was part of the root cause. Governors discussed several options to tackle the issue including reporting to parents.</p> <p>NO suggested tying this issue into the curriculum evening. A governor said the school needed to be clear with parents about standards and what the ramifications would be. There was support for a zero-tolerance approach to bad language in the school and potentially using isolated learning as a deterrent. It was agreed that AW would send an email home to parents about bad language. This would carry over as an agenda item for the next FGB.</p>	<p>AW</p> <p>AW</p> <p>AW</p> <p>NO</p> <p>AW NW</p>
6.	<p><b>Resources Committee</b></p> <p>CK provided an overview and invited questions.</p> <p>CK alerted an issue with the Pay Policy that the Resources Committee were looking into. SC agreed to phone the LA.</p> <p><b>a. Marketing the school</b></p> <p>The Red &amp; White day in support of the England football team at the World Cup 2018 was featured in the <i>Wiltshire and Gloucestershire Standard</i>. A working party had already been created comprising NO, RC and TA. JD also asked to join.</p> <p>CK reported that he and Brian Birkin-Hewitt would come in during the holidays to paint the sheds and complete some other jobs. Any other volunteers were welcomed.</p> <p>SC suggested that we recruit the help of parents with jobs around the school in order to save money. SC agreed to take this idea to the PFA.</p>	<p>SC+CK</p> <p>SC</p>
7.	<p><b>Learning &amp; Standards</b></p> <p>AW provided an overview of the L&amp;S Committee meeting and invited questions. The Sandwell report and the report from Chris Marshall's visit were now on Sharepoint.</p> <p>The effectiveness of whole school 'Wake and Shake' was discussed and whether JD needed additional support in order to ensure the participation of all children.</p>	
8.	<p><b>Mission &amp; Vision</b></p> <p>The new Admission Policy with amendments suggested by the Diocese was approved. NW agreed to communicate with the Diocese and ensure that the new Policy was posted on the school website.</p>	NW
9.	<p><b>Governors Matters – Staff Structure</b></p> <p><b>a. GDPR</b></p> <p>Governors agreed to look at the policies that EP had put on Sharepoint re GDPR – they were requested to provide feedback by Monday 23/07/2018.</p> <p>It was agreed that the Resources Committee would put GDPR as a standing agenda item.</p> <p>NO to check what format of authorisation EP needed to ratify documents.</p> <p><b>b. Romero Trust</b></p> <p>Following the EFGB, the approved feedback letter had been sent.</p>	<p>ALL – URGENT</p> <p>CK</p> <p>NO</p>

	<p><b>c. Code of Conduct</b>  NO confirmed that she had been in communication with the Diocese about the options for the St Joseph's Governors Code of Conduct (CoC). There was a full and in-depth discussion on the three options available. After a vote all bar one governor signed the new St Joseph's CoC for Governors.  NW agreed to pass on the approved CoC to SB and GF for signatures. This would be signed again at the next FGB as the Diocese expected all governors to sign the Code of Conduct on an annual basis.</p> <p><b>d. Policies</b>  Chairs were requested to review the renewal dates of policies allocated to their particular committee over the holidays.</p> <p><b>e. Preparation for Section 48</b>  St Joseph's Section 48 had been completed the previous week and the school was waiting on the final report. NO formally thanked all the staff for their huge amount of work, with special thanks to JD, Ellie + AW</p> <p><b>f. Headteacher exit interview</b>  CK provided brief feedback from LC's exit interview. She had thanked the Governors for their strong support throughout her tenure. She felt that the link between the school and the Parish needed strengthening and that pupil behaviour around the school needed to be addressed. AW reported that this was already in hand. LC also suggested that governors should be more forward thinking in their succession planning.</p>	<p><b>NW</b></p> <p><b>ALL CHAIRS</b></p>
<p><b>10.</b></p>	<p><b>AOB:</b>  Clara's leaving present was approved by Governors. NO agreed to sort and coordinate with AW.</p> <p>NO asked all Governors to think over the summer about which committees they would like to be part of over the next academic year and whether they would like to put themselves forward as Chair or Vice Chair.</p> <p>NO thanked PJ for all of his hard work and the FGB presented a leaving gift to him.</p> <p>As there was now a space for a Foundation Governor NO agreed to advertise and promote through the school and Church.</p> <p>AW thanked NO for all of her hard work in what had been a very difficult year.</p>	<p><b>NO + AW</b></p> <p><b>ALL</b></p> <p><b>NO</b></p>
<p><b>11.</b></p>	<p><b>Next meetings:</b>  a. Mission, Vision &amp; Ethos – 27<sup>th</sup> Sept  c. FGB – 18<sup>th</sup> October</p> <p>b. Sub-committee meetings – 11<sup>th</sup> Oct</p>	