

## St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 14 February 2019 at 7pm

## Present

Nuala Oughton – Chair (NO)	Rachel Copeland (RC) – Deputy	Ann Wood (AW)
Colin Kershaw (CK)	Janine Birkin-Hewitt (JBH)	John Dawson (JD)
Gregory Fauvarque (GF)	Louise Talkowski (LT)	Matthew Pardo (MP)
Steve Boughton (SB)	Theresa Adams (TA)	

Minutes		ACTIONS
1.	Opening Prayer and Welcome	
•	NO opened the meeting with a prayer	
2.	Apologies – Steve Croft (SC) – accepted	
3.	<b>Minutes of last meeting:</b> The minutes of the FGB meeting held on the 6 Dec 2018 were accepted as a true record.	
4.	Matters Arising and actions to be carried forward Carried over:	
	<ul> <li>Maths, discipline and e-Safety Curriculum evening.</li> <li>Possible inclusion of school attendance expectations in the Home-School</li> </ul>	AW
	Agreement – it was hoped that this would be ready to finalise at the next FGB	AW
	- School security – gate to the Nun's Walk to be looked at for security. New gate or workaround needs to be sourced.	NO
	- Funds from Diocese had not been forthcoming to support the recruitment process.	
	<ul> <li>All incident forms were under review and it was confirmed that a bite incident form was part of that process.</li> <li>Grateful thanks were given to Brian Birkin-Hewitt and CK for their work in the</li> </ul>	AW
	boiler room, tidying and general maintenance around the school and on the land.	
	- School Council were putting together a proposal for a timetable of class responsibility for litter picking around the school.	
	- SB had scheduled a meeting with JD re religious education of staff in the school.	
	- JD updated Governors on progress with the Healthy School initiative. It is now up and running and has been received enthusiastically by the majority of children and parents. This has also significantly reduced litter around the school. The Co-op has offered the school their out of date (but still fresh) fruit	
	for the school (KS2) – this is yet to be finalised.	
5.	Governor Matters a. Policy review	
	There was a discussion on outstanding policies. It was reported that most were very nearly up to date, but MV&E still had a number outstanding. MP has joined MV&E committee in order to support with this.	
	MP has moved from the Resources committee and joined L&S.	
	JD to review the Relationship and Sex Education Policy.	JD
	Committee Chairs were asked to have all policies up to date by the end of	
	March. As part of that process, they were requested to update the Policy Control document as well.	ALL CHAIRS
	7.15pm – GF arrived 7.20pm – RC arrived	
	All Chairs were requested to send the Clerk a list of the policies that their committees were responsible for and the ones they felt should be made public	

	on the school website. <b>Deadline: Monday 18 March.</b> These would then be circulated to all Governors by the Clerk so that Governors could agree which policies should be published on the school website. All Governors to review Safeguarding policy by 8pm Sunday 17 February for RC to collate feedback.	ALL CHAIRS / NW ALL / RC
	Uniform Policy – Governors agreed unanimously to allow girls to wear tailored trousers. JD agreed to update the uniform Policy and circulate to governors for approval.	JD
	<ul> <li>b. Link Governors update</li> <li>Link Governor roles were reviewed: <ul> <li>Pupil Premium &amp; SEN – JBH</li> <li>RE, Ethos &amp; Chaplaincy Team – SB + NO</li> <li>Sports – MP – has been liaising with JD</li> <li>Wellbeing (for pupils and staff) – TA – has been visiting the school and talking to staff members.</li> <li>Assessment &amp; Tracking – LT</li> <li>Safeguarding &amp; Child Protection – RC</li> <li>IT – GF (+Associate Governor Debbie Jones) – looking at costs and to arrange a meeting with IT.</li> <li>Science – CK – two visits to the school</li> <li>Behaviour – NO – new post</li> <li>Website – RC – new post</li> </ul> </li> <li>RC discussed job descriptions for link governors. RC to circulate.</li> </ul>	NORC
	<ul> <li>c. Website</li> <li>The Chair thanked RC for all her work updating the website.</li> <li>JD and MP agreed to compile a list of 'badges' as well as Forest School information and pictures to add to the website.</li> <li>AW to look at including a Facebook newsfeed on the homepage.</li> <li>d. Parking charges – Cross Hayes Car Park</li> <li>TA and MP were formally thanked for their work in lobbying the Council to reverse its decision to charge from 8am. The car park had now reverted to charging from 9am.</li> <li>MP to write a letter to James Gray MP to seek continued support for any future</li> </ul>	RC JD+ MP AW MP
6.	car park lobbying required.  Headteacher's report  AW provided an evention and invited questions	
	AW provided an overview and invited questions. a. Staffing update AW gave an overview of staffing and teaching support. b. The Niamh Marshall Award Gavin has donated a beautiful glass award in Niamh's memory – the 'Niamh Marshall Award for Endeavour' – will be awarded at the end of the year to a pupil who has shown endeavor throughout their whole time at St Joseph's. A governor queried what the process of selection would be. It was confirmed that members of staff would be invited to nominate pupils, to justify why and then staff would vote. c. Safeguarding Sarah Turner hsd been booked for a Safeguarding audit and training with all staff in March. RC queried whether any of the external sports coaches would need to attend this training as well. AW agreed to look into this.	AW
7.	<b>Resources Committee</b> JBH invited questions. NO signed the Income and Expenditure return for quarter ending Dec 2018. JB-H gave an overview of her first meeting with the Samuel Partnership Resources Committee meeting.	
8.	<ul> <li>Learning &amp; Standards</li> <li>AW provided an overview and invited questions.</li> <li>a. Data and performance tables</li> <li>These will be displayed on the website. A letter has been received from</li> <li>Wiltshire LA congratulating St Joseph's on excellent 2018 SATs results that has placed the school 10<sup>th</sup> in Wiltshire and in the top 5% nationally.</li> </ul>	

	The Cornerstones tracker had been researched and is now being used. It seems to be working well and comes with a cost saving as the Cornerstones program was already well established at St Joseph's. <b>b. Behaviour Policy</b> The Behaviour Policy has been comprehensively reviewed. Sarah Turner has made some final recommendations that will be incorporated before the new policy is adopted.	AW
9.	Mission, Vision & Ethos a. Determine Admissions Policy for 2020-21 This was unanimously agreed by governors. b. SWOT analysis discussion – postponed to next FGB	
10.	SDP Committee School Development Plan – RC to password protect and set up next meeting review.	RC
11.	<ul> <li>AOB <ul> <li>A Headteacher recruitment update was given. The application deadline is 8 March. An appointment made by the HT Recruitment Panel would have to be ratified by the FGB, it was agreed that NW would investigate governor availability.</li> <li>The school requested that a Governor would attend the Year 3 Braeside residential trip as a helper 1-3 July 2019.</li> <li>The school's H&amp;S audit report has been completed.</li> <li>Biogs for St Joseph's Governor's web page – governors with this action outstanding were reminded to email the Clerk with their photos and profiles so that the school website could be updated.</li> <li>MP to drop DBS documents to Elaine in the school office.</li> </ul> </li> </ul>	NW ALL TO CONSIDER JD, LT, SC MP
12.	Future meetings: a. M,V & E (Admissions) – 28 February b. Sub-committees – 14 March c. FGB – 28 March	1