



St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 28 March 2019 at 6.30pm

Present

Nuala Oughton – Chair (NO)	Rachel Copeland (RC) – Deputy	Ann Wood (AW)
Colin Kershaw (CK)	Janine Birkin-Hewitt (JBH)	Gregory Fauvarque (GF)
Steve Boughton (SB)		

Minutes		ACTIONS
1.	<p>Opening Prayer and Welcome NO opened the meeting with a prayer</p>	
2.	<p>Apologies – Theresa Adams (TA), Matthew Pardo (MP), Louise Talkowski (LT), John Dawson (JD), Steve Croft (SC) – accepted</p>	
3.	<p>Minutes of last meeting: The minutes of the FGB meeting held on the 14 Feb 2019 were accepted as a true record.</p>	
4.	<p>Matters Arising and actions to be carried forward <i>Carried over:</i></p> <ul style="list-style-type: none"> - Maths, discipline and e-Safety Curriculum evening – it was agreed that this would be held after SATS, but before the end of this academic year. - School security: <ul style="list-style-type: none"> • Gate to the Nun's Walk. It was reported that a new gate or workaround needed to be sourced. A bike lock chain was now being used as a temporary measure. • There had been incidents of people entering the Foundation Stage Garden out of hours and leaving detritus. NO to talk to neighbours. RC agreed to investigate CCTV options. CCTV posters would also be considered. - All incident and concern forms had now been updated. - Blogs for St Joseph's Governor's web page – governors with this action outstanding were JD, LT, SC. - A governor was invited to join the Year 3 Braeside residential trip as a helper: 1-3 July 2019. AW would also appeal to the parents. 	<p style="text-align: center;">AW</p> <p style="text-align: center;">SB</p> <p style="text-align: center;">NO, RC</p> <p style="text-align: center;">JD, LT, SC</p> <p style="text-align: center;">ALL to consider AW</p>
5.	<p>Governor Matters</p> <p>a. Headteacher recruitment update NO confirmed that Mrs Sue Woods had accepted the position of permanent Headteacher of St Joseph's starting in September 2019.</p> <p>b. Policy review Due to technical issues with autosave, all governors were reminded to download any policies from Sharepoint before working on them. All final policies should then be sent to the Clerk for uploading to Sharepoint. At the same time committee Chairs need to update the Policy Control document on Sharepoint. There was a discussion on outstanding policies. Lots of progress had been made. MV&E would hold an extraordinary meeting on 4 April to look at outstanding policies. Resources would review some policies over the Easter holidays, so would look to finalise its policies by 2 May.</p>	<p style="text-align: center;">ALL CHAIRS</p>

	<p>L&S policies were in the process of being finalised. The Behaviour policy was still waiting on feedback from the school's external Safeguarding consultant Sarah Turner. AW to chase.</p> <p>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.</p> <p>c. Link Governors update</p> <table border="1" data-bbox="323 271 1265 456"> <tr> <td data-bbox="323 271 879 456"> Pupil Premium & SEN – JBH Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO Wellbeing (for pupils and staff) – TA Safeguarding & Child Protection – RC IT – GF (+ Associate Gov. - Debbie Jones) </td> <td data-bbox="879 271 1265 456"> Sports – MP Core Subjects/ Science – CK Behaviour – NO Website – RC Assessment & Tracking – LT </td> </tr> </table> <p>It was reported that the Link Governors for Catholic Ethos, Parish Links & Chaplaincy Team – SB and NO had met with Ellie Green in order to discuss how best to support her in these roles. SB reported that he was looking at creating formal links between the Pastoral Council and the Chaplaincy Team. It had also been suggested that Chaplaincy Team information/activities could be displayed in the side aisle of the church.</p> <p>SB had met with JD in order to look at options for deepening the knowledge of staff with meetings 3 times a year. They also discussed plans for helping all children become more familiar with Mass.</p> <p>d. Website</p> <p>RC reported that the school now met all legal requirements on the website. Oakford were looking into a Facebook stream on the website. AW to chase and ask for admin rights for RC. AW would also to talk to Oakford about reverting to an earlier version of Sharepoint. In the meantime, all documents would be downloaded before editing.</p> <p>AW invited a Governor with an understanding of Sharepoint requirements to join staff for further training with Oakwood.</p> <p>e. Governor's leaving presents</p> <p>In order to maximise school funds, a governor proposed stopping Governor leaving presents with immediate effect – this was passed by unanimous vote.</p>	Pupil Premium & SEN – JBH Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO Wellbeing (for pupils and staff) – TA Safeguarding & Child Protection – RC IT – GF (+ Associate Gov. - Debbie Jones)	Sports – MP Core Subjects/ Science – CK Behaviour – NO Website – RC Assessment & Tracking – LT	<p>AW</p> <p>JBH, TA</p> <p>AW</p>
Pupil Premium & SEN – JBH Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO Wellbeing (for pupils and staff) – TA Safeguarding & Child Protection – RC IT – GF (+ Associate Gov. - Debbie Jones)	Sports – MP Core Subjects/ Science – CK Behaviour – NO Website – RC Assessment & Tracking – LT			
<p>6.</p>	<p>Headteacher's report</p> <p>AW provided an overview and invited questions.</p> <p>a. Safeguarding</p> <p>The height of the wooden fence between the Foundation garden and the Prayer Garden was discussed. CK agreed to investigate options. A governor also asked CK to investigate the repair of broken blinds throughout the school. CK agreed to source quotes for repair or replacement options for the blinds. It was also reported that St Francis did not currently have a whiteboard and one was required urgently. JBH agreed to approach Elaine Pearce.</p> <p>b. Pupil Premium</p> <p>PP Requirement had been mapped out by AW and Ellie Green. It was reported that this would be continually reviewed at pupil progress meetings. AW would share an anonymised version of this document with Governors. Pupil premium numbers were currently 19, rising to 26 in April 19.</p> <p>c. SEN</p> <p>AW and Rachel Soper would undertake the same spend mapping-out exercise for SEN in order to obtain a clearer picture of how the budget was allocated. Impact assessments would be conducted 3 times a year.</p> <p>The importance of utilising the new Headteacher's skills in SEN and her depth of knowledge was discussed in particular using her significant experience for forward-planning of SEN intervention.</p> <p>A Governor requested that future Headteacher's reports included the impact of interventions/activities and value from training as part of a continual review of activities.</p> <p>d. Home-School Agreement</p> <p>Feedback from governors was discussed and a final version was agreed. AW to finalise.</p>	<p>CK</p> <p>JBH</p> <p>AW</p> <p>AW</p> <p>AW</p> <p>AW</p>		
<p>7.</p>	<p>Resources Committee</p> <p>JBH invited questions.</p> <p>a. The SFVS audit had been signed-off by the Resources committee.</p>			

8.	<p>Learning & Standards AW invited questions. A governor requested the Headteacher to include impact assessments in the minutes from Learning & Standards. Governors discussed extreme behaviour management and challenged AW on staff welfare and morale.</p>	
9.	<p>Mission, Vision & Ethos NO provided an overview and invited questions. a. Admissions AW emphasised the need to keep promoting the school in order to maximise in-year recruitment to the school.</p>	
10.	<p>SDP Committee School Development Plan – a review of the first section had been undertaken. RC to look into password protecting the SDP. JBH talked about the need to plan the vision for the school in advance of the new Headteacher starting so, as a Governing Body, the focus could be on driving improvements and strategic leadership. The option of adding Mission Statement and Vision to the agenda for the next FGB. Any Governors who had yet to complete their SWOT to do so by the next meeting.</p>	<p>RC NO/NW ALL</p>
11.	<p>AOB A governor passed on feedback from a parent with concerns about the current KS1 school pick-up procedures. It was agreed that AW would investigate alternative options. Governors also requested that end-of-school gate duty be made a priority. Feedback on the new school lunch ordering system was discussed. AW agreed to consider.</p> <p><i>The meeting closed at 8.20pm.</i></p>	<p>AW AW</p>
12.	<p>Future meetings:</p> <ul style="list-style-type: none"> a. Sub-committees – 2nd May b. Samuel Partnership Briefing: 13th May – Holy Family Primary, Swindon 7pm-8.30pm c. FGB – 16th May 	