



St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 27 June 2019 at 7.10pm

Present

Nuala Oughton – Chair (NO)	Ann Wood (AW)	Sue Woods (SW)
Colin Kershaw (CK)	Janine Birkin-Hewitt (JBH)	Gregory Fauvarque (GF)
John Dawson (JD)	Louise Talkowski (LT)	Matthew Pardo (MP) arr. 7.20pm
Steve Boughton (SB)	Steve Croft (SC)	Theresa Adams (TA)
Kathryn Sanders (Data Protection Officer) – left 7.30pm		

Minutes		ACTIONS
1.	<p>Opening Prayer and Welcome NO opened the meeting with a prayer</p>	
2.	<p>Apologies - Rachel Copeland – Deputy Chair (RC) [accepted]</p>	
3.	<p>Minutes of last meeting: The minutes of the FGB meeting held on the 16 May 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"> - Biogs for St Joseph's Governor's web page – governors with this action outstanding were JD, LT, SC. NW to email reminder of requirements. - Hole in perimeter fence – CK work ongoing. - Broken blinds: CK to source quotes for repair or replacement options. - The SDP was now password protected. - Jigsaw. This programme was still being investigated and a decision would be made in the next academic year. - The school was asked by Governors to investigate the setting up a pupil Eco Council/ Working Party. - Energy-saving lighting – SB had undertaken some research and there was a potential 40% saving. SB would continue to investigate. 	<p>NW, JD, LT, SC CK CK</p> <p>SW AW/SW</p> <p>SB</p>
5.	<p>Governor Matters</p> <p style="padding-left: 20px;">a. Data Protection Audit feedback</p> <p>The school's Data Protection Officer, Kathryn Sanders, presented her report and recommendations after conducting a Data Protection Audit at St Joseph's on 12 June 19. She thanked the governors for inviting her along stating that it demonstrated that they took data protection very seriously. Kathryn complimented the school business manager (EP) for her diligence and contentionsness. She used the classroom in which the Governor's meeting was taking place as an example of the school's excellent "data hygiene". The DPO particularly praised the high level of data-protection awareness in the school office environment. She also emphasised the credentials of Oakford Technology in the areas of data protection.</p> <p>Recommendations included ensuring that the information asset management policy should be updated to indicate that there were separate information asset managers for different areas of the school. Data protection training also needed to be booked for 2019/20.</p> <p>Kathryn outlined the services that the Romero Trust offered the school in Data Protection. She stated that if the school decided to install CCTV she would</p>	<p>EP/SW</p>

	<p>need to be invited to St Joseph’s to complete a data protection impact assessment.</p> <p>She recommended no further updates to policies until after Brexit and highly commended the school on its work towards GDPR compliance.</p> <p>AW formally thanked Kathryn for all her support to the school.</p> <p>Kathryn left the meeting at 7.30pm.</p> <p>b. Policy review</p> <ul style="list-style-type: none"> -The first page of the school policy template was approved. NW would remove all logos from subsequent pages and place the school name and page number as a footer. Once these changes had been made, all signed off policies would be imported into the new Policy template. - For the ‘policy reviewed by’ box at the end of all policies, committee Chairs would need to check which of their policies were signed off by their committee and which would be the responsibility of the FGB. (This was in the Scheme of Delegation and should also align with the ‘policy index’ spreadsheet on Sharepoint). - Committee Chairs would need to update the Policy Control document on Sharepoint. - The MV&E committee was requested to send the Clerk a list of their policies that the committee thought should be made public on the school website. <p>c. Link Governors update</p> <table border="1" data-bbox="240 763 1254 965"> <tr> <td data-bbox="240 763 836 965"> Pupil Premium & SEN – JBH Pupil and Staff Wellbeing – TA Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO Safeguarding & Child Protection – RC IT – GF (+ Associate Gov. - Debbie Jones) </td> <td data-bbox="836 763 1254 965"> Sport – MP Core Subjects/ Science – CK Behaviour – NO Website – RC Assessment & Tracking – LT </td> </tr> </table> <p>JD and MP were due to meet in order to sign off the Sports Premium spend for 2018/19 and the planned spend for 2019/20.</p> <p>SB reported that St Aldhelm’s Pastoral Council would had agreed to allocate a Chaplaincy Team representative for Sep 19 and that ‘child friendly’ Mass books had been purchased for the back of the church.</p> <p>NO reported that there were a couple of behaviour issues on-going with which the staff and she, as the Link Governor, were involved with.</p> <p>RC was thanked for the significant amount of work that she had completed on the website - it was now much improved. JD and RC were requested to upload photographs of sporting activities, forest school and other school achievements.</p> <p>d. School Development Plan</p> <p>AW and RC would meet to finalise the SDP for this year post Chris Marshall’s visit. All staff action plans were in place</p> <p>e. Diocesan Strategy</p> <p>NO gave an overview of the Diocesan Strategy Launch meeting that had occurred on 12 June 19. She, JBH, RC and Sue Woods had attended. The Diocese had given a date of 2021 by which all schools should be ‘prepared’ to join a MAT. This meant that full consideration had been given to the option and ‘due diligence’ undertaken. Full details of what indicated ‘due diligence’ would be communicated by the Diocese in time. At the meeting the Diocese confirmed that no school would be forced to become an Academy or join a MAT provided they delivered a good standard of education, were financially robust and met Diocesan senior leadership requirements.</p> <p>With regard to the new kitchen development, a governor informed the FGB that the school would not have received the grant to undertake the works if it had been part of a MAT. It was agreed that this was something to consider further when undertaking due diligence.</p>	Pupil Premium & SEN – JBH Pupil and Staff Wellbeing – TA Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO Safeguarding & Child Protection – RC IT – GF (+ Associate Gov. - Debbie Jones)	Sport – MP Core Subjects/ Science – CK Behaviour – NO Website – RC Assessment & Tracking – LT	<p>CK & RC</p> <p>NW/ ALL CHAIRS</p> <p>ALL CHAIRS</p> <p>ALL CHAIRS</p> <p>TA/ SB</p> <p>JD + MP</p> <p>JD + RC</p> <p>AW + RC</p>
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<p>6.</p>	<p>Headteacher’s report</p> <p>AW invited questions.</p> <p>a. Data</p> <p>Governors challenged the HT on predicted data for KS2 and KS1 SATs as well as the challenges within the particular year groups involved.</p>			

	<p>AW highlighted particular achievements in 'greater depth'. On her most recent CASP visit Chris Marshall had recommended creating case studies for children needing extra input in order to demonstrate the additional support given. SW stated that she had significant experience with case studies and was pleased with Chris Marshall's suggested template. The school had identified a need to focus on writing in KS1 and Governors recommended creating a dedicated English Lead for the next academic year, rather than having the different segments divided between several staff members.</p> <p>A governor challenged the HT on why there hadn't been an English Lead this year, especially with the introduction of Read, Write Inc into the school. The HT explained that there had been a Read, Write Inc Lead driving the programme instead. AW reported that early indications on the success of Read, Write Inc were positive but that this would not turn into 'results' in the form of SATs for a further two more years.</p> <p>SW suggested sending a member of staff on a moderation course. SW to consider.</p> <p>b. PPA cover</p> <p>The PPA working party had met and the model currently being looked at was to have all staff PPA covered in one day with the 2 key stages divided between a morning and an afternoon. This would help to ensure continuity of supply teachers. The school was in the process of securing supply to cover PPA time and release Rachel for 1day PPA/SENCo work.</p> <p>A governor queried whether the supply teachers would be performance managed and whether they would be secured on a contract or as supply cover. A governor suggested investigating what other schools did and to contact Wiltshire HR.</p> <p>AW to liaise with Resources and EW in contacting HR to move this forward.</p> <p>c. Attendance</p> <p>A governor challenged the attendance results for this term. The HT reported that there had been some issues over the term with several families taking unauthorised holidays. Governors suggested strategies to address attendance issues, especially unauthorised absence for holidays.</p> <p>SW stated that she had a poster that had proved useful for raising awareness in her current school and MP recommended using the NHS model of 'number of hours wasted'.</p> <p>It was agreed that this would be added to the agenda for the next FGB to further discuss strategies going forward.</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>AW/EW</p> <p>NW</p>
<p>7.</p>	<p>Resources Committee</p> <p>JBH invited questions.</p> <p>a. Policies</p> <p>A number of policies had been circulated prior to the meeting and these were all approved by the FGB. The policies included:</p> <ul style="list-style-type: none"> - Whistleblowing Policy - Governor Allowances Policy - Charging and Remissions Policy <p>b. Budgets</p> <p>GF had undertaken a financial management review and the budget has been balanced for the next three years. JBH highlighted the school's need to be extremely strategic in its financial decision-making and in ensuring that all spending had positive results.</p> <p>Governors agreed to present the budget to the staff in September in order to increase awareness of the school's financial constraints.</p> <p>The Chair signed off the budget and the School's Strategic Financial Management Statement.</p> <p>A governor challenged the assumption of numbers on roll in the budget forecast. JBH reassured governors that it was a conservative estimate based on data from previous years. AW highlighted the importance of in-year recruitment, not just for the Reception intake. A themed open morning would be held before the end of this academic year.</p>	<p>JBH/SW</p>

