



St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 17 October 2019 at 7pm

Present

Nuala Oughton – Chair (NO)	Rachel Copeland – Deputy (RC)	Sue Woods (SW)
Colin Kershaw (CK)	Janine Birkin-Hewitt (JBH)	Gregory Fauvarque (GF)
John Dawson (JD)	Louise Talkowski (LT)	Steve Croft (SC)
Theresa Adams (TA)	Steve Boughton (SB) <i>via Skype</i>	

Minutes		ACTIONS
1.	Opening Prayer and Welcome NO opened the meeting with a prayer	
2.	Apologies - none	
3.	Minutes of last meeting: The minutes of the FGB held on 27 June 2019 and the EFGB on 10 October 2019 were accepted as a true record.	
4.	Matters Arising and actions to be carried forward Carried over: - JD, LT, SC were reminded to provide the clerk with 100-word biogs for St Joseph's Governor's web page. - Broken blinds: to be reviewed again at Resources in order to look for a more sustainable option. - The school now had a very enthusiastic pupil Eco Council. - Energy-saving lighting – SB would continue to investigate when possible. - CCTV was now fully operational in all areas around St Aldhelm's Catholic Church. It also covered the only access to the Land and there had been no further intrusions so far. - Sporting symbols and pictures of sporting activities/ successes to be put up on the website. - SW to consider sending a member of staff on a moderation course. - Cathy Milton would be the new School Improvement Advisor and would also be the Headteacher's Performance Manager. a. Succession planning NO informed Governors that she intended to stand down as the FGB Chair at the end of this academic year and invited Governors to consider succession planning. GF arrived.	JD, LT, SC CK SB JD, RC SW
5.	Election of Chair and Vice Chair The Clerk declared that she had received nominations from NO for the position of Chair and RC for the position of Deputy Chair. The clerk invited any further nominations – none were received. NO and RC left the meeting. After a short discussion a vote was taken. NO and RC returned to the meeting. By a majority vote, NO was elected Chair and RC Deputy Chair for the period of one year.	
6.	Governor Code of Conduct + Business interest form The Governor Code of Conduct and Business interest form were completed/signed by all present. SB to sign. NO reminded the Governors how vital confidentiality was at all times.	SB

7.	<p>Governor Matters</p> <p>a. Review Scheme of Delegation The Scheme of Delegation was reviewed and signed off by Governors with changes to the meeting frequency as discussed in 7b.</p> <p>b. Frequency of FGB and Committee meetings NO outlined the proposal for the FGB, the Resources Committee and the Learning and Standards Committee to meet four times per year. The MV&E Committee would continue to meet 3 times per year. This was passed with a unanimous vote. A Governor suggested starting committee meetings earlier to accommodate the possibility of longer meetings. It was agreed that this would prove challenging for some Governors due to their work commitments so meetings would continue to start at the usual time for a trial period. The Scheme of Delegation would be changed by the Clerk to reflect the meeting frequency changes.</p> <p>c. Committee Structure The Clerk reviewed the committee structure and confirmed membership of each committee with those present: Resources: JBH (Chair), GF (Deputy), CK, SC, SW (EP + NO attend) Learning & Standards (L&S): SW (Chair), NO, RC, TA, LT, JD Mission, Vision & Ethos (MV&E): SB (Chair), NO, TA, SW, RC School Development Plan (SDP): RC (Chair), NO, SW, JD, JBH The school website would be updated to reflect the committee structures. There was a request to co-opt the RE lead onto MV&E. SW agreed to take the option forward. Governors were reminded that all Governors were welcome at any committee meeting, but only members of that committee would have voting rights. Performance management of Headteacher: NO and JBH. Pay Panel; JBH, CK, SC, GF Pay Appeals Panel: RC, TA, SB</p> <p>NO reported that two applications had been received for the vacant Foundation Governor position. It was agreed that JBH & LT would interview both candidates and make recommendations to the Diocese.</p> <p>d. Link Governors</p> <table border="1" data-bbox="240 1294 1254 1496"> <tr> <td>Pupil Premium & SEN – JBH</td> <td>Sport – SC (new)</td> </tr> <tr> <td>Pupil and Staff Wellbeing – TA</td> <td>Core Subjects/ Science – CK</td> </tr> <tr> <td>Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO</td> <td>Behaviour – NO</td> </tr> <tr> <td>Safeguarding & Child Protection – RC</td> <td>Website – RC</td> </tr> <tr> <td>IT – GF (+ Associate Gov. - Debbie Jones)</td> <td>Assessment & Tracking – LT</td> </tr> </table> <p>It was reported that Karen Charlton Bailey from St Aldhelm’s Pastoral Council would now become the Parish Link with St Joseph’s Chaplaincy Team. There was a discussion on how best to add value as a Link Governor. SW encouraged visits to the school and meetings with the link member of staff. NO highlighted that there was now a Learning Walk Proforma, which could be adjusted for Governor visits. SW also suggested that Governors meet with subject leaders in order to challenge them on outcomes and focus. It was agreed that this would be best timed towards the end of the year. SW suggested circulating a Staff Wellbeing questionnaire. The Link Governor for Staff and Pupil Wellbeing agreed to take this forward.</p> <p>e. Policy review Moved to separate committees.</p> <p>f. Samuel Partnership – review of meetings and the appointment of committee representatives NO and SW were due to attend the Strategic Board on 21 Nov 19. It was agreed that they would request the timing of Committee meetings to be</p>	Pupil Premium & SEN – JBH	Sport – SC (new)	Pupil and Staff Wellbeing – TA	Core Subjects/ Science – CK	Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO	Behaviour – NO	Safeguarding & Child Protection – RC	Website – RC	IT – GF (+ Associate Gov. - Debbie Jones)	Assessment & Tracking – LT	<p>NW</p> <p>NW SW</p> <p>JBH, LT</p> <p>ALL TA</p> <p>NO</p>
Pupil Premium & SEN – JBH	Sport – SC (new)											
Pupil and Staff Wellbeing – TA	Core Subjects/ Science – CK											
Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO	Behaviour – NO											
Safeguarding & Child Protection – RC	Website – RC											
IT – GF (+ Associate Gov. - Debbie Jones)	Assessment & Tracking – LT											

	<p>included on the agenda. The staff and Governors of St Joseph's, Malmesbury were finding it difficult to make mid/ late afternoon meetings due to geographical distance and work committees. There would also be a request that greater notice was given of committee meetings. The option of joining Samuel Partnership meetings via Skype would be requested.</p> <p>It was agreed that the St Joseph's Committee representatives would remain as per last year for the current time. SC offered to attend Samuel Partnership meetings if necessary.</p> <p>A Governor queried how effective the meetings were for the school. NO felt that they were useful and highlighted some of the ways that the Partnership had worked collaboratively (restraint training, HT recruitment support, Policies etc.).</p> <p>NO also felt that it was useful to remain in the loop as four of the partnership schools moved forward to form a MAT.</p> <p><i>LT left the meeting at 8.05pm.</i></p>	
8.	<p>Headteacher's report</p> <p>SW invited questions. Governors expressed appreciation for the new format of the report.</p> <p>a. Safeguarding</p> <p>SW highlighted changes to the Keeping Children Safe in Education (up-skirting and peer-to-peer) and asked all Governors to read the document and return the reply slip to her to state that the document had been read.</p> <p>b. Pupil Premium</p> <p>SW flagged an issue with the Pupil Premium information on the website. There was a discussion on the recent comprehensive Governor review of the website. SW to liaise with the PP lead and RC in order to get the website updated.</p> <p>c. Policies</p> <p>A number of policies had been circulated prior to the meeting and these were approved by the FGB. The policies included: Lone Working Policy; Safeguarding Policy; Staff Behaviour Policy</p>	<p>ALL</p> <p>SW</p>
9.	<p>Resources Committee</p> <p>JBH invited questions.</p> <p>a. Policies</p> <p>An updated Whistleblowing Policy had been circulated prior to the meeting and this was approved by the FGB.</p> <p>NO signed off the Income and Expenditure Return.</p> <p>The school accounts had been audited and were also signed off by NO.</p>	
10.	<p>Learning & Standards</p> <p>SW invited questions.</p> <p>A governor challenged the current use of Read, Write Inc. SW reassured governors that the new approach was ensuring that teachers were delivering strong phonics groundwork. Read Write Inc would continue to be used in pupil intervention. SW reassured Governors that Read Write Inc had upskilled all members of staff, including TAs across the school, in their phonics.</p> <p>It was reported that the use of RWI had been discussed in considerable depth at the Learning & Standards Committee.</p> <p>SW reported that she had found a more cost-effective scheme than Jigsaw for delivering PSHE. She would continue her research and report back to the FGB as soon as possible.</p>	
11.	<p>Mission, Vision & Ethos</p> <p>a. Diocese Common Admissions Policy Consultation</p> <p>NO reminded Governors that if they were responding to the consultation as parents they must not use privileged Governor information and must respond as a parent alone.</p> <p>It was agreed that NO would draft a response on behalf of the FGB and would circulate it before the end of November for approval by the FGB.</p> <p>b. Relationships & Sex Education Policy</p>	<p>NO</p>

	<p>It was reported that one of the larger Samuel Partnership schools was taking the lead in producing a joint RSE policy for all the partnership schools in time for Sept 2020. Some joint planning was also taking place.</p> <p>JD was requested to ensure that the current RE and Sex Education Policies were up-to-date until the new policy came into force.</p>	JD
12.	<p>School Development Plan (SDP)</p> <p>SW had been working on streamlining the SDP into a more workable document.</p> <p>All Governors were invited to join a Twilight session on 19 November 19. The Headteacher would present the plan before a series of brainstorming workshops.</p> <p>NO would consider distributing the Governor SWOT analysis prior to that meeting.</p> <p>SW to email all governors the current SDP for Governor feedback.</p>	<p>ALL</p> <p>NO</p> <p>SW</p>
13.	<p>AOB</p> <p>a. Ann Woods – exit interview</p> <p>CK gave Governors an overview of his exit interview with Ann Wood. There was a discussion on the feedback and a discussion on any similarities between the Acting HT and previous HT's exit interviews.</p> <p>Good news to share:</p> <ul style="list-style-type: none"> - There would be a PFA Gin tasting on Fri 15 November. NO invited all governors to attend. - JD reported that over 70 children had attended sports tournaments so far this year and had been victorious in the Year 5/6 Tag Rugby Competition. <p style="text-align: right;"><i>The meeting closed at 8.55pm.</i></p>	
14.	<p>Future meetings:</p> <ul style="list-style-type: none"> a. School Development Plan Twilight – 19 November 19 at 3.30pm-6pm b. Sub Committees – 16 January 20 c. FGB – 30 January 20 	