



St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 30 January 2020 at 6.40pm

Present

Nuala Oughton – Chair (NO)	Rachel Copeland – Deputy (RC)	Sue Woods (SW)
Colin Kershaw(CK) arr.6.55pm	David Bryson (DB)	Gregory Fauvarque (GF)
Louise Talkowski (LT)	Steve Boughton (SB)	Steve Croft (SC)
Theresa Adams (TA)		Nicki Warne (Clerk)

Minutes		ACTIONS
1.	<p>Opening Prayer and Welcome RC opened the meeting and welcomed David Bryson to the governing body as a Foundation Governor. SB began with a prayer.</p>	
2.	<p>Apologies - Janine Birkin-Hewitt (JBH), John Dawson (JD) [accepted]</p>	
3.	<p>Minutes of last meeting: The minutes of the FGB held on 17 October 2019 were accepted as a true record. (Signed by NO)</p>	
4.	<p>Matters Arising and actions to be carried forward</p> <ul style="list-style-type: none"> - JD to sign the Governor Code of Conduct. - After feedback to the Samuel Partnership Strategic Board it had been agreed that the SP Standards and Mission & Ethos committee meetings would now commence at 5.30pm in order to make the start time more accessible for the staff and governors of St Joseph's, Malmesbury. The SP Finance Resources Committee would continue to alternate between 8am and 5pm. It was also agreed to trial 'virtual attendance'. - Ellie Green, as RE Lead, had joined the MV&E committee. DB had joined the Resources and Learning & Standards committees. <p>Carried over:</p> <ul style="list-style-type: none"> - JD, LT, SC were reminded to provide the clerk with 100-word biogs for St Joseph's Governor's web page (action point date: 10/18). DB also actioned with this. - Staff wellbeing questionnaire was still pending (action point date: 10/19). - Broken blinds: referred to Resources to look for a more sustainable option. - Energy-saving lighting: referred to Resources to take this forward in order to help reduce energy costs. - Sporting symbols and pictures of sporting activities/ successes were to be put up on the website - outstanding (action point date: 10/19). - Sending a member of staff on a moderation course had been considered and would be taken forward next year. - The SWOT analysis was an ongoing action as it hadn't been possible to share at a recent staff twilight. NO to pursue. <p><i>NO arrived at 6.50pm and resumed her role as Chair</i></p>	<p style="text-align: center;">JD</p> <p style="text-align: center;">JD, LT, SC, DB</p> <p style="text-align: center;">TA JBH, CK</p> <p style="text-align: center;">JBH</p> <p style="text-align: center;">JD, RC</p> <p style="text-align: center;">NO</p>

	<p>there had been an increased focus on literacy. The EYFS teachers were also due to visit Holy Family for a knowledge-sharing visit.</p> <p>A Governor challenged the Head on consistency of marking. The HT explained the focus on verbal feedback and the drive for consistency in marking across the school.</p> <p>There was a discussion on ways to get parents more engaged with their children's education and methods for parents to support children at home. SW agreed to investigate further and refer to the L&S committee to follow up.</p> <p>f. School environment</p> <p>Following feedback from the SIA's visit, the Head outlined the efforts that the school was making to improve the classroom environment and create a calm atmosphere. The SIA would revisit before the summer to assess progress in this area.</p>	SW
7.	<p>Resources Committee</p> <p>GF updated Governors and invited questions.</p> <p>a. Pay Panel</p> <p>The Pay Panel met on 27 November 2019. Governors were updated and a more formal performance management process was agreed. The minutes remain confidential.</p> <p>b. Income & Expenditure Account</p> <p>The Income & Expenditure Account was signed off by the Chair.</p> <p>c. Policies</p> <p>Pay and Appraisal Policies had been approved and adopted by the Resources committee. It was agreed that JBH would upload onto Sharepoint.</p> <p>Due to the pending move to Wiltshire HR it was decided to delay the Recruitment & Retention Policy and the Redundancy Policy, until Term 5 once access to the LA versions was available (the contract with WC HR would commence in April 2020).</p>	JBH
8.	<p>Learning & Standards</p> <p>The Headteacher's report and SDP were reviewed at Learning & Standards, and much of this had been covered earlier in the meeting (under point 6). SW invited questions and informed the governors that:</p> <ul style="list-style-type: none"> - A writing learning walk had been undertaken. - The Head was investigating the 'Ten Ten' scheme for RSE education, as it was being used very successfully elsewhere in the Samuel Partnership. <p>a. Policies</p> <ul style="list-style-type: none"> - The SEN & Disabilities Policy had been circulated prior to the meeting and it was unanimously approved by the FGB. - Holy Family had agreed to review the RSE (Relationships Sex Education) policy on behalf of the Samuel Partnership as a whole. The policy should be available for review by Easter. There would be a 1-month consultation period and the policy would be in place by Sept 2020. JD to confirm that the existing St Joseph's policy was up to date (action point date: 10/19). - It was reported that the Samuel Partnership primary schools had also commenced planning RE as a group. 	JD
9.	<p>Mission, Vision & Ethos</p> <p>a. Diocese Common Admissions Policy Consultation</p> <p>A proposed Common Admissions Policy 2021/22, as agreed by the Clifton Dioceses Mission & Vision Committee on 28 January 20, had been circulated prior to the FGB, this had been personalised for St Joseph's, Malmesbury. Governors considered the responses to the admissions consultation alongside the details of the Common Admissions Policy. The Governing Body were pleased to be able to use distance from school in the case of oversubscription for categories 4 and 6 in order to give priority to Malmesbury children. It was agreed to select random allocation for Catholic children (categories 1, 2, 3, 5) in line with Bishop Declan's directive. The Governors agreed to adopt the Common Admissions Policy for 2020/21 with a maximum vote.</p> <p>NW and SB agreed to contact the Diocese to thank them for their support.</p>	SB, NW

	<p>b. Policies awaiting review: SW reported that she was currently working on Freedom of Information; Support for Children with Medical Conditions and Positive Handling policies. SB agreed to look at Religious Education and Worship for the next meeting.</p> <p>c. Timing of next meeting / Admissions Panel Admissions: Thurs 27 February at 1pm – NO, SB, TA, SW to attend M,V&E: Thurs 27 February at 3.30pm. SW to invite Ellie Green.</p> <p>SB reported that the committee hadn't met since the last FGB and updated governors on progress in the interim.</p> <ul style="list-style-type: none"> - There was now a new Prayer and Reflection area in the school hall, paid for by an anonymous donor – the FGB formally recorded it's thanks. - Wednesday Word was now being distributed to the children on a weekly basis. It was jointly funded by the Parish and the PFA. - St Aldhelm's Pastoral Council had now nominated one of its members to liaise directly with St Joseph's in order to continue improving links between the School's Chaplaincy Team and the Pastoral Team in the Parish. There would be a meeting to discuss future joint plans. - NO updated Governors about plans for the Year of Communion. 	<p>SW</p> <p>SB</p> <p>SW</p>
<p>10.</p>	<p>School Development Plan (SDP) SW updated governors, who had all now received a copy of the finalised SDP and reported that there had been significant input from the SIA. There were four specific areas to focus on and a monitoring section for Governor input and involvement. A Governor praised the HT on the new streamlined SDP, stating that they found it very clear and easy to follow.</p>	
<p>11.</p>	<p>AOB</p> <p>a. Business Manager exit interview CK gave an overview of the business manager's exit interview. There was some constructive feedback from such a long-standing member of staff and this would be taken forward. There was a discussion on the funding of leaving gifts for staff. NO updated governors on current thinking. SW was asked to remind parents (and K&S provision) not to park illegally outside the school and to remind parents of safe crossing points. A Governor challenged the Chair on whether the LA's Termly Checklists (from Governor Services) were being checked. NO confirmed that she checked in advance of FGB meetings. Governors were informed that Sarah Turner's Safeguarding audit had gone well on 29 Jan 20 and RC would update Governors with a Safeguarding report at the next FGB. A governor queried the homework policy. RC and SW to explore the issue further at Learning & Standards in order to ensure consistency across the school.</p> <p style="text-align: right;"><i>The meeting closed at 8.40pm.</i></p>	<p>SW</p> <p>RC</p> <p>RC/SW</p>
<p>12.</p>	<p>Future meetings:</p> <ul style="list-style-type: none"> a. M, V & E (Admissions) – 27 February 20. Admissions at 1pm, M,V&E at 3.30pm b. Sub-committees – 19 March 20 c. FGB – 2 April 20 	