

St Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting (*virtually via MS Teams*) 2 July 2020 at 6.30pm

Present

Nuala Oughton – Chair (NO)	Rachel Copeland – Deputy (RC)	Sue Woods (SW)
Colin Kershaw (CK)	David Bryson (DB)	Gregory Fauvarque (GF)
Janine Birkin-Hewitt (JBH)	Steve Boughton (SB)	Steve Croft (SC)
Anita Druce (AD)		Nicki Warne (Clerk)

	Minutes	ACTIONS
1.	Opening Prayer and Welcome NO opened the meeting with a prayer.	
	- All governors present confirmed they had no changes to declare for	
	the Register of Pecuniary Interests.	
2.	Apologies – Theresa Adams (TA), John Dawson (JD) [accepted]	
3.	Minutes of last meeting:	
	The minutes of the FGB held on 2 April 2020 were accepted as a true record. (To be signed by NO)	NO/NW
4.	Matters Arising	
	All requirements of the Health & Safety Policy had been reviewed and	
	actioned. There was a discussion on whether the Headteacher was required	
	to submit an annual report in addition to the policy as this seemed to	
	duplicate work already done. SW, JBH, CK and Brian Birkin-Hewitt (BBH) to	SW/JBH/ CK
	discuss and update the Health & Safety Policy if required. A governor enquired about the specification of CCTV equipment the school	Ch
	proposed to use and whether it would align with the CCTV Policy (which had	
	been approved by Governor via email). RC was requested to confirm whether	
	the previously offered CCTV equipment was still available. Once the	
	equipment was installed, the governors delegated responsibility to RC to	RC
	review, update and sign off the CCTV Policy and to ensure that it aligned with	_
	the equipment being used.	
	The school website was in the process of being been updated, and all photos	
	of children who had left the school had been removed.	
	Chair's Action to be added to the Agenda for Oct	NW
5.	Governor Matters	
	a. Frequency of Governor meetings	
	Following the trial of reducing to four FGB meetings during 2019-20, NO	
	asked governors whether they wanted to continue with four meetings per	
	year. This was agreed by unanimous vote.	
	b. Governor meeting dates 2020/21	
	The circulated dates were agreed for 2020/21. c. Succession planning	
	As NO would finish her fourth term as a Foundation Governor in August 2021	
	and was required to retire as a governor in line with a directive from Clifton	
	Diocese, she confirmed that she would stand down as the FGB Chair at the	

	first meeting of 20/21 on 15 October 2020. Governors discussed succession planning and NO highlighted the option of co-chairing. She asked all Governors to give the matter serious consideration over the summer. d. SLT restructuring / Assistant Head recruitment SW updated Governors on progress following the approval of appointing a St Joseph's Assistant Headteacher on a 0.8 contract for a two-year fixed term by the Resources Committee on 19/05/20. Due to staff restructuring, there was a consultation currently taking place. Interviews were scheduled for the last day of term. The post would take on SENCo and Safeguarding and the successful candidate would sit on the SLT with SW and AD. e. Due diligence re. Diocesan MAT The Diocese's aim was to have all schools MAT-ready by 2021 and to have done their due diligence in confirming whether joining a MAT was an option that individual schools wished to take. NO had been researching what was required for due diligence and confirmed that a great deal had been covered already but that it would need to be revisited at the beginning of the new academic year. A working party was formed comprising NO, SW, JBH, SB and CK to take this forward.	ALL
6.	 Headteacher's report A detailed report had been circulated prior to the meeting and the Headteacher invited questions. a. Safeguarding A governor challenged the Headteacher on whether there were any children not in school that staff had concerns about. The Headteacher reassured Governors that she had no current concerns. She also highlighted that the most vulnerable children had been in school throughout the pandemic. Staff had been in regular contact with children and contact had been tracked to ensure that no child had dropped off the radar. The Headteacher had been in regular contact with social workers, along with weekly updates from the Parent Support Advisor. b. Pupil premium/disadvantaged pupils There was a discussion on whether it was necessary to set up a strategy review team to look at reducing the impact of school closures on the most disadvantaged pupils. SW stated that she was happy to work with existing link governors, PP and SEN governors on this: JBH, TA. At the start of the Covid-19 crisis NO reported that the school had loaned St Joseph's IT equipment to any child unable to access home learning due to a lack of technology. Subsequent to this, HEALS of Malmesbury had generously donated upgraded iPads and laptops to any disadvantaged pupils requiring a more permanent solution. NO agreed to thank HEALS in a formal letter. A governor queried whether there were any plans for 'mock' SATs (for assessment and test experience). The Headteacher stated that she did not think that this was required, however, she reassured Governors that pupils were regularly assessed and exposed to test conditions, for example, Cornerstones assessments oc	JBH/TA NO
7.	 Resources Committee JBH invited questions following the circulation of the minutes. a. Budgets The budget had been signed off with no significant financial changes to report. b. Policies Capability Policy & Procedure; Disciplinary Policy & Procedure; Grievance Policy & Procedure; Sickness & Absence Policy & Procedure had been reviewed in accordance with the CES model policies and no changes needed to be made. These would also be cross-referenced with the LA model policies over the summer. 	

	Recruitment & Retention Policy and Redundancy Policy were carried over to Oct 2020.	JBH
8.	Learning & Standards SW invited questions following the circulation of the minutes. A governor queried the number of people present at the L&S meeting and was assured that here was an unfortunately high number of non-attendance at this particular meeting and that the committee had a healthy membership. a. Policies The following policies had been reviewed and approved at committee: Anti- Bullying Policy; EYFS Policy; Volunteers' Code of Conduct; Educational Visits Policy; Safeguarding Annex – version 2; DBS Policy. Marking & Feedback Policy was being worked on with staff and would be carried over until Oct 2020.	SW
9.	 Mission, Vision & Ethos SB updated governors and invited questions. SB regretted that Covid-19 had prevented most of the exciting things planned for the year from happening, however he assured Governors that the links between the Parish and the school were stronger than they had ever been. The plan for next year was to duplicate most of the events planned for this year, with a couple of additions. a. Admissions update Reception intake was full for 2020, plus two children on the waiting list. There had been two appeals, but parents had pulled out before they came to panel. b. RSE policy – update St Joseph's continued to work with the Samuel Partnership on this. Holy Family Catholic Primary School had taken the lead on the policy and Ellie Green (RE Lead) had taken an action at MV&E to check on progress. SW to follow up. c. Other policies The following policies had been reviewed and approved at committee: RE Policy; Collective Worship Policy; Spirituality Policy; Bereavement Policy; SEMH Policy; Safeguarding Annex – version 2 SW/SB to check whether the Governor Visits Policy & Report Form was due for review. 	SW SW, SB
10.	AOB a. Maintenance of Nuns' Walk and the land CK informed governors that the Nuns' Walk was in a very poor state of repair and needed resurfacing, particularly at the church end. There was a need for a sustainable plan for the maintenance of this and other areas. AD had agreed to look at a few scenarios for continuous sustainable maintenance of the school and the land and whether any funding could be sourced elsewhere. NO queried what the current maintenance contract covered. She stated that the original contract with MRK, the company that had cleared the land in the first place, had included onward maintenance of the Nun's Walk and queried why this had not continued with subsequent maintenance companies. AD and CK confirmed that there would be a meeting with the present maintenance company to determine the scope of the existing contract. NO formally thanked CK, SC and BBH for their hard work in clearing the Nun's Walk that week. A governor queried whether the Diocese could contribute to the maintenance of the Nun's Walk, which was a scheduled monument, controlled by English Heritage. It was reported that no formal lease had been ever been signed with the Diocese, however, the understanding was that the land was on licence to the school for as long as they wished it. A governor reported that the current understanding was that the Diocese was responsible for anything which might risk the scheduled monument (wall) but the school was responsible for day-to-day maintenance and upkeep.	AD

	SC reported that he had had discussions with the Diocese in this area, with regard to obtaining a parking area by the garages, and informed Governors that there would be a Diocesan property steering committee week beginning 6 July. SC would feed back after that. NO, SB, SC, AD and CK to decide on a way forward and report back to Governors.	SC/NO/ SB/CK/AD
	AD highlighted the challenges of maintaining such a large amount of land relative to the size of the school. The 5-year budget has been written in fine detail and there would be limited scope to increase the maintenance budget. JBH suggested appealing for a weekend of parent volunteers to help in the new academic year and SC volunteered to speak to new parents in this regard. JBH also queried whether the school newsletter could be revamped to make messages such as appeals for help clearer. RC suggested sending such messages out via class DoJo.	
	AD assured Governors that a newsletter revamp was in progress for the new academic year.	AD
	 b. Class splits A governor bought up communication on split year groups and a misconception amongst some parents that children in the same year group but different classes weren't being taught the same curriculum. The Headteacher reassured Governors that teachers had been having conversations with parents prior to letters going out about classes for next year but work needed to continue to improve the messaging and terminology in this regard. c. Anti-social parking A governor bought up parking on the double-yellow lines and was assured that this was in hand with an email going out to parents the following day. d. Covid-19 – Sept 2020 SW discussed guidance that had come out on the day of the FGB and informed Governors that she didn't expect there to be a need for an EFGB just that the Risk Assessments would need to be revisited. Governors would be kept in the loop. 	
	NO thanked the Governors, SW, AD, the clerk and all the staff at St Joseph's for their dedication and support during what had proved to be a very challenging and difficult year. Governors thanked NO.	
	The meeting closed at 8.10pm.	
11.	Future meetings: a. M, V & E - 24 th September b. Sub-committees - 1 st October c. FGB - 15 th October	

4.	ACTIONS CARRIED FORWARD FOR LATER REVIEW	
	- Safeguarding report from RC. Item postponed until the next face-to-face	RC/NW
	FGB.	
	- JD to sign the Governor Code of Conduct. Carried to September.	JD/NW
	- JD, LT were reminded to provide the clerk with 100-word biogs for St	JD, LT
	Joseph's Governor's web page (action point date: 10/18).	
	- Staff wellbeing questionnaire would be distributed once the school had fully	
	reopened (action point date: 10/19).	ТА
	- Sporting symbols and pictures of sporting activities/ successes were to be	
	put up on the website (action point date: 10/19). This was in the process of	JD
	being actioned.	
	- The SWOT analysis remained an ongoing action. It would be revisited in the	
	next academic year.	
	- Minutes from 2020 to be signed by NO at a later date.	NO/NW