



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.	<p>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.</p>	
2.	<p>Apologies – Theresa Adams (TA), John Dawson (JD) [accepted]</p>	
3.	<p>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)</p>	NO/NW
4.	<p>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 discuss and update the Health & Safety Policy if required. A governor enquired about the specification of CCTV equipment the school 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 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 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</p>	SW/JBH/ CK RC NW
5.	<p>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</p>	

	<p>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.</p> <p>d. SLT restructuring / Assistant Head recruitment</p> <p>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.</p> <p>e. Due diligence re. Diocesan MAT</p> <p>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.</p>	<p>ALL</p> <p>NO</p>
<p>6.</p>	<p>Headteacher's report</p> <p>A detailed report had been circulated prior to the meeting and the Headteacher invited questions.</p> <p>a. Safeguarding</p> <p>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.</p> <p>b. Pupil premium/disadvantaged pupils</p> <p>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.</p> <p>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.</p> <p>c. Covid-19 – missed SATs</p> <p>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 occurred three times a year.</p>	<p>JBH/TA</p> <p>NO</p>
<p>7.</p>	<p>Resources Committee</p> <p>JBH invited questions following the circulation of the minutes.</p> <p>a. Budgets</p> <p>The budget had been signed off with no significant financial changes to report.</p> <p>b. Policies</p> <p>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.</p>	

	<p>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.</p> <p>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.</p> <p>AD assured Governors that a newsletter revamp was in progress for the new academic year.</p> <p>b. Class splits</p> <p>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.</p> <p>c. Anti-social parking</p> <p>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.</p> <p>d. Covid-19 – Sept 2020</p> <p>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.</p> <p>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.</p> <p style="text-align: right;"><i>The meeting closed at 8.10pm.</i></p>	<p>SC/NO/ SB/CK/AD</p> <p>AD</p>
<p>11.</p>	<p>Future meetings:</p> <ul style="list-style-type: none"> a. M, V & E – 24th September b. Sub-committees – 1st October c. FGB – 15th October 	
<p>4.</p>	<p>ACTIONS CARRIED FORWARD FOR LATER REVIEW</p> <ul style="list-style-type: none"> - Safeguarding report from RC. Item postponed until the next face-to-face FGB. - JD to sign the Governor Code of Conduct. Carried to September. - JD, LT were reminded to provide the clerk with 100-word biogs for St 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). - 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 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. 	<p>RC/NW</p> <p>JD/NW JD, LT</p> <p>TA</p> <p>JD</p> <p>NO/NW</p>