



St Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting
(virtually via MS Teams)
15 October 2020 at 6.40pm

Present

Nuala Oughton – Acting Chair (NO)	Gregory Fauvarque - Chair (GF)	Sue Woods (SW)
Rachel Copeland – Vice (RC)	Steve Boughton – Vice (SB)	Colin Kershaw (CK)
David Bryson (DB)	Janine Birkin-Hewitt (JBH)	Helen Lever (HL)
Steve Croft (SC)	Theresa Adams (TA)	<i>Nicki Warne (Clerk)</i>

Minutes		ACTIONS
1.	Opening Prayer and Welcome NO opened the meeting with a prayer and welcomed Helen Lever as a new staff governor elected by the staff on 07/10/20 for a 4-year term.	
2.	Apologies None	
3.	Minutes of last meeting: NO was voted in as Acting Chair for the duration of the meeting. The minutes of the FGB held on 2 July 2020 were accepted as a true record. (To be signed by NO)	NO/NW
4.	Matters Arising & carried forward - The Health & Safety report had been sent to the LA but needed to be circulated to the Governing Board. - The CCTV equipment was now in place and the CCTV Policy reviewed and updated to align with the equipment being used. Thanks was given to RC for the generous donation of the equipment. - Staff wellbeing questionnaire was planned for after half term. - There is now a sporting events tab on the school website. - The SWOT analysis remained an ongoing action.	SW TA GF
5.	Election of Chair and Vice Chair The clerk declared that she had received nominations from GF for the position of Chair and RC and SB for the position of Vice Chair. The clerk invited any further nominations – none were received. GF left the meeting. After a short discussion a vote was taken. GF returned to the meeting. RC and SB left the meeting. After a short discussion, where the merits of having two Vice Chairs as Joint Vice Chairs was discussed, a vote was taken. RC and SB returned to the meeting. By a unanimous votes, GF was elected Chair and RC and SB Joint Vice Chairs for the period of one year.	
6.	Governor Code of Conduct + Business interest form All governors present confirmed they had no changes to declare for the Register of Pecuniary Interests. HL had nothing to declare and this was added. Code of Conduct All governors have previously signed the Code of Conduct. Governors had been asked to re-read the Code prior to the meeting and, by show of hands,	NW

	<p>all agreed to continue to abide by the code for the current academic year. In the current circumstances Governors were not asked to sign again, but HL as a new governor needed to sign. NO highlighted the importance of confidentiality at all times.</p>	HL
7.	<p>Governor Matters</p> <p>a. Meeting format for 2020/21 Governors agreed that meetings would remain virtual. The clerk suggested moving L&S and Resources committee meetings to separate days whilst meetings remain virtual, and it was agreed that JBH would propose new dates for Resources via email and agree with the committee.</p> <p>b. Review Scheme of Delegation The Scheme of Delegation (v.2), which had been circulated prior to the meeting, was reviewed and signed off by Governors by a unanimous vote. It was agreed that the format of Resources' Terms of Reference would be updated to align with the rest of the document for 2021-22.</p> <p>c. Reconstitution of Committees The Clerk reviewed the committee structure and confirmed membership of each committee with those present: Resources: JBH (Chair), GF, CK, SC, SW, DB, (Anita Druce with voting rights) Learning & Standards (L&S): SW, NO, RC, TA, DB, HL Mission, Vision & Ethos (MV&E): SB (Chair), NO, TA, SW, RC (Ellie Green with voting rights) The school website would be updated to reflect the committee structures. A Governor requested to join L&S. There was a discussion surrounding the size of the existing committees, with all committees comprising 6 Governors (2 above the requirement of the Scheme of Delegation). A governor noted the importance of keeping the core experience of L&S together to drive school improvement. It was agreed to take the discussion offline to reach a resolution. Governors were reminded that all Governors were welcome at any committee meeting, but only members of that committee would have voting rights.</p> <p>d. Appoint to Statutory Committees inc Pay Appeals Panel Performance management of Headteacher (HT): SB and JBH. Pay Panel: JBH, CK, SC, GF, DB Pay Appeals Panel: RC, TA, SB, NO It was agreed that the Pupil Discipline Committee; and Staff Discipline Panel would be formed only if necessary.</p> <p>e. Associate Members It was proposed that 3 Associate members were formally re-elected and their length of term agreed. Brian Birkin-Hewitt, Ellie Green (M,V&E) and Anita Druce (Resources) were duly elected – each by unanimous vote – as Associate Members for a 4-year term with voting rights at committee level only. NO to thank Debbie Jones for her time as Associate Governor.</p> <p>f. Link/Named Governors – assign and update Pupil Premium & SEND – JBH Pupil and Staff Wellbeing – TA Catholic Ethos, Parish Links & Chaplaincy Team – SB + NO (linked with SW and Ellie Green) Safeguarding, Child Protection & Looked After Children – RC Health & Safety: Brian Birkin-Hewitt Whistleblowing – SB EYFS: NO – linked with Becky Just</p>	<p>JBH</p> <p>JBH</p> <p>NW</p> <p>GF</p> <p>NO</p>

<p>Writing / Phonics – English: DB – (phonics linked with Becky Just and writing John Dawson) Assessment & Tracking – GF Sport – SC Maths (new) – SC Science – CK Behaviour – NO Website – RC IT – GF</p>	<p>DB GF SC</p>
<p>It was agreed that there would be a standing agenda item at all committees for the relevant link governors to update on progress against the SDP.</p>	<p>ALL CHAIRS</p>
<p>g. Governor roles and responsibilities Further to the DfE guidance circulated prior to the meeting on ‘Governance: Structures and Role Descriptors’, NO highlighted to Governors the importance of understanding the scope of their roles and the strategic role that Governors played in the management of the school. NO reminded governors of the Nolan Principles. There was a discussion surrounding the nature and reason behind asking challenging questions of the HT and the conclusion was that governor challenge should always be striving to make the school better.</p>	
<p>h. Samuel Partnership - Diocesan Memorandum of Agreement (MOU) between the Samuel Partnership schools This was circulated prior to the meeting and the Diocese had asked for it to be signed and returned by 31 October. NO explained that it was very similar to the Partnership agreement signed previously; it is asking all schools in the Samuel Partnership agree to work together, regardless of whether they are in a MAT. Governors voted unanimously for the Chair of Governors to sign and return to the Diocese by 31 October. - Review of meetings and the appointment of committee representatives All meetings are currently virtual. It was agreed that Chair of Committees would attend and that they would appoint a Deputy in the event that they weren’t able to attend. The HT and Chair of Governors to continue to attend the Strategic Board.</p>	<p>GF ALL CHAIRS</p>
<p>i. Due diligence – Diocesan MAT proposal NO reported that the Diocese had now outlined the requirements for due diligence. The working party would now comprise GF, Chair of L&S, JBH, SB and CK.</p>	<p>GF</p>
<p>j. Chair’s Action + virtual decision making It was proposed that the powers of Chair’s Action be extended. This was approved by a unanimous vote. It was proposed that the Governing Body should continue to have the power to approve and make decisions via email (for the next 12 months). This was approved by a unanimous vote.</p>	
<p>k. Parent governor elections – appointment of returning officer The Clerk was appointed as the Returning Officer. It was agreed that letters would be sent out via ParentMail and nomination forms would be sent home with pupils, if requested via the office.</p>	<p>NW</p>
<p>A Governor expressed concern about the lack of a grassroots member of staff on the Governing Body. There was a conversation surrounding the negative tone of the letter, with regard to the workload of Governors, and it was agreed that this would be reviewed. A Governor suggested greater engagement between the Governors and staff. A social between governors and staff has been planned prior to Covid-19 and this would happen when possible.</p>	<p>NW</p>

	<p>I. Governor Skills Audit</p> <p>It was agreed that the clerk would circulate the Governor Skills Audit for all to complete. Once the completed forms were received the clerk would anonymise and circulate to committee chairs for analysis.</p>	<p>NW ALL</p>
<p>8.</p>	<p>Headteacher's report</p> <p>A detailed report had been circulated prior to the meeting and the HT invited questions.</p> <p>A governor challenged the HT regarding the rigorous assessment of all pupils post-Covid. The HT reassured governors that the whole school had undergone an assessment period, but there had been some greater assessments for PP and SEND. A governor queried the impact from lockdown. The HT said that staff are noticing gaps that they wouldn't normally see at this time of year, but that catch-up funding would be used to help fill the gaps.</p> <p>There was a further query over a Lockdown alarm and what that used is for and the HT explained the reasons for this and the steps the school were taking to ensure the safety of pupils, without unduly concerning them.</p> <p>There was a discussion surrounding pupils who had left the school and the reasons behind this.</p> <p>A governor asked for further metrics on data. He was directed to the L&S minutes as the duplication between L&S and the HT report to Governor had now been removed. The next pupil progress meeting is in December, so there would be more data to present to the FGB.</p> <p>A governor formally congratulated the catering team for the 5* food hygiene rating.</p> <p>A governor questioned how the school is managing any required staff self-isolation. The HT reassured governors that the HLTA had been able to cover this to date, and staff had been very understanding about any knock-on effect this may have had on their leadership time.</p> <p>a. Safeguarding</p> <p>Governors had been requested to read Safeguarding documents: 'Keeping Children Safe in Education' (Sep 2020). Read-receipts had been received from GF and SC all others were outstanding.</p> <p>- Safeguarding report (RC)</p> <p>The Safeguarding Governor gave her safeguarding report via Powerpoint, outlining the scope of her role. The external safeguarding audit by Sarah Turner had been completed on 29/01/20 but this report to Governors has been delayed due to Covid.</p> <p>An action plan was created by the auditor and RC was pleased to report that there were no urgent actions.</p> <p>RC highlighted the following areas of improvement:</p> <ul style="list-style-type: none"> - The school would be aiming for annual safeguarding updates for Governors as this is best practice. - Staff had been given prompt cards so that they know what to record when reporting a safeguarding incident. - Sarah Turner had conducted a staff questionnaire and was happy with the level of understanding amongst staff. - The safeguarding policy has had its annual review and has been amended for Covid and with reference to the digital check-in procedures. - New safeguarding software – CPOMS – had been purchased and the advantages of this was outlined to Governors. Moving to an online reporting system meant that staff could access information securely on a device and reports were sent straight to SW, Rachel Soper and HL. 	<p>ALL</p>

	<p>- The SIA advisor, Cathy Milton, was happy with safeguarding and has no concerns. Still awaiting her written report.</p> <p>- The Safeguarding audit for the LA has been submitted to the LA prior to the November deadline.</p> <p>There was a discussion surrounding the single central record (SCR) as some gaps had been identified (ie evidence of a 2nd reference for a longstanding member of staff). The HT had sought advice from the LA and all gaps have been explained and due diligence done.</p> <p><i>TA left the meeting</i></p> <p>It was agreed that Sarah Turner would be invited in asap to do a some more in-depth refresher training with staff and governors. SW to arrange.</p> <p>b. Pupil Premium/ disadvantaged pupils c. Review School Development Plan</p> <p>These items were covered in the HT's report, with no further questions from Governors.</p>	SW
9.	<p>Resources Committee</p> <p>a. To review Minutes & budget update JBH invited questions following the circulation of the minutes.</p> <p>b. Sign off Income & Expenditure Return The Income & Expenditure Return had been signed off by the outgoing Chair.</p> <p>c. Sign off School Fund Audit It was agreed that the School Fund Audit was to be signed off by the new Chair.</p> <p>d. Land maintenance Governors requested some feedback from the SBM on this matter. NO confirmed that the Diocese had arranged a tree surgeon to come and assess the trees with proximity to the monument.</p> <p>e. Policies Recruitment & Retention Policy, Redundancy Policy and Pay Policy will be approved at the next Resources meeting.</p>	GF SW JBH
10.	<p>Learning & Standards</p> <p>a. Review minutes and actions where necessary SW invited questions following the circulation of the minutes. A governor queried the chairing of L&S by the HT as the SIA had suggested that it should not be the case and an experienced L&S member was therefore called upon to Chair the committee for this academic year. This was referred to L&S to agree at the next meeting.</p> <p>b. Policies The following policies had been reviewed and approved at committee: SEND Policy; Marking and Feedback Policy; Home school agreement</p>	SW
11.	<p>Mission, Vision & Ethos</p> <p>a. Review minutes and actions where necessary SB invited questions following the circulation of the minutes.</p> <p>b. Admissions Policy 2022-23 An updated Admissions Policy 2022/23 had been circulated prior to the FGB. As the Diocesan Common Admissions Policy had been adopted last year, the only updates were dates. The Governors agreed to adopt the Admissions Policy for 2022/23 with a unanimous vote.</p> <p>c. Other policies RSE policy – update. SB advised that this had been extensively reviewed and approved at M,V&E, it had now gone out for 4-week staff consultation, which would be followed by a parental consultation, which will include inks to the teaching resources that will be used. The HT reassured governors that</p>	NW

	<p>the resources are recommended by the Diocese. HL was leading this. The policy would be presented to governors prior to the next FGB.</p> <p>The following policies had been reviewed and approved at committee: Complaints Procedure; Safeguarding and Child Protection Policy; Governor Induction Policy; Staff Behaviour Policy; Marking & Feedback</p> <p>SB and SW to check that Governor Visits Policy & Report Form was up to date.</p>	SW, SB
<p>12.</p>	<p>AOB</p> <p>An email was circulated prior to the meeting from NO to formally thank RC for her support as Vice Chair, especially over the past 6 weeks. NO also expressed her thanks to the clerk for her support during her tenure.</p> <p>There was a query over how governors would assess the value-add of the Deputy HT role, it was discussed that this would be achieved through performance management with reference to the minutes of Resources when the decision was made.</p> <p>A governor congratulated the HT on an amazing first year in challenging circumstances, informing governors that the feedback from the SIA was phenomenal saying that the school had been transformed.</p> <p>A governor stated how impressed he was that so much of last year's SDP was completed during such a difficult year.</p> <p>The HT expressed huge thanks to NO and all the Governors for being so supportive.</p> <p>A Foundation Governor expressed his enormous gratitude to NO for all of her hard work and for improving the links between the school and the Parish.</p> <p style="text-align: right;"><i>The meeting closed at 9.05pm.</i></p>	
<p>11.</p>	<p>Date of next meetings:</p> <ul style="list-style-type: none"> a. Pay Panel - 24th November at 6pm, in school b. Learning & Standards – 21st January c. Resources – TBC d. FGB – 28th January 	