



St Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting
(virtually via MS Teams)
25 March 2021 at 6.30pm

Present

Gregory Fauvarque – Chair (GF)	Rachel Copeland – Vice (RC)	Sue Woods (SW)
Colin Kershaw (CK)	David Bryson (DB)	Helen Lever (HL)
Janine Birkin-Hewitt (JBH)	Kieron Lillis (KL)	Nuala Oughton (NO)
Steve Croft (SC)	Steve Boughton (SB) – Vice Chair	Theresa Adams (TA)
Anita Druce (AD) (Associate Gov)		Nicki Warne (Clerk)

Minutes		ACTIONS
1.	Opening Prayer and Welcome SB opened the meeting with a prayer.	
2.	Apologies None	
3.	Register of Business Interests All governors present confirmed they had no changes to declare for the Register of Pecuniary Interests. Governor Training Record This was updated to accurately reflect the training that had been undertaken.	
4.	Minutes of last meeting: The minutes of the FGB held on 27 January 2021 were accepted as a true record. (To be signed by GF)	GF
5.	Matters Arising & carried forward There was a discussion surrounding Safeguarding training, which clashed with Maundy Thursday. SW would ask Sarah Turner to bring the training forward to 6pm and inform governors of the outcome. The chair confirmed that all other actions from the last FGB were complete with the exclusion of those carried forward below and with the following notes and comments: - KL had signed his Code of Conduct. - Read receipts had now been received from all Governors for the Safeguarding documents: 'Keeping Children Safe in Education' (Sep 2020). Carried forward: - SWOT analysis. KL to submit by 29/03/21 - TA to draw up an action plan about how to connect with staff and regularly review staff well-being – action plan to be reviewed with SW & GF when ready. - SB to develop some guidelines regarding the structure and recruitment into committees and bring to the next FGB. - SW to add a commentary to the HT report to put the data regarding sickness/absence/safeguarding in some context.	SW KL TA SB SW
6.	Notification of AOB a. Ofsted 'spot check' on school's remote learning (SW) b. Mass in memory of Andrew Henstridge c. Ofsted training (RC) d. Leaving gifts for staff (RC) e. Proposal to formally lease the 'land' (DB) – this was moved to Resources	

	(9b).	
7.	<p>Governor Matters</p> <p>a. School Governance – ‘Our role as a Governor’ (GF)</p> <p>GF presented an overview of the role of governance. Highlighting the strategic functions of the governing body as:</p> <ul style="list-style-type: none"> • Ensuring the clarity of vision, ethos and strategic direction. • Hold leaders to account for educational performance and staff performance management. • Financial performance – that money is spent well and in the right places. • Ensuring the voices of stakeholders are heard. <p>GF emphasised the importance of governors to not get involved in the day-to-day running of the school, but to remain focused on the school’s strategic direction. Within the governing body, all governors participate in the same way, providing a staff, parent or LA viewpoint, but individual governors are not there to represent those groups.</p> <p>It was explained that the important focus of holding the headteacher to account was to challenge and support in equal measure using facts and evidence to assess the performance of the school and proactively drive improvements throughout the year.</p> <p>Link governor visits were highlighted as very important, as they offered a way for the governing body to gain insight into what is actually happening in the school and they function as an important part of governance oversight.</p> <p>It was emphasised how important the Governor Visits Forms were as part of this process; ensuring that the right information is filtered to the correct committees, as this would make a huge difference to the facts and data that was fed into committees.</p> <p>SW reminded governors to first send those forms to the member of staff to agree the content, before circulating to the Head, Clerk and relevant committee Chair.</p> <p>SW asked governors to try not to engage in email exchanges with teachers, but to organise contact via Teams, until in-person visits where possible. This was to minimise impact on day-to-day teaching activities and also in support of the request for link governors to be responsible for writing their report, as opposed to extracting information from teacher emails.</p> <p>Any historic governor visit forms to be sent to the clerk to be uploaded to Sharepoint or governors could upload directly to Sharepoint via the link that will be circulated with the minutes.</p> <p>A governor queried who should be instigating visits. GF said that link governors should be proactively instigating visits and to check the ‘Link Governors Responsibilities Grid’, which had guidance about when these visits could best be timed.</p> <p>NO emphasised how important such evidence is for Section 48 (& Ofsted) and urged governors to fill in a Governor Visits Form, even briefly, after every visit.</p> <p>GF concluded his presentation by reminding governors of the Code of Conduct; to remain objective and to observe confidentiality at all times.</p> <p>b. Safeguarding report (RC)</p> <p>RC gave a quick update from the termly safeguarding meeting with the Head. Term 3’s meeting looked at the learning from the external safeguarding audit. Term 4’s meeting was scheduled and will look at operational issues around safeguarding and what the school was doing to embed safeguarding into the daily life of the school. Governors were briefed that the school was actively engaged in early-intervention safeguarding.</p> <p>c. SWOT – Strategic Review update (JBH)</p> <p>JBH thanked everyone who had provided feedback, which she would collate over Easter and circulate a first draft updated Situation Analysis to governors in mid-April. The review might take place as part of a regular FGB or as a separate meeting and governors would be informed of that at the same time.</p>	ALL

	<p>d. Due diligence – Diocesan MAT proposal (RC) The Diocesan Due Diligence for Schools document had been completed and circulated to all governors. Those who had not fed back on the document have until 31/03/21 to do so, after which point it would be submitted to the Diocese. There is a section on safeguarding which would be completed just before the form is sent as some of the content is confidential.</p> <p>e. Link Governors – roles and responsibilities (GF) This was covered in point 7a. The Link Governor Responsibilities Grid had been circulated to all governors prior to the meeting. This sets out the responsibilities for each link governor and the number of visits required per year, what to assess/report on during visits and the post-visit reporting process via Governor Visit Forms.</p>	
8.	<p>Headteacher’s update</p> <p>a. Safeguarding Nothing further to add.</p> <p>b. Pupil Premium / Catch-up funding SW informed governors that this had been extensively discussed in L&S and that the school was ready to move a pace with catch up in terms 5 and 6. New assessment tools were being used and were now working well.</p> <p>c. SIA reports / visits GF outlined a process (agreed by the SIA and Head) to make better use of the SIA reports within governance and how the reports would be disseminated to the governing body in a more formal way, whilst maintaining confidentiality for the relevant aspects of the report. (Previously, sections were reported to the FGB through the HT report.) GF outlined the focus of different SIA visits throughout the year and at which committee the reports would be drilled into in more detail, and which reports needed to remain largely confidential.</p> <p>There were always two governors who would see the report in full before the report was shared further with anything confidential removed.</p> <p>The reports focusing on leadership, overall effectiveness and quality of teaching would be reviewed by the Chair of Governors (CoG) and L&S Chair and summarised for L&S using the proposed template shown at the end of the presentation. These would then be fed into the FGB through the L&S minutes (rather than within the HT report.) The SIA’s annual summary of key characteristics would also be distributed to the FGB.</p> <p>A document summary of all the SIA reports to date for this academic year was circulated in advance of the meeting. This was an overview of reports so far before moving into the process outlined above. SW invited questions from governors.</p> <p>A governor queried some discrepancies in the matrix and it was explained that there were two matrixes, but the PP matrix was confidential and could not be shared.</p> <p>A governor asked to see the reports with the redacted text blacked out for better readability and to assess how much was redacted from the report. There were some discussions surrounding the practicality of that. It was also highlighted that no factual conclusion should be drawn from the volume of text that the HT, CoG and L&S chair agree was necessary to redact.</p>	
9.	<p>Resources Committee</p> <p>a. To review minutes and actions where necessary JBH invited questions following the circulation of the minutes. There was a point of accuracy on the minutes, which JBH noted. The SFVS needed to be filed by 31 May and JBH would return to AD asap. A Resources meeting would be arranged before 24/06/21 to go through the budget.</p> <p>b. Proposal to formally lease the ‘land’ JBH explained that there wasn’t a lease in relation to the school building, let alone the land and a formal lease of the land would be legally quite onerous.</p>	

	<p>She explained that the school does control the land (as occupiers) and were liable for any occurrences thereon, according to the Occupiers' Liability Act 1957. The school was insured for this. However, with a lease the school would take on more liabilities than within the current terms. The planning defines the scope within which the school can use the land, and would need to be abided by to ensure that any insurances remain valid.</p> <p>JBH had circulated documentation regarding the land and invited governors to read the documentation in advance of the next Resources meeting when the matter could be discussed further.</p>	
10.	<p>Learning & Standards</p> <p>a. Review minutes and actions where necessary RC invited questions following the circulation of the minutes. None were forthcoming.</p> <p>b. Home/School Partnership Agreement This had not been changed from last year and was presented to governors for re-adoption. Governors voted to adopt the policy agreement unanimously.</p>	
11.	<p>Mission, Vision & Ethos NO reported as temporary chair.</p> <p>a. Review minutes and actions where necessary NO invited questions following the circulation of the minutes. None were forthcoming. NO praised the SLT, Ellie and all the staff for being so imaginative and proactive throughout the year.</p> <p>b. Admissions update There were 45 applicants for the Sept 21 intake, with 15 first choices and 24 second choices. These had now been categorised according to the school's Admissions Policy and the school was waiting further information from the LA. There was also a late application from a new arrival to the area. AD to chase the LA about any late applications.</p>	AD
12.	<p>AOB</p> <p>a. Ofsted 'spot check' on school's remote learning (SW) Following one parent's complaint to Ofsted, SW spent more than an hour talking to Ofsted following a spot check on the remote provision and Ofsted were happy that the school was compliant. A remote learning survey went out to all parents and, as stated in the L&S minutes, 90% of parents reported that they were happy with the remote learning provision. A governor queried whether the school should be signposting the school's formal complaints route better to parents and there was some discussion about how this could be achieved and whether a feedback form should be placed on the website. It was noted that the complaints policy was on the website and that parents were regularly directed to this policy.</p> <p>b. Mass in memory of Andrew Henstridge 27/03/21 at 6.30pm - Mass in memory of Andrew Henstridge (Head of St Mary's and St Catherine's). The Mass would be on behalf of all at St Joseph's. It would be live streamed from the parish webcam or seats could be booked via the website. NO had a Mass card from Fr Thomas and would also send a letter to his family on St Jo's behalf. SW informed governors that condolences has been passed on to the Diocese and St Joseph's had offered support to the school.</p> <p>c. Ofsted training RC attended 'Ofsted Preparation for Governors' training with the LA and recommended it to governors. There would be a further <u>Ofsted Preparation for Governors</u> training session being run by the LA on 25/05/21 6pm-7.30pm. Contact the clerk to book a place or click on the training link above.</p> <p>d. Leaving gifts for staff Governors who wish to contribute were asked to let RC know by 30/03/21. A card could be signed at her house, or messages could be sent via email. <i>The meeting closed at 8.10pm.</i></p>	
11.	<p>Date of next meetings:</p> <p>a. <u>Safeguarding training – Thursday 1st April at 6pm (time TBC)</u></p> <p>b. M, V & E – 10th June</p> <p>c. Learning & Standards / Resources – 24th June</p>	

