



**St Joseph's Catholic Primary School, Malmesbury**  
**Minutes of the Full Governing Body Meeting**  
**in school**  
**14 October 2021 at 6.30pm**

**Present**

Gregory Fauvarque - Chair (GF)	Rachel Copeland – Vice (RC)	Sue Woods (SW)
Colin Kershaw (CK)	David Bryson – Vice (DB)	Helen Lever (HL)
Janine Birkin-Hewitt (JBH)	Kieron Lillis (KL)	Lorna Howarth (LH)
Steve Boughton (SB)	Theresa Adams (TA)	
Present:	David Talkowski (DT) (arr. 6.45pm)	Nicki Warne (Clerk)

<b>Minutes</b>		<b>ACTIONS</b>
<b>1.</b>	<b>Opening Prayer and Welcome</b> GF opened the meeting with a prayer and welcomed LH as a new Foundation Governor appointed by the Diocese on 01/09/21 for a 4-year term.	
<b>2.</b>	<b>Apologies</b> None	
<b>3.</b>	<b>Election of Chair and Vice Chair</b> The clerk took temporary control of the meeting and declared that she had received nominations from GF for the position of Chair and RC and DB for the position of Vice Chair. The clerk invited any further nominations – none were received. GF left the meeting and a vote of eligible governors was taken. GF returned to the meeting. RC and DB and left the meeting. There was a discussion surrounding the effectiveness of two vice chairs and the workload created by having too many leaders. The chair felt that the chain of command was clear and that it worked well but agreed to think about process to ensure the governance team communicated efficiently with the HT. <b>GF</b> agreed to circulate a spreadsheet to all governors outlining the division of labour within the governance leadership team. A vote of eligible governors was taken. RC and DB returned to the meeting. By a unanimous vote, GF was elected Chair and RC and DB Vice Chair for the period of one year or the end of their term of office (this was with the anticipation that DB would stand for Chair after the end of GF's term of office.) GF resumed chairing the meeting DT was welcomed to the meeting as an observer, having been provisionally appointed by the Diocese for a 4-year term from 17/11/21 as a Foundation Governor.	<b>GF</b>
<b>4.</b>	<b>Minutes of last meeting:</b> The minutes of the FGB held on 7 July 2021 were accepted as a true record. Those governors who attended the EFGB(2) on 22 July 2021 were asked to approve the minutes of that meeting. These were accepted as a true record.	
<b>5.</b>	<b>Matters Arising &amp; carried forward</b> The issue of inconsistencies in minute taking especially with regard to identifying governors in minutes was raised. The clerk confirmed that she had	

	<p>been trained not to identify specific governors in minutes and explained the rationale behind this quoting from The Key and the NCOGS Clerking Handbook which said: "Governors and trustees are corporately responsible, therefore individual names should not be used unless there is an action assigned to a particular governor". The Chair said he could see no reason for Governors not to follow the guidance.</p> <p>SB had been tasked with developing some guidelines regarding the structure and recruitment into committees. SB explained that there is no specific process for reconstituting committees, however no governor has the right to be in a sub-committee and that the role of the chair of the sub-committee was to ensure that their sub-committee is resourced appropriately with governors whose skills align with the need of the sub-committee. It was agreed that the clerk would add a line to the Scheme of Delegation to clarify this.</p> <p>SB informed governors that climate change was discussed at M,V&amp;E and had become a standing item.</p> <p>The chair confirmed that all further actions from the last FGB were complete with the exclusion of those carried forward below and with the following notes and comments:</p> <p><b>Carried forward:</b>  A staff survey would be held in the autumn, with a view to formalising actions at M,V&amp;E. This was in progress and being managed by M,V&amp;E to be sent out around 5/11/21 after <b>KL</b> had reviewed the content (e.g. to check typos) and agreed a way to capture comments anonymously.  Update to Governor Visit Form and Policy – these were still in progress and would be discussed below.  <b>SW</b> to organise training on how to improve link governor visits. Requirements for further training would be considered after the first strategic review session.  <b>SB</b> to pass the Diocesan guidance on link governor visits to LH.</p>	<p><b>KL</b></p> <p><b>SW / RC</b></p> <p><b>SW</b></p> <p><b>SB</b></p>
<p><b>6.</b></p>	<p><b>Governor Code of Conduct + Business interest form</b>  All governors completed the new Business Interest form for 2021-22 and signed the Code of Conduct for the new academic year.</p> <p><b>Governor Training Record</b>  The clerk confirmed that LH had completed her LA Governor Induction training and <b>TA</b> informed the clerk that she had undertaken Diocesan Governor training and would email the clerk details.</p>	<p><b>TA</b></p>
<p><b>7.</b></p>	<p><b>Notification of AOB</b>  a) Update on the Land – DB (covered in Resources)</p>	
<p><b>8.</b></p>	<p><b>Governor Matters</b>  The chair asked governors to commit to any role they offer to undertake (committee membership, link governor...) and informed governors that L&amp;S committee attendance had been poor for the last three meetings. The proposal therefore, was to merge L&amp;S and M,V&amp;E to give critical mass for all committees, with one chair and one strong vice chair. This proposal was well received and governors agreed that there was a lot of repetition and learning overlap between the two committees. All voted in favour to merge committees.  The clerk agreed to merge the two committees and their terms of reference in the Scheme of Delegation, with the Admissions committee sitting separately but included within the merged committee.  <b>KL, RC</b> and <b>SW</b> to agree a new Ofsted-friendly name for the committee.</p> <p><b>a. Review Scheme of Delegation</b></p>	<p><b>KL/RC/SW</b></p>

The Scheme of Delegation was presented for its annual review. Some changes had been made, including reformatting the Terms of Reference for Resources to bring in line with the rest of the document. Governors agreed with the changes made thus far and agreed to adopt the document with the view to approving a revised version to represent the merged committees at the next FGB.

GF suggested introducing definitions to the term of reference section and it was agreed that the following definitions would be introduced:

**Who has responsibility?**

*This is the person or committee who has ultimate control over a task and the resources allocated for its completion. They are the ones who assign and delegate work responsibilities.*

**Who does the work?**

*The person who does the work is responsible for making sure that the activity is completed successfully.*

It was agreed that once the clerk had made the approved updates to the Scheme of Delegation, **KL**, **RC** and **SW** would review to ensure that only one person or committee was targeted with responsibility or doing the work.

**KL/RC/SW**

A governor challenged how the board ensured that they were taking into account the views of pupils and parents to inform improvements. This provoked an interesting discussion and governors identified a number of ways that these views were sought including the consultation for RSE, parent surveys and pupils voice. It was raised that, in the past, the Chair of Governors had produced an annual report and held an annual parents' evening, which created good parental engagement. **JBH** agreed to add this to the strategy and SW said that Governors were welcome to have a presence at parent-teacher evenings.

**JBH**

**b. Reconstitution of Committees**

It was agreed that Governors would attend one committee as members with the exception of SW.

Committees were reconstituted thus:

Resources: JBH (Chair), DB (Deputy), GF, CK, SW, DT (from 17/11/21) (Anita Druce with voting rights)

Learning, Standards, Mission, Vision & Ethos (to be referred to as L&M for the purposes of these minutes only) incorporating Admissions: KL (Chair), RC (Deputy), SW, TA, LH, HL (Ellie Green would no longer attend but would remain as an Associate Member).

Governors were reminded that all Governors were welcome at any committee meeting, but only members of that committee would have voting rights.

**c. Appoint to Statutory Committees**

Performance Management of Headteacher (HT): JBH and KL as committee chairs. Governors were informed that the School Improvement Advisor (SIA) had suggested enlarging to three performance management governors, however, it was agreed that it should not be undertaken by someone who is a parent of a child at the school, and with a number of governors leaving and new governors starting the panel would remain at two.

Pay Panel; JBH, DB, CK, GF, DT (from 17/11/21)

It was agreed that the Pay Appeals Panel, Pupil Discipline Committee; and Staff Discipline Panel would be constituted if required.

**d. Link Governors – discussion and update**

There was a discussion surrounding the focus of Link Governors and the best way to align link governor roles and visits with the School Development Plan (SDP).

In advance of the meeting, GF had proposed the following changes on the advice of the SIA; streamlining the number of linked governors to the following core areas:

**Statutory**

- a. SEND and Pupil Premium – **JBH**
- b. Safeguarding (incl. Child Protection & Looked After Children) – **RC**
- c. Health and Safety – **BBH** (Associate Member)
- d. School Website and compliance – **GF**
- e. Catholic Ethos, RE Curriculum, Parish Links & Chaplaincy Team – **LH**

**SDP priorities**

- f. SDP Priority 1 => writing (incl. EYFS & Phonics) – **DT**
- g. SDP Priority 2 => Reading – **TA**
- h. SDP Priority 3 => curriculum leadership (including maths) – **DB**
- i. SDP Priority 2 => Religion Education – **LH (combined with e.)**

**Others core subjects**

- j. Science – **CK**

Governors were informed that the purpose of visits would be to monitor how the school's performance against the SDP, and the focus of governor visits would be picked up again at the strategic review.

It was agreed that pupil and staff wellbeing would sit with L&M and TA could continue to take a leading role but that no specific link governor would be named.

Again, it was agreed that L&M would absorb the role of any PE link governor by monitoring the use of the sports grant and it could become a standing item at that committee.

It was agreed that these two areas would be added to the Terms of Reference of the Scheme of Delegation for this new committee.

Finally, it was agreed that EYFS would become a standing agenda item for L&M.

Chairs were advised to align their agendas with the terms of reference of their committees as outlined in the Scheme of Delegation. Chairs were reminded that there should be a standing agenda item at all committees for the relevant link governors to update on progress against the SDP.

All other previous link governor roles were not continued in order to focus priorities on the school's key areas.

SB agreed to remain as Whistleblowing Governor and as such was voted in as an Associate Member from 17/11/21 for a four-year term.

As part of her induction, **TA** was asked to update LH on the role of the link governors and relevant forms and policies.

**Schedule monitoring**

A 'Governors Monitoring Schedule template' provided by the SIA had been circulated in advance of the meeting and GF invited comment from the FGB. Governors agreed to adopt the schedule.

**Governor Visits Policy and Form**

Having reviewed a governor visits form template proposed by the SIA in advance of the meeting it was agreed the current Governor Visits Form would continue to be used with the addition of a box for final feedback from SLT. This would demonstrate that governors are closing the loop of communication and leadership.

**KL**

**CHAIRS**

**TA**

It was agreed that the “school monitoring code of conduct” would be added into the Governor Visits Policy as an appendix along with the final Governor Visits Form before going to L&M for approval.

RC, SW

Link governance would remain as a standing item at FGB and L&M and Governors were reminded to please send governor visit reports to L&M. The clerk agreed to circulate all link governor reports in advance of the FGB as associated documents.

ALL

**e. Samuel Partnership**

**- Review of meetings and the appointment of committee representatives**

The HT and Chair of Governors would continue to attend the Strategic Board. The other committees hadn't been running.

SW attended the last meeting and updated governors. Whilst the Diocese were clearly still driving the MAT agenda, there had been a degree of push back from schools about the lack of information, process and the timescales involved. There was a discussion surrounding the protection of school's personal funds whilst supporting other schools in a MAT, and they had been advised that ringfencing the school's funding could be written into the T&Cs of a MAT contract, so financial support of other schools in a MAT could be by lending money rather than losing a school's personal funds.

**f. 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. The clerk advised governors that chair's action could be made permanent by adding it to the Scheme of Delegation and it would be added to the update with the following wording:

*The Chair of Governors has delegated power (Chair's Action) to make decisions on any matter where delay is likely to be seriously detrimental to:*

- *the school*
- *a pupil or prospective pupil at the school*
- *a pupil's carer(s) and/or family*
- *a person who works at the school*
- *public welfare*
- *the prevention or detection of crime*
- *the capture or prosecution of offenders*

*In the absence of the Chair such decision may be made by the Vice Chair of Governors. Chair's Action must be reported back to governors at the soonest opportunity and no later than the next meeting of the full governing body.*

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.

**g. Ofsted**

Governors reviewed the questions they had been asked to reflect upon in advance of the meeting.

**1. How effective is your GB with regards to monitoring and holding the leadership team to account?**

GF stated that governors need to ensure that challenge and support come in equal measure. There was evidence in the minutes of governor challenge. Success criteria are also added to the HT performance management and into the SDP.

SEN/Pupil Premium and Safeguarding link governor visits are very rigorous. Governors agreed that the data that is being produced for L&M is extremely useful.

Governors agreed that aligning the Link Governor roles to the SDP and focusing link governor visits on SDP progress will make governor visits more focused in this area.

**2. How does the GB seek evidence in relation to pupil progress and attainment?**

Governor agreed that the HT Report, the HT report going into L&S, Link Governors visits and HT performance management were strong evidence of continual monitoring in this area.

**3. The HT's report is a useful way of monitoring relevant key indicators and measuring impact. What information is provided to Governors and does it effectively support Governors in your role?**

Governors were confident that the HT's reports were excellent; they add massive value to governors and are an honest snapshot of what's going on in the school. The SDP with updates was circulated throughout this year. There was a discussion surrounding the content of the HT report and whether it was giving governors all the information they needed. The HT report had been continually improved and now included comparison graphs. SW to look at streamlining the report where some elements could be reported on annually rather than in every report.

All governors were actioned with preparing for the final 3 questions under accountability in advance of January's FGB:

**4. How are the statutory duties of the board monitored and how is this feedback to the board?**

**5. How rigorous is the GB's questioning to understand whether enough is being done to drive school efficiency and align budgets to priorities and vision?**

**6. Does the GB understand its statutory duties around ring fenced funding and how the spending has an impact on pupil outcomes?**

**h. SWOT analysis / Strategic Review**

JBH had been progressing with this and was being supported by Amanda (AJ) Cripps (Governor Development Lead, Wiltshire Council) and Paul Kehoe (Schools Partnership Officer, Clifton Diocese). The Strategic Review Session 1 would require all governors to attend a training and discussion session on Sat 6 November 2021 in school 9.30am-1pm. JBH outlined to governors the format of the day. The SWOT analysis would be shared and there would be an opportunity to ask questions of AJ and Paul. From that the GB's strategic objectives would be determined and would feed into a governor development plan, which will evidence how governors support the school leadership to drive improvements forward.

The purpose of the review process was to understand better how Governors can operate in a more strategic way.

**JBH** would circulate the SWOT analysis in advance of the meeting and there would be some further preparation.

**JBH**

**i. Policies**

The following policies had been circulated in advance of the meeting and presented for the Board's approval: Anti-Bullying Policy; Behaviour Policy & Self-Esteem Policy; Digital Safety Policy; Lone Working Policy; Special Education Needs & Disabilities Policy; Safeguarding & Child Protection Policy; Staff Behaviour Policy; Supporting Pupils with Medical Conditions Policy, CCTV Policy; ECT Induction Policy.

There were a number of formatting points and placeholders/highlighting that needed to be removed and these comments had been forwarded to the Head in advance of the meeting. The Head assured governors that in the Safeguarding & Child Protection Policy where it stated "Specify senior leadership role in school" this had been changed to Headteacher.

	<p>With the exception of the Digital Safety Policy, all circulated policies were adopted by unanimous vote with the proviso that all formatting issues, as discussed, were resolved. SW informed Governors that the Digital Safety Policy was being worked on and would come to the FGB in January.</p> <p><b>GF</b> to check the Safeguarding and Lone Working policies on the school website to ensure they are correct.</p> <p><b>j. Governor Removal Appeal process</b>  GF explained that this process had been produced by the clerk, following advice from relevant parties at the LA and Diocese. The process had been taken from the school's Complaints Policy with additional information sourced from DfE guidance and communications between the Chair of Governors and the appellant during the original removal process, which outlined guidance and advice on procedure to all parties. GF explained that, in order to remain impartial, the intention had been to remain as true to the school's complaint's policy as possible, whilst adapting the policy to the circumstances of the governor removal appeal. Governor were asked to adopt the process and voted unanimously to do so.</p>	<p><b>GF</b></p>
<p><b>9.</b></p>	<p><b>Headteacher's update</b></p> <p><b>a. Safeguarding (inc. KCSiE update from RC)</b>  RC had conducted safeguarding visits and governor visit forms were on the link governor area of Sharepoint.  On 06/09/21 Governors had been sent and requested to read the Safeguarding documents: 'Keeping Children Safe in Education' (Sep 2021) Annex A and RC implored all Governors, especially new governors, to read Part One. The Head asked governors to all please read the section on peer-on-peer abuse and which includes sexual harassment. The concepts of sexual harassment and zero tolerance are acceptable concepts to introduce in primary school and lessons had been conducted in all classes since September.  The Head informed Governors that there had been a number of safeguarding incidents in school.  RC reminded governors that safeguarding was the most important part of their role and Ofsted can ask all governors about this. RC would circulate some useful short videos to help governors absorb this information. All to watch.</p> <p><b>b. Pupil Premium / catch-up</b>  HL updated governors. The strategy report was well underway and focused on Quality First teaching in the classroom, and the quality interactions that teachers have with the pupils throughout the day, which benefit all of the children in the school. Following assessments, PP intervention groups were ready to go with a focus on writing, maths and reading and included the bottom 20% of performing students. Developing writing stamina was a huge part of the catch-up, but assessments were showing that this is already improving.  PP funding was also being used to fund an ELSA (Emotional Literacy Support Assistant).</p> <p><b>c. Review School Development Plan</b>  Version 1 of the School Development Plan 2021-22 had been circulated in advance of the meeting. Version 2 would be circulated to all governors and staff after the meeting.</p> <p><b>d. Overview of Curriculum Intent</b>  The school's Curriculum Intent Statement had been circulated in advance of the meeting. The Head explained why it is important for governors to know about it and asked governors to reflect on the document.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>

10.	<p><b>Resources Committee</b></p> <p><b>a. To review Minutes &amp; budget update</b> JBH invited questions following the circulation of the minutes. A governor explained that planning permission had been granted for restoration of the wall and a wider entranceway which would allow access for cars should permission for a car park be granted. Quotes were being sought.</p> <p><b>b. Sign off Income &amp; Expenditure Return</b> The Income &amp; Expenditure Return had been signed off by the Chair.</p> <p><b>c. Sign off School Fund Audit</b> It was agreed that the School Fund Audit would go to the SBM and would be signed off by the GF at Resources.</p> <p><b>d. Policies</b> All policies due would be reviewed in term 2.</p>	DB
11.	<p><b>Learning &amp; Standards</b></p> <p><b>a. Review minutes and actions where necessary</b> RC invited questions following the circulation of the minutes, none were forthcoming.</p> <p><b>b. Governor Visits Form</b> This was covered in 8d.</p> <p><b>c. Policies</b> No update required.</p>	
12.	<p><b>Mission, Vision &amp; Ethos</b></p> <p><b>a. Review minutes and actions where necessary</b> SB invited questions following the circulation of the minutes, none were forthcoming.</p> <p><b>b. Policies</b> No update required.</p>	
13.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- The clerk informed Governor that three impartial governors from other Boards would need to be co-opted onto the board in order to form the Governor removal appeal panel. It was agreed that they would be co-opted via an email vote.</li> <li>- SW updated governors on the build, informing governors that that the quotes that have come back are significantly above the expected cost of the project. The cost-saving proposals were not deemed acceptable and so the school was requesting additional funding from the Diocese. They have requested a third tender in advance of this, but are prepared to consider. There would be more to discuss at Resources and SW would keep Resources committee updated.</li> <li>- As this was SB's last meeting before the end of his term of office, GF thanked SB for all of his hard work and positive influence on the governing board.</li> </ul> <p style="text-align: right;"><i>The meeting closed at 9.15pm.</i></p>	
14.	<p><b>Date of next meetings:</b></p> <ul style="list-style-type: none"> <li>a. Strategic Review Session 1 – Sat 6 November 9.30am-1pm in school.</li> <li>b. Resources &amp; Pay Panel – Thurs 25 November (TBC)</li> <li>c. Learning &amp; Standards – Thurs 20 January</li> <li>d. FGB – Thurs 27 January</li> </ul>	