



St Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting
Thursday 14 July 2022 at 6.35pm

Governors present

David Bryson - Chair (DB)	Rachel Copeland - Vice Chair (RC)	Sue Woods (SW)
Colin Kershaw (CK)	Dave Talkowski (DT)	Helen Lever (HL) - <i>via Teams</i>
Janine Birkin-Hewitt (JBH)	Lorna Howarth (LH)	Steve Croft (SC)
Theresa Adams (TA)	<i>Neil Baker (NB) - School Effectiveness</i>	<i>Nicki Warne - Clerk</i>

Minutes		ACTIONS
1.	Opening Prayer and Welcome DB opened the meeting with a prayer.	
2.	Apologies Kieron Lillis (KL) [accepted]	
3.	Register of Business Interests No additional declarations of interest were declared.	
4.	Notification of AOB - School provision in Malmesbury for Ukrainian refugees (NW)	
5.	<p>Resources It was explained that the SLT, Chair of Governors and LA have agreed that the budget would be delayed and NB gave the reasons for this. Therefore items 5a-5c were removed from the agenda.</p> <p>d. Resources – AOB (i) Additional hours and accrued holiday entitlement for support staff NW explained that Wiltshire Council has agreed to pay a 12.03% plussage to support staff on all additional hours and overtime worked to account for accrued holiday entitlement to ensure compliance with employment legislation. Wiltshire HR and Payroll had advised the school to include the plussage and backdate to April 2022. Governors approved the action. SW to ensure that this amend was added to the Pay Policy. Following a question from a governor, it was explained that this would be a new cost on the budget.</p>	SW
6.	Minutes of last meetings The minutes of the EFGB held on 26 May 2022 were accepted as a true record and signed by DB.	
7.	<p>Matters Arising & carried forward DB confirmed that there had been a number of votes, that had been unminuted from a working group meeting (EFGB) on 30/06/2022. He summarised thus:</p> <ul style="list-style-type: none"> - Approval of 3 TA posts (2 educational and 1 class-based) - Approval of the school running KS club, now to be called 'Opportunities' 	

	<p>- Approval to advertise a temporary post to support Anita Druce (<i>which may no longer be required</i>) and governors agreed that this was the case.</p> <p><i>Actions carried over from May FGB</i> SW to reschedule the governor-staff breakfast – postponed to Sept SW and DB to co-sign a letter to the Diocese about the problems with the In-Year Admissions, with a view to resolving this issue for the next Admissions Policy. <i>The clerk highlighted the urgency of this.</i> The letter to staff about the staff survey and loss of data was to be approved by SW so that KL could send out before the end of term.</p>	<p>SW SW / DB</p> <p>SW / KL</p>
<p>8.</p>	<p>Chair’s Report The Chair updated the governors on any closed complaints or grievances and the lessons learned from these.</p>	
<p>9.</p>	<p>Headteacher’s Report The HT Report was circulated in advance of the meeting and governors were invited to submit questions in advance. SW ran through the revamped report, which contained more data and a pared-down commentary. KL had queried a dip in attendance, which was reported to be due to an ‘outbreak’, and the HT clarified it was Covid. A governor was pleased to see such excellent teacher attendance. There were no further questions.</p> <p>a. Safeguarding There were no safeguarding concerns to report to governors.</p> <p>b. Pupil Premium All data was in the HT’s report. No further questions were asked.</p> <p>c. Assessment data analysis 2021/22 The phonics, KS1 and KS2 SATs data was shared in the HT report in advance of the meeting. The data reflected well against the national picture. A governor asked how it compared to the last time that SATs were taken in 2019. SW said that, despite covid lockdowns, there was an improvement from the 2019 data and it showed that the school remained on its trajectory of improvement. A governor asked for the benchmarking data and was informed that this would come out later in the year. The times table and phonics screenings were discussed. The percentage of children reaching expected for reading, writing and mathematics combined was 71%. This was well above the Wiltshire average of 56.9% and the national average of 59%.</p> <p>d. School Development Plan (SDP) (i) 2021/22 Analysis The updated SDP was circulated to governors in advance of the meeting. On the recommendation of the LA, SW had changed the comment to actual data and this update would be recirculated to governors after the meeting. There was a discussion regarding the scope of the SDP and whether the focus always needed to be academic. SW explained that best practice was to focus on 4 key areas. Going forward it was suggested that the operational aspects of the SDP were removed from the governors’ document. The report following the LA school evaluation on 15/06 was considered. Governors felt that there were no surprises in the report, which demonstrated that governors had a very good understanding of the school’s strengths and weaknesses. A governor stated that it reflected well on the staff and demonstrated that governor’s insight was spot on. SW reported that, whilst</p>	<p>SW</p>

	<p>stressful, the teaching staff had found it useful and it had helped the school to prepare for Ofsted.</p> <p style="text-align: center;">(ii) Proposals for 2022/3</p> <p>The focus areas for next year were shared in more detail in the HT report and the key areas would be: phonics, maths, subject leadership, RE / Catholic social teaching. The 2022/23 SDP would come to the FGB in September.</p> <p>e. Asbestos report</p> <p>SW informed governors that following a survey on asbestos has been found in the school. This was being dealt with.</p> <p>f. SCA bid & Diocese visit</p> <p>SW informed governors that, due to increased budget pressures, the second SCA bid was not successful. The Diocese had visited to advise on the reasons for this and had recommended that the bid was resubmitted as two separate bids with the toilets and reception/office improvements being submitted separately.</p> <p>A governor asked whether the budget would support any greater funding input from the school. It was agreed that SW would research further and it was explained that the school's reserves could be used to fund capital projects.</p> <p>g. Minimum School Hours – Education White Paper</p> <p>SW explained the requirement for schools to be offering 32.5 hours from Sept 2023. KS2 were already compliant with this, however the KS1 hours needed to increase. To comply with these changes, SW proposed KS1 to finish at 3.20pm and KS2 to finish at 3.25pm and sought governors' permission to action this from Sept 2022. Governors approved and asked SW to send out a letter to parents explaining the rationale.</p> <p>h. Policies for approval</p> <p>All policies were circulated in advance of the meeting. The HT explained that there were a number of Wiltshire Council model policies which would be added to the St Joseph's policy template once approved. Namely, Sickness and Absence; Capability; Grievance; and Disciplinary. All were approved by governors.</p> <p>The Complaints Procedure was discussed in advance of approval.</p> <p>A governor asked why the Complaints Procedure wasn't a model policy and NB explained that the policy element was a DfE model but that schools were required to translate that into their own procedure.</p> <p>There was a discussion about whether there should be a requirement for there to be a Foundation governor in independent panels, and it was agreed that this would be remain in place.</p> <p>A governor queried the timings in the procedure and it was explained that these were model timings from the DfE policy.</p> <p>Governors approved the Complaints Policy with the addition of the ban on recordings, as previously discussed.</p>	SW
10.	<p>Any Other Business</p> <p>- School provision in Malmesbury for Ukrainian refugees (NW)</p> <p>The clerk raised the provision of school places for Ukrainian refugees in the town with all Ukrainian refugees currently being offered places at Lea & Garsdon school, whose KS2 class sizes were already between 31-35. Governors appreciated the update and would consider ways to promote the school to the community.</p>	
11.	<p>Circle Model of Governance</p> <p>a. Policies moving forward in the new FGB model</p> <p>The clerk explained that policies were operational. NB explained that only statutory policies that needed FGB sign-off would come to governors in future. These would be categorised in two ways: those model policies that need to be</p>	

	<p>adopted and those policies, such as RSE and uniform, that could be discussed and governor inputs considered. Any policies that do not need FGB approval would be managed by the school and the clerk asked that all school policies were stored on Sharepoint so that governors had access. SW agreed to do this.</p> <p>b. Confirmation of Working Parties It was agreed to call these Monitoring Groups. They would have narrow terms of reference and no delegated powers. They may run continually (such as Finance) or work on a specific area for a shorter time. DB would circulate the list of potential monitoring groups and asked governors to volunteer to join any monitoring group and suggest any further monitoring groups that should be considered. These monitoring groups would replace the current system of link governors. NW to create an interim Scheme of Delegation.</p> <p>NB said that governors needed to be aware of the Keeping Children Safe in Education (KCSiE) update (part 1), which would come out at the end of August and SW would need to communicate this to all staff and governors on 01/09.</p> <p style="text-align: right;"><i>The meeting ended at 8.45pm.</i></p>	<p>SW</p> <p>NW</p> <p>SW</p>
<p>12.</p>	<p>Date of next meeting These had been circulated in advance of the meeting and were agreed for the upcoming year.</p> <p>a. 22 Sept 2022 – FGB (<i>SDP and Safeguarding updates</i>)</p>	