



St Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting
in school
11 October 2022 at 7.15pm

Governors present

David Bryson - Chair (DB)	Rachel Copeland - Vice Chair (RC)	Sue Woods (SW)
Dave Talkowski (DT)	Kieron Lillis (KL)	Steve Croft (SC)
Theresa Adams (TA)		

In attendance:

Neil Baker (NB) – School Effectiveness

Kate Nepstad – National Leader of Governance, NGA

Nicki Warne (NW) – Clerk

Minutes		ACTIONS
1.	Opening Prayer and Welcome DB opened the meeting with a prayer.	
2.	Apologies Helen Lever (HL), Lorna Howarth (LH) [accepted] Colin Kershaw (CK) joined the start of the meeting via Teams but was unable to continue due to connectivity issues.	
3.	Governor Code of Conduct + Business interest form All governors present completed the Business Interest form for 2022-23 and signed the Code of Conduct for the new academic year. Action for LH, HL and CK.	LH, CK, HL
4.	Election of Chair and Vice Chair The clerk took temporary control of the meeting and declared that she had received nominations from DB for the position of Chair and RC and CK for the position of Vice Chair. The clerk invited any further nominations – none were received. DB left the meeting and a vote was taken. DB returned to the meeting. RC and CK left the meeting. After a short discussion it was agreed to vote on a proposal to elect two Vice Chairs. By majority vote the board agreed to elect Joint Vice Chairs and a vote on the nominees was taken. RC and CK returned to the meeting. By a unanimous vote, DB was elected Chair and by a majority vote RC and CK were elected Joint Vice Chairs for the period of one year. DB resumed chairing the meeting.	
5.	Minutes of last meeting: The minutes of the FGB held on 14 July 2022 were accepted as a true record.	
6.	Matters Arising & carried forward The chair confirmed that actions from the last FGB were complete with the exclusion of those carried forward below and with the following notes and comments: TA and SW to meet to discuss Wellbeing. Carried forward: <u>Actions carried over from May FGB</u> SW to reschedule the governor-staff breakfast – it was agreed that this would be removed as an action and SW would schedule a breakfast when staff time was available. TA offered to help with this.	TA

	<p>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. The clerk highlighted the urgency of this. DB explained that the letter was almost ready to be sent and this would be actioned shortly.</p> <p>The letter to staff about the staff survey and loss of statistical data was to be approved by SW so that KL could send out before the end of term. This had not been done and it was agreed that this would be removed as an action. Rather TA and CK would speak to staff when the opportunity came available.</p> <p><u>Actions carried over from July FGB</u></p> <p>SW to ensure that the overtime plussage for support staff was added to the Pay Policy.</p> <p>SW to check that the clause added to the Complaints Procedure to disallow recording of meetings was also added to the Governor Code of Conduct.</p>	<p>DB</p> <p>SW</p> <p>SW</p>
<p>7.</p>	<p>Notification of AOB</p> <p>a) Update on build</p> <p>b) Staffing update</p> <p>c) Financial Management Standard in Schools (FMSiS) – added as 11d.</p>	
<p>8.</p>	<p>Governor Matters</p> <p>a. Review Scheme of Delegation – Circle Model</p> <p>RC presented research on the Circle Model of governance to the board. She explained that setting up permanent working groups didn't fit with the approach, rather task forces could be created to do a specific job for a set period. For example whilst a Finance task force was currently required, this shouldn't be needed once the budget was signed off. Statutory committees (Pay Panel and Head Teacher Performance Management [HTPM]) would need to be formed, and the formation of an Admissions Panel, would allow for an Appeals Panel to be formed from the remaining members of the Governing Board, if required. RC expressed the need for governors to meet more frequently and suggested ten monthly meetings per year, limited to 1.5 hours per meeting with a fixed agenda to include curriculum & learning and finance & resources. There would be three written Headteacher's (HT) reports a year, with verbal reports in between. RC agreed to share a draft template agenda.</p> <p>The clerk explained that she would be unable to clerk those additional meetings at the current time.</p> <p>RC proposed that link governors should visit the school six times a year and circulate a written update to all governors, which should link to the SDP. (All visits should have a strategic purpose linked to the SDP.) There was a discussion about how this would work in practice and it was agreed that there would be three monitoring visits as per the Governors' Monitoring Schedule with follow-up contact in between. Not all 'visits' needed to be in person, but could be in the form of an email or phone call.</p> <p>There was a discussion about the sorts of strategic questions governors should ask as part of link governor visits.</p> <p>RC explained that she had spoken to two schools working under the Circle Model and had received very positive feedback from governors about the approach. RC invited questions from governors.</p> <p>Moving to the Scheme of Delegation, this had been rewritten to embrace the Circle Model of governance and had been circulated to all governors in advance of the meeting for review with changes highlighted in red. It was agreed to leave the minimum meeting frequency at six, with the expectation that these would actually be monthly.</p> <p>The clerk agreed to amend the Scheme of Delegation in the light of the above discussions and circulate to all with a deadline for review.</p>	<p>RC</p> <p>NW</p>

b. Confirmation of Monitoring Groups ('task forces') and agree membership

The following 'task forces' were formed:

Finance – CK, DB, SC, DT (to remain in place until the five-year budget was finalised)

Community Engagement and Expansion (CEE, tasked with attracting more pupils to the school and increasing numbers on roll) – TA, LH, RC

Safeguarding – RC

Ofsted – DB, CK, RC, KL (to remain in place until the next inspection)

Admissions panel – RC, TA, LH, KL

NB explained that all these groups were working towards an overall strategy and demonstrated strength and strategic oversight.

Steve Boughton (SB) would remain as the governor representative for Whistleblowing (see item 8e, below).

It was agreed that a Mission, Vision and Ethos task force would be formed as and when required.

c. Appoint to Statutory Committees inc HTPM and Pay Panel

HTPM: KL and DB

The clerk raised that the School Improvement Advisor (SIA) had suggested enlarging to three performance management governors, however, governors agreed that two was working at the current time.)

Pay Panel: DB, CK, DT

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

Governors agreed to confirm this via email.

e. Co-opted Governors

The clerk informed governors that Associate Governors were not possible under the Circle Model of governance (as there were no committees for which they could be associated) and so Co-opted Governors was discussed as an option. The clerk informed governors that Co-opted Governors are full governors and have the same voting rights as other governors at FGB. It was proposed that SB could be Co-opted as a governor in order to remain as the governing body's representative for Whistleblowing but would not be expected to attend Governor meetings. Governors voted unanimously to appoint SB as a Co-opted Governor for a one-year term from 11/10/2022. There was a discussion about whether CK could be trained to take on this role from the next academic year.

It was agreed that Anita Druce (AD) and Gregory Fauvarque (GF) would no longer be members of the governing board. AD could still attend meetings when appropriate for budget matters, but would not have voting rights.

f. Samuel Partnership

- Review of meetings and the appointment of committee representatives

The HT and Chair of Governors would continue to attend the Strategic Board. There was a discussion about a meeting of the strategic board that RC had attended but that hadn't taken place. The Diocese had apologised for the lack of communication.

A governor questioned the arrangement with the Samuel Partnership and was told that it was purely collaborative.

SW explained to governors that she was exploring options to collaborate further with the Gloucestershire cluster of schools and would report back.

A governor suggested that keeping links with the Samuel Partnership may be prudent if the school wanted to be on the ground if and when conversations about forming MATs started.

g. Virtual decision making

	<p>All agreed that this was no longer required.</p> <p>h. Policies All policies had been circulated in advance of the meeting. A number of model policies were brought to the FGB for ratifying. These were: Lone working Policy; Capability Procedure; Staff Behaviour; Safeguarding and Child Protection policy; Grievance policy and procedure; Sickness Absence Procedure; Staff Behaviour Policy; Suspension & Exclusion policy; Attendance policy; Disciplinary Policy. Governors unanimously ratified these policies.</p> <p>The following policies were presented for the Board's approval: Special Educational Needs & Disabilities Policy; Anti-Bullying Policy; Charging and Remissions; Governor Induction; Supporting Pupils with Medical Conditions Policy; Behaviour and Self Esteem Policy; RSE (Relationships & Sex Education) Policy.</p> <p>There had been some feedback to the HT via email from CK, LH, SC and TA regarding the following policies: Anti-Bullying; Behaviour and Self Esteem; RSE (Relationships & Sex Education) none of which materially affected the contents of the policies. SW explained that the use of the zero-tolerance terminology in the Anti-Bullying policy was because this was DfE terminology and should remain. SW agreed to review all comments and update accordingly, including checking that the policies correspond to the latest KCSiE terminology.</p> <p>On the basis of these changes, Governors unanimously adopted these policies, with the exception of Governor Visits Policy which RC would check to ensure that it fit with the Circle Model of governance bringing it back to the board for approval.</p> <p>SW to put all policies onto Sharepoint.</p> <p>i. LA PAN consultation SW explained that this was sent out every year. It was agreed that NB would work with SW to submit the form with open-ended wording and that this would be referred to the Community Engagement and Expansion task force to decide the PAN for the 2024-25 academic year in advance of the February FGB.</p>	<p>SW</p> <p>RC</p> <p>SW</p> <p>CEE</p>
<p>9.</p>	<p>Headteacher's update a. Safeguarding (inc. KCSiE update from RC) Keeping Children Safe in Education' (KCSiE, Sep 2022) had been sent to all governors on 01/09/22 and governors had been asked to read Part 1. RC's termly safeguarding visit had been conducted earlier in the day and she outlined the outcomes of the visit and the school's current concerns. RC explained that according to the latest KCSiE, safeguarding training for governors now needed to be completed regularly; with annually being good practice.</p> <p>All governors had been booked on the LA's 'Safeguarding Training for All Governors', which is pre-recorded training that can be accessed any time. All were asked to complete the training by 31 October.</p> <p>Sarah Turner had given safeguarding training to all the staff and SC from the governing board.</p> <p>SW explained that in future she would arrange an in-person training date for governors and staff well in advance and this was planned for the first inset day of the school year on 01/09/23, where there would be safeguarding training, to which all governors would be invited, and at which the key safeguarding policies could be signed-off. All were asked to put the date in their diary.</p> <p>RC reminded governors that, from a safeguarding perspective, it was important that they were familiar with KCSiE, the school's Safeguarding and</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>

	<p>Child Protection Policy, the Staff Behaviour Policy and the Behaviour and Self Esteem Policy. RC ran through the key changes to KCSiE and circulated to all governors an article from the School Bus that highlighted the changes.</p> <p>NB suggested that a child’s version of the Behaviour policy could be created. Governors agreed with this and SW agreed to take to the school council.</p> <p>The clerk checked who had current safer recruitment training. RC confirmed that she had it and would check the date. DB to do safer recruitment training and NW to send him the details.</p> <p>b. Review School Development Plan (SDP) The School Development Plan 2022-23 had been circulated in advance of the meeting. Along with the RAG-rated 2021-22 plan with data commentary. SW invited questions. None were forthcoming. SW ran through part 4 of the plan covering governance. NB stated that including the governing board in the SDP as part of governance and management was a real strength of the plan.</p> <p>c. Our Vision It was explained that one of the roles of a governing body was to ensure there is clarity of vision and ethos. SW explained that the school currently had a mission statement but not a vision and that governors needed to set the school’s vision, which should tie in with the work already done on values as part of the school strategy day earlier in the year. A proposed working document was circulated to governors at the meeting for review. NB explained that the document needed to be extended to link to the curriculum and include vision relating to outcomes and achievement. NB ran through the vision and explained the rationale behind it, explaining that the school needed to reach out to families that didn’t have a faith base and so the language used was about spirituality. NB explained that the vision document gives the board a common language of ethos and would be a useful framework for link governor visits, which should ensure that the vision could be observed in action in the school. DB thanked NB for his work on this. The document was referred to the Community Engagement and Expansion task force to finalise. It was explained that the Diocese would be supporting SW regarding strategies for attracting non-Catholic families.</p>	<p>SW</p> <p>RC NW / DB</p> <p>CEE</p>
<p>10.</p>	<p>Budget</p> <p>a. Review and approve year-end close down and sign off The End of Year figures were approved. <u>Consistent Financial Report (CFR)</u> Governors approved and DB agreed to sign off the CFR for 2021/2022.</p> <p>b. Review and ratify the School Budget (3/5 year) The one-year budget was ready and had been circulated to governors in advance of the meeting. The subsequent four years would be presented to governors with a view to being ratified at the December FGB. NB agreed to go back to the LA with the proposal to submit a 1-year interim budget. The one-year budget was approved and the 2022-23 section would be signed by Chair.</p> <p>c. Sign off School Fund Audit The clerk informed governors that AD would be compiling this next month and would submit to governors at the next FGB, which was in plenty of time for the 31 December deadline. <i>Post meeting note: NB explained that this would need to be signed off by an external auditor – SW to investigate.</i></p>	<p>DB</p> <p>DB</p> <p>SW</p>

	<p>d. SFVS (Schools Financial Values Statement) This needed to be amended to reflect the Circle Model and was referred back to the Finance task force once SW had completed her inputs.</p>	SW / Finance
11.	<p>AOB</p> <p>a) Update on build SW explained that the Diocese had committed to covering 50% of the new, cheaper design, but she was trying to obtain a current quote from the builders. She agreed to keep governors updated. A governor challenged why this was being considered at this time. SW explained that the works were to address safeguarding issues around the toilets.</p> <p>b) Staffing update SW explained that a member of the SLT was currently signed off work and the SBM was on annual leave.</p> <p>- As JBH's term of office ended on 01/10/2022, the clerk thanked JBH for all of her hard work and positive influence on the governing board.</p> <p style="text-align: right;"><i>The meeting closed at 22.10pm.</i></p>	
12.	<p>Date of next meeting: It was agreed that, due to the two-week half-term break, the next FGB would remain as originally planned. RC to plan the meeting dates for the remainder of the year. All agreed to assign heads of task forces.</p> <p>a. FGB – Thurs 1 December (<i>finance – Sign off Income and Expenditure, and followed by Pay Panel</i>)</p>	RC ALL