

St. Joseph's Catholic Primary School, Malmesbury Minutes of the Full Governing Body Meeting held on 13th July 2017

Present

P J O'Brien - Chair (PJ)	Nuala Oughton (NO)	Lizzie Christopher (LC)
Colin Kershaw (CK)	Theresa Adams (TA)	Niamh Marshall (NM)
Elaine Pearce (EP)	Rachel Copeland (RC)	Louise Talkowski (LT)

	Minutes		
1	Opening Prayer and Welcome		
	PJ opened the meeting with a prayer.		
2	Apologies David Thorpe (stepped down), Steve Brady		
3	Minutes of last meeting:		
	The minutes of the FGB meeting held on the 18 th May 2017 were accepted		
	as a true record.		
4	Matters Arising and actions to be carried forward		
	Handbook – done and in use – thank you to Elaine and Linda.		
	Mission, Vision and Ethos minutes now circulated by NO.		
	Resources – 80% of budget on staffing target now fixed on the Resources agenda		
	Staffing structure – closed – to be discussed later		
	SIP committee – carry over until next academic year	LC	
	Risk assessment for ski trip – was allowed. Great trip had by all and no		
	injuries.		
5	Both Register of Training Register & Business Interests completed by all.	All	
6	Head Teacher's Report		
	LC provided an overview and welcomed questions.		
	a. Safeguarding – nothing significant to report		
	NM reported an unreported incident of a stray 'wire' on the land. EP to look		
	into it.	EP	
	RC Burn at Forest School not logged. LC to look into	LC	
	b. Pupil Premium		
	PJ has requested a breakdown of pupil premium cause and effect. LC will	LC	
	do this once Raise Online's data is available.	LC	
	c. SATS		
	A discussion surrounded the low reading score for KS2 and how this can		
	be approached for next year. All other results were excellent. CK	LC	
	requested a headteacher's report on KS2 reading at the end of term 2 next		
	year. The scripts will be analysed.		
	[6.50pm – NM arrived]		
	d. Attendance report. RC requested that the pupil's attendance report		
	at year end includes the percentages.	LC	
7	Resources Committee		
	PJ provided an overview including:		
	Budgets-wise the school year has ended in good shape, however a review		
	has been triggered by the Samuel Partnership target to have staffing costs		
	limited to 80% of budget.		

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8	 Staff Structure – There was a discussion around staffing structure further to discussions at the Resources committee meeting with an aim to release teachers to have simultaneous PPA cover in order to enable time to work collaboratively and for whole staff to meet. A vote was taken and the governors agreed to release LC to continue looking into this restructure. Maintenance - NO – door onto Holloway Road needs looking at. CK to look into. Nettles quite high in the orchard. EP will look at getting it strimmed. Learning & Standards LC gave an overview. The meeting was based on John Dawson's research into homework. On the whole there was a positive response from parents 	LC CK EP	
	and pupils. Off the back of the research there was agreed a change in homework handout day to Tuesdays and teachers to hand back homework on Thursdays. Also more topic-related homework was requested.		
9	Mission, Visions & Ethos NO gave an overview. 20 new pupils starting in September and 3 on the waiting list. With new starters in other years this brings the total number of pupils to 153 next year (three short of max of 156) NO mentioned very positive feedback about the postings on St Joseph's Facebook page and it is great for raising the profile of the school. Thanks to LC for all her efforts. NM voiced concerns about child safeguarding with the amount of information on Facebook. However, LC is the only person who can post on FB. LC is being notified as soon as everyone comments and moderates such comments. In two years she has removed one inappropriate comment. LC mentioned that, in addition, ClassDoJo is being rolled out across the school in September, which will offer secure parent communication. Praise for the success of the full-day reception class induction.		
10	 Governors Matters a. Governor Report – this is mandated from a MAT point of view. PJ plans to release something by the end of term 1, looking at the work of the previous year (planning to include a Partnership update; Performance [SATS etc]; Resource issues). Agreed to stick with an annual governors' report. b. Succession Plan PJ and NO have just renewed their terms for another four years. NO will not be standing as Vice Chair for the next academic year. PJ is happy to remain as Chair for another year but is looking to stand down at the end of the 2017/18 academic year. The next Chair of Governors would need to be Catholic. c. Meeting Dates 17 – 18 – agreed. d. Governor Gaps – there is a vacancy for one Parent Gov and one Foundation Gov. Plan to recruit in the new school year. NO to advertise for Foundation Governors. NW & PJ to advertise for a Parent Governor. 	PJ NO NW / PJ	
11	AOB: PJ offered to write a thank you to all staff. Agreed. Discussed Jenni's leaving. NO to sort out vouchers and card for leavers' mass. EP queried which fund the SP Clerk's invoice would come from. PJ agreed this will come from Governors' funds. Collection for Tony McAteer who is retiring from Holy Cross. Samuel Partnership has requested a contribution. It was agreed this could also come from Governor funds. CK gave feedback from Jenni's exit interview. The feedback was on the whole very positive. Noting the support she has had from staff. And how much she felt the school had grown and allowed her to grow with it. She	PJ NO	

12	Date of next meeting: 12 th October 2017	
	fete which raised £2,222.36.	
	NO wanted to formally recognise the contribution of the PFA for the school	
	amount of resources teachers are purchasing from their own funds.	
	On the back of Jenni's feedback, there was a discussion surrounding the	
	wishes all at St Joseph's the very best for the future.	

DATES FOR YOUR DIARY – GOVERNING BODY MEETING DATES 2017-18

Sub committees	M, V & Ethos	FGB @ 6.30pm
5 Oct 17	28 Sept 17	12 Oct 17
16 Nov 17		7 Dec 17
25 Jan 18		8 Feb 18
15 Mar 18	22 Feb 18 (10am) (Admissions) TBC	22 March 18
3 May 18		17 May 18
28 Jun 18	5 Jul 18	12 Jul 18