

Minutes of the Full Governing Body 22nd September 2015
The meeting commenced at 4:00pm and closed at 6:18pm

Present: Brendan Gill (Headteacher)(BG), Sharon Selley (SS), Sue Pitcher (SP), Jo Ballentine (JB), James Kelly (JK)(Chair) and Sarah Adams (SA).

Also present: Mark Dyson (Deputy Head)

Apologies : Teresa Cussen, Maria Hammoudeh

101 Opening Prayer

A reading and prayer were led by BG

102 Code of Conduct

All present signed the Governors Code of Conduct except SA who is standing down from the governing board.

SS stated that she would reformat the document and tidy up some minor errors on the form.

103 Chair's and Head's urgent business

CAST - BG explained that Sir David Carter, regional commissioner for schools, had held a recent meeting with CAST and Heads and Deputies of schools within, and also written to Plymouth CAST asking for assurance that CAST's processes are stringent enough to identify and resolve issues that become apparent especially at vulnerable schools. A team will be put together consisting of himself, HMIs and headteachers and spend a couple of days in schools in the western area to find out what impact the support CAST is having within those schools. The details of personnel or the dates they are visiting are not yet known, but we should expect the visit in early November. It is likely that the visiting team may want to talk to some governors.

Admissions – BG explained that the school have been advised that Plymouth have offered to host the admissions consultation each year. Governors were asked for approval for Plymouth to do the consultation for us to which the governors unanimously agreed.

Clerking – JK informed governors that there is a vacancy for the post of Clerk to Governors. The school has received, via Effective Governance Ltd (EGL), a cv from a potential candidate for the clerking role, who was highly recommended by EGL.

After a short discussion it was decided to invite her to interview as soon as possible.

Mission Statement – BG relayed the process of examining the mission statement that the staff and governors had gone through on September 3rd. He added that the work being undertaken by David Wells with

Action
BG

schools in this area had highlighted that this model, with a number of aims, is not in vogue and that the headline statement is gaining more emphasis and that our present headline statement of 'Love Jesus, Love Learning, Love Life' is already a strong leading statement. SA agreed and also felt that the supporting aims fully demonstrated the approach in which the school strives to live up to the headline statement. Asked if there was any more work to be done on the Mission Statement BG said that children will be involved in reviewing the statement before Governors agreeing to adopt the statement at the next FGB meeting.

EMG Outcomes – JK explained that the recent EMG meeting had taken place attended by the Area Adviser, BG and JK. Area Adviser had sent an apology for not producing notes from that meeting. As a result BG summarised that the meeting addressed

- the discussion arising from work surrounding the Mission Statement
- educational standards
- BG's data report
- Vulnerable pupils, half of the present Yr6 group are pupil premium
- One of the Foundation children is a 'Child in Care'
- Additional staffing (to be discussed later at this meeting)
- Performance management, targets especially data led targets which like other schools we are struggling to set and agree on
- Key objectives and success criteria for each of the strands School Development Plan some of which were amended slightly
- Financial stability – the carry forward is likely to be slightly higher than anticipated although due to accruals we do not yet have a final figure

SP asked whether from that meeting the governing body were any nearer to regaining full staffing powers. BG explained that although governors had not been handed back full staffing powers Area Adviser anticipated that CAST would soon be taking the decision to do so.

104

Religious Education Leader Report/*Preparation for Section 48*

JK thanked the RE coordinator for her RE report and invited her to comment on it. She remarked that since June when the report was written there have been a number of changes and a number of the actions have been completed. Also since that time she, along with the RE governor, James Kelly has met the RE advisor Sarah Adams, a helpful visit which has generated a number of actions which the RE coordinator is currently working through.

RE Co-coordinator took questions on her report which had been prepared in June for the previous meeting. It was noted that she had

worked with the RE adviser since writing it and her next report would take account of their discussion.

Q: What is meant by the statement “adults are modelling the person of Jesus....”? What does this look like in school?

A: Adults demonstrate Gospel values in their relationships within and across the school.

SA commented that all the examples the RE coordinator had mentioned are worthwhile evidence. She went on to say that evidence is stronger if people are able to link behavior to examples in the gospel, this is what separates us from a caring non catholic school.

The RE coordinator added that she had researched the nine questions for consideration with the ‘Welcome’ part of the Catholic School as a Catholic Community document and had put some notes together to help evidencing for Governors and the Leadership team.

105 Minutes of the Last Meeting

Since the minutes had been read by all before the meeting the Chair went directly to the previous meeting’s actions.

86 (76) The documents and presentation slides from the safeguarding training have been forwarded from EGL to SP in the last few days.

Complete.

The extraneous statement immediately below ‘Minutes were signed as a true and accurate record.’ was struck from the record.

89 - Safeguarding report – the four actions from this part of the minutes would be dealt with under item 6 of the agenda.

90 Three new members of staff were introduced to parents in the playground before the start of school. **Complete.**

A Governor’s visit report was sent to the Clerk by SS but not YS.

92 Not down as an action from the previous meeting but clearly should have been was ‘A written SDP will be available in September’. BG stated that it will be ready in October, we are at a point where we have the key objectives of each of the strands and the success criteria have been agreed with the Area Adviser. BG and MD and staff are populating the actions aspects which they have been asked to do by 28th September.

Q: Has this been done in relation to the School Matrix?

A: The Matrix had been used as one of the sources of information.

Q: Has the School Matrix been updated? Who will update it?

A: Updating will be addressed at a meeting with the Area Adviser this Friday. The matrix has been further developed by CAST to enable inclusion of more detail about standards.

Action BG and Area Adviser to update the school Matrix

Action: BG

93 Amended report added to the school website. **Complete**

95 Lining of water tanks **Complete**

Gate – Quotes received not value for money caretaker investigating other avenues

96 The original information received was incorrect, following discussions with CAST the constitution of the governing body should be the same as when we were a Voluntary Aided school and therefore this action is no longer required. **Complete**

There followed a short discussion on wider governor manning issues. There have been two governor resignations. Kay Way has resigned as the Staff Governor and Sarah Adams has also resigned as her work as a governor conflicts with the work being done for the Section 48 inspection. Yvonne Shores' term as a governor has come to an end. Two prospective governors had not responded to invitations to follow up their expression of interest. We have three prospective new foundation governors which include a Deputy Head, an accountant and parent of a child in the school. BG pointed out that there is also a stipulation where Foundation governors must out number non-foundation governors by at least two. Some of the foundation governors had to also be parents. If the prospective parent governor does join the governing body the make-up of the governing body will fit the criteria. It was suggested that all the prospective governors be invited to the next meeting to witness the work of the governing body and to understand what skills and experience they might bring to St Joseph's.

Action. Prospective governors to be invited to the next FGB meeting 22nd October.

Action
SA, JK,BG

As the constitution of the governing body should include two staff governors, and in the absence of a clerk, BG to arrange for an election of two staff governors

Action. Arrange election of two new staff governors.
BG

Action BG

100.

Invite a prospective foundation governor

All governors invited to St Joseph's family review day.

Complete
Complete

	JK asked the governing body if they believed these minutes were a true reflection of the meeting and if they were happy for him to sign them, which they were happy for him to do.	
106	SA stated that it would be helpful for the minutes of meetings to be produced earlier in order that actions can be taken. BG pointed out that as meetings are only now a month apart it may be that we may not receive the minutes any quicker but when a new clerk is appointed we will ask them to produce the minutes as quickly as possible. SP further commented that it is for participants to take actions away with them in anticipation of the minutes being produced.	
	Appointment of Headteacher Performance Management governors.	
107	The performance management of the head teacher has been in the hands of CAST for the last two years and there is now a requirement for the governing body to take back some of that responsibility. JK asked governors if any of them were prepared to take on that role. SP noted that it is a statutory requirement and that training is required and provided. SA suggested that CAST retain the responsibility until after the appointment of the potential new governors. SP informed the meeting that CAST would still conduct the review part of the process with the Area Adviser providing advice to the committee. JB and SS both said that they would conduct the training with a view to taking on the role although SS said that this might affect her ability to make the next FGB meeting.	
	Matters Arising.	
	86 (76) Safeguarding training documents received from EGL Complete	
	89 HT's had prepared a report on actions arising from external safeguarding report. BG took questions regarding the progress of the actions that had not yet been completed. A number of these are on-going actions. Some 2 and 3 for instance await a meeting between the HT and the safeguarding governor and depend on a supervisor being found to support him in his role as Safeguarding Officer.	Action BG
108	Action: JK thanked him for the work completed so far and asked him to update the governing body as and when actions are progressed or completed on the Safeguarding Report.	
	HT Annual safeguarding report.	
	Q: Why does the total number of referrals not equal the number of case conference reviews.	
	A: This is because one incident concerned a family with more than one child.	
	Q: Are there any issues emanating from the report.	
	A: No; the load in terms child protection plans is relatively low compared to other schools. A lot of good work is done by the Parent	

109	<p>Support Adviser(PSA) to prevent some situations escalating to the point where a protection plan is required.</p> <p>Confirmation of FGB meeting dates</p> <p>Governors agreed the revised dates for this academic year's full governing body meetings. They are:-</p> <p>22nd Oct (including a learning walk at 1400) 19th Nov 21st Jan 25th Feb 22nd March 12th May 9th June (Annual governance development day) 14th July</p>	
110	<p>Action: These dates are to be passed onto the two absent governors.</p> <p>Headteacher's report for summer testing.</p> <p>Q: What does "correlation of data mean? A: There is a correlation between groups in that there will be similar patterns between groups because the people within those groups are the same pupils. For instance the SEN group and the EAL group contain many of the same children.</p> <p>It was noted that in reading at level 2 boys were out performed by girls. BG replied that from data received from the local authority that is not yet published, there is disparity between many groups across the school according to gender but in many instances boys outperform girls. So it is incorrect to assume that there is a bias towards one gender group or the other. This is true across the school and also with regards to individual teachers.</p> <p>It was pointed out FSM pupils were outperformed by other pupil premium pupils. Q: Might pupils with FSM perform better if breakfast was provided by a breakfast club. There followed a discussion on the merits of a Breakfast Club and as a result it was decided to investigate the viability of such a club.</p> <p>Action: Investigate viability of Breakfast Club.</p>	<p>Action JK</p> <p>Action BG</p>
111	<p>It was stated that it would be helpful if in future the data was also presented in the form of a pie or bar chart for instance, to help governors understand the data more thoroughly.</p> <p>Action: HT to consider format of presentation of data reports.</p>	<p>Action BG</p>

People Update

Induction has taken place for three new teachers, the now permanent admin assistant and two TAs and this induction has been assessed as successful and welcoming.

The school has re-advertised for two MTAs following an MTA resignation. Governors delegated the appointment of MTAs to the Headteacher.

Two children who have recently joined foundation have led the HT to conclude that another full time TA is required in this area. This is an additional cost not originally anticipated at the financial review to the tune of £7,400 but the carry forward is expected to be in the region of £70K rather than the predicted £55K. BG asked the governing body to approve the appointment of an additional TA for the remainder of the current academic year. This was carried unanimously.

Action BG

Action: HT to advertise for one TA for employment in foundation class for the remainder of this academic year.

- 112 SA advised BG that TAs as well as teachers are invited to the CAST meeting for those new to Catholic education on Oct 7th.

Staff Salary Review

BG informed the meeting that annual salary statements had not been issued yet because the statements depend upon teacher appraisal and these appraisals had not yet taken place. Also CAST have not decided on pay points across CAST schools. These statements will be issued after the teacher appraisals in October. Governors were advised of their statutory responsibility to review and approve an anonymized list of salaries noting any rises relating to grade and performance.

Action: BG

- 113 **Action** Staff salary statement to be prepared for approval at the next meeting

Building Works

Dry lining of the water tanks is completed.

- 114 Quotes received for work on the main gate access were deemed excessive and not value for money. Additional quotes are being looked into.

Health and Safety Update

Vickery Holman are no longer acting as the school's maintenance providers. CAST have entered into an agreement with Strictly Education who will put in a place a system which will ensure the School is compliant with all current legislation. CAST will pick up the costs of maintaining our compliance with this legislation. An initial site visit was

- 115 cancelled by Strictly Education and we await contact for a new meeting to establish a plan to ensure compliance.

Health and Safety Medicines

Medicine policy has been reviewed by the Leadership Team and it has been amended to reflect that an emergency inhaler for Asthma is now held by the school for use by sufferers whose own inhaler is not available. BG is in the process of asking parents' for their children to make use of this facility.

Q: Is anEpi-pen was still held by the school?

A: Yes but there are currently no children who might need the use of one. Training is only provided by the local authority when there is a child in that position.

116

Action: Canvas new staff to ensure that that they may not need the use of the epi-pen.

Governor Training

Governors were asked to check the accuracy of the governor training record which was handed around the room.

Chair of Governors encouraged all governors to undertake at least one course a year.

Governors were asked to attend at least one of the open evenings on 20th and 21st Oct between 4 and 7pm. SS said she would try to attend the Tuesday while JB and JK would attend on the Wednesday.

BG asked if governors could update the governor profile to be uploaded to the school website. Especially those governors attending the open evening

- 117 **Action;** HT to distribute profiles prepared last year for governors to update; where no previous profile available, governors to write profiles before 20th Oct.

Governance Development Plan

Until the prospective governors join

RE	JK
Vulnerable Children/SEN	JB
Numeracy	SS
H&S	MH
Literacy	SP

Action BG

Action All

Action JK

	Action: Contact MH to see if she will continue as H&S Governor.	Action JK, SP, SS
	Reports to be addressed at next FGB are RE, Numeracy and Literacy.	
118	Action: Those governors presenting reports should contact their subject leaders in order to create report	
	Catholic Distinctiveness	
	The CAST RE advisor felt that it is important that all governors have a copy of 'Catholic School as a Catholic Community' document. The ideal is the RE governor working with the Headteacher and RE lead to identify how the school is operating as a catholic community which will enable all parties to be able to contribute to the SEF in a constructive manner and be able to accurately assess where the school is in relation to the document. The document is a five year process which is validated at the Section 48 inspection. It is therefore important that governors revisit the document as an agenda item at each FGB meeting.	Action: BG
	Action; A hard copy of revised version of Catholic School as a Catholic Community to be distributed to all governors.	
	Q: Should we call an additional FGB meeting to deal with input into RE SEF and School SEF?	
	Having reviewed the guide agenda for the next meeting next it was decided that JK will report on the school as a Catholic community on the 22 nd in order that work can be progressed..	Action JK, BG, SA
119	Action: Convene an RE meeting on Oct 12 nd at 1300 in order to discuss and to be able present to the governing body where the school is with regards to the CSaaCC document.	
	19	
	Safeguarding and Safer Recruitment Policy	
120	It was noted that the policy contains multiple formatting and some minor factual errors. SS volunteered to amend the document before the next meeting. After some discussion the governing body agreed to approve the policy subject to the alterations by SS.	Action: SS
	Action: Amend formatting of Safeguarding Children policy	
	Teacher's Pay Policy	
121	The only changes are in the salary numbers in brackets. Chair of Governors proposed that we adopt the policy which was accepted unanimously.	

Governors 20 Questions was inadvertently missed during the meeting and will be prioritised at the next FGB meeting.

DONM - 22nd Oct 1400 (to include a learning walk).