



St. Joseph's Catholic Primary School, Christchurch

Minutes of Full Governing Body Meeting

Wednesday 20th October, 6.15pm

Governor Monitoring: not applicable at this meeting

Present:

Brigid Hincks (BH) - Chair
Liz Rippon (LR) - Headteacher
Pete Hartley (PH) – Vice-Chair
Brian Cassidy (BC)
Margaret Bond (MB)
Nathan Rickard (NR)
Rachel McMillan (RMc)
Mike Board (M Board)
Nikki Dennison (ND)
Mary Hurl (MH)
Pete Barry (PB)
Deacon Hugh Parry (DH)
Sinead Cheeseborough (SC)
Gemma Hinchliffe (GH)

Attending:

Sonia Lomax (SL) - Clerk

Item		Action
1	Opening prayer	
	DHP opened the meeting with prayers	
2	Welcome & Apologies	
	PH chaired this meeting (with the exception of item 4). Sam James, Andy McLaughlin and Mandy Flack had sent apologies for this meeting, which were accepted. PH welcomed NR to the Governing Body as a new Associate Staff Governor. Governors introduced themselves. Governors noted that Vicki Merifield's term had expired and BH had sent her a letter of thanks from Governors.	
3	Declaration of Business Interests	
	No business interests were declared. Governors were reminded that they need to complete the annual business interest form and return to the Clerk.	
4	Elections	
4.1	Committee Chairs - Governors agreed that Committee Chairs are to be elected at the first Committee meeting of the year and that this will be minuted.	

4.2	FGB Chair and Vice-Chair - BH was nominated by MB and seconded by BC. Elected unanimously PH was nominated by ND and seconded by MH. Elected unanimously Governors discussed succession planning and shadowing. Governors requested that BH and PH develop a summary of the roles that they undertake to share with the other Governors.	BH/PH
4.3	Special Responsibilities - SEND – ND, Safeguarding – BC, Health & Safety – M Board	
5	Approval of Terms of Reference (TOR)	
	SC updated Governors on the proposed amendments to the Admissions TOR as recommended by the Admissions Committee. DECISION - Governors agreed to the amendments. Governors noted that all other TOR remain unchanged. The Code of Conduct will be sent out and all Governors should sign and return.	ALL
6	Minutes of previous meeting (30/06/2021) & Matters Arising	
	Prior to the meeting, Governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting and were signed by BH. All actions had been completed. Governors agreed that all Matters Arising were covered in the agenda.	
7	Headteacher's Report	
	LR had already sent out her report to Governors for the last term. Areas covered included: • Challenges and Opportunities – Governors discussed the very successful Y5&6 school trips • Admissions and Attendance • Staffing • Catholic life of the School • Quality of Education – Governors noted that the priority is phonics and that the percentage of children passing the phonics screening check was lower than previously • Performance & Standards – Governors reviewed the 2020/21 results • SEND – LR updated Governors on the visit as part of the Ofsted inspection of BCP Council and talked through the issues that the school has with this service. • Sports Premium grant update • Pupil Premium grant update – Governors noted that the reporting format will change by Christmas • Safeguarding • Parental engagement	

	• EYFS • Building & Premises • Health & Safety • The future Governors thanked LR for the detailed report.	
8	Safeguarding	
	BC asked LR to pass his thanks to Gerry Curran (GC) for the updates that he sends out. LR reported that she has provided feedback to BCP Council on the high amount of information/training provided as it is not sustainable in the long term. Governors discussed the role of Designated Safeguarding Lead (DSL) – LR to discuss with GC.	LR
9	School Development Plan (SDP) & SSE cycle	
	The 2021/22 SDP had been sent to Governors prior to the meeting. LR presented: • Current strengths and areas for development • Equality Objectives • Development targets • Objectives	
10	Committee Reports	
	All committee reports had been previously circulated to Governors. Each Chair summarised & updated Governors: 10.1 <u>Admissions</u> SC reported on current pupil numbers – Ducklings has 1 vacant place, Yr1 - offered the last place today, all other years are full. 10.2 <u>Curriculum</u> Meeting after half term. 10.3 <u>Finance</u> PH updated on the Finance meeting. PH reported – • problems with BCP Council staffing is causing issues in school • problems with telephones & broadband service mean the school will purchase a mobile phone – Governors discussed the poor service being provided by the supplier • currently BCP do not appear to be clawing back the amount in excess of the 8% permitted carry forward from last year • the mobile classroom will be removed after Christmas – Governors discussed repairs that will be required to the field • staffing in the office has significantly increased due to COVID – will be appointing an additional person for mornings only on a fixed term contract • reviewing the lettings policy as the Funtastic Club numbers are very low • the budget is healthy • virements required as detailed in the committee report DECISION - Governors agreed the Virements proposed.	

10.4	<u>HR & Pay</u> MB updated on the HR meeting minutes. MB reported - • Latest government COVID guidelines • Keeping Children Safe in Education (KCSiE) – updated to reflect support for children with a parent in prison • Staffing update • Term time / Temporary contacts	
10.5	<u>Premises</u> The Committee had not met so LR reported that a new builder is quoting for outside work.	
10.6	<u>Performance Management</u> <i>LR, SC & NR left the meeting</i> PH reported that the committee with Judith O’Hare from BCP Council had met to carry out the Headteacher performance review. All objectives for 2020/21 had been met. <i>LR, SC & NR returned, BH left the meeting.</i>	
11	RE Self Review	
	Governors agreed that this item is to be covered in Committees.	
12	Policies	
	Governors reviewed the policies that had already been sent to them: • Admissions Policy • Child Protection Policy – Governors requested that page numbers be added • Equality Policy • Inclusion Policy - PB noted that the BCP website is referred to and seems to be out of date DECISION – Governors agreed unanimously to Ratify the 4 policies	
13	Governors – training & monitoring	
	Monitoring to restart. LR will send out a list of all classes and teachers. Governors discussed whether to each take an item from the SDP rather than a class or curriculum subject – to discuss further at the next Curriculum Committee.	LR LR
14	Correspondence	
	Grant for de-carbonisation form – to be discussed at next Finance meeting.	PH
15	AOB	
	• Governors discussed issues with parking outside school • Governors asked LR to feedback that the pupils on the door for parents evening were very friendly & professional • LR reported on “Sparkle & Shine” Friday in school – LR to send Governors the recording • Parent Governor vacancy – received 3 applications. Parents voted for Andrew Webb who has a child in Reception. Andrew will join the next meeting. • LR updated Governors on her run with Joe Wicks when he was in Bournemouth.	LR
13	Date of next meeting – 01/12/2021.	
	Meeting closed at 8.30pm	

ACTIONS

ALL

- Read, sign & return Code of Conduct

BH / PH

- Provide summary of work undertaken as Chair & Vice-Chair

PH

- Add de-carbonisation grant to next Finance Committee agenda

LR

- Discuss role of DSL with GC
- Send Governors list of classes & teachers
- Add Governor's monitoring to next Curriculum Committee agenda
- Send recording to Governors