



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, CHRISTCHURCH

Minutes of Governing Body Meeting 22nd January 2020, 6:15pm

Location: Year 4 Classroom

Before the meeting the governors reviewed a selection of Topic Books.

1. JC opened the meeting with prayers.

2. **Welcome and Apologies**

Present: Brigid Hincks (Chair) (BH); Liz Rippon (Headteacher) (LR); Samantha James (SJ); Rachel McMillan (RMc); Vicki Merifield (VM); Peter Hartley (PH); Mike Board (MBd); Brian Cassidy (BC); Sinead Cheeseborough (SC); Pete Barry (PB); Father John Chadwick (JC); Margaret Bond (MB); Nikki Dennison (ND); Mary Hurl (MH)

Attending: Gerry Curran (Deputy Head) (GC); Mandy Flack (MF); Liz Wise (New Clerk) (LW)

Apologies: Nick Mills (NM);

The Full Governing Body (FGB) welcomed Liz Wise, newly appointed Clerk to the Governors. Apologies were accepted from NM.

3. **Declaration of Business Interests**

No business interests were declared.

It was confirmed that LR had now signed the register.

4. **Minutes of the meeting held 27th November 2019 and matters arising**

The minutes of the meeting held 27/11/19 were agreed as accurate and signed off by BH.

Matters arising:

- No matters arising.

5. **Headteachers Report (Autumn Term)**

Questions were invited on the Headteacher's report which had been emailed prior to the meeting:

- Data – LR and GC were to meet early in the spring term to look at the data in more detail. It was reported that although attainment for Year 6 was not expected to be as high as last year, progress was very good.
- Phonics – the FGB was updated on progress with phonics and the support being provided by the Springhill English Hub. The Hub had introduced a very different approach to teaching phonics but improved outcomes are already evident with a consistent phonics delivery across the Key Stage.
- Training – the impact of training was discussed and the FGB asked how the CPD analysis in the report linked to the budget.
- Catholic Life of the School – the FGB was informed of how the Years 5 and 6 children organise the Rosary club.
- Behaviour Policy – a new system of sanctions and rewards is to be rolled out the next week. The new system had been discussed with staff and the amended policy will be considered at the next round of Committee meetings.

6. **Safeguarding**

- It was reported that the safeguarding audit is nearly complete and would be ready for the next FGB meeting. LR and GC would meet to address the remaining action points.
- BC, safeguarding governor, is to meet with LR.
- Safeguarding training through Linwood Teaching School Alliance – 6/2/20 – **governors to inform MF if they wished to attend.**

7. Committee Reports:

• Admissions

- The FGB approved the offer of a Year 5 place to the only applicant on the waiting list (Category 4) following a place becoming available from January 2020.
- The Committee will be arranging a meeting before the end of February to categorise the applications for the September 2020 Reception intake.
- BCP were consulting schools regarding their Appeals' Service SLA. At the moment, the charge per appeal is based on an hourly rate and consideration is being given to a fixed charge. **BH to discuss with BCP.**

• Curriculum

The minutes of the meeting held on 13th January had been circulated prior to the meeting and were presented by RMc:

- The Committee discussed whether to change the governor monitoring process. Consideration had been given to assigning governors to individual subjects. However, it was agreed that this could cause problems if Ofsted inspectors were to look at a particular subject and that governor was unavailable. As a result, governors would remain with their year groups and continue to sign up to a monitoring visit on a particular subject area. It was planned for the Curriculum Committee to conduct a deep dive into subject areas at their meetings. With regard to class governors, it was emphasised that the governors needed to liaise with the class teacher to arrange visits. It was acknowledged that, due to work commitments, some governors found it difficult to come in during the school day.
- Governor Training – BH reported back on attendance at both the Link Governor Role and Holding Your School to Account training recently attended. **MF to circulate the handouts to the governors.**
- LR explained that she and GC would present the SLT's shared vision for the curriculum at the next FGB meeting.
- SEP report autumn 2019 – the latest report had been circulated to governors prior to the meeting. It was explained that the visit had focused on the data and it was reported that the headline figures on the Analysing School Performance Dashboard were very strong. It was also evident that we know where we need to improve.

• Finance

The minutes of the meeting held on 10th January had been circulated prior to the meeting and were presented by PH.

- Current Financial Position – The Committee had scrutinised the year to date position and predictions to the year end and recommended the three virements as detailed in the minutes – all unanimously approved by the FGB. It was anticipated that there would be a carry forward balance into the next financial year which would be within permitted limits.
- Integrated Curriculum Financial Planning training – BH reported that she had attended an excellent training course in Taunton and would share the powerpoint when received. It was noted that the course recommended setting a budget to 97.5% of the funding, reserving the remainder as a catastrophe fund.
- BH reported that, having attended the Schools Forum, she had an indication of what funding we might receive for next year. This would not be confirmed until the end of February.
- Voluntary Funds policy – the Committee recommended the approval of the Voluntary Fund policy which sets out the purpose of the fund.

• Human Resources and Pay

The minutes of the meeting held on 15th January had been circulated prior to the meeting and were presented by MB:

- The Committee discussed new Headteacher mentoring for LR
- The Committee considered LR's proposal regarding Supervision. The Committee approved buying in supervision to support the SLT. The school already buys into an SLA with BCP to support ELSA staff.
- Exclusions – the FGB was updated on a recent exclusion and discussed the action taken following the incident concerned. The FGB was in full support of the Headteacher and agreed that further advice from the local authority should be sought as a matter of urgency.

Staff members SJ, SC and GC left the room

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Staff rejoined the meeting

- Recent appointments – the Midday Supervisor and Clerk to the Governors vacancies had now been filled.
- It was reported that MB and LR would shortly be conducting an audit of the school's website to ensure that it is statutorily compliant.
- The school had now subscribed to The Key - an online resource to support LR and the SLT.

- **Premises**

The minutes of the meeting held on 15th January had been circulated prior to the meeting and were presented by MBd:

- Internal Health and Safety tour – a list of actions has been drawn up.
- Extension Project – MBd updated the FGB on progress with the tender process. A meeting is scheduled for 30 January with WSW, the project manager, to look at the two tenders received. The only concern is that the proposed length of the building programme would run into the autumn 2020 term.
- Perimeter fencing - parts of the wooden fence (EYFS area) and the wire fencing along the Waterman's Park boundary needed attention. As fencing is a H & S emergency work BH will liaise with Hilary Foley, Diocese, regarding funding.

- **Performance Management**

- It was reported that the previous Head's performance management was complete
- Arrangements were being made to set up LR's performance management.

8. Policies

- The FGB unanimously approved the following policies:

The Voluntary Fund

9. Governors – Training and monitoring

- Details of training courses had been emailed to governors.
- Hand-outs from recent training attended by BH would be circulated – see Curriculum Committee minutes.

MH left at 7.30pm

10. Correspondence

- Effective Data Visualisation – training 28th January - Central London £445
- Schools and Academies Show at Excel 29th to 30th April
- Various emails from BCP regarding ongoing problems with the purchasing cards
- EAL Teaching & Learning Conference 11th March £325
- Vitality Play offering a free survey
- Moderngov.com – Understanding Statistical Analysis – training 31st March – Central London £445
- Safeguarding training for governors through Linwood – 6th February
- Chalke Valley History Festival – June – information passed to LR
- Letter confirming planning application
- Thank you card from Louise Buxton

11. AOB

- Topic Books – the FGB commented on the Topic Books viewed before the meeting.
- Year 6 assembly – BH expressed congratulations to the Year 6 children on their recent assembly especially the quality of their writing.

12. Confirmation of date for next meeting – Wednesday 18th March 2020 at 6:15pm

Meeting closed at 7.35pm.