

**St Mary's Primary School
Meeting of the Governing Body
Monday 3rd December 2018 6pm
Minutes**

Present: J Pearce (Head) (JP), K O'Sullivan (KOS), J Reid (JR), J Williams (Chair) (JW), B Timms (BT), M Theobald (MT), M Troni (MAST), G Pearce (GP),

Apologies: T Shepherd (TS),

In attendance: Andrew Hill (Clerk)

No	Item	Who
1	<p><u>Opening Prayer</u></p> <p>The meeting opened with a prayer at: 18:05</p>	
2	<p><u>To receive apologies and approve absences</u></p> <ul style="list-style-type: none"> • T Shepherd (TS) – approved • L Cox (LC) - approved • GP arrived 18:15 	Chair
3	<p><u>To declare any conflict of interest that may arise during the meeting</u></p> <ul style="list-style-type: none"> • None 	Chair
4	<p><u>To approve the minutes of 17th September 2017 meeting and sign by the Chair</u></p> <ul style="list-style-type: none"> • Approved and signed off 	
5	<p><u>To consider any matters arising and actions from meeting of 17th September</u></p> <ul style="list-style-type: none"> • LC, MT and TS to complete Register of Pecuniary Interest forms at next meeting – MT done – LS and TS to complete at a future meeting. • Minutes from FGB meeting on 10th July 2018 to signed off and filed – Done • JW to amend TORs and upload to Basecamp – Done • Clerk to obtain list of FGB members school addresses and update distribution list – awaiting setup of addresses – Done 	
6	<p><u>To receive notification of any other business for item 13</u></p> <ul style="list-style-type: none"> • Part 2 Confidential minutes item • Admissions (discussed in Heads Report section 7) 	

	<p>Car Park update</p> <ul style="list-style-type: none"> • Issue with traffic backing up due to people circling the car park. • A note has been added to the school newsletter and a banner is on order. <p>It is suggested that repeat offenders should be sent a warning letter, if this is ignored then a meeting with a governor is to be set up to discuss the issue.</p> <p>JP Comment – This should be handled entirely by governors so no backlash for staff.</p> <p>Comment – If it continues we might have to close the car park.</p> <ul style="list-style-type: none"> • FGB to work on warning letter to be sent out initially. 	
7	<p><u>Head's Update</u></p> <p>Standards</p> <ul style="list-style-type: none"> • The standards section of the Heads report has been removed due to the dedicated standards report. • The latest standards report makes good reading although there are still areas that can be improved. <p>Admissions</p> <ul style="list-style-type: none"> • Analysis of those joining up to Sept 2018 show that 14 had additional needs and resources. • Not fully funded in most cases with some funding not starting until January 1st 2019. <p>JP Comment – We are a victim of our success with these kind of admissions so more are sent our way. I would not allow a child to join unless we could definitely provide the support needed. Children can go to other schools and just be left to get on with it. It is not in our nature to say no but there will be a point where we cannot admit any more.</p> <p>Comment – We need to analyse at what point this would be.</p> <p>Question – How much discretion do we have with regards to accepting more children?</p> <p>Answer – We have to be able to prove we cannot make reasonable adjustments to our curriculum to support the child with our current resources.</p> <ul style="list-style-type: none"> • KOS and Karen Morgan will work on identifying at what point it is unfeasible to accept more children. This will include a risk assessment snapshot for each of the current pupils and will be monitored regularly going forward. <p>Comment – In the event of something happening we can then offer evidence that assessments have been done. We also need to consider the impact and pressure on staff who need support in our analysis.</p>	Head

	<p>Action needed - February agenda item – SEN profile and strategy review.</p> <ul style="list-style-type: none"> • Open morning was very successful which was good as they have been quiet in the past. • JP has done at least 20 tours in addition to the open morning. • Nursery numbers already at 12 so we are now full which obviously impacts the previous discussion regarding pupils with additional needs. • New children have started however one set of twins has withdrawn due to the lack of wraparound care we currently offer during summer which ties in with our expansion needs. • DOWAT has agreed with the use of reserves to fund our expansion and they may also provide some funds as it aligns with the continuation of catholic education. 	
8	<p><u>School Development Plan (SDP)</u></p> <ul style="list-style-type: none"> • Development areas picked from Standards visit, Ofsted and section 48. • RE priorities: <ul style="list-style-type: none"> ○ Children leading liturgy. ○ Developing the use of scripture across all year groups. • No R.E advisor for the school currently. • Increase the use of practical maths – tied in with applied math skills in all other areas. • Outdoor learning will be a regular feature in the curriculum for all year groups. • Work on improved standards of reading for the more able. • SDP will be uploaded to Basecamp in the coming days. 	Head
9	<p><u>Safeguarding – Report on notable incidents</u></p> <p>There was an incident with a cleaner, she was not doing her hours and was not doing a very good job. The contract manager sacked her. After this she came into the school building briefly, the reason for this is believed to be her retrieving her coat. She was able to enter the building using the door code. After the incident she was spoken to by a police officer.</p> <p>After this incident a safeguarding area has been identified. Going forward the door code will be changed in the event of someone leaving. It will also be changed every half term or if there has been an unauthorised disclosure. Each time it changes it is important to inform St Johns Ambulance.</p>	Head/KOS
10	<p><u>GDPR Update</u></p> <p>Due to a power the phones were down for a period of time This is a minor breach of GDPR as the school is unreachable at the time so may miss information from parents contacting the school.</p>	Head/BT

	<p>DOWAT The DOWAT require a GDPR risk assessment be completed each term, with this term's due this week.</p> <ul style="list-style-type: none"> • DOWAT GDPR calendar to be posted on basecamp 	
11	<p><u>To receive Committee minutes</u></p> <p>Standards committee</p> <ul style="list-style-type: none"> • Bobs report was encouraging. • Minutes being finalised and will be uploaded to Basecamp shortly. <p>Premises committee</p> <ul style="list-style-type: none"> • Minutes to be sent out shortly. • Had visit from the man who inspects the school and does risk assessments. <ul style="list-style-type: none"> ○ Highlighted missing COSHH leaflet. <p>Admissions committee</p> <ul style="list-style-type: none"> • Updated policies are prepared - not much change from previous. • Due to other schools being challenged we are not amending the Admissions arrangements so that Nursery pupils transfer directly to Reception. • Aim to create an FAQ document to be posted on the website by March. • FGB approves the renewed policies. <p>Personnel Committee Chair TS has asked to step down as chair but will continue on the committee so a new chair is needed.</p> <ul style="list-style-type: none"> • KOS nominates BT, seconded by JP. 	Committee Chairs
12	<p><u>Governor Update</u></p> <p>Governor Visits</p> <ul style="list-style-type: none"> • BT visited to look over current IT equipment. <p>Comment - In need of new laptops, we could explore using some of the 'friends' money to purchase.</p> <ul style="list-style-type: none"> • BT attended the music concert. • KOS attended a Safeguarding and Child Protection meeting. • JW attended an Art Day and a pupil premium link session with Gavin. • Various governors attended– Harvest Mass and the Remembrance service. • JW attended Standards Day. <p>Training</p> <ul style="list-style-type: none"> • JW attended the HfL finance for academies course. 	All

	<p>Link Governor Role Friend Link Governor to be appointed – BT has recently been made a trustee of this group and would be happy to become the link governor as he will be attending meetings anyway.</p> <p>Committee roles</p> <ul style="list-style-type: none"> • BT to step away from premises committee with MAST taking over as Chair. • MAST also to join the standards and development committee meeting as it is on an evening so suits his time availability. <p>Governor Objectives</p> <ul style="list-style-type: none"> • February agenda – 50th anniversary celebration plans - 2020. • School expansion plan meeting to happen after Christmas. 	
13	<p><u>To receive any other business as notified in item 6</u></p> <ul style="list-style-type: none"> • Part 2 Confidential minutes 	
14	Next meeting – 4th February 2019	
15	Close of Meeting – 19:45	