

**St Mary's Primary School
Meeting of the Governing Body
Monday 16th September 2019 6pm
Minutes**

Present: J Pearce (Head) (JP), J Williams (Chair) (JW), L Cox (LC), B Timms (BT), T Shepherd (TS), J Reid (JR), K O'Sullivan (KOS),

Apologies: M Theobald (MT), M Troni (MAST), G Pearce (GP),

In attendance: Andrew Hill (Clerk)

No	Item	Who
1	<u>Opening Prayer</u> The meeting opened with a prayer at: 18:00	
2	<u>To receive apologies and approve absences</u> <ul style="list-style-type: none"> • M Theobald (MT) - approved • M Troni (MAST) - approved • G Pearce (GP) - approved 	Chair
3	<u>To declare any conflict of interest that may arise during the meeting</u> <ul style="list-style-type: none"> • None 	
4	<u>Election of Chair and vice-Chair</u> Chair JW nominated by BT, seconded by KOS Vice-Chair MT nominated by JW, seconded by TS	
5	<u>Register of Pecuniary Interest</u> Form completed by all in attendance. MT, MAST and GP to completed at next available opportunity.	
6	<u>To approve the minutes of 15th July 2019 meeting and sign by the Chair</u> <ul style="list-style-type: none"> • Minutes approved and signed off by chair 	JW
7	<u>To consider any matters arising and actions from meeting of 15th July</u> <ul style="list-style-type: none"> • None 	

8	<p><u>To receive notification of any other business for item 17</u></p> <ul style="list-style-type: none"> • Part 2 Confidential item - JP 	
9	<p><u>Head's Update</u></p> <p>Standards</p> <ul style="list-style-type: none"> • No new standards this year. • One of our appeals in reading was upheld meaning an extra mark for reading with greater depth. <p>Admissions</p> <ul style="list-style-type: none"> • Nursery pupil numbers is now 29 due to child who was due to attend moving away. <ul style="list-style-type: none"> ○ Of these between 18 and 22 will be staying for afternoons. • There is now 1 space free in Nursery and Reception and 5 in year 2. • Continued interest child starts on Monday. • The numbers are the highest since JP has been at the school. • One family with 4 pupils is leaving at some point this year. <p>Question – Do you think outstanding status has helped with the numbers? Answer – It has not hurt but all schools in Royston have high numbers.</p> <p>Head PMD TS and JW to double check their appointments but should be able to attend JP PMD on Monday at 10am.</p> <p>School expansion</p> <ul style="list-style-type: none"> • Building work is going well, should be ready by half-term. • As anticipated there have been some cash flow issues. <p>Question – If the weather worsened now would they have to stop work? Answer – No as the underlying structure is finished. It is likely that the car park will need to be closed for a short while to connect it to the main building.</p> <p>2020 Anniversary</p> <ul style="list-style-type: none"> • Need to form working party • JP has written to the Cardinal inviting him to attend mass. • Decided to hold the main event in September as that is the actual anniversary (rather than doing it in summer). • Further discussion in section 16. <p>Staff Non-teaching member of staff is having a baby – hoping to cover in-house without recruiting. Question – Are TAs not insured? Answer – We no longer have insurance, we do have a pot of money for such developments but hope not to use in this case</p>	Head

10	<p><u>Terms of Reference (TOR) review</u></p> <p>To include:</p> <ul style="list-style-type: none"> • TOR Admissions Committee • TOR FGB • TOR Grievance and Discipline Committee • TOR Headteacher Performance Review Committee • TOR Premises Committee • TOR Finance Committee • TOR Personnel Committee <p>JW has reviewed and no content needs to change other than amending the dates. JW will make the amendments and upload the TORs to Basecamp</p> <p>The chair asks if anyone wants to change the current committee they are on but all members are happy as they are.</p>	
11	<p><u>School Development Plan</u></p> <ul style="list-style-type: none"> • SDP is not quite ready and will be uploaded to Basecamp once complete. • Staff meeting decided areas for the year <ul style="list-style-type: none"> ○ EY – staffing structures and inducting new staff. ○ RE – section 48 inspection and, children reading liturgy. ○ Reading – key focus is reading throughout the school. ○ Outdoor learning <p>Question – How is outdoor learning going? Answer – It is early days but going well. All classes get one session per week of varying length. Currently working out the best way to go about things. Considering a full day session per week. Children love it. Will be nice at the end of term to assess how things have gone but so far has been successful</p>	
12	<p><u>School Expansion Update</u></p> <p>JP Comment - It has been quite difficult to establish how much money we have at the moment due to FMS and new finance system. JP to meet with Laura and check cash flow. We will be getting the VAT back shortly which will be helpful.</p>	
13	<p><u>Safeguarding – Report on notable incidents</u></p> <ul style="list-style-type: none"> • No incidents. 	
14	<p><u>GDPR Update</u></p> <ul style="list-style-type: none"> • No update. 	BT

	<ul style="list-style-type: none"> • TS to amend his Basecamp details from personal email to school email address. • An email regarding the flu jab that was meant for teachers was sent in error to Parent mail. <p>DOWAT</p> <ul style="list-style-type: none"> • The DOWAT has decided that we will be having a CEO, and will be advertising in January with a view to start in April. No head teachers want to apply • JP attended a board meeting last week where the vision for the DOWAT expansion was laid out. It must be adhered to and there is not much we can do. • There is a lot of interest from schools so it will expand quite a lot. • Control will eventually move from this governing body to the central one. <p>JP Comment - As long as the Stevenage schools remain (especially John Henry Newman) it should not be too bad.</p> <p>Question – What powers will go? Answer – Anything financial such as school expansion, all HR functions. Do not know how far it will go regarding curriculum.</p> <p>Question – Do we have to be part of DOWAT? Answer – Do not know how we would legally leave but we could possibly become in independent school.</p> <p>Comment – Could be worth looking into and also gauge opinions from other schools such as JHN.</p>	
15	<p><u>To receive Committee minutes</u></p> <ul style="list-style-type: none"> • No update as Committees have not met this term. <p>Admissions</p> <ul style="list-style-type: none"> • Admission web page has been relaunched. • Should be up to date with 2020/21 details and easier to navigate. • Admissions policy will not be changing so does not need to go to consultation and nothing needs to change. • School is almost fully subscribed. 	Committee Chairs
16	<p><u>Governor Update</u></p> <p>Governor training</p> <ul style="list-style-type: none"> • No update <p>Governor Visits</p> <ul style="list-style-type: none"> • None • Art day (is now a week rather than a day) is in January. • SEN coffee morning on 2nd or 3rd October. Gives parents a chance to speak directly. KOS may attend. 	All

	<p>Link Governor Roles</p> <ul style="list-style-type: none"> • Roles to remain same. <p>Governor Objectives</p> <ul style="list-style-type: none"> • 2020 vision • Look at general staff welfare with focus on mental health. • School expansion including building and year-round holiday clubs. <p>2020 Golden Anniversary</p> <ul style="list-style-type: none"> • Will be a year of celebration with an event each term. • First event will be Mass. JP written to Cardinal Nicholls although there are rumours he is retiring. If he cannot attend JP will ask the Dean to come as the lead celebrant (he will be invited anyway). • Will discuss with 'Friends' about other ideas. • The ground work to be done this year including such things as invites etc. • Working party initially to be – JP, LC, JW, BT. 	
17	<p><u>To receive any other business as notified in item 8</u></p> <ul style="list-style-type: none"> • Part 2 Confidential Minutes 	
18	<p>Close of Meeting – 19:40</p> <p>Next meeting – 2nd December 2019 - 6 pm</p>	