MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON

Thursday 5th September 2019

Present:

Foundation Governors, Kath Brown, Steven Driscoll, Tony Bishop and Paul McManus
LEA Governors: Julia Houlston Clark, Mary Samothrakis, Maureen Harris (MH) (Chair), Michael Howells.
Parent Governor: Luigi DeLuca.
Teacher Governor: Helen Oyston
Headteacher: Mike Flynn.
LA: Neil Hardee (NH)
Consortium: Kate Rowlands (KR)
Archdiocese: Anne Robertson (AR)
Governor Services: Ruth Lock
Clerk: Catherine Chambers.

1.19.1 Opening Prayers led by Maureen Harris.

1.19.2 Apologies: Kathryn Burke & Sian Lia which were noted.

1.19.3 Safeguarding Training

Nikki Loukisas (NL), Safeguarding Officer was welcomed to the meeting. NL explained her role within the County and delivered Level 1 Safeguarding Training highlighting the role of Governors with the aid of a power point presentation.

Governors raised questions regarding the Safeguarding Policy and its contents. NL informed Governors that an updated Child Protection Policy would be rolled out to schools shortly, following a discussion Governors agreed to wait for the new policy before approval. It was agreed that Safeguarding would remain as an item on all agendas including School Council, Staff and Governor's meetings.

1.19.4 Business Interests

None received.

New business interest forms were collected from all governors present for the 2019-20 academic year.

1.19.5 Election of Vice Chair

The Clerk took control of the voting and it was duly noted that Mr Paul McManus was nominated as Vice Chair which he accepted.

1.19.6 Election of Committees

Committees were discussed and members nominated and agreed.

Governors discussed the GB vacancies which included Foundation/Staff and Parents. MF confirmed that the Staff & Parent Governors elections would commence the following week. AR confirmed that new foundation governors would hopefully be appointed shortly.

1.19.7 Minutes of last meeting and matters arising not already on the agenda

The minutes from the FGB on 17.7.19 and the Personnel Committee Meeting on 19.6.19 were

Matters Arising

Ongoing

a. MHow to request a Service Level Agreement from the Archdiocese *(AR confirmed that correspondence would be released to schools next week).*
b. MH to chase C Jones regarding Land Registry – *waiting for response/AR agreed to chase.*
c. MF to supply the GB with a timetable/year planner outlining staff, the schedule of dates to include identification of staff who will manage the PM – *MF confirmed all PM completed last year and agreed to send the new timetable to the Clerk for distribution before the next FGB meeting.*
d. The draft framework for year planner tabled by M Harris would be discussed and finalised at committee level with the view of being brought back to the FGB for approval.
e. All governors to make an appointment to visit the school – learning walk with a view of visiting once per year in the future – *it was suggested, discussed and agreed Governors would be invited to the school for a 'Governor Open Day' one to be held in Sept and one in October to include Pupil Voice. MF to send out suggested dates.*
f. Election and appointment of parent governor and non-teaching governor to be held – *starting next week*
g. MF to bring the balances of the Unofficial School Fund and Governors Accounts to the Full GB – *ongoing.*
h. MF to supply the GB with staff names and their roles within the school to aid contact and visits – *suggested taking a photo of the staff board to circulate.*
i. MF to revisit the H&S report to correct punctuation errors.
j. PMcM to circulate the Audit Report

Resources

k. Audit certificates required for all unofficial funds – *Ongoing, NH confirmed that they would be received by the end of the month.*
l. Solution for Letting Policy - *ongoing*
m. SD to contact Phil Andrew re: Lockdown Policy – *ongoing. Agreed that a drill would be completed, KR agreed to help.*
n. Attendance and Wellbeing Policy – *MHow and MF to highlight and suggest changes to the FGB by 12.7.19. CC to send to GB in advance of the meeting - ongoing*

Curriculum

o. Section 50 PIAP – *ongoing*
p. Invite TAs to a committee meeting in the autumn term with a view of a presentation – *ongoing*

Completed

q. MHow agreed to write the Admissions 20/21 policy on behalf of the GB for consultation. Parish boundary maps would be included – *completed, to be approved before consultation.*
r. MF to inform the LA of admission numbers. *NH confirmed the capacity numbers of 75 until the new policy is agreed stating 60.*
s. CC to share governor training records with the GB.
t. Revisit the meeting schedule for GB for the next academic year

Review Governing Body and Terms of Office

It was confirmed that no Governors Term of Office was due to end during this academic year.

Headteacher's Report from July

Governors raised questions regarding outcomes, headline data and trends also MAT and ALN data. Further questions were raised concerning starting point for data and targets.

Governors were informed that data is available on CRONFA.

Target setting was questioned and suggestions were made for clarity. Bullying data and behaviour logs were also questioned and discussed. Governors requested evidence of this.

Discussions took place regarding the Curriculum Committee looking at standards and it was agreed that Claire Rodderick would be invited to bring children's books to the committee meeting on 18th September 2019.

Governors requested that LAC children's numbers and attendance was included in future HTs reports.

Both Governors and the HT expressed their disappointment that the work to improve the H&S in the car park had not been completed during the holiday. NH agreed to chase this as a matter of urgency.

A discussion took place regarding staffs use of USB sticks and their security. KR stressed the importance of using the cloud for security purposes however if staff did use USBs they were to be encrypted and handed back to the school if they left employment. MF confirmed that all staff were aware of this point which had been covered at INSET along with Social Media guidance.

Calendar of Meetings 2019/20

Suggested dates had previously been shared with the GB, these were discussed and agreed for the year. Any clashes would be forwarded to the Clerk.

Policy Review

Governors discussed and agreed to adopt the following policies:

- Exit interview Policy & Procedure
- Health & Wellbeing Policy

M How had compiled a new Admissions Policy for 2021/22 which had been shared with Governors. Governors were encouraged to read and digest before agreeing to send it for consultation.

Governor Training & Development including compliance with mandatory training – Safeguarding

Governors were encouraged to attend training provided by Governor Services.

Correspondence

The Chair of Governors had received one letter from a parent which was which was passed to the Chair of the relevant committee.

Determination of matters to be regarded as confidential

None

AOB

Governors were updated on the progress of the work needed on the wall in Elm Street due to tree roots. Repair costs were unknown however the LA may be able to help if the cost is over £10k.

Option 4 however NH stressed that Governors were not fully informed and it was agreed that Andy Senior would attend the FGB meeting on 9.10.19. Governors noted that the recent inspection from the CSSIW was good.

It was agreed that in the future Governors would inform the Chair in advance of AOB to be discussed in advance of any meeting.

9/10/19