

**St Augustine's Catholic Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Tuesday 17<sup>th</sup> September 2013, 7.30 pm at School**

Present: Mrs Lisa Bon, Mrs Karon Crane, Mrs Mark Dennison (Chair),  
Mrs Florence Duffield, Mr David Glynn, Mrs Mel Gonzales, Mrs Judy Green,  
Mr Francis McGee, Mrs Carol Mellors, Mr Leon Morris, Mrs Amber Moth,  
Mrs Clare Sawyer, Mrs Ann Theobald, Father Ed Tomlinson,  
Mrs Jackie Warren (Head Teacher).

Present: Mr Jon Crozier (Deputy Head).  
Mrs Beverly van Winkelen (Clerk)

Father Tomlinson opened the meeting with a prayer. The new Governors were warmly welcomed to the meeting with introductions from the other Governors.

- 1. Apologies:** Miss Simone Curry, Mr Paul Noonan, Father Peter Stodart.
- 2. Declarations of Business Interests:** These were updated by the existing governors for the academic year and new forms completed by the new Governors and filed.
- 3. Election of the Chair:** The Clerk took this part of the meeting, there had been one nomination for Mr Dennison and he left the room whilst the governors discussed the matter. *It was agreed unanimously that Mr Dennison would Chair the governors for the coming year.* Mr Dennison re-joined the meeting and thanked the Governors for their continued support.

**Election of the Vice Chair:** Mrs Green the current Vice Chair had agreed to stand again but made it clear to the Governors that she would not be seeking election to the Chair of Governors in the future. Whilst the matter was discussed Mrs Green left the meeting. *Governors discussed the re-appointment and considered whether a second Vice Chair could shadow to strengthen the succession process. It was agreed that this was possible and that any interested parties would speak privately with the Chair. The Governors voted unanimously to re-elect Mrs Green for the coming academic year.*

#### **4. Governing Body Issues:**

4.1 **Welcome to new Governors:** covered above.

4.2 **Appointment/re-appointment of appropriate Governors:** *Mrs Bon agreed to continue as the Chair of the Curriculum Committee although she did indicate that she would like to step down at the end of the year. Mr Glynn agreed to continue as the Chair of the Finance Committee. The Chair of the Community Committee would be decided at the next meeting.*

**4.3 Meeting Dates for the coming Academic Year:** It was agreed that the Full Governing Body (FGB) would meet on;

- Wednesday 11<sup>th</sup> December 2013
- Tuesday 18<sup>th</sup> March 2014
- Thursday 10<sup>th</sup> July 2014

*The date for the May Budget Meeting would be set when Mr Glynn had ascertained the date by which KCC needed the budget figures. The date for the first FGB of the next academic year was set for 23<sup>rd</sup> September 2014. All meetings will commence at 7.30 pm.*

*The first Finance Committee meeting will take place at 8.00 am on Tuesday 15<sup>th</sup> October and the Curriculum Committee will meet at 7.00 pm that same day.*

*Mrs Theobald volunteered to fill the vacancy on the Admissions Committee and this was accepted by the Governors.*

*Mrs Mellors and Mrs Crane would take responsibility for Governor Training and Mrs Mellors and Mrs Moth would oversee Welfare.*

*There will be an INSET day on Thursday 24<sup>th</sup> July 2014 which the Governors were cordially invited to attend.*

**4.4 Governor Responsibilities:** Governors had been issued with a paper prior to the meeting detailing the classes that they will be linked to for the coming year and their subject responsibilities; each Governor was asked to make links with their assigned classes as soon as possible.

**5. Minutes of the previous Meeting held 10<sup>th</sup> July 2013:** Mr Glynn informed the Governors that there were some omissions and inaccuracies in these minutes in respect to the financial information he provided and that this should be addressed. It was agreed he would liaise with Clerk after this meeting to amend the minutes.

In a point on recruitment mentioned in the Head Teachers report it was stated that five posts had been accepted, not four.

With these additions to be added to the minutes the Governors accepted that the minutes were a true and accurate record of the meeting. The Clerk would make the necessary alterations and forward the minutes to the Chair for signing.

**6. Governing Body Objectives:** The Terms of Reference of the Committees and the Standing Orders of the GB would form part of the next agenda.

**6.1 Review of the School Plan:** The school had been given an Ofsted rating of Requiring Improvement and Governors had been circulated with a paper prior to the meeting outlining the post Ofsted Action Plan targets for September. This document takes precedence over the School Improvement Plan (SIP) and other matters would be addressed elsewhere. Members of each committee would also be given a copy of the Subject Leaders Action Plans.

*The Headteacher informed the Governors that she, the Deputy Head, Mr McGee and Ms Penny Bowles had attended training regarding the Action Plan and were well placed for where they needed to be at this stage in the procedure. It was possible that the school could receive a visit from Her Majesty's Inspectors (HMI) at any time and Governors would be emailed when a date was known. The HMI would need to give five days' notice and they would not expect to see a completed Action Plan but rather give guidance on actions that had already been put in place. Governors were told that the same inspector would attend each time. The Headteacher had written to KCC to seek guidance on writing the plan and the HMI will direct the school in this matter. The school was also receiving consistent support from the LA through Penny Bowles, costs for this advice had to be met through the rollover, but twelve days of free advice were also available.*

*Governors were asked to link their visits to school with areas of teaching and learning related to their specific subjects; targets one and three had already been circulated and targets two would soon be available along with the Head Teachers targets.*

*Mr McGee asked how the FGB could be organised to complete what it needed to do and was informed that the school development team were looking into the matter and that the Governing Body would be expected to make two visits to the school by the end of October.*

*The Chair thanked the Headteacher for the tremendous amount of work she had put into the Action Plan over the summer recess. The Headteacher informed the Governors that some of the actions were already in place and that others were starting. The Teaching Assistants (TA's) were now meeting on a fortnightly basis and that six assessments would take place for pupils over the year. The Teaching Staff had been heavily involved in the teaching and learning process and this had had a very positive effect on the level of teaching being seen. It was accepted that there was a lot to do but that morale was high and everyone was behind the Plan and working hard. Governors acknowledged that it was important for the staff to know that the Governors were fully behind them. Mr Crozier informed Governors that there would be some testing times ahead but ultimately improved teaching was the only possible way to turn the school around and that staff did appreciate the support that they received from the GB. The Chair and Fr Tomlinson would make arrangements to show the GB's appreciation of the staff with cakes and a card.*

Governors asked if the appraisal process had been well received and were informed that the process was underway. Staff knew their weaknesses based on the observations carried out in June and July and based on the targets set for them some were relearning their strengths. Areas of TA support management would also be examined and would become more robust.

Governors asked if the HMI would carry out more lesson observations and were informed that the process would take a slightly different path with the HMI meeting with the Head Teacher, the Chair and LA advisor. The meeting would last for one day and a letter would be sent to parents. Six weeks later the HMI would return. Mr Noonan and Fr Tomlinson would join the process as part of the School Development Team (SDT) monitoring the Action Plan; there would be meeting of the SDT at least monthly. The FGB, staff and parents will be kept be informed

- 6.2 **Review of the Strengths, Weaknesses, Opportunities and Threats Plan (SWOT):** A paper had been circulated to the Governors prior to the meeting and had been updated from the paper distributed to Governors at the end of last term. It was agreed that the paper would be shared with staff and put on the website. Mr McGee commented that the paper gave a wider view than that produced by Ofsted.

Governors asked if there had been much response through Parent View and were told that seventy three replies had been received. Mr McGee had looked at eight other local schools and in some cases no parents had used the system. Only St John's had recieved more replies than St Augustine's. Mr Morris reported that Parent View is used by approximately 25% of parents at the Boys Grammar School. Ways had to be found of increasing the use of Parent View of Ofsted used it as a tool in their inspections; and it was important that the FGB know the views of the parents so that action can be taken e.g. homework changed in response to Parent View. It was decided to send reminders to parents. Previous comments could be overwritten and the process began again annually. It was also suggested that a parent questionnaire be sent out to ask different questions other than those on Parent View.

- 6.3 **School Vision:** It was agreed that the document didn't give the parents enough of a vision of the school and set targets instead; more parent friendly language had to be included. Entitled 2020 Vision Governors considered whether this gave the right impression to parents and that they needed to know that the vision applied to the school now. The Vision document needed to be succinct but comprehensive. The Chair agreed to update the paper and send to Governors, staff and parents. It was also agreed to give the information to parents who attend the post Ofsted briefings in September.

## **7. Visit Reports:** Mrs Duffield's earlier report had been circulated to Governors.

There is a Visits policy in place and this contains a pro forma for Governors to use when visiting the school and it was proposed that a Classroom policy be devised. *Mrs Moth also informed governors that there was a useful module on the E Learning site for Governors [www.elc-gel.org/governors](http://www.elc-gel.org/governors). Mrs Green would also send out papers to Governors covering monitoring visits. It was suggested that Governors focused on two sections to monitor taken from the Ofsted Action Plan, this would increase the focus of the visit. This year it was thought that these areas might encompass marking and feedback.*

**8. Head Teacher's Report:** Mrs Warren reported that the children had settled well and were working hard. The new teachers had also settled in and had been well accepted by the children. The Head Teacher passed on her thanks for all the work that the teaching staff and TA's ad put in over the summer to ensure that the school was ready for the new academic year. The classroom environments were much improved but there were still a few points to be addressed. There was a much greater level of consistency between the classes.

Governors had been circulated a copy of the post Ofsted Action Plan which would take precedence over the School Improvement Plan (SIP).

It was expected that a Section 48 inspection would probably take place this year. Work had begun on updating the pro forma although a new version was expected. There had been a big impact on work since the last inspection thanks to the work of Mrs Palourti.

A Deanery Mass had taken place which had been attended by five members of staff and an INSET day Mass would be held for staff and Governors.

The eighth edition of Maximillian gave precise insight into what Ofsted would look for in a Section 48 inspection

**8.1 Decision Planner:** Some committees had updated the document and others were adding further detail; the Chair would circulate the document to the curriculum committee to finalise.

### **8.2 Compliance Visit March 2014:**

*Mrs Warren asked for additions to be added from the budget lines, 4, 16, 18, 19, 27, 28 and 29; these would be considered at the December meeting. Section 29 relates to the Governors skills audit and the Clerk would email Mrs Crane with some examples.*

## **9. Committee Reports:**

Finance and Premises:

SFVS: Mr Glynn advised that under our Action Plan there were 16 items to be addressed with 14 to be completed by September 2013. Delays had arisen due to the Ofsted inspection. Three items had been completed, another four had started and a

further seven had made no significant progress. Two items had a target completion date of 14.03.2014

September Monitoring:

The current in-year surplus has risen from £2,346 to £6,255 and this includes forecast cost figures up to the 30<sup>th</sup> September. The forecast includes all of the head teacher's requirements resulting from the Ofsted inspection. The forecast rollover at the yearend is now £74,267. The improvement had arisen due to an additional income of £13,000 as had been reported at an earlier meeting, there being less sickness absence than originally forecast and by employing less experienced TA's at lower salaries than those that had left the school. It was confirmed that there had been no reduction in the TA's hours.

Four pupils had unexpectedly left the school prior to the start of term and had not yet been replaced. This would reduce our income if replacements are not found.

## 10. Policies:

10.1 **Capability Policy:** This document had been split from the Appraisal policy and had been sent to staff for consultation. *The policy was approved by the Governors.*

10.2 **Recruitment Policy:** the Equality Act 2010 had been added to the text.

10.3 **Pay and Performance Policy:** This policy is to be used for setting the objectives for teachers when their targets are set. A time line had been added and targets would be set by the third week of October. The target setting for mid-year and annual assessments would change at the end of term three. *This was approved by the Governors.* The policy needs to be reviewed by the Pay and Staffing Committee.

In keeping with current legislation there will no longer be an annual increase for all teachers; pay rises will now be based on performance management, although some flexibility may be able to be built in for those that deliver outstanding performance.

These changes have been built into the budget.

## 11. Chairs Actions and Correspondence:

11.1 Mr Clive Webster the newly appointed CEO of the Multi Academy Trust is to arrange a visit to the school.

11.2 Chris Gibson has retired as the webmaster and has found a replacement; Simon Brain. There is a link to him on the website. The Chair had thanked Mr Gibson for his excellent support to the school and he was always prompt in making changes.

- 11.3 The Staff and Governors Christmas Dinner will be on 6<sup>th</sup> December; contact Mrs Martin to confirm attendance.
- 11.4 Terms of Reference for the Head Teacher's Performance Appraisal: The Panel is made up of the Chair, Mrs Mellors and Mrs Crane. Penny Bowles will act as the KCC advisor. The appraisal will take place before 31<sup>st</sup> October 2013.
- 11.5 A complaint received had been denied.

**12. Safeguarding:** No matters were brought to the Governors attention.

**13. Any Other Business:**

- 13.1 *Governors had discussed the introduction of badges to recognise the contribution made to the school by pupils who played at sports events and sang in the choir. They were informed that Prefect and House Captain Badges had been introduced and it might be too much to bring in other items. Fr Ed suggested that one child per term was given a badge for making the most progress.*
- 13.2 *A Governor had suggested having a Governors Table at the parents' evenings so that parents would be able to voice any concerns with the Governors. The Y6 evening takes place on the 8<sup>th</sup> and 9<sup>th</sup> October, with Y1-5 following on 22<sup>nd</sup> and 24<sup>th</sup> October. Governors agreed to this positive suggestion attending the consultation for their linked classes*

**14. Confidentiality:** No matters were considered to be confidential.

**15. Date of the next Meeting:** Wednesday 11<sup>th</sup> December 2013 7.30 pm at School.

The Meeting Closed at 9.45 pm

- Action Point 1: Clerk to amend the minutes and forward to the Chair. ✓
- Action Point 2: Clerk to put TOR's and Standing Orders on the next agenda.
- Action Point 3: The Chair and Fr Tomlinson to arrange cakes and card for the staff to show appreciation of GB for their work.
- Action Point 4: SWOT paper to be circulated to staff and put on the website.
- Action point 5: 2020 Vision to be updated by the Chair and sent to staff and shown at Ofsted briefings on 30<sup>th</sup> September for parents/carers.
- Action point 6: Mrs Green to send Governors the Monitoring policy and pro forma.
- Action Point 7: Chair to circulate the Decision Planer to the Curriculum Committee for completion.
- Action Point 8: SFVS Compliance to be added to the December FGB agenda.
- Action Point 9: Clerk to email Mrs Crane examples of Governors Skills Audit forms. ✓