

St Augustine's Catholic Primary School, Tunbridge Wells

**Minutes of a meeting of the Governing Body  
held at the school on Thursday 1 October 2015 at 7.30pm**

	<p><b>Present:</b> Present Mark Dennison (Chair), David Glynn, Clare Sawyer, Jackie Warren (Headteacher), Lisa Bon, Karon Crane, Carol Mellors, Father Ed Tomlinson, Mel Gonzales</p> <p><b>In Attendance:</b> Amanda Barlow (Clerk)</p>	
		<b>Action</b>
<p><b>1</b></p>	<p><b>Welcome and apologies for absence</b></p> <p>The meeting opened at 7.30 pm.</p> <p>Apologies for absence were received and accepted from Ann Theobald (holiday), Father Peter (parish commitments), Judy Green (family commitments), Mel Gonzales (working).</p> <p>The governors noted that the meeting was quorate.</p> <p>The Governors noted that this meeting was rescheduled so it was understandable that there were apologies from Governors who had previous commitments.</p> <p>The Chairman advised that Amber Moth has tendered her resignation.</p>	
<p><b>2</b></p>	<p><b>Declarations of Business Interests</b></p> <p>There were no declarations of business interest relating to items on the agenda.</p>	
<p><b>3</b></p>	<p><b>Election of Chair and Vice Chair</b></p> <p>The Clerk advised the Governors that she had received one nomination for the position of Chair for Mark Dennison.</p> <p>The Clerk asked the Governors if there were any other nominations. There were not.</p> <p>The Governors unanimously voted for Mark Dennison as Chair of the FGB.</p> <p>The Clerk advised the Governors that she had received one nomination for the position of Vice Chair for Father Ed.</p> <p>The Clerk asked the Governors if there were any other nominations. It was agreed that as in the previous year, there should be 2 Vice Chairs and the Chair confirmed that Judy Green would be happy to seek re-election as the Co Vice Chair. The Governors unanimously agreed that there should be 2 Vice Chairs.</p> <p>The Governors unanimously voted for Father Ed and Judy Green as Co Vice Chairs of the FGB.</p>	

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	Mark Dennison said that he would discuss the role of Vice Chair with Fr Ed and Judy Green, because it was important that they should have specific roles linked to being Vice Chair.	
<b>5</b>	<b>Governor matters</b>	
<b>5.1</b>	<p><b>Governor Vacancies</b></p> <p>The Chairman reported the following:</p> <ul style="list-style-type: none"> <li>• Amber Moth has resigned so there is a vacancy for a Local Authority Governor.</li> <li>• Paul and Frances have kindly offered to come in to help the school should there be an Ofsted Inspection shortly.</li> <li>• There is currently 1 parent, 1 LA, 1 Staff and 3 Co-opted Governor vacancies.</li> <li>• <b>Governors suggested that there was a parent who would possibly be interested and it was agreed that he should be approached.</b></li> <li>• <b>It was agreed that the Chairman and the Headteacher would meet any potential Governors prior to them standing for election.</b></li> <li>• <b>It was agreed that the Headteacher would speak with the Headteacher of St Gregory's to see if any staff who would like to be Governors.</b></li> <li>• <b>The Chairman agreed to put a notice in the Parish newsletter.</b></li> <li>• <b>The Headteacher agreed to carry out a parent Governor election and the Clerk confirmed that she would send her the necessary papers.</b></li> <li>• The Governors noted that there was a need for a Governor with financial background.</li> <li>• It was also noted that if more than one parent came forward it would be possible to make parents Co-opted Governors.</li> <li>• The Headteacher confirmed that she had carried out a staff Governor election.</li> </ul>	
<b>5.2</b>	<p><b>Governor section of school website</b></p> <p>Karon Crane offered to update the Governor section of the website. The Chairman thanked her for her kind offer.</p>	
<b>5.3</b>	<p><b>Governor communication</b></p> <p>The Governor notice-board is now up in the car park area. Governors felt that it would be a good idea to put the pictures on the notice-board. It was agreed that the photos on the website could be used; these will be updated at the FGB on 20October.</p>	
<b>5.4</b>	<p><b>Governor questionnaire</b></p> <p><b>It was agreed to carry out the RE Governor questionnaire at the parent consultations in October and the whole school Governor questionnaire in March.</b></p>	
<b>5.5</b>	<p><b>Membership of Governor Committees</b></p> <p>The Governors agreed to discuss the Terms of Reference at the Committees and to elect</p>	

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	<p>the Chair of the Committee at those meetings.</p> <p>The Clerk advised that due to the number of meetings it might be appropriate to merge the committees.</p> <p>The Governors discussed the proposal and agreed that it would cut down on the amount of time the Headteacher was spending at Governor meetings and help with the decision making process to have the Committees merged. It would also help to focus discussion.</p> <p><b>It was agreed that the Governing Body would trial a new structure with two main Committees, each with three meetings per year. Plus the Pay Committee, which will meet twice a year to review Teachers and Support Staff salaries. There would also be the Headteacher's Performance Management (HPM) Committee. Annually there will be three Full Governing Body meetings with a Headteacher's report, one business meeting in September and the budget meeting in June; total five.</b></p> <p>The following committees were agreed:</p> <p>Community &amp; Curriculum (CC) Committee          Finance, Staff and Premises (FSP) Committee          Pay Committee – Carol Mellors, Karon Crane, Mark Dennison, David Glynn          HPM Committee – Carol Mellors, Karon Crane, Mark Dennison</p> <p><b>It was agreed that the Clerk would draft new Terms of Reference for the Committees and circulate so they can be discussed at the next Committee meetings and ratified at the next FGB meeting.</b></p> <p>The Clerk also suggested bringing forward the time of the FGB meeting to help the staff as they had been at the school already all day. <b>It was agreed that the FGB meetings would start at 7pm in future and aim to finish by 9pm.</b></p>	
<b>6</b>	<b>Minutes of the last meeting</b>	
<b>6.1</b>	<p>The minutes of the meeting held on 23 June and 16 July 2015 were still outstanding due to issues with the previous Clerk. It was agreed to take these minutes at the next FGB meeting</p> <p>Action: Clerk put previous meeting minutes on next FGB Agenda.</p>	
<b>6.2</b>	<b>Matters arising:</b>	
<b>7</b>	<p><b>Budget</b></p> <p>The Chairman of the Finance Committee advised that the school are still struggling with the new software. There is a meeting planned for later in the term to review the budget.</p>	

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<p><b>8</b></p>	<p><b>Headteacher's Report</b></p> <p>The Headteacher gave a verbal report to the Governors. She made the following comments:</p> <ul style="list-style-type: none"> <li>• The school is fully staffed</li> <li>• The LA Improvement Advisor attended the termly meetings. The Senior Advisor visited the school and she was extremely pleased. She informed the Headteacher that the school should now be judged as Good.</li> <li>• The Chairman on behalf of the Governors asked the Headteacher to pass on their congratulations to the staff for their excellent work.</li> <li>• <b>Governors questioned the Headteacher if she felt the school were Ofsted ready.</b> The Headteacher responded that she felt that all the staff were ready but she was concerned due to recent changes to the GB that the Governors were not as they had been previously.</li> </ul>	
	<p>The Chairman advised the Governors of the key actions points given to the school:</p> <ul style="list-style-type: none"> <li>• Further develop how the Governors monitor and hold the staff accountable.</li> <li>• <b>It was agreed that the Governors would meet with the staff to discuss the areas of responsibility.</b></li> <li>• Governors discussed the School Development Plan and advised the Headteacher that it was excellent as it was very succinct.</li> </ul> <p>The Chairman congratulated the Headteacher on her excellent work over the summer holidays.</p>	
<p><b>9</b></p>	<p><b>Post Ofsted Action Plan (POAP)</b></p> <p>The POAP has now come to end as the school have moved onto to the School Development Plan.</p>	
<p><b>10</b></p>	<p><b>Items that require immediate action</b></p> <p>The following policies were ratified by the Governing Body by email:          Capability          Safeguarding          Special Leave</p> <p>The Governors confirmed that these has been signed and dated by the Chairman.</p>	
<p><b>11</b></p>	<p><b>Governor visits/Governor Training</b></p> <p>The Chairman advised that he had attend Governor training on the Headteacher's Appraisal Committee.</p> <p>The Chairman informed the Governors that there was some upcoming training on the new finance model.</p>	

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<b>12</b>	<b>Policy review</b>	
	<p>The following policies had been previously circulated and copies are held on the School's policy file.</p> <p>Health &amp; Safety Policy Governor Allowances Policy Lettings Policy School Anti-Fraud Policy Whistleblowing Policy Safer Recruitment Policy</p> <p>The Chairman of the Finance Committee advised that the above policies were all recommended by the Finance Committee for adoption by the GB. He explained that some minor changes were made to the policies by the Committee</p> <p>The Safer Recruitment Policy was ratified by the Pay &amp; Staffing Committee in July 2015.</p> <p>The Governors unanimously agreed to adopt all the above policies and the Chairman will signed copies of them before next FGB; there were no paper copies available.</p> <p>It was agreed that Governors should undertake the Prevent Channel online training.</p>	
<b>13</b>	<b>Safeguarding</b>	
	There were no issues.	
<b>14</b>	<b>Chair's Actions/Correspondence</b>	
	<ul style="list-style-type: none"> <li>• The Chairman advised that he had received a termly update from KCC for Governors, which was quite helpful. <b>The Chairman will forward on the email to Governors.</b></li> <li>• The Chairman reminded Governors that parent consultations were taking place on 13 October and 15 October from 4.30pm to 7.00pm. The Chairman asked the Governors to attend to welcome parents, carry out the RE survey and possibly talk to parents about the joining the FGB.</li> </ul>	
<b>15</b>	<b>Any other urgent business</b>	
	<ul style="list-style-type: none"> <li>• Father Ed advised that he was able to get a special nativity play with music based on the current migrant crisis for the school. The Headteacher thanked Father Ed and he confirmed he would get a copy of the play for the school.</li> </ul>	
<b>16</b>	<b>Confidentiality</b>	
	The governors agreed that there were no confidential items in terms of publication of the minutes.	

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<b>17</b>	<p><b>Date and time of next meeting</b></p> <p>The next meeting would be held on 20 October 2015 at 7.00 pm</p> <p>The next meeting of the Community and Curriculum Meeting will be on Tuesday October 13<sup>th</sup> at 6.30pm at the school.</p> <p>The next meeting of the Finance, Staff and Premises will be arranged at a later date.</p> <p>Father Ed closed the meeting with a prayer. The meeting closed at 8.44 pm.</p>	
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Signed.....

Date .....

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<b>Action List</b>		
<b>5.1</b>	Governors to invite potential parent Governors to meet the Headteacher/Chairman	<b>Headteacher/ Governors</b>
<b>5.1</b>	Chairman to put notice in Parish Newsletter	<b>Chairman</b>
<b>5.1</b>	Headteacher to carry out parent elections	<b>Headteacher</b>
<b>5.1</b>	Clerk to send Headteacher parent election papers.	<b>Clerk</b>
<b>5.4</b>	Carry out RE questionnaire at parent consultations in October	<b>All Governors</b>
<b>5.5</b>	Clerk to circulate draft TOR for the Committees and GB.	<b>Clerk</b>
<b>6.1</b>	Clerk to put minutes of previous meetings on next FGB Agenda	<b>Clerk</b>
<b>14</b>	Chairman to forward on KCC Governor update to all Governors	<b>Chairman</b>

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**Part 2 Items of Confidentiality**

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