

St Augustine's Catholic Primary School
Draft Minutes of the Full Governing Body Meeting
Tuesday 1st November 2011 7.30 pm at School

Present: Mrs Lisa Bon, Mrs Sarah Chater, Miss Simone Curry, Mr Mark Dennison, Mr David Glynn, Mrs Judy Green, Mrs Henriekje Harrington Voight, Mr Nick Jotischky, Mrs Jan Mann (Headteacher), Mrs Amber Moth, Mr Paul Noonan, Father Peter Stodart, Mrs Ann Theobald.

In Attendance: Mrs Beverly van Winkelen (Clerk).

Father Peter opened the meeting with a short prayer.

1. **Apologies:** Mrs Helen Greasby, Mr Jon Crozier, Mrs Carol Mellors.
2. **Declarations of Business Interests:** None were declared at the meeting; the Clerk will provide forms for Miss Curry and Mr Noonan to complete and would also inform KCC and the Diocese of the additions to the board of Governors.

Action: Clerk to write to the Diocese and KCC to update the Governing Body membership.

Clerk to email Business Declaration forms to Miss Curry and Mr Noonan.

3. **Governing Body Issues:**
 - 3.1 **Father Peter welcomed the new Governors to the meeting;** Miss Simone Curry is the new staff Governor and Mr Paul Noonan a new parent Governor. A further election would be held to make appointments for the two remaining parent governor vacancies.
 - 3.2 **The election of the Chair of Governors:** For the purpose of the election the Clerk took the Chair. Father Peter had earlier indicated his desire to stand down from the post. Mr Dennison had put himself forward for the position, his was the only nomination received by the Clerk. Through a show of hands, Mr Dennison was unanimously elected as Chair of the Governing Body for the coming academic year. Mr Dennison thanked the Governors for their support; and gave special thanks to Father Peter for the work that he had done in steering the school through some difficult times in the past year.
 - 3.3 **The Election of the Vice Chair of the Governing Body:** One nomination was received from Mrs Ann Theobald; through a show of hands Mrs Theobald was duly elected Vice Chair of the Governing Body for the current academic year.
 - 3.4 **Agree the Meeting dates for the coming Year:** Mrs Mann supplied the Governors with a schedule of proposed meeting times for the coming year. The committees would continue to set their respective dates to feed into the

Full Governing Body (FGB) meetings, but it was decided to set the dates for the FGB for the coming year this evening.

FGB Meeting will take place on Monday 26th March 2012, Tuesday 29th May 2012, Tuesday 17th July 2012 and Monday 17th September 2012. All meeting would commence at 7.30 pm.

4. **Review of Governing Body Structure and Procedures:** It was agreed that the Committee structure would remain unchanged but that there would be some alterations to the membership to incorporate the new Governors. Miss Curry and Mr Noonan would join the Curriculum Committee. The Finance and Curriculum committees had already met and Mr Glynn and Mrs Bon had been re-elected as the respective Chairs; the Community Committee had yet to meet. A full copy of the Committee Structure is filed with the minutes.

Governors were also assigned to specific subject areas and classes to further improve the relationships between the staff and Governors; and to enable the Governors to become more actively involved in the daily life of the school.

The Governors also reviewed and approved the Terms of Reference (TOR's) of the committees and the Governing Body.

The Curriculum TOR's had been slightly amended under point 5, the matter had been discussed at the last meeting and agreed under the delegated powers of the committee on 13th October 2011, it was ratified this evening by the FGB and signed by the Chair.

The Finance Committee TOR's highlighted the fact that the reporting system FMSiS was no longer relevant to the schools' financial planning; a new system Schools Financial Values Standard (SFVS) was now in place and the school would need to submit its return to the Local Authority by March 2013. TOR's were agreed and signed by the Chair.

The Standing Orders for the FGB were agreed along with the TOR's.

5. **Minutes of the Previous Meeting held Monday 11th July 2011:** These were accepted as a true and accurate record of the meeting and signed by the Chair. The minutes also include an item of confidentiality and it was agreed that Father Peter would continue to take the lead in this matter until it was successfully concluded. Mr Dennison also reported that the first Headteachers Performance Management review had taken place and that a second date had been agreed for March 2012.

6. **Headteachers Report:** Mrs Mann gave the Governors a verbal report supplemented by her notes and the draft highlights of the School Plan; copies of which are filed with these minutes. Mrs Mann reported that the school year had got off to a very successful start. Seventeen pupils had taken the 11+ and seven had passed and the Year 6 trip had gone well.

A report had been circulated to Governors from the school plan; it focused on four key areas for the school under the headings of Achievement, Teaching, Community and Ferre Laever

The main focus under the Achievement heading would be on children's writing in relation to the progress made by higher ability children and across the school in general. All areas associated with writing would be used to raise the children's attainment.

Teaching would look at the quality of feedback to learners; a lot of work had been done in this area with Maths moderation and assessments and these were now consistent across the school. The level of feedback to learners had increased and some staff were using WILF (What I'm Looking For) so that the children had clear learning objectives and were able to measure their own success.

The Community section would focus on amongst other things forming stronger links with the local community; this would be achieved by raising the Catholic profile of the school e.g. by the installation of a cross at the front of the school.

Ferre Laever would concentrate on the wellbeing and involvement of the children, ensuring that learning was matched to the developmental level of the child. This would be achieved through observations, challenge, differentiation, expectation and questioning.

With the exception of Ferre Laevers each area was had been assigned a pair of Governors to monitor the progress being made.

Earlier in the year the Headteacher had met with a selection of the Governors to look at ways of improving the links between the school and the Governors. This would enable the governors to gain more knowledge of the school to support their role of critical friend and enable them to ask questions that would challenge the school and improve monitoring. It was agreed that two events stood out last year which enabled this to happen. Firstly subject leaders had given short presentations to the Governors and these had been followed by a tea between the staff and Governors where they could meet on an informal basis. Communication was key to improving this area and Governor visits needed to take place; Governors could also attend specific school events, end of term Masses and the assembly of the class that they had been linked with. Input was needed from both

staff and governors. Mrs Moth and Miss Curry offered to work as liaison officers for the governors to ensure that they were invited to functions, Governors could also keep up to date with school events through the website and newsletters. Signing Governors up to the Parent mail system was to be investigated.

Pupil Voice training had taken place in October which nine Governors had been able to attend.

Making Figures Speak data was currently being analysed by the SLT there were successes to celebrate as well as some other areas that needed further discussion. The Early Years Foundation Stage children had achieved success that was above the National and Local Authority scores for all areas except reading and writing. The criteria set by which to judge these areas are extremely high. Children are judged on a points system, huge progress was made in areas of Communication Learning and Literacy (CLL), last year 33% of the children made 6+ points this year 100% achieved the mark.

In general trends across KS1 are going up. Moderation of Maths and Writing was extremely vigorous and this could have had an impact on the Level 3+ results for this cohort.

In KS2 those achieving level 4 was above the National, LA and area scores; those achieving Level 5 is also above the LA guideline in all areas except English but staff were aware of the this and the improvements that would need to be made.

Three children that would have started the year as part time pupils had elected to go full time, they had been incorporated into Mrs Culmers' class and there had been no staffing implications as a result of this.

Seven children had left the school for various reasons and nine children had joined the school; six had moved into the area and three had come from other cluster school. There are currently four spaces in the school.

The PTA continued to raise funds for the school; the recent quiz night had brought in £800. The PTA had also given the school £1000 towards school trips; the school had matched this from the budget for each phase

Staff continued to be actively involved in training. There were currently two TA's studying for their NVQ level 3. Training courses had also been undertaken in First Aid and Child Protection, the Head and Deputy Head had also been to various training courses and conferences. On 8th November Mrs Mann and Mrs Harrington Voight would attend a course entitled 'Governing a Catholic School'.

Premises issues were being dealt with as they arose; over the summer holidays various rooms had been repainted and new carpets added. The Fire Alarm panel had been replaced and some trip hazards had been brightly painted as a child with poor sight had joined the school. Two new projectors had also been fitted in classrooms.

7. **Review Governing Body Objectives:** These had been covered at other points in the agenda.
8. **Governing Body Reports:** The Finance Committee had updated its policy and TOR's and no new items had been discussed that would have implications on the budget. The lettings policy and Health and Safety policy had been reviewed and approved; they were both based on Kent model documents. The minutes of the budget review were not yet available but the September monitoring was very satisfactory; it was in line with expenditure and there were no significant variances to report. Under spending in some areas will be addressed throughout the year. Very little had been spent from the Capital Budget, the money would be safeguarded for larger projects.

The Curriculum Report was circulated but there were no questions from Governors and the Community and Pay and Staffing Committees had not yet met.

9. **Policy Review:** Father Peter was concerned that Governors were not referred to in the Whistle Blowing Policy and that the model policy from the LA did not cover voluntary aided school such as St Augustine's; the Finance Committee were to look at the policy again in conjunction with the old school policy and the Fairness at Work Policy.

The following were reviewed, approved and signed:

TOR's FGB, Finance and Curriculum committee
Standing Orders for the FGB.

Policies – Finance
 Lettings
 Governor Allowances
 Health and Safety

10. **Chairs Actions:** Father Peter had received a letter from The Skinners School asking Governors to attend a meeting at the school to discuss converting to an academy. The correspondence was passed to Mr Dennison as Chair.

Mr Dennison would write to Mrs Smith, Mrs Allen and Mr Dwyer thanking them for their valuable contributions to the school in their respective roles of school

secretary and Governors. He would also write to the PTA thanking them for their continued fundraising for the school.

The other matter discussed was considered confidential and is filed separately.

11. **Any Other Business:** no matters were brought to the Governors attention.
12. **Items of Confidentiality:** A matter pertaining to Item 10 is filed separately.
13. **Date and Time of the Next Meeting:** Monday 26th March 2012 7.30 pm at School.

The meeting Closed at 9.35 pm