

St Augustine's Catholic Primary School
Minutes of the Full Governing Body Meeting
Monday 10th September 2012, 7.30 pm at School

Present: Mrs Lisa Bonn, Mrs Sarah Chater, Miss Simone Curry,
Mr Mark Dennison (Chair), Mrs Florence Duffield, Mr David Glynn,
Mrs Judy Green, Mrs Jan Mann (Head Teacher), Mr Francis McGee,
Mrs Carol Mellors, Mrs Amber Moth, Farther Peter Stodart,
Mrs Ann Theobald.

In Attendance: Mr Jon Crozier (Deputy Head), Mrs Beverly van Winkelen (Clerk).

- 1. Opening Prayer:** Fr Peter asked for God's guidance as the Governors met this evening to make decisions for the school community.
- 2. Apologies:** Fr Behruz, Mrs Helen Greagsby, Mrs Henriekje Harrington-Vogt, Mr Nick Jotischky, Mr Paul Noonan.

Mr Dennison informed the Governors that Fr Behruz had resigned as a Foundation Governor due to work commitments. Mr Dennison agreed to contact Fr Behruz to nominate another person to serve as a Foundation Governor from the parish of Paddock Wood. Mr Dennison thanked Fr Behruz in his absence for the work he had done in ensuring the continued success of St Augustine's Catholic school.

Action 1: Mr Dennison to write to Fr Behruz thanking him for his commitment to St Augustine's

Action 2: Mr Dennison to contact Fr Behruz to ask his thoughts on a suitable person to act as a Foundation Governor.

- 3. Declarations of Business Interests:** Governors were asked to sign their declarations for the coming academic year. No pecuniary business interests were declared.

4. Governing Body Issues:

- i. Election of the Chair of Governors:** The Clerk took the chair for the purpose of the election. Three nominations had been received for Mr Dennison; no other nominations had been received. The Governors voted unanimously for Mr Dennison to continue as Chair of Governors.

- ii. **Election of the Vice Chair of Governors:** No nominations had been given to the Clerk prior to the meeting. Following a full discussion it was agreed that the election of the Vice Chair would be deferred until the next meeting. Governors were asked to consider possible candidates for the role; self-nominations were welcomed.
- iii. **Meeting dates for the Full Governing Body (FGB) for the academic year 2012-2013:** Dates for the meetings were agreed as follows.

Tuesday 11th December 2012
Tuesday 19th March 2013
Tuesday 21st May 2013 (Budget setting)
Wednesday 17th July 2013

All meetings would be held at 7.30 pm at the school.

5. Review of Governing Body Structure and Procedures:

- i. **Standing Orders for the Governing Body:** These were reviewed and it was agreed that no changes were necessary. In his capacity of Chair of Governors, Mr Dennison signed the document. A review date was set for September 2013.
- ii. **Terms of Reference (TOR's) of the Governing Body:** Governors discussed whether the Catholic ethos of the school should be reflected in the TOR's. It was decided that the TOR's should not be altered and the Chair signed the document for the coming academic year with a review date set for September 2013.
- iii. **Review of the Committee Structure:** Each chair of the Committees agreed to stand for a further term subject to the agreement of the Committee members at their first meetings.
- iv. **Delegation of functions of the Committees:** Each Governors had previously been linked to a specific class within the school; from a strategic point of view it was decided that Governors should continue to support the class that they had been assigned to; however it was necessary to make some changes to this structure so that Parent Governors were not involved with classes in which they had children.

The following structure was agreed by the Governors:

GOVERNOR	CLASS	
Sarah Chater	RC	
Florence Duffield	RS	
Fr Peter	1P	
?	1/2 SL	
Mark Dennison	2C	
Francis McGee	3C	
Lisa Bonn	3/4C	
Nick Jotischky	4P	
Judy Green	5S	
Carol Mellors	5/6M	
Paul Noonan	6G	

Classes 1/2 SL and 4P have yet to be assigned a link Governor.

- vi. Terms of Reference and Standing Orders for the Full Governing Body:** These were signed by the Chair for the coming academic year. Governors questioned whether the Catholic ethos of the school was fully reflected. The Chair agreed to review the documents and would report back to the Governors at the next meeting.

- 6. Minutes of the Meeting held 17th July 2012:** Governors raised two queries with the minutes and alterations were made to the document to reflect these. Otherwise the minutes were accepted as a true and accurate record of the meeting and were duly signed by the Chair.

There followed a review of the action points and the following are outstanding:

Action 1: Mrs Mann would arrange for the Subject Leader of Science to invite Fr Peter to talk to the children

Action 2: The Single Equality Scheme would be finished by November and presented to the Governors at the next FGB.

Action 5: Governors were asked to complete their visit reports and email to Mrs Mann prior to them being circulated by the Clerk.

Action 6: Mrs Harrington-Vogt was awaiting confirmation of the training date and would advise Governors accordingly.

Action 7: The Self Evaluation Form (SEF) was being reviewed and targets set for the Governors.

Action 8: Further research needed to be done regarding Link Schools and the matter was carried over to the next meeting.

All other action points had been completed.

Governors also asked for further information on the Pupil Premium; this had been a topic for discussion at the last meeting as St Augustine's pupil received less per head than other similar schools in the area. KCC had not yet published their figures for the new school year but further information would be sought before the next meeting.

The Chair reported that the interviews for the Head Teacher recruitment would take place on the 26th and 27th September depending on the number of candidates. The closing date for applications was 14th September. The post had been widely advertised in the press and on line. Two candidates from the first round who had been shortlisted in July but were unable to attend had been contacted and had again been shortlisted. The Chair reiterated to Governors the panel's commitment to finding a suitable person to take on the role of Head Teacher and affirmed that a person would only be appointed if they were considered to be right for the school.

Action 3: Mr Glynn to find out further information regarding the pupil premium and report to the next meeting:

- 7. Review of Governing Body Objectives:** Teaching Governors commented that the links between the staff and Governors were strong and that the children also knew who the Governors through the links that had been built up with individual classes. The Chair told Governors that the momentum needed to be carried forward with Governors increasing their knowledge of the school through visits, the School Improvement Plan and training.

Governors agreed that Continuous Professional Development (CPD) was key. The Training Governor had arranged for bespoke training to take place for the Governors. Other training was also available via KCC and on line. Mrs Green had recently completed training around safeguarding children and Fr Peter was part way through the course. It was also felt that when Governors had completed a course, they should give feedback to the other Governors. This would form a valuable part of the strategic planning.

The Clerk would now include Governor Training as a standing item on future agendas.

Action 4: Clerk to include Governor training on future agendas.

8. Governing Body Reports:

- i. **RE Report:** The Head Teacher reported that Mrs Pitt-Palouti would be attending the next FGB meeting before giving Governors a verbal account of the RE provision at the school.

Fr Anthony had been present at the last Inset day and delivered an insightful talk on the new RE programme 'Come and See' and the invitation to join Jesus through the Catholic community. Mrs Pitt-Palouti had outlined how the new scheme would work; there would be four areas of study planning.

- ii. **Governor Visits:** The Community Committee had spent considerable time putting together a Visits Policy and creating a Proforma template for Governors to fill in on completion of their visit. Governors were asked to ensure that a report was completed after each formal visit. Visits that were considered to be informal i.e. assemblies or classroom visit could be added to the end of the Proforma assessment.

It was suggested that each Governor should make a formal visit to the school linked to their subject area using the Proforma. Subject areas are being finalised and Governors were asked to contact their subject leader when the work was completed. Completed visit reports should be sent to the Head Teacher for checking. They would then be passed to the Clerk for circulation to the other Governors.

9. **Head Teachers Report:** Mrs Mann gave the Governors a verbal report. The term had started calmly and all the children were happy and pleased to be back. It was reported that four children had left the school; some children had moved abroad but others had transferred to other schools. One child had joined the school in Year Six. The current school roll is 308.

The Self Evaluation Form (SEF) was being updated; the Head Teacher was reviewing the progress of the school and assessing its current position. This term the focus will be on phonics, writing, maths and Science and the TASC method would be used to encourage the children to become independent learners. The new RE teaching aid 'Come and See' would be implemented. Further work would also be done on improving the creative curriculum.

The Senior Leadership Team (SLT) had met to discuss the targets that should be set for the Governors. The Head Teacher was keen for Governors to attach themselves to areas that were being developed such as English, Maths, Science and RE. The Governors have taken on the following responsibilities.

Governor Responsibilities 2012-2013

SUBJECT RESPONSIBILITY	GOVERNOR
Training	Henriekje Harrington-Vogt
SEN	Lisa Bon
Child Protection	Fr Peter
Early Years	Florence Duffield
Data	Sarah Chater
Health and Safety	Ann Theobald
Voluntary Fund	Ann Theobald
English	Lisa Bon & Nick Jotischky & Henriekje Harrington-Vogt
Maths	Sarah Chater & Francis McGee
Science	Judy Green & Francis McGee
RE	Fr Peter & Carol Mellors
ICT	Nick Jotischky
TASC and Ferre Laevers	Simone Curry & Mark Dennison
Welfare	Amber Moth & Judy Green
Head Teachers Performance	Carol Mellors & Mark Dennison
Buildings	David Glynn

Subject Leaders would be reminded to invite their link Governor to events throughout the year.

10. Policy Review: The Head Teacher reported that the RE and feedback policies had been extensively reviewed.

Mrs Mellors asked for time to study the RE policy. Governors discussed the content of the policy and it was felt that it should show the outcomes for the staff and children. Governors also wanted to develop the class liturgy and allow children to take responsibility for the subject of the worship and invite parents to share in the event. Governors were told that Fr Anthony had been coming into school for assemblies and had been involving the children in Masses.

Following discussions about the Feedback Policy it was agreed to put an appendix at the back of the policy showing teachers examples of good marking.

The additional elements would be added to the policies and they were ratified by the Governors.

Action Point 5: Mrs Mellors to study the RE Policy and make any comments known to Mrs Mann

11. Chairs Actions/Correspondence: Mr Dennison reported that he had received two letters from parents; one of the letters was considered to be confidential. Mrs Mann is looking into the admissions questions asked by the other family.

The Joint Panel Agreement that the Governors have with St Gregory's Catholic School had been signed and agreed with a review in two years' time.

12. Safeguarding: One matter had been reported. Mrs Mann will confer with Fr Peter.

13. Any Other Business: No matters were referred to by the Governors.

14. Confidentiality: A matter was considered to be confidential.

15. Actions agreed at the Meeting: These matters are listed in the minutes.

16. Date of the next Meeting: Tuesday 11th December for the Full Governing Body.

There will be a meeting on Thursday 27th September to ratify the recommendations of the Selection Panel about the appointment of a new Head Teacher.