

St Augustine's Catholic Primary School
Minutes of the Full Governing Body Meeting
Tuesday 17th July 2012

Present: Mrs Sarah Chater, Miss Simone Curry, Mr Mark Dennison (Chair), Mrs Florence Duffield, Mrs Judy Green, Mrs Henriekje Harrington-Vogt, Mr Nicholas Jotischky, Mrs Jan Mann (Head Teacher), Mr Francis McGee, Mrs Carol Mellors, Mrs Amber Moth, Mr Paul Noonan, Mrs Ann Theobald.

In Attendance: Mrs Beverly van Winkelen (Clerk).

- 1. Opening Prayer:** Mr Dennison asked for God's guidance as the Governors met this evening to make decisions for the school community.
- 2. Apologies for Absence:** Mrs Bon, Fr Behruz, Fr Peter, Mr Glynn, Mrs Greagsby.
- 3. Parent Teachers Association:** Mrs Franca Rasmussen addressed the Governors and detailed the work of the PTA. There had been a number of fund raising activities throughout the year as detailed below. Many events were held annually and were well attended;

Month	Event	Amount Raised
October	Quiz Night	£800
Three per Year	Children's film nights	£300 per event
December	Christmas card project	£400
December	Christmas Fair	£3000
December	Christmas Disco	£300
January	Burns Night	£900
January	Calendars	£300
April	Easter Egg Bingo	£400
June	Summer Ball	£300
July	Summer Fair	£2200
	Second Hand Uniform	£600

The PTA are also willing to run more events if additional parents would commit to helping with the organisation.

Every year the PTA also gives class, SENCO and the playground £200 towards an item of their choice. Some of the classes used the money to fund the cost of travel for school trips. They also contribute to the costs of the Year 6 hoodies for the residential trip and give the leavers a Yearbook that details their time at St Augustine's.

Parents have also raised money to fund a History talk, refurbish the Library, repair the PTA cupboard and purchase new gazebos to use at the Summer Fair. They also purchased the new PA system

There is currently £12,500 in the Bank Account and money from the Summer Fair and disco still has to be added.

The PTA would like to purchase some new equipment for the playground next year and asked for other suggestions that would benefit the children. A Governor suggested that they might purchase sports tops with the school name on for teams to wear when representing St Augustine's at sporting events.

The AGM would be held on 18th September 2012 at 8 pm. Mrs Rasmussen was thanked for her informative talk, and Mr Dennison asked Mrs Rasmussen to pass on the thanks of the governors to all those involved in the PTA, particularly the committee.

4. Declarations of Business Interests: No pecuniary interests were declared against any agenda item.

5. Minutes of the Meeting held 29th May 2012: These were accepted as a true and accurate record of the Meeting and duly signed by the Chair.

The Actions of the meeting were generally complete but Action 3 and Action 4 would be carried over to the September meeting.

Action Point 1: Mrs Mann to arrange for the Subject Leader of Science to send an invitation to Fr Peter.

Action Point 2: The Single Equality Scheme to be completed by September.

6. Governing Body Issues:

- i. The Governor Visits Policy: The final draft had been sent to the Governors to ratify and it would begin in September if the Governors agreed to adopt the policy. The policy sets out guidelines for formal in informal visits; Governors are expected to make one formal visit per year and also attend informally for an assembly or exhibition.

Governors were also asked to ensure that they had filled in an account of any visits they had made this year retrospectively as evidence for Ofsted.

The policy was adopted by the Governors and signed by the Chair. The Chair thanked the working party for their considerable efforts.

- ii. **Bespoke Training:** A date is to be arranged for Governor training; the favoured course was the Strategic Role of the Governor. Enquiries are to be made to see if the school can team up with another local school to maximise training in the run up to Ofsted.

Action Point 3: Clerk to put Committee structure on the Agenda for September

Action Point 4: Clerk to ensure that Governor Visits are a standing Agenda item.

Action Point 5: Governors to complete outstanding Visit Reports and forward to Mrs Mann by September and the clerk for circulation.

Action Point 6: Mrs Harrington-Vogt to arrange the training date.

7. **Head Teachers Report:** A copy of the report had been circulated to the Governors prior to the meeting and questions were invited from the Governors. A review of the School Improvement Plan (SIP) had also been circulated; a condensed version had been published to highlight the Action Points and ensure that they were followed through.

It was reported that the Enterprise Scheme run by the children had made a profit of £430; the money had been used to fund a family picnic and a sleepover in the school hall (last night). Staff were thanked for their help with the sleepover which had been arranged at short notice.

Action Point 7: Head Teacher to update the SEF and Targets for Governors for the next meeting on 10th September (in preparation for Ofsted).

8. Committee Reports:

- i. **Finance Committee:** The next full review of the figures would take place in October. The agreed budget set in May showed no signs of adverse variance. Orders had been placed for the redecoration of the Hall, the pathway and lockable gate; all work would be completed during the summer break.

The Schools Financial Values Standard (SFVS) was now in progress. Part of the process is based on self-evaluation; the Chair asked for volunteers to form a working party to look at the process and report to the Governors at the meeting in March. Mrs Chater, Mrs Moth and Mr McGee agreed to form the working party.

A Governor asked if there had been any response from KCC regarding the variance in pupil funding that was highlighted at the last meeting. Mr Glynn was awaiting the latest bench marking figures before taking up the matters with the local authority and his findings would be made known in September.

- ii. **Community Committee:** The committee's work had been centred on the product of the Visits Policy, which has already been reported to the Governors.
- iii. **Curriculum Committee:** The Committee had met yesterday to review the SAT's results. Mrs Mann was thanked for her work in producing the figures for discussion. All areas were above the national average.

In Reception, the cohort was above average (6+) for each area of learning; writing was above average for girls but slightly below average for boys. Children with English as an Additional Language (EAL) were performing well within the cohort.

In Year 2 reading at Level 3 was on target, and targets had been exceeded at all other levels. The level 3 writing target had not been reached but age appropriate attainment (Level 2) was on target.

EAL training was to take place for staff; the initiative would raise the level of spoken English and smaller groups would be created for high level writers.

Level 3 targets had been exceeded in Maths and additional support was being provided for those that struggled.

At Level 2a and 2b the Science results were slightly below target, writing levels had an impact on these results.

Year 6 results were satisfactory. The level 4 results for English, Maths and Science were good but writing remained problematic. Greater effort was to be on structuring writing as these impacts on several areas of the curriculum. Attention would also be given to spelling and phonics.

This year two children had also been tested to Level 6 in Maths and one child had reached the required standard.

The data would also be broken down into sub groups and analysed for any trends that may be apparent.

- iv. **RE Report:** Mrs Palourti had submitted a written report to the Governors. The new programme 'Come and See' had been purchased for the school and Mrs Palourti had attended training; the new package would be operating in school in September and will replace 'Here I Am'.

The diocesan conference for RE co-ordinators had also taken place and Mrs Palourti had attended some inspirational workshops that would help to progress the teaching of RE throughout the school.

9. **School Link to Kenya:** Mr Jotischky briefed the Governors on a visit he had made to a Catholic school in Kenya and the possibility of setting up a link with a similar school following a discussion with Mrs Mann. Contact had been made with the diocese in Mombasa and there are several schools that don't have any existing partners. Mr Jotischky will explore the possibilities further through the Schools Linking Network.

Action Point 8: Mr Jotischky to find out more about link schools and report back to Governors.

Action Point 9: Mrs Carol Mellors to forward link information to the Governors

10. **Chairs Actions and Correspondence:** Mr Dennison was to discuss the continuation of the Joint Governor Panel with St Gregory's school.

The Chair reported that it had not been possible to make an appointment for a new Head Teacher from the first round of interviews. Two of the candidates had to withdraw and the third candidate was not considered the right person for this key role. The position will be advertised in the press again in September and would go live on the internet at the end of this week. The Chair thanked the Selection Panel for their commitment and considerable efforts in producing a pack for the candidates and to other Governors and School staff for all their hard work in assisting with tours of the school.

The Chair read the confidential minutes from the last meeting to the Governors; these were duly signed and filed.

Action Point 10: Mr Dennison to speak with St Gregory's to continue the Joint Governor Panel

11. **Safeguarding:** Mrs Mann had discussed safeguarding matters with Fr Peter in his capacity as the child protection officer.
12. **Any Other Business:** Mrs Mann reported that Fr Liam would be visiting the school tomorrow.
13. **Confidentiality:** No matters were considered to be confidential.
14. **Date and Time of the next Meeting:** Monday 10th September 7.30 pm at School.

September 27th Head Teachers Recruitment FGB ratification 7.30 pm at School.

The Meeting Closed at 9.32 pm