

St Augustine's Catholic Primary School
Minutes of the Full Governing Body Meeting
Tuesday 19th March 2013, 7.30 pm at School

Present: Mrs Sarah Chater, Miss Simone Curry, Mr Mark Dennison (Chair),
Mrs Florence Duffield, Mr David Glynn, Mrs Judy Green, Mrs Amber Moth,
Mr Paul Noonan, Father Peter Stodart, Mrs Ann Theobald,
Mrs Jackie Warren (Head Teacher)

In Attendance: Mrs Beverly van Winkelen (Clerk)

The Meeting was opened with a Prayer from Father Peter asking for God's guidance as the Governors met to discuss matters relating to the school community.

- 1. Apologies:** Mrs Lisa Bon, Mr Francis McGee, Mrs Carol Mellors
- 2. Declarations of Business Interests:** No pecuniary business interests were declared against any agenda item.
- 3. Minutes of the Meeting held 11th December 2012:** These were accepted as a true and accurate record of the meeting and signed by the Chair.

Update on Governor Actions from the Meeting:

- 3.1 Father Peter to contact the Archdiocese regarding the appointment of Father Ed as a Foundation Governor.
- 3.2 Clerk had added Training as a standing item on all agendas.
- 3.3 Mr Dennison to speak with Mr Jotichsky regarding building links with schools abroad.
- 3.4 Mr Dennison had spoken to the Chair of the PTA regarding funding for a School Crossing Officer. A reply is awaited.
- 3.5 Mr Dennison to speak with Mr Crozier regarding the ICT policy.
- 3.6 The school had purchased pay as you go phones for the staff to use on school trips.
- 3.7 The Clerk had added Governor Visits to the agenda.
- 3.8 The Clerk had contacted Governor Services and asked for a training report. It is awaited.

- 4. Minutes of the EFGB 14th February 2013:** A list of questions asked by the Governors had been added to the end of the minutes. Mr Dennison reminded the Governors that the content of the minutes were confidential and would not be published on the school website.

5. Governor Matters:

- 5.1 Governor Resignations: Mr Dennison informed the Governors that there were four vacancies for Foundation Governors following the resignations of Mrs Harrington-Vogt, Mrs Greagsby and Mr Jotichsky in addition to the vacancy left by Father Behruz.

Father Peter commented that the FGB had lost a great deal of experience.

The Clerk had contacted Governor Services and ascertained that Mrs Harrington-Vogt had been a Governor at the school since 2003 and that Mrs Greagsby and Mr Jotichsky had been members since 2010. Mr Dennison told the Governors that he would write to them expressing the GB's thanks for the time and effort they had given to the school.

Father Peter suggested that the advert for the job-share in year 3/4 should be included in the local parish newsletters

Mrs Moth suggested that this would be a good time to do a Skills Analysis of the GB to see if there were any gaps that had arisen as a result of the resignation.

Mr Dennison informed the Governors that the matter was already under consideration and that he and Mrs Warren were looking at various papers to find the best fit for St Augustine's. It was known that HR and Finance experience would be complimentary to the FGB. Mrs Warren stated that as there were four vacancies it was important not to deter anyone from applying. Mr Dennison and Mrs Warren would discuss the role with potential candidates to ensure that they had sufficient time to devote to the role.

Mr Noonan asked if it might be possible to attract a Governor from another ethnicity to make the GB more representative of the school community.

Governors were keen to explore this line of enquiry and Mrs Warren stated that she would speak to the Site Manager as his wife might know of someone from the Polish Community; Mrs Duffield also volunteered to make some enquiries.

Father Peter asked if the four vacancies could all be filled by Parent Foundation Governors.

Mr Dennison confirmed that this was the case as the school could have a maximum of ten Foundation Governors under the Instrument of Governance

and there were currently six. Also, the total number of parents who were Governors, could not exceed half the number of Governors. With eighteen Governors on the Full Governing Body, nine could be parents; currently there are five Governors who are parents. Governors were asked to think of any names that could be put forward for the posts.

Mrs Theobald suggested that priests in other Parishes might also be asked if they knew of suitable candidates.

Mrs Moth also suggested approaching St Gregory's and Beechwood Sacred Heart to ask if they might have someone that could fulfil the role as part of their school's outreach programmes.

Mrs Moth also thought that looking for Governors from the new parents and KS1 parents might be fruitful as they would have their children at the school for some time.

Mr Dennison confirmed that Mrs Mellors had been re-appointed as the Local Authority Governor and would speak to her about rejoining one of the Committees.

6. Head Teacher's Report: The report had been circulated to the Governors in advance of the meeting. Mrs Warren asked the Governors if there were any other points that they would like to be added to the report but stated that she would not be including information that had already gone out via the newsletter or mater discussed at the sub committees as these would be reported on in their own right.

Mrs Warren highlighted two key issues for the Governors to consider; the current in year data and the Ofsted data Dashboard that had just been published. The results for Years 2 and 6 were disappointing.

Miss Curry had discussed the progress data for Year 2 with Mrs Oubridge. Eight children were up to three sub levels away from a 2C in January, these children had been supported with additional reading and it was reported that many of them did not read at home. In writing ten children were below the expected level of 2C. The Maths data showed that in January seven children had been below the expected level but by March this had decreased to five.

Mrs Theobald asked if there was any correlation between the children not making the required progress and links to Special Educational Needs (SEN) and those with English as an Additional Language (EAL) as these factors would have an impact on the data.

Mr Noonan also sought clarification on SEN & EAL progress.

Mrs Warren said that in future she would breakdown the figures further to see if these additional needs had impacted on the data.

KS2 data had improved from last year although some children were still under their Age Related Expectations (ARE) in reading writing and maths. Mrs Warren told Governors that it was her aim to ensure that children left the school at Level 4B. To achieve this there had been pupil progress meetings and teachers had been able to highlight the reasons and put interventions in place immediately. Mrs Warren still had concerns about some children.

Staff were asked their thoughts on the Pupil Progress meetings and the need for change. Miss Curry was happy with the way they were conducted and Mrs Moth also confirmed that the right children were being targeted and that top grades were being pushed up as well.

Mr Noonan asked about the quality and quantity of homework for the children and trying to get parents more involved. Mrs Warren said that she would look into the matter.

Mr Glynn questioned the progress of the children through two levels of progress and asked how this could be measured if the child entered the school in year.

Mrs Warren explained that if SAT's results were available these would be used to set a baseline for the children from which progress would be measured. If this information was not available then the school would use its own data. Mrs Theobald also told Governors that some LA were giving children unique personal numbers and it was difficult to track children from other LA's because of these. The Dashboard data benchmarks the school against other similar schools and would enable tracking to become easier. It would be published on an annual basis.

Lesson observation had taken place; eighteen had been conducted so far, a number of these were graded under the Ofsted inspection criteria as requiring improvement and follow up observation would take place. It was planned to conduct observations with Bishops Down Primary school so that best practice from each school could be seen.

The Self Evaluation Form (SEF) was in the process of being updated and would be rewritten during the Easter break.

The monitoring timetable had been left fairly free of Governor visits for terms 5 and 6 to allow Mrs Warren to populate the timetable. *Mrs Green was concerned that very few Governors names had been added. Governors discussed the issue and it had come about through the way Governors had been linked to classes and subject areas. It was rather ad hoc and it was thought that Governors should be aligned through their sub committees. Governors needed to rethink how they monitored specific areas.*

The Decision Planner had been discussed at the recent Curriculum Committee and was currently with Mrs Bon. Mr Dennison would contact her and it would be added to the next FGB meeting agenda.

- 7. Whole School Scrutiny:** The written report had not arrived at school, but once it had Mrs Warren would forward it to the Chair. Mrs Warren reported that the teachers and Ta's had taken it well and had displayed a positive attitude. Mr Dennison commented that the school was fortunate to have such a dedicated staff. Mrs Moth stated that this needed to be fed back to the staff and Mr Dennison undertook to write to them.

Mr Dennison informed the Governors that what would have counted as a good lesson at the last Ofsted inspection was no longer so and that governance at the school had also been graded as good at the last inspection; today that would be graded as requiring improvement even though the Governors were far more involved than in the past. Miss Curry stated that the staff were very appreciative of the proactive stance the Governors had taken. The goalposts were constantly moving for staff and Governors and there was a need for a balanced approach.

Mrs Green asked how many of the poor lessons observed would have been graded as good under the old Ofsted framework.

Mrs Warren told Governors that some would have been graded as good, but that the nature of observations had also changed. The focus was now not solely on the teacher but involved the TA's and book scrutiny and it was difficult to compare like for like. One teacher needed a lot of re organisation but once they were up to speed with the changes there was no reason they could not be implemented.

It was suggested that the Head Teacher's Report be given to staff. Mrs Warren would action this. Mr Dennison also informed Governors that the link to the Dashboard Data was to be put on the school website for parents to access the data. Mr Noonan stated that the Website was a valuable source of information and that

Parents should be encouraged to use it. The link would also be put in the Newsletter. The Newsletter circulated regarding Ofsted had been viewed by staff and parents as balanced.

- 8. Data:** This matter had been discussed under previous items; no further points were raised.
- 9. School Vision:** A paper outlining the vision of the school had been circulated to Governors. Mr Dennison suggested that the school focus on five areas and set a time span of seven years to achieve all the actions in the plan i.e. a child starting in Sept 2013 would finish in July 2020.

Mr Glynn questioned the whether it would be possible to get 100% of the children to make two levels of progress in English and Maths and that the school should acknowledge that some children would struggle.

Mr Noonan felt that the Governors should be ambitious for all the children.

Governors were told that two levels of progress was achievable for most children, even those that came in at low levels could make the expected progress which was different to expecting them all to reach Level 4. Mrs Warren acknowledged that it would be beyond the capability of some children but that the school needed to be aspirational. It was agreed to reword the statement to read ‘we aim for all children to achieve’

The vision statement would be discussed with staff and then presented to the parents now that it had been agreed by Governors.

10. Committee Reports:

10.1 **Finance:** The revenue deficit had been forecast as £3990 and at the end of February stood at £8,176. The rollover was £59,531 there had been additional expense incurred in Agency Fees and salary grades.

The capital budget had been £16,678 and at the end of February was £16,596.

The Budget would be set at the FGB meeting on 24th May 2013.

10.2 **Pay and Staffing:** Increased support was in place for the Deputy Head to fulfil his role.

TA hours had been increased to cope with the demands of four children with statements. There had been a little tension from the TA’s in some areas but this had now been resolved. Mrs Moth reminded the Governors that a lot of the TA’s worked extra hours for no pay. The performance management cycle for the TA’s was being changed to align it to the pay review. Mr Dennison wanted to record thanks to all the TAs for their excellent support.

The Head Teacher’s performance review would take place on 16th April.

10.3 **Curriculum:** The current data had been discussed and Year 5 was not doing as well as expected.

The decision planner had been discussed and would be brought to the next FGB meeting.

Mrs Warren told the Governors that two learning walks had taken place with Mrs Bon and Mrs Duffield. Mrs Bon had been really encouraged by the changes in the classrooms. Mrs Bon had written to Mr Dennison regarding the learning environment and the sense of commitment from the staff.

- 10.4 **Community:** The committee had had a very long meeting and talked about the policies, where they were kept and whether they were used as implementation of the policies is a requirement of the SFVS. It was considered that the wrong policies had been assigned to some committees increasing the workload of some Governors. The SEF is to include a section on governor Visits and it had been decided that Governors should visit areas that they were comfortable with. Current areas are listed below.

Governor	Class
Sarah Chater	RC
Florence Duffield	RS
Father Peter	1P
Judy Green	1/2 OL
Mark Dennison	2C
Francis McGee	3C/B
Lisa Bon	3/4C
David Glynn	4P
Judy Green	5S
Carol Mellors	4/6M
Paul Noonan	6G

Governor	Subject
Sarah Chater	Maths & Data & Training
Florence Duffield	Early Years
Father Peter	Child Protection & RE
Ann Theobald	H & S, Voluntary fund
Mark Dennison	TASC & Ferre Laevers
Francis McGee	Maths & Science
Lisa Bon	SEN & English
Paul Noonan	ICT
Judy Green	Science & Welfare
Carol Mellors	RE
Simone Curry	TASC & Ferre Laevers
Amber Moth	Welfare
David Glynn	Buildings

11. **Governor Visits:** Mrs Green thanked the Governors for their Visit Reports. Governors were aware of how their roles had changed and the reports represented sound evidence of effective monitoring.

- 12. Training for Governors:** Mrs Moth and Mrs Green are attending Safe Guarding (20th March). Mrs Green is attending RAISEonline (21st March).
- 13. RE Scrutiny:** The arranged visit to the school had been cancelled because of the snow. However, Mrs Palourti and Father Peter had done a lot of work on the SEF and the new scheme of work Come and See was very scripture based and more structured. It was important to remember that not all the staff were Catholic or overtly Christian and knowledge could not be assumed. A visit must be arranged to meet with the diocesan advisor Christine Edwards.

Mrs Warren had reviewed the Section 48 and it was decided that the attainment levels and targets needed to be increased. If the school was to be inspected the grading would be 'requires improvement'. The targets needed to be addressed but this could not be rushed and the change in scheme had not helped matters.

Father Peter and Mrs Palourti had carried out a lesson observation in Miss Curry's class; Father Peter had enjoyed the involvement of the children and the differentiation.

- 14. School policy Review:** This matter is being progressed by Mr McGee at present.
- 15. Schools Financial Values Statement (SFVS):** Governors were thanked for their hard work with this document and it had been circulated to Governors for their approval. The document was signed by the Chair and would be forwarded to KCC to meet the 31st March deadline. The finances were very well run. Two questions had been completed in part and action points had been added for their completion.

It was agreed that the minutes of the meetings were not always reflective of what had been discussed and the Clerk was asked to minute these meetings in future, which she agreed to do. She will also become involved with the policy review.

Mrs Sarjeant asked that Governors did spot checks on her work to ensure transparency.

The Compliance and Risk Assessment had been scrutinised by Mr Glynn. The Chair gave his thanks to Mr Glynn, Mr McGee and Mrs Sarjeant.

- 16. Chairs Actions and Correspondence:** The latest issue of the Maximillian had a discussion item regarding the updating of the Governors Handbook that Governors were asked to consider.
- 17. Safeguarding:** No issues were brought to the Governors attention. Mrs Warren had attended a course in safe guarding and urged other Governors to do so.
- 18. Any Other Business:** Mrs Chater and Mrs Duffield had visited St John's school to view their Breakfast Club arrangements. Further work is needed in this area.
- 19. Confidentiality:** EFGB Minutes and items from the Head Teachers report were considered to be confidential and are filed separately.
- 20. Date and Time of the next Meeting:** Tuesday 21st May 2013, 7.30 pm at School

The Meeting closed at 9.37 pm

Governor Action Points:

- Action Point 1: Father Peter to contact the Archdiocese to appoint Father Ed as a Foundation Governor.**
- Action Point 2: Mr Dennison to contact Mr Jotichsky regarding links with other schools and liaise with Miss Phillips.**
- Action Point 3: Mr Dennison to follow up School Crossing Patrol funding with the PTA.**
- Action Point 4: Mr Dennison to liaise with Mr Crozier over the ICT policy.**
- Action Point 5: The Clerk to follow up the training report with Governor Services.**
- Action Point 6: Miss Curry to check that the advertisement had been placed in the Parish Magazine.**
- Action Point 7: Mr Dennison to write to the outgoing Governors to express the thanks of the GB for their efforts.**
- Action Point 8: Clerk to keep Governor vacancies on the agenda until such time as the positions were filled.**
- Action Point 9: Mr Dennison to contact St Gregory's regarding the Governor vacancies.**
- Action Point 10: Father Peter to contact Beechwood Sacred Heart regarding the Governor vacancies.**

- Action point 11: Mrs Warren to speak with the Site Manager re Governor vacancies and Polish community.**
- Action Point 12: Mrs Duffield to make enquires amongst parents re Governor vacancies.**
- Action Point 13: Mr Dennison to approach Mrs Mellors about joining one of the Committees.**
- Action Point 14: Mr Dennison to contact Mrs Bon Re the Decision Planner for the next FGB.**
- Action point 15: Mrs Warren to forward the Whole School Scrutiny report to Mr Dennison.**
- Action point 16: Mr Dennison to write to staff thanking them and passing on GB appreciation on Learning environment walk.**
- Action point 17: Mrs Warren to send her report to the staff.**
- Action Point 18: Clerk to put the Decision Planner on the next Agenda.**