

**St Augustine's Catholic Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Monday 26<sup>th</sup> March 2012, 7.30 pm at School**

**Present:** Mrs Sarah Chater, Miss Simone Curry, Mr Mark Dennison (Chair),  
Mrs Florence Duffield, Mrs Judy Green, Mr Nick Jotischky,  
Mrs Jan Mann (Head Teacher), Mr Francis McGee, Mrs Amber Moth,  
Mr Peter Noonan, Fr Behruz Rafat, Fr Peter Stodart, Mrs Ann Theobald.

**In Attendance:** Mrs Beverly van Winkelen (Clerk).

- 1. Prayer:** Father Behruz opened the meeting with a prayer for Gods guidance.
- 2. Welcome:** The Chair welcomed the new Governors, Mrs Florence Duffield, Mr Francis McGee and Fr Behruz Rafat to the meeting and thanked them for taking on the role for the benefit of the children of St Augustine's.
- 3. Apologies:** Mrs Lisa Bon, Mr Jon Crozier, Mrs Helen Greagsby, Mr David Glynn, Mrs Henriekje Harrington Voght, Mrs Carol Mellors.
- 4. Declaration of Business Interests:** No matters were declared against any item on the Agenda. The Clerk will email the form to the new Governors to complete and return to the school.

**Action 1: Clerk to send Business Interest forms to the new Governors.**

- 5. Governing Body Issues:** Mrs Green and Mrs Moth had been working extensively on the Governors section of the website. The work is now largely complete and details had been updated as necessary. To maintain the site, the Chair would forward the agreed minutes of the Full Governing Body (FGB) to the web designer and parents would be kept aware of any updates through the Newsletters uploaded to Parent Mail. Minutes of the FGB minutes would also be kept in the staff room for information.

Photographs of the Governors would be displayed in the school and those with a class responsibility would be placed in the classrooms associated with the Link governor. Photographs would also be uploaded to the school website.

- 6. Minutes of the Meeting held 1<sup>st</sup> November 2011:** these were accepted as a true and accurate record of the Meeting and duly signed by the Chair. The Confidential Minutes were read to the Governors, signed and filed separately from the main minutes.

It was reported that the PTA were very pleased to have received a letter from Mr Dennison thanking them for their efforts in fund raising for the school. Parent-mail had also proved to be a success in delivering newsletters to parents. The service could be extended to Governors on submission of an email address to the school office.

**Action 2: Governors to contact the school office about Parent-mail**

**7. Head Teachers Report:** Mrs Mann gave an overview of her report to the Governors and was happy to report that phonics training and writing moderation had taken place in line with the objectives set in the School Improvement Plan (SIP). Teaching and Learning remain at the heart of the school and work continues to match the learning to the pupil and so enrich their experience. Two Inset days had been used for Planning; the input from the Teaching Assistants was much appreciated and it has helped to make the staff a more cohesive unit. The Governors had also joined the staff for an evening's entertainment of bowling that had been well received by all those that attended.

Staff had undertaken a variety of training courses throughout the year, which had encompassed many of the school staff

Parents had asked for feedback relating to school trips; trips have been used to give the children a wider understanding of the world around them and have been focused on the topics they have been studying. Throughout terms five and six, staff will build on the Olympics and many sporting activities are planned. A discussion took place regarding viewing the Olympic torch on its route through Tunbridge Wells; it was thought important for the children to see the procession as it made its way through the town. It was being considered whether parents were to be encouraged to take their children and the absence could be authorised, other schools in the area were using the event as an educational visit. A decision would need to be taken as to whether or not the school should be closed for the day.

**Action 3: Agreed that Mrs Mann and Mr Dennison could make the decision on the behalf of the FGB.**

Many visitors had also come into school to talk to the children on a variety of subjects and the children had made visits to other schools in the area to take place in a variety of activities and sports matches.

Attention was now being turned to the Queen's Diamond Jubilee. It had been suggested that a company come in to work with the children; they could supply six practitioners over a period of two days at a cost of £900; the PTA were considering funding the cost of the event.

The PTA had also continued to be active within the school and had raised £5,000 since November, they were keen for equipment to be purchased for the playground; a specialist was currently being consulted on the best range of equipment to purchase and a list had been compiled. Governors and parents commented on how well their events were organised and the number of people that attended.

Attendance is monitored closely by the office and the Educational Welfare Officer and at the end of term three the number of children who had been absent was 3.8% which was excellent.

**8. Review Governing Body Objectives:** Governors were currently working on their objectives set in the SIP; no further action was to be taken at this point.

### **9. Governing Body Reports:**

- i. **Finance Report:** The committee had met last week to look at the year-end figures for the school; these would be published in April. Figures at the end of December 2011 show Revenue surplus of £73,212 (Budget £68,562) and the Capital forecast £15,827 (Budget £10,827).

The committee also reviewed a number of policies under their delegated responsibilities, these were:

- ❖ Charges and Remissions Policy.
- ❖ Whistle Blowing
- ❖ Lettings Policy
- ❖ Single Equality Scheme.
- ❖ Fairness at Work Policy.

The queries regarding the Whistle Blowing Policy had been resolved at the meeting by examining it in conjunction with the Fairness at Work Policy. No specific reference to governors was required. The governors accepted the policy and it was approved by the Full Governing Body.

The Single Equality Scheme is still undergoing changes and would be discussed at the next meeting.

The other policies were all approved by the governors.

- ii. **Curriculum Committee:** The minutes from 8<sup>th</sup> December 2011 had been approved at the meeting on 20<sup>th</sup> March 2012.

The Head Teacher explained that target setting had been changed within the school. Targets would be set for the core subjects but a target for combined English and Maths would no longer be set.

At that meeting Mrs Pitt-Palourti had also given the governors a presentation on plans to develop RE across the school. Teachers would be using new planning material, a scheme called 'Come and See' and the work would be moderated.

Minor amendments had been made to the following policies:

- ❖ RE policy, observations needed to added,
- ❖ Feedback policy.

These were both approved by the Governors.

There would be work done on scrutinising children's books between now and the next curriculum committee meeting where the governors would receive an in depth report. Staff would be tracking results and looking at ways of supporting more able pupils.

Discussions were also had around the science results; these had been a little disappointing; changes had been made to rectify this.

The new RAISEonline data for the 2011 results showed that KS1 children were achieving well across all subjects. In KS2, children were above national level for maths at level 3, 4 and five and for English for level 3 and 4. Boys were higher than girls at level 5 in English and maths.

Mrs Bon, Mrs Chater and Mrs Harrington-Voght had visited the school to look at the provision made for children with Special Educational Needs, Maths and a class assembly. All were delighted with the information gathered and the work that they saw, the visits had been very informative.

iii. **Community Committee:**

Governor visits were discussed and link governors were encouraged to visit their classes and make contact with subject leaders. A pro forma had been produced for Governors to use and make the visit as useful as possible. It was agreed to set up a working party to discuss the content of a policy to guide governors through their visits; see item 12.

The committee recommended the following policies; these were approved by the FGB.

- ❖ Child Protection.

- ❖ Looked After Children.
- ❖ Equal Opportunities.
- ❖ Race Equality.
- ❖ Anti Bullying.
- ❖ Admissions.
- ❖ Freedom of Information.
- ❖ Behaviour.
- ❖ Absence.

PSHE policies including Healthy Eating are to be reviewed at the next meeting.

Much work had been done on the school website and the Governors page had been updated; Governor photographs were also to be added to the site and Mr Dennison's school email had been circulated to parents so that there was a direct point of contact between the school and governors.

- iv. **Pay and Staffing Committee:** The committee had met on 20<sup>th</sup> February 2012. There is currently a supply teacher in years three and four; the post had been advertised externally and there had been a lot of interest in the position. The remainder of the discussion was considered confidential.

The new system of performance management put in place for support staff had begun. The Head Teachers' performance management meetings continue.

Two policies were recommended by the committee and approved to the FGB.

- ❖ Managing Staff Absence.
- ❖ Managing Stress.

- v. **Religious Education Report:** The last inspection had taken place on 9<sup>th</sup> February 2010 where prayer and worship had been rated as good and they were at the centre of daily life of the school.

It was felt that improvements could be made on the feeding back of information to the Governors so that effective monitoring could take place. Mrs Pitt-Palouti has begun to address this issue and had spoken to the curriculum committee and would report back to them again at the next meeting. Moderation of the children's work was about to begin. Additional bibles had been purchased and work was underway to erect a cross at the front of the school.

**Action 4: Mr Dennison to circulate the RE Report to the Governors.**

**10. Policy Review:** There are a considerable number of policies that need to be reviewed, many on an annual basis. Some policies are approved by the committees under their powers of delegation and it was proposed that the remainder of the policies be so divided. There are some policies surrounding the budget that cannot be dealt with in this manner and they would always be considered by the Full Governing Body (FGB). The matter would be discussed further in July.

**Action 5: Mr Dennison to circulate information about the delegation of policies to the Chairs of the Committees**

**11. Chairs Actions:**

- ❖ Mr Dennison had written to the children to thank them for their input into the Christ the King Mass at St Augustine's church.
- ❖ A letter had been received from a parent and the matter had now been resolved.
- ❖ Home Transport was ceasing in September; pupils that qualified for the service would receive a Freedom Pass but public transport would not bring them directly to the school gates as before. Mr Dennison had written to Councillor Whiting and his response had been that the policy would not be changing. Parents had been urged to write to the Councillor as well. The Chair stressed that the funding was not being taken away but that the buses were and three children at the school would be affected by the decision.
- ❖ Mr Dennison had written to Mr Gibson to thank him for the work he had done on the website.
- ❖ Mr Dennison thanked the governors for their visits to the school, links between staff and governors had strengthened as a direct result of these.
- ❖ The Chair said that one of the top priorities for the coming term was to raise the profile of RE throughout the school.

**Actions 6: Mr Dennison to circulate a copy of his letter and the response from Councillor Whiting to the Governors.**

**12. Governor Visit Reports:** More governors were now visiting the school and using the pro forma discussed at the Curriculum Committee to record their findings. To make the system easier to operate it was decided that all visits should be planned with staff at the beginning of the year.

**Action 7: A working party consisting of Mrs Green (Chair), Mrs Mann, Miss Curry, Mrs Chater and Mrs Moth would meet to discuss the details to be included in the policy.**

- 13. Safe Guarding:** Father Peter is the Designated Child Protection Officer (DCPO) there were no matters to report to the FGB.
- 14. Any Other Business:** A matter was considered to be confidential and is filed separately.
- It was agreed by the Governors that a sentence in the minutes of 23<sup>rd</sup> May 2011 was incorrect; the sentence was 'The Revenue Budget was being overspent by £11447 this year due to the windows being installed early and thus in the last financial year'.
- 15. Confidentiality:** Matters relating to the above point item 14 and part of item9 iv were considered to be confidential and are filed separately.
- 16. Date of the Next Meeting:** Tuesday 29<sup>th</sup> May 2012 7.30 pm to agree the Budget for 2012-2013.

The Meeting Closed at 9.45 pm