

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

Present: Mrs Lisa Bon, Miss Simone Curry, Mr Mark Dennison (Chair), Mrs Florence Duffield
Mr David Glynn, Mrs Judy Green, Mr Francis McGee, Mrs Carol Mellors,
Mrs Amber Moth, Mr Paul Noonan, Father Peter Stodart (In Part), Mrs Ann Theobald, Mrs Jackie Warren
(Head Teacher).

In Attendance: Mrs Karon Crane – Foundation Parent Governor
Mrs Mel Gonzales – Foundation Parent Governor
Mrs Marcella Palourti (RE Subject Leader)
Mrs Beverly van Winkelen (Clerk).

Prayer: Mr Dennison asked for God's guidance as the Governors met to make decisions for the school community.

- 1. Apologies:** None were given, all Governors were present.

Mr Dennison introduced Mrs Karon Crane and Mrs Mel Gonzales as the new Foundation Parent Governors; they would be observing the meeting this evening whilst ratification of their appointment was awaited from the diocese.

- 2. Declaration of Business Interests:** None were declared.

- 3. RE Presentation:** Mrs Marcella Palourti presented the new RE teaching material to the Governors. The school mission statement is God is the Heart of our School and in Catholic education RE is a core subject accounting for 10% of the curriculum time (2.5 hours per week) excluding collective worship. The syllabus is developed from the Religious Education Curriculum Directory and the programme 'Come and See' is developed from this. There are two levels of attainment, AT1 covers knowledge and understanding and AT2 encompasses reflection and meaning; P scales are also included to differentiate pupils with learning difficulties (SEN). The programme is based on the traditions of the church as taught through Vatican II and broadly covers three themes, church, sacrament and Christian living. Three topics are studied each term following set themes.

Term/Topic	Church	Christian Living	Sacrament
Autumn	Family	Advent	Belonging
Spring	Community	Giving	Relating
Summer	World	Serving in	Inter relating

Each topic begins with a page for teachers to understand the topic and these pages are discussed at the staff meetings. Each topic takes four weeks to complete. The process follows the same format for each topic; Explore (one week), Reveal (two weeks), and Response (one week). The school is split and works on a two year cycle.

Other religions are also taught; Judaism is taught to all year groups, Islam to Years 5 and 6, Sikhism to Years 3 and 4 and Hinduism to the EYFS and Years 1 and 2. These topics are taught separately from Catholicism so that the children are not confused.

Prayer tables are present in all classrooms and they are changed with the seasons. Formal and informal prayer is used and the children are taught the school prayer through a series of activities.

The Governors discussed the merits of the new programme over the previous model Hear I Am and were told that the new version was better and that the topics could be taught from the page and so was easier for non-Catholics to use. Resources were also better; there is also a link on the school website for parents to use. Teaching the other religions also enables children to recognise the differences between the different faiths so that religion is not compartmentalised. It is also possible to expand other faiths through the creative curriculum.

Mrs Palourti was thanked for her informative talk and left the meeting.

Father Peter arrived at 8.05 pm.

- 4. Minutes of the Meeting held 21st May 2013:** These were accepted as a true and accurate record of the meeting and signed by the Chair.

Matters arising from the Minutes: *Governors discussed the Local Collaboration Trust (LCT) that is being formed in Tunbridge Wells. St Augustine's was not being encouraged to join the LCT at present as it was being set up in conjunction with the diocese of Rochester. Catholic schools were committed to the Kent Catholic Academies Trust. If a Catholic school wanted to become an academy the diocese would only support the move if the school use this route. Church of England schools were working collaboratively with non-church schools. The LCT had approached nineteen schools and would form a valuable source of support for some schools that had been given notice to improve. The Clerk would email the collaboration notes to the Head Teacher and Chair.*

Update on Governor Actions from 21st May:

- AP1: Decision Planner given to the Chair via the office.
- AP2: Whole school scrutiny report had now arrived.
- AP3: The Chair was liaising with St Gregory's to get the joint panel agreement signed.
- AP4: The staff summary had been completed.
- AP5: Mrs Warren would discuss the matter with Mr Dennison (staff credit card).
- AP6: Financial planning would take place at the next Finance meeting in October.

5. Governor Matters:

- 5.1 The Chair had circulated the names of the Foundation Governors and informed the Governors that Father Ed would be coming in for his induction tomorrow. Mr Leon Morris had also agreed to become a Foundation Governor. Confirmation was awaited from the diocese. There had been one nomination for the post of Parent Governor. The Clerk would write to the candidate Mrs Clare Sawyer.
- 5.2 SWOT Paper: *Mr Dennison had circulated a paper to the Governors and Governors asked for clarification surrounding the perceived threat 2. Mr Dennison said that he was emphasising the need to consider the long term aims of the school when making decisions. Governors also considered that there might be a third threat concerning resources when budget restraints began to be felt in the coming years. Academies were also considered both an opportunity and a threat to the school. Mr Dennison would issue an updated copy of the paper to the Governors.*
- 5.3 Ofsted: This matter is considered to be confidential and is filed separately.

6. **Head Teachers' Report:** Mrs Warrens' report had been circulated to Governors prior to the meeting and questions were invited.

Mrs Warren informed the GB that two more TA's had resigned and that four posts had been advertised. There had been a lot of candidates and the short listing had been hard as a result. Thanks were passed to Miss Curry and Mrs Theobald for their work. Four posts had been offered and accepted.

The in year data informed the school that Years 2 and 6 were making good progress and in some cases this was accelerated and was a reflection of how hard teachers had been working.

In year 6 the cohort had changed since the targets had been set and the school had improved on the previous results for 2011-2012 and were broadly in line with the Age Related Expectations (ARE). The school had met the floor target for English and Maths combined (65%) but had not yet met the school target for English and Maths combined at Level 5.

Governors commented that the dashboard data for 2011-2012 had been exceeded by this years' cohort but the Head Teacher informed them that the previous cohort could have done better and progress needs to be strengthen. There are some children that were not making progress in Year 5 and this would be addressed through the Action Plan. Eight pupils that had not made progress in writing would be reassessed in July.

It was reported that attendance had been improving, but there was still a blip in Year 1 due to long term illness. Where children were taking time off the absence was not being authorised.

Two children had left the school and another had arrived. There were three appeals by children who wished to join YR in September; one had been accepted as they were a Looked after Child (LAC), one had lost their appeal and the third was to be heard next week. *Governors were interested to know if the school could refuse a Catholic child on appeal and were informed that this was possible if the school had reached its Published Admissions Number (PAN).*

Mrs Warren reported that lesson observations continued to improve and those that were graded as requiring improvement were only just missing out on good, this had been reported to Governors at the Curriculum Committee. Teaching Assistants are also being observed by the Head Teacher and the SENCO observed some lessons involving interventions.

The Self Evaluation Form (SEF) summary continues to be worked on by the Head Teacher and the Bursar. Mr McGee had been trying to find a way to simplify the report so that the management information is clearer.

No changes were being made to the Monitoring Time Table but it will be refined in the Action Plan.

7. **Governing Body Reports:**

- 7.1 **Finance:** The draft minutes of 7th May had been circulated with the three months monitoring figures to 30th June 2013. An additional £13,000 had arrived as top up money for a SEN. The pupils this relates to had already been allocated full support so there will be no additional costs. The forecast in year surplus is now £6,255 giving a rollover of £74,267. This forecast includes an allowance for the anticipated post Ofsted inspection expenditure and increased provision for sickness absence. The Pupil Premium Grant (PPG) figures on the website would be upgraded to reflect this year's payments. The Head Teacher informed the Governors that the information was now available

- 7.2 **Pay and Staffing:** The Capability policy had been reviewed and would be ratified at the FGB in September; the recruitment policy would also be reviewed. The Performance Management and Capability policies were to be separated but the PM part of the policy had not changed; the Chair would circulate this to Governors for their comments.
- 7.3 **Curriculum:** Literacy walks had been conducted and the focus was still on ensuring consistency in KS1. There had been a marked improvement in the book corners. Governors had viewed anonymised lesson observation summaries and the pupil progress data is up to date.
- 7.4 **Community:** Mrs Green and Mrs Moth had attended training in safeguarding and Mrs Warren had attended a safer recruitment course. There was still work to be done around the safer recruitment self-assessment and a working party needed to be formed.
- 7.5 **RE:** This was covered earlier in the meeting.
8. **School Vision:** Changes had been made to the document and these would be included and brought to the next meeting. *Governors commented that 2020 was a long way off and milestones needed to be added to the document now that an Action Plan was in place and the financial and academic years do not run together.*
9. **Visit Reports:** Mrs Duffield commented that her reports had not been published; the Clerk and Mrs Green would look into the matter.
10. **Training for Governors:** None had taken place.
11. **Chairs Actions and Correspondence:**
- 11.1 **Head Teachers Performance Management:** The LEA Advisor had been available; she had now seen the report and Ofsted had also had sight of it.
- 11.2 The school had been approached by the LEA with a view to increasing the number of children accepted each year. The LEA had visited the school and accepted that there is not the room for such action. No further action would be taken until after the Ofsted inspection.
- 11.3 The Summer Fair had been well attended, thanks to the PTA and Governors who had helped on the day.
12. **Safeguarding:** There were no issues to consider.
13. **Any Other Business:** Mrs Warren gave Governors some dates for events at the school;
- A Band would be playing at the School tomorrow at 4 pm
 - The Year 6 party would take place on Wednesday and Thursday evening's next week, Mrs Warren was not able to attend on the 17th July so Mrs Theobald and Mr Dennison would give the vote of thanks to staff and pupils.
 - On July 22nd Afternoon Tea would be held to celebrate the 25th Anniversary of Deacon Kevin becoming a Deacon.
 - Mass would be held at school on 24th July at 9.30 am.
 - On 23rd July the Year 6 Leavers present would be viewed at 9 am.
 - The Police Commissioner was visiting the school to present a prize for a pupil who had won a recent competition.
 - 23rd July at 7 pm, the Leavers presentation would be held.
14. **Confidentiality:** Matters relating to Ofsted were considered to be confidential and are filed separately.
15. **Date and Time of the next Meeting:** Tuesday 17th September, 7.30 pm at School.

The meeting Closed at 10.04 pm

Action Point 1: Clerk to email collaboration notes to Mrs Warren and Mr Dennison.

Action Point 2: Mr Dennison to update the SWOT paper and reissue to Governors.

Action Point 3: Mr Glynn to arrange for PPG figures to be upgraded to reflect this year.

Action Point 4: Clerk to add Capability policy to the September FGB agenda.

Action Point 5: Clerk to add Recruitment policy to the September agenda.

Action Point 6: Chair to Performance Management policy to Governors for comments.

Action Point 7: Clerk to put School Vision on the September agenda

Action Point 8: Clerk and Mrs Green to look into Mrs Duffield's Visit Reports.