ST AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL

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MINUTES OF THE FULL GOVERNING BODY MEETING Thursday 12th March 2020 7.00 p.m. - 9.00 p.m.

Amondo	Thursday 12** March 2020 7.00 p.m 9.00 p.m.	A ation
Agenda	Item	Action
Item	Consequence	
	Governors present:	
	Mr Mark Hilliam, Headteacher who joined the meeting at 7.30 p.m.	
	Mr Peter Taylor, Local Authority Governor and Chair	
	Mrs Paula Mainprise – Foundation Governor	
	Mrs Clare Malone, Foundation Governor	
	Mrs Sue Hughes, Foundation Governor	
	Mrs Debbie Higgins, Foundation Governor	
	Mrs Jenefer Morgan, Foundation Governor	
	Mr John Fenlon, Foundation Governor	
	Mr Matthew Newman, Staff Governor	
	Mr James Lander, Parent Governor	
	Ms Kate Stuart, Parent Governor – Arrived at 7.30pm	
	Also, present: Ms Thelma Maslen, Clerk to the Governors	
1	Opening Prayer:	
	Mr Peter Taylor opened the meeting with a prayer.	
2	Welcomes and Apologies for Absence	
-	Mr Peter Taylor welcomed Governors to the meeting.	
	Apologies for absence were given and accepted from Mr Richard Lane,	
	Foundation Governor. Apologies for late arrival were received and accepted	
	from Ms Kate Stuart and Mr Mark Hilliam.	
3	Declarations of Interest	
3	Parental interests were declared by Mrs Malone and Mr Lander and no financial	
	interests were declared by Mis Majorie and Mi Lander and No Milancial	
4	Minutes – Approval	
-	The minutes of the FGB meeting of 18 th November were read and approved and	Decision
	, ,	Decision
	signed by the Chair.	Decision
	The minutes of the FGB meeting of 16 th January 2020 were read and approved	
	and signed by the chair.	
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	Mrs Elvy was asked to incorporate them on the School Website	ME
5	Matters arising from the Minutes of 18th November 2019 and 16th	
	January 2020 were reviewed in the action list.	
	The action list was updated during the meeting and would be amended and	Clerk
	distributed with the minutes.	
	STEM Projects should be considered for the future. Mr J. Lander will keep this	Action by
	under review and will work towards producing a template for a 'hopper of prep	JL
	projects' to be ready for submission to the appropriate funding body.	- =
	Mr Lander will also produce a list of contacts for the funding project for the STEM	
	Projects	
6	Committee Terms of Reference ('ToR') and reports for Approval	

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	6.1 School Instrument of Government ("IOG") to note The IOG was distributed to Governors prior to the meeting. The Full Governing Board is happy with the current IOG as it stands.	Decision	
	The ToRs were distributed for all the standing Committees:		
	6.2 Admissions and Community Relations ("A&CR") ToR and Committee Report		
	The committee approved the admissions policy, which did not need to be changed. DH will review the due dates set out in the ToR for policy reviews with JM.	Decision	
	6.3 Admissions Committee ToR were approved by the FGB. The meeting had approved the admissions for the school year starting September 2020.	Decision	
	6.4 Finance Staff and Resources ("FS&R") ToR and Committee Report		
	 The FS&R ToR was approved by the FGB The Committee reviewed the budget. The budget currently stands at a deficit of £41,000 		
	The FGB would like to thank Mandy Elvy for her hard work in preparing the budget.		
	 The School is looking to appoint 2 Assistant Head Teachers next academic year. 		
	 An LCVAP request was made for the school gates and electrical work. Stress and wellbeing policy will now be reviewed by the Finance Committee. 	Decision	
	6.5 Curriculum and Performance ("C&P") ToR and Committee Report The C&P ToR was approved by the FGB. PT has agreed to chair the C&P meeting to the end of the academic year. The Committee reviewed academic performance within the broad and balanced curriculum. The Committee reviewed the School's performance using the data available. Overall, the School's academic performance was thought to be satisfactory at present, although concerns about the impact of lockdown on vulnerable pupils. Governors had no other comments.	Decision Decision	
7	Headteachers Report		
	The Head Teacher's Report was distributed prior to the meeting. MH reported that despite some children leaving we are still receiving in-year admissions. In addition to the 10 children who joined in term 1, a further 3 children joined the school in term 2, entering classes 2/3 and 3/4. A further child joined in year 3/4 last week. MH displayed the class structure within his heads report. 179 children on roll with 81 having a Catholic faith background.		
	Safeguarding Safeguarding appears as a standing agenda item in every staff meeting and senior leadership team ("SLT") meeting. Mark Dee from the local authority conducted a safeguarding compliance visit on 18/11/2019, with Debbie Higgins in attendance. He then attended a follow-up visit with his colleague Lynda Cordukes on 9/3/2020. The results of the review were satisfactory. Two families were referred to the Access & Response Team ("ART") in term 2. Both of these cases are now with social workers visiting the children as required.		

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	One further child was placed in care in December. Both children are back at home but subject to child protection conference meetings. Although both cases are now closed from the School's point of view, the children are displaying behaviour issues.	
	DH noted she was concerned not all Governors knew some of the safeguarding practices in the school. MH noted all Governors need to make sure they are aware of the safeguarding practices. E.g • How the signing-in system works in the school • MH is the designated safeguarding lead. • Mark Issacs is the deputy safeguarding lead. • Diane Fitzpatrick is the school SENDco • All concerns and incidents are recorded on the schools safeguarding system called CPOMs.	Astion
	 Children are encouraged to talk to adults if they have any concerns. Action: PaM to bring her latest DBS into school to be approved by M.Elvy to update the central record. 	Action PaM
	 Health & Safety A second fire drill needs to be conducted as soon as possible (not achieved at the time of writing). H&S walk conducted by MH and CM on 2/12/19 Jane Meakin from Local Authority conducted a H&S risk profile with MH and ME. Report has been circulated. ME has a list of follow-up actions resulting from the review, and these will be actioned as resources allow. 	Action ME
	 Not all children have made the 3 bands of progress on the tracker system. Pupil progress meetings were held to identify all the children that required additional support and to discuss with the teachers what can be done to help these children. The children who are looked after have special educational needs and those who are on the pupil premium register. PT asked: Are these difficulties arising across the school? The tests and the tracking in the curriculum do not factor in that some topics have not been taught yet. Reading and writing always need to be a focus. PT noted with the maths teaching the School is keen to ensure the children understand the context of the maths techniques they were looking at, to use those techniques for problem solving. How is this working in school? MH noted there has been a lot of curriculum input into this. Ofsted will look at this issue during a "deep dive" if this takes place – i.e. how concepts are being taught and misconceptions are being addressed. MH will review what support staff might be needed to support Maths teaching, especially for the mixed year classes. 	
	Training MH went through the training all the staff have conducted, which is detailed in the Head's Report and staff training appears as a standing agenda item in every staff meeting. Training received from staff will be cascaded to other staff as appropriate. MH noted the CPD budget will be increased for next year and noted all staff and TAs need to be adequately trained. MH noted more staff are required to be first aid trained for next year.	

Agenda **Item Action** Item Staffing The teaching assistant who was previously away on long-term sick leave has now returned to full duties after a short period of phased return. One of the two Teaching Assistants ("TAs") appointed to support a child with an Education and Health Care Plan ("EHCP") in Year 6 has since gained employment as a TA elsewhere and is due to leave at Easter. MH and SENDCO are hopeful the School can offer an increase in working hours of existing staff to back-fill the gap in provision left by this departure. As this staff member also held one of two GA roles, this also reduces the 'at risk of redundancy' pool to one GA. MH is currently working with the diocese and the Local Authority to devise job descriptions for two Assistant Head roles (to replace the existing Deputy Head structure for next year). Financially, this is the most viable option and has the benefit of being able to retain high quality non-Catholic leaders if required. Curriculum & SDP MH has circulated the SDP, which has been RAG rated for terms 1 & 2 ('Autumn Term'). This has been reviewed by the School Improvement Advisor (SIA), Maddy Kent, All staff have written action plans and curriculum coverage maps for their subjects. The Emmaus school hub will be working with a new SIA, Geraldine Tidy, as Maddy will retire at Easter. Finances The monthly budget monitoring was carried out at the beginning of March and shows a slight improvement on the projected deficit. This is part due to the teacher's pension grant of £14k being received. ME/MH will be meeting with Deb Luter, Finance Officer, on Wednesday 11th March to discuss the end of year budget. ME is preparing for the 20-21 budget. Attendance Attendance is currently 96.2%. This is in line with the Governors' target, but has reduced due to travelling families being absent for a pilgrimage, illness due to winter and some exclusions. MH has been holding several meetings with the travelling community to try and improve attendance. Appraisal Evidence MH stated that, as he is not a newly appointed Head Teacher and has enjoyed mentoring support from the Local Authority, he had agreed with the Diocese that no additional Diocesan mentor is required. Since his last meeting MH has attended several meetings and training courses, which are detailed in the Head's Report, circulated prior to the meeting. Reading – Attainment

The School is dealing with some significant challenges regarding behaviour. These have been particularly pronounced since returning from the Christmas break. In particular there are 5 children who require greater levels of support for behaviour and/or social & emotional needs. These were detailed in the Heads Report.

The Library is now being well used in the school.

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	Corona virus MH has downplayed the impact of the corona virus and has not released much information to parents as a deliberate choice, as there is enough information being given to parents already, and he wanted to reduce the anxiety in the School. MH will inform parents of any school closures through the school newsletter after he has had a meeting with the SLT to plan what would be required for home schooling.			
•	PT thanked MH for his comprehensive report.			
8.	Polices and Documents – for approval 8.1 SEND The basic changes were amending dates and name changes. With the current changes, the FGB approved and ratified the current policy.	Decision		
	8.2 Safeguarding and Child Protection Policy Following the initial compliance meeting the safeguarding policy, which is a LA model policy, has been reviewed and will be updated into the correct format. The FGB approved and ratified the current policy.			
	8.3 Behaviour Policy The policy will promote the 'Be Safe, Be Ready and Be Respectful' approach for children in the Code of Conduct. The policy title was changed from "Behaviour and Discipline Policy" to 'Behaviour Policy". The focus of the new Behaviour policy is on the "3 "B"'s – namely Be Safe, Be Ready, Be Respectful. Governors gave their wholehearted support to the new approach.	Decision		
	Action: SH will update the Behaviour Policy title and date; and will then review the policy.	Action by SH		
	8.4 Common Admissions Policy DH noted the policy was issued by the Diocese. The Committee decided to use random allocation for a tie decision for a school place. In response to a question, MH confirmed that currently 47 applications from the Local Authority have been received for places at the School. The FGB approved and ratified the current policy.	Decision		
		Decision		
	8.5 Lettings Policy CM agreed the dates within this policy. The FGB approved and ratified the current policy.	Decision		
	8.6 SFVS for Approval The document was reviewed and updated by the Finance Committee. The FGB approved and ratified the SFVS Document. CM will arrange for the document to be forwarded to ME and ME will forward the document to the Local Authority.	Decision		
9.	Policies to note – These policies had been approved by Committees. 9.1 Homework Policy The policy was reviewed, and PT agreed to update the amendments. Action: PT will update the amendments within the policy. The FGB approved and ratified the current policy.	Action by PT Decision		
	9.2 RSE Policy	Decision		

Agenda Item	Item	Action
	The policy was reviewed by Staff and Governors and approved by the FGB subject to the amendments. Action: The Policy will be forwarded to the Diocese for approval.	Action by PT
	9.3 Severe Behaviour Policy The policy was reviewed and approved.	Decision
	The FGB approved and ratified the current policy 9.4 Managing Absences Policy The policy was reviewed and amended by the Finance Committee. The FGB approved and ratified the current policy.	Decision
	9.5 Policy Audit JM is continuing to review the policies on the website. Action: ME will put the electronic signatures of the Chair on the documents when the formatting has been completed.	Action by ME
10.	Reports to note Health and Safety Review CM noted the H&S review was carried out by the Finance Committee and no concerns too report.	Noted
	Budget Monitoring CM noted the Budget Monitoring was undertaken on a monthly basis by the Finance Committee. There are no concerns to report.	Noted
	Governor Information for the website Governor Information for 2018-19 was updated and would be sent to ME for the website	Noted
	Curriculum Intent and Vision MH noted this statement was updated and placed on the school website.	Noted
	Governor Operating Plan v1.3 Following a review version 1.3 of the Operating Plan was circulated and noted.	Noted
11.	School Admissions Covered under item 8.	
12.	H and PT continue to dialogue with the Camino working party, to agree a ructure for a possible MAT. There is no commitment to join a MAT at this esent time. Action by MH, PT Action: MH will put a statement in the school newsletter.	
13.	 Any other Business ("AoB") PT noted Monthly Budget Reviews have taken place. DH will be producing a Governors Newsletter for Easter Action: PT will provide a Chairs letter for the newsletter 	Action by PT
14.	Closing Prayer The meeting closed at 9.15pm. with a prayer, led by Mr Hilliam	

Date of the next FGB meeting 12th May 2020 at 7pm

Signed:	Date:

Abbreviations used in this document:

MH: Mr Mark Hilliam - Head Teacher

PWT: Mr Peter Taylor - Local Authority Governor and Chair

PaM Mrs Paula Mainprise – Foundation Governor SH Mrs Sue Hughes – Foundation Governor CM: Mrs Clare Malone – Foundation Governor RL: Mr Richard Lane – Foundation Governor DH Mrs Debbie Higgins – Foundation Governor JM Ms Jenever Morgan – Foundation Governor JF Mr John Fenlon – Foundation Governor

KS M. Kate Stuart – Parent Governor
MN Mr Matthew Newman– Staff Governor
JL: Mr James Lander – Parent Governor

Clerk: Mrs Thelma Maslen, Clerk to the Governors

ME: Mrs Mandy Elvy - School Manager