

MINUTES OF THE FULL GOVERNING BODY MEETING
Wednesday 16th May 2019 - 7.00pm

Agenda Item	Item	Action
	<p>Governors present: Mr Peter Taylor, Local Authority Governor and Chair Mr Richard Lane, Foundation Governor and Deputy Chair Mr Mark Isaacs, Headteacher Mrs Paula Mainprise, Foundation Governor Mr Phil Mann, Foundation Governor Mrs Clare Malone, Foundation Governor Mrs Sarah O'Connor, Staff Governor Mrs Debbie Higgins, Foundation Governor was present for Item 10.1 by conference call. Also, in attendance Mr Mark Hilliam, Head Teacher Elect.</p>	
1	<p>Opening Prayer: Mr Taylor opened the meeting with a prayer. The Chair also welcomed all Governors to the meeting.</p>	
2	<p>Apologies Apologies were received and accepted from Mrs Sue Hughes, Foundation Governor; Mr Ian Brewer, Parent Governor; Ms. Kate Stuart, Parent Governor and Ms. Thelma Maslen, Clerk to the Governors. Mrs Debbie Higgins, Foundation Governor, was unable to attend in person but did so by conference call.</p>	Decision
3	<p>Pecuniary & Parental Interests Parental interests were declared by Mrs Malone; Mrs Mainprise; and Mr Mann.</p>	
4	<p>Minutes of the previous FGB Meeting on 14th March 2019 were approved at the FGB meeting and signed by the Chair.</p>	Decision
5	<p>Matters arising from the previous Meeting The Action Log following the FGB meeting dated 14th March 2019 was reviewed and updated.</p>	
6	<p>Committee Chairs – Summary Chair of Finance Staffing & Resources Meeting 24.4.2019, and 02.05.2019 (Part of the Curriculum and Performance Committee) The School has recruited 16 new children in the last academic year, and 17 in the previous year, against a PAN of 30 children. This, and the restricted L.A. per capita budget has led to a deficit budget for the financial year 2019 to 2020. This has led to a difficult task in setting a suitable budget for the year. After a number of iterations, a budget has been set which envisages a recovery to surplus after three years.</p> <p>The new budget has required a great deal of work by the School Manager and the Chair of Finance, as well as the Head Teacher. All this extra work is gratefully acknowledged.</p> <p>Chair of Curriculum & Performance</p>	Decision

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	<p>Meeting 02. 05 2019 The Committee reviewed Term 4 performance data and found that good progress has been made overall to hit 4 points progression. 6 points progress are generally expected by the year end.</p> <p>Attendance data shows reasonable progress, although the attendance of Traveller children is below national averages. Work continues to improve attendance.</p> <p>The RSE (Relationships and Sex Education) Jigsaw materials were reviewed by parents in a consultation process and met with approval. Governors have also reviewed and approved the materials, and the way is clear for adopting the Jigsaw scheme in the coming year. Governors approved its adoption unanimously.</p> <p>Chair of Admissions & Community Relations The last meeting of the A&CR committee was deferred to 5th June at 7.00 p.m. to allow final figures for admissions to be agreed. No report</p>	<p>Decision</p>
8	<p>Partnership Report PhM and RL attended a Partnership meeting with St Paul's School, Yate, and Our Lady of Lourdes School, Kingswood, both part of the three Parishes in Communion. The meeting had previously been cancelled twice. On this occasion Carol Lawler from St Paul's acted as note taker, although there was no other representative from the School. Peter Hinchey from Our Lady of Lourdes attended on behalf of his School.</p> <p>There was a discussion about developing a common complaints policy. Overall, though, progress has been slow.</p> <p>Governors agreed that it would be helpful to continue to keep the Partnership under review.</p>	<p>Action by PhM and RL</p>
9	<p>Marketing Report</p> <p>9.1 Admissions The Chair of Admissions was unable to attend the meeting in person, and the Admissions meeting is not scheduled to take place until early June. As a result, the Admissions report was deferred.</p> <p>9.2 Social Media Campaign The Chair was asked obtain a list of last year's successful group undertaking social media work. It is hoped the same process can be repeated this year.</p> <p>9.3 School Newsletters The Chair of the Admissions Committee has produced a Governor's Newsletter. A further letter will be needed in the new school year</p> <p>9.4 Website IB has been asked to assess Website compliance, and this work has already been started and good progress made.</p>	<p>Action by DH</p> <p>Action by PT</p> <p>Action by DH</p> <p>Action by IB</p>

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<p>10</p>	<p>Headteacher Recruitment</p> <p>10.1 School Structure The question of the School structure had been raised at the Finance, Staff and Resources Committee meetings on 24th April and more briefly on 2nd May.</p> <p>The discussion centred on the School budget. Should the School agree a budget with 7 classes for the coming year, or 6 classes, consolidating Years 1 and 2? From an immediate educational point of view, a 7-class structure was agreed to be preferable. However, to accommodate the resulting deficit budget, and to recover the situation in future years, such a structure would lead to an extremely severe shortfall in resources in future years. The severity of the shortfall would be mitigated by adopting a 6-class structure in the current year.</p> <p>The FS&R committee had been split on this issue and unable to conclude a way forward. The matter was therefore referred to the FGB meeting.</p> <p>The Chair opened the discussion by stating that, should the meeting be split again, a means of reaching a conclusion should be agreed initially, so that an agreed budget could be sent to the Local Authority by 31st May. After discussion, the meeting agreed unanimously that, should the votes of those present together with written proxy votes, the matter would be resolved by seeking a view from Mr Hilliam, and asking a Governor to withdraw a vote to reflect Mr Hilliam's views.</p> <p>Two written submissions made by Governors unable to attend the meeting were read out, and there was a long discussion setting out the pro's and con's of the two proposals.</p> <p>After taking into account the votes expressed by two absent Governors and those Governors present and entitled to vote, there was a majority of 8 votes to 2 votes in favour of moving to a 6-class this year from September.</p> <p>10.2 Interim Deputy Head Teacher Recruitment Following confirmation from the Diocese that as an internal interim appointment as Deputy Head of a non-Catholic applicant could be made for one year, an interview panel was convened to carry out any interviews that were required. The panel was to consist of two Foundation Governors and one member of the School staff.</p> <p>The Diocese confirmed that any future substantive appointment at Deputy Head level should be a practising Catholic. This was noted by Governors.</p>	<p>Action by CM</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>
<p>11</p>	<p>Head Teacher Report <i>The Head Teacher's report was distributed prior to the meeting.</i></p> <p>Introduction A Governor noted that the new staff recruit, Ms Eileen Chin, appear to have vanished from the staff list, comparing the last Head Teachers report to the current one. MaI confirmed that Ms Chin preferred to be referred to as Ms Flynn in future.</p> <p>Safeguarding Issue</p>	

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	<p>Governors noted that a new safeguarding notice has been set up in the foyer of the School for visitors to read before signing in. Staff I.D. card now contain photographs. Similar I.D. cards will be issued to Governors</p> <p>Data No comments</p> <p>Training No comments</p> <p>Staffing The Governors endorsed the thanks expressed to Mr Bell and Mrs O'Connor, both achieving promotions, and leaving the School in the coming year. Their contribution to School life is greatly appreciated.</p> <p>Governors noted that five (%) members of staff were reported as on sick leave in the Head Teachers report. This is a substantial number for a small work force, and obviously puts more pressure on staff who have come to work. They noted the adverse effect on maths monitoring. MaI was asked to review with the SLT what could be done, if anything, to minimise staff sickness.</p> <p>Curriculum and SDP No comments.</p> <p>Finance The Governors noted with thanks the action being taken by the School manager to recover dinner money and other small parental debts.</p> <p>Premises No comments</p> <p>Attendance Governors were pleased to see improvements overall in attendance especially amongst non-Traveller children. Traveller children are still below 70% attendance, however, and they contribute disproportionately to the "Late" statistics.</p> <p>Other Items It was noted by Governors that the EMMAUS group meeting locally had contributed six meetings to the work of the School including Maths moderation, with the CAMINO group contributing two, one of which was focused on secondary school work.</p> <p>Fire Drills Governors were pleased to see three fire drills had been undertaken in the course of the year so far, with improving results.</p>	<p>Action by Senior Leadership Team.</p> <p>Governors to note</p>
12	<p>Succession Planning The Chair advised the Governors that his term of office ends on 6th December 2019. Given the appointment of a new Head Teacher and Deputy Head in September, the Chair indicated that, subject to the approval of the Local Authority to a further term of office, he is prepared to carry on until the end of the coming academic year. The Governors agreed that the Local Authority</p>	<p>Decision</p>

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	<p>should be asked to renew Mr Taylor's appointment as Local Authority Governor for a further term.</p> <p>Governors were asked to note that Mr Taylor will resign as Chair and as a Governor at the end of the academic year 2019 – 2020, and that thought should be given to a successor as Chair of Governors</p>	<p>Governors to consider who should act as Chair for 2020 - 2021</p>
<p>13</p>	<p>Any other Business ("AoB")</p> <p>13.1 Bishops Letter dated Friday 15th March Governors were asked to consider the contents of the Bishop's letter of 15th March. This included an invitation to a day of formation for Chaplains, R.E. Co-ordinators and Heads of R.E. on October 17th; and a retreat day for Heads and Deputies on November 8th.</p> <p>13.2 Diocesan Training Material sent 7th May 2019 The Education Mass on 22nd October at Clifton Cathedral was noted.</p>	<p>R.E. Governor to consider</p> <p>Head Teacher to consider</p> <p>Governors to consider attending the Education Mass</p>
<p>15</p>	<p>Closing Prayer The meeting closed at 09.00pm with a prayer, led by MaI.</p>	
	<p>Date of the next meeting 4th July 2019 at 7pm</p>	

Signed:

Date: