

**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**Thursday 4<sup>th</sup> July 2019 - 7.00pm**

<b>Agenda Item</b>	<b>Item</b>	<b>Action</b>
	<p><b>Governors present:</b>            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            Ms. Kate Stuart, Parent Governor            Mrs Debbie Higgins, Foundation Governor            Mrs Jenefer Morgan, Foundation Governor            Also, in attendance Mr Mark Hilliam, Head Teacher Elect            Thelma Maslen, Clerk</p>	
<b>1</b>	<p><b>Opening Prayer:</b>            Mr Mark Isaacs opened the meeting with a prayer.            The Chair also welcomed all Governors to the meeting.</p>	
<b>2</b>	<p><b>Apologies</b>            Apologies were received and accepted from Mrs Sue Hughes, Foundation Governor away on holiday, and Mr Ian Brewer, Parent Governor- ill in Hospital</p>	<b>Decision</b>
<b>3</b>	<p><b>Pecuniary &amp; Parental Interests</b>            Parental interests were declared by Mrs Malone; Mrs Mainprise; Mr Mann &amp; Ms Kate Stuart.</p>	
<b>4</b>	<p><b>Minutes of the previous FGB Meeting</b> on 16<sup>th</sup> May 2019 were approved at the FGB meeting and signed by the Chair.            Amendment: Item 8 should read Phil Hinchey and not 'Peter Hinchey' from Our Lady of Lourdes.</p> <p>An <b>Extraordinary FGB meeting minute</b> dated 21<sup>st</sup> May 2019 re-submitting the School budget with material amendments was approved at the FGB meeting and signed by the Chair</p>	<b>Decision</b>  <b>Amendment agreed</b>  <b>Decision</b>
<b>5</b>	<p><b>Matters arising from the previous Meeting</b>            The Action Log following the FGB meeting dated 4<sup>th</sup> July 2019 was reviewed and updated.</p>	
<b>6</b>	<p><b>Committee Chairs – Summary</b>  <b>Chair of Finance Staffing &amp; Resources – Meeting 12.06.2019</b></p> <ul style="list-style-type: none"> <li>• The Committee reviewed the Budget which is on track and agreed a plan for the budget for the next 3 years.</li> <li>• The Committee discussed ongoing grant funding.</li> <li>• Premises – Electrical test were being carried out over the Summer.</li> <li>• Mark Issacs was confirmed as the new Deputy Head from September 2019.</li> <li>• A new HLTA will also start in September.</li> </ul> <p><b>Chair of Curriculum &amp; Performance - Meeting 27.6.2019</b></p>	<b>Decision</b>

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	<p><b>Attendance</b> - The attendance data was reviewed which DH provided. Attendance data shows reasonable progress, although the attendance of Traveller children is below national averages. Governors reviewed the attendance data which was obtained from South Glos. All the attendance numbers are up, broken weeks are down which is a big improvement from last year. However, against all the other Primary Schools we are still in the lower quartile due to poor traveller attendance.</p> <p>Governors discussed attendance targets for the forth coming year 2019/20. All Governors agreed to set 96.2% target for attendance for 2019/20. PhM thanked DH for her report for this meeting and throughout the year.</p> <p><b>Policies</b> - The Committee approved the Collective Worship and Gifted &amp; Talented Policy. The polices have been distributed to Governors and are non-statutory policies.</p> <p><b>Link reports</b> PhM thanked all Governors for their Link Reports. PhM noted the link reports are to measure, evaluate, monitor and evidence the achievements of the school against the SDP. PhM noted most of the objectives which were set were met or there were plans in place to further develop some of the objectives which have not been fully completed. Very good evidence has been produced which is required to show we are monitoring as an effective Governing Body.</p> <p><b>Chair of Admissions &amp; Community Relations - Meeting 5.06.2019</b> DH thanked PaM for organising the leaflet drop for the Marketing of the school. DH noted the school office has the template for the flyers which can be updated for the flyers for any date changes and the Committee will be handing this work over to the school as was previously agreed.</p> <p>DH advised permission slips should be inserted within the new parents pack to avoid having to chase permission for photos and the school website and to enable this information to be recorded on 'Sims'.</p> <p>The Severe Behaviour Policy was reviewed and approved by the Committee. The policy is a non-statutory policy which provides examples of extreme rare escalation of behaviours.</p> <p>DH requested all governors to forward what training they have completed this academic year.</p>	<p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Action by MaI</b></p> <p><b>Noted</b></p> <p><b>Action All Govs</b></p>
7	<p><b>Policies to be Ratified</b> Medical Needs Policy – June 2019 <b>The above policy was ratified by the Full Governing Body.</b></p> <p>Severe Behaviour Policy Collected Worship Gifted and Talented <b>The above policies approved by their Committee.</b></p>	<p><b>Decision</b></p> <p><b>Noted</b></p>
8	<p><b>Marketing Report</b> <b>8.1 Admissions</b> DH noted the school has 29 confirmed reception places for September 2019.</p> <p><b>8.2 Social Media Campaign</b></p>	

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	<p>Social media presence is being looked into for 'Twitter' and 'Facebook' which will give a wider audience to the school.</p> <p><b>8.3 School Newsletters</b> PT to forward a letter to DH for the school newsletter.</p> <p><b>8.4 Website</b> JM to provide a Governor Profile and forward to DH.</p> <p><b>8.5</b> The PHSE section of the website to be reviewed.</p>	<p><b>Action by PT</b></p> <p><b>Action by JM</b></p> <p><b>Action by MaI</b></p>
9	<p><b>Head Teacher Report</b> <i>The Head Teacher's report was distributed prior to the meeting.</i></p> <p><b>Introduction</b> SATs have finished and we are awaiting the results on the 9.7.2019.</p> <p><b>Safeguarding Issue</b> No safeguarding issues were identified.</p> <p><b>Staffing</b> MaI noted fixed term contracts came to an end needing letters to be issued to staff; and new positions were also issued on fixed term contracts.</p> <p><b>Attendance</b> Due to poor attendance of less than 95.7% overall, 5 penalties notices have been issued to families. DH would like to record, as Attendance Governor, her thanks to MaI for the amount of work and consistency which has been delivered to improve pupil's attendance through the year and the procedures which have been put in place have been outstanding. The documentation has been very impressive which supports the penalty notices which have been issued. All Governors seconded this comment.</p> <p><b>Fire Alarm Test</b> MaI advised the fire alarm doors all need to be checked as they could cause injury to children if swung and hit a child. Once fixed another fire drill will be arranged. MaI suggested fire drills be contacted at random times during the day. All other issues at the last test will be checked at the next fire drill.</p> <p><b>Other Items</b> RL noted there was an incident of a racist language reported in Term 6, which was the third one this year. What has been done to improve this? MaI advised he has discussed this incident with all staff and the quality of friendships and what children call each other. The SLT will need to look into this for next year and MI has contacted Mr Bell who gives Gospel Assemblies which covers these issues as a whole school throughout the year.</p> <p>PhM noted there has been some revised class structures for next year, Why? MaI confirmed mixed classed will be introduced across the school next year to accommodate for the increasing numbers and to support the school budget. All Parents will be informed before the end of term 6.</p> <p>PT asked: Can you explain why the same topics are being covered across the key stages? MaI advised the curriculum has been rewritten due to the change in school's class and year group make up. We have taken account of children's previous topics for geography and history to make sure children do not</p>	<p><b>MaI to arrange for fire Doors to be checked and repaired, if necessary</b></p>

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	<p>duplicate units. Coupled with the new class setup, future years are complicated, and some children may be taught the same units twice. Alternatively, all Key Stage 2 children cover the same topics until we return to 7 classes. The SLT will have to monitor this year on year.</p> <p>MaI noted the School Budget deficit was £57K and now it's down to £49K because of the new children arriving – this has made our budget look healthier for the future.</p> <p>PT and the Governing Body would like to thank the School Manager, Mrs Mandy Elvy for her work during the year and with producing the Budget.</p>	
<b>10</b>	<p><b>Amendments to the Governors Operating Plan v0.3</b> The current Operating Plan was approved by the FGB.</p>	<b>Decision</b>
<b>11</b>	<p><b>Any other Business ("AoB")</b></p> <p><b>11.1 Appointment of Interim Deputy Head Teacher</b> PT confirmed Mark Isaac was appointed Interim Deputy Head Teacher</p> <p><b>11.2 SIA Visit Report</b> No comments recorded.</p> <p><b>11.3 Complaint</b> A complaint panel of PhM, RL and CM dealt with a parent complaint. A response has been sent to the parent. There are no learning points for the school which turned out to be a misunderstanding and the matter is now closed.</p> <p><b>11.4 Mark Hilliam Head Teacher Induction</b> Mark Hilliam informed the FGB he attended the first of his Head Teacher induction course on the 2<sup>nd</sup> July 2019 PT noted he would be giving Mark Hilliam the best possible support in his role this year long with the Local Authority and the Diocese.</p> <p><b>11.5 Collaboration with St Paul's and Our Lady of Lourdes</b> RL noted there is a meeting scheduled for Monday 8<sup>th</sup> July. RL noted due to RL and PhM retiring in the near future there has been a push from the Diocese for Academisation or Federation. RL is requesting Governors think about participating within this sub-committee and joining PhM at the meeting on Monday, if the meeting goes ahead.</p> <p>The Governors had a brief discussion on MAT and will discuss his topic in the Autumn Term.</p>	<p><b>Decision</b></p> <p><b>Noted</b></p>
<b>15</b>	<p><b>Closing Prayer</b> The meeting closed at 09.00pm with a prayer, led by MaI.</p>	
	<p><b>Date of the next meeting 9<sup>th</sup> September 2019 at 7pm</b></p>	

Signed:

Date: