

**MINUTES OF THE FULL GOVERNING BODY MEETING  
 Monday 9<sup>th</sup> September 2019 - 7.00pm**

Agenda Item	Item	Action
	<p><b>Governors present:</b>            Mr Mark Hilliam, Head Teacher            Mr Peter Taylor, Local Authority Governor and Chair            Mr Richard Lane, Foundation Governor and Deputy Chair            Mrs Sue Hughes, Foundation Governor            Mr Phil Mann, Foundation Governor            Mrs Clare Malone, Foundation Governor            Mrs Debbie Higgins, Foundation Governor            Mrs Jenefer Morgan, Foundation Governor            Also, in attendance Thelma Maslen, Clerk</p>	
<b>1</b>	<p><b>Opening Prayer:</b>            Mr Mark Hilliam opened the meeting with a prayer.            The Chair also welcomed all Governors to the meeting.</p>	
<b>2</b>	<p><b>Election of Officers</b>  <b>2.1 Chair of Governors</b>            Mr Peter Taylor has agreed to stand as Chair of Governors.  <b>All Governors present agreed with this decision.</b></p> <p><b>2.2 Deputy Chair</b>            Mrs Jenefer Morgan has agreed to stand as Deputy Chair of Governors.  <b>All Governors present agreed with this decision.</b></p> <p><b>2.3 Chair of Finance, Staffing and Resources</b>            Mrs Clare Malone has agreed to stand as Chair for the Finance, Staffing and Resource Committee.  <b>All Governors present agreed with this decision.</b></p> <p><b>2.4 Chair of Curriculum and Performance</b>            Mr Phil Mann has agreed to stand as Chair for the meeting in November.  <b>All Governors present agreed with this decision.</b></p> <p><b>2.5 Chair of Admissions and Community Relations</b>            Mrs Debbie Higgins has agreed to stand as Chair for the Admissions and Community Relations Committee.  <b>All Governors present agreed with this decision.</b></p>	<p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p>
<b>3</b>	<p><b>Appointments &amp; Resignations</b>            PT advised the Governing Body Joe Lomas has formally resigned, and Ian Brewer has also resigned. PT noted on behalf of the Governing Body, we would like to thank Joe Lomas and Ian Brewer for the service and time they have provided on the Governing Body.  <b>New Governor appointments:</b>            Jenefer Morgan – Foundation Governor            John Fenlon - Foundation governor            Matthew Newman – Staff Governor            Peter Taylor welcomed the new Governors on behalf of the Governing Body.</p>	

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4	<p><b>Apologies</b> Apologies were received and accepted from Mrs Paula Mainprise, Foundation Governor, Kate Stuart, Parent Governor and John Fenlon, Foundation Governor.</p>																												
5	<p><b>Pecuniary &amp; Parental Interests</b> The annual declaration forms were completed by all Governors present. Parental interests were declared by Mrs Malone &amp; Mr Mann</p>	<b>Declaration Forms completed</b>																											
6	<p><b>Minutes of the previous FGB Meeting</b> on 5<sup>th</sup> July 2019 were approved at the FGB meeting and signed by the Chair.</p>	<b>Decision</b>																											
7	<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 at the meeting.</p>																												
8	<p><b>Committee Chairs – Priorities for the Year</b> PT noted the Terms of Reference for each Committee to be reviewed at their next meeting to consider changes in membership.</p> <p><b>Chair of Finance Staffing &amp; Resources</b></p> <p><b>Chair of Curriculum &amp; Performance</b> PhM advised Governors need to think about how this Committee works moving forward looking at a broad and balance curriculum, rather than performance evidence. PT noted that, rather than a Governor preparing a report, the Middle Leaders/Subject Leaders could discuss with the Curriculum Committee or the FGB their thoughts on their planning and what makes the Curriculum broad and balanced. MN noted this would positive to record this in a formal way. PhM noted the link governor monitoring could be used to monitor the subject and a whole class in general. RL noted the monitoring for a whole class may be to onerous for a Link Governor compared to a subject. PhM noted the Committee will be reviewing the first term Link Governor reports in the November meeting.</p> <p><b>Action:</b> Governors to consider a replacement for:</p> <ul style="list-style-type: none"> <li>• RE &amp; RE Curriculum Link Governor</li> <li>• Link Governor handover</li> <li>• Inspection 2-year interim visit – to check on progress in November.</li> </ul> <p>Jenefer Morgan has agreed to shadow Phil Mann during his last term as a RE Link Governor.</p> <p><b>Link Subject Lead &amp; Link Governors were confirmed:</b></p> <table border="1" data-bbox="272 1682 1129 2069"> <thead> <tr> <th>Subject</th> <th>Governor</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>PAULA MAINPRISE</td> <td>SARA ALLEN</td> </tr> <tr> <td>MATHS</td> <td>RICHARD LANE</td> <td>MARK ISAACS</td> </tr> <tr> <td>ENGLISH</td> <td>DEBBIE HIGGINS</td> <td>SARA ALLEN/JESS SCOTT</td> </tr> <tr> <td>RE</td> <td>JENEFER MORGAN</td> <td>ISABEL TRIGGS/MARK HILLIAM</td> </tr> <tr> <td>RE CURRICULUM</td> <td>JENEFER MORGAN</td> <td>ISABEL TRIGGS</td> </tr> <tr> <td>SCIENCE</td> <td>SUE HUGHES</td> <td>ISABEL TRIGGS</td> </tr> <tr> <td>COMPUTING</td> <td>JOHN FENLON</td> <td>MATTHEW NEWMAN</td> </tr> <tr> <td>SEND</td> <td>CLARE MALONE</td> <td>DEANNE FITZPATRICK</td> </tr> </tbody> </table>	Subject	Governor	Teacher	EYFS	PAULA MAINPRISE	SARA ALLEN	MATHS	RICHARD LANE	MARK ISAACS	ENGLISH	DEBBIE HIGGINS	SARA ALLEN/JESS SCOTT	RE	JENEFER MORGAN	ISABEL TRIGGS/MARK HILLIAM	RE CURRICULUM	JENEFER MORGAN	ISABEL TRIGGS	SCIENCE	SUE HUGHES	ISABEL TRIGGS	COMPUTING	JOHN FENLON	MATTHEW NEWMAN	SEND	CLARE MALONE	DEANNE FITZPATRICK	<b>Decision</b>
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	<p><b>Chair of Admissions &amp; Community Relations</b>            DH noted the priorities for the coming year.</p> <ul style="list-style-type: none"> <li>• To support the school office in managing the marketing of the school ie. Updating and distributing leaflets and posters.</li> <li>• To support the school open days as required, including a Governor presence, if required, coffee mornings for prospective parents and new parents.</li> <li>• To implement the Diocesan consultation regarding the common admissions policy, adhering to the timescales required and feeding back outcomes to the Diocese.</li> <li>• In conjunction with the office, to oversee the Admissions Procedure as usual.</li> <li>• To strengthen existing links with the Parish and Local Community and look for ways to widen knowledge of what interest in the school.</li> <li>• To develop a social media presence in order to raise the profile of the school, especially in the local area.</li> <li>• To continue to develop and improve the school website, building on the progress made over the past year.</li> <li>• To consider the role and composition of the A&amp;CR Committee in the light of Governor Vacancies arising and to revisit our Terms of Reference and adapt as necessary.</li> </ul> <p>All the Committee Chairs were happy with the priorities for this academic year.</p> <p><b>Committee Membership</b></p> <table border="1" data-bbox="272 1032 1129 1274"> <thead> <tr> <th>Finance</th> <th>Admissions</th> <th>Curriculum</th> </tr> </thead> <tbody> <tr> <td>MARK HILLIAM</td> <td>MARK HILLIAM</td> <td>MARK HILLIAM</td> </tr> <tr> <td>RICHARD LANE</td> <td>PAULA MAINPRISE</td> <td>CLARE MALONE</td> </tr> <tr> <td>PETER TAYLOR</td> <td>RICHARD LANE</td> <td>PETER TAYLOR</td> </tr> <tr> <td>PHIL MANN</td> <td>DEBBIE HIGGINS</td> <td>PHIL MANN</td> </tr> <tr> <td>JENEFER MORGAN</td> <td>SUE HUGHES</td> <td>SUE HUGHES</td> </tr> <tr> <td>CLARE MALONE</td> <td>PETER TAYLOR</td> <td>JENEFER MORGAN</td> </tr> <tr> <td></td> <td></td> <td>MATTHEW NEWMAN</td> </tr> </tbody> </table> <p>The Committee membership to be completed by Governors not at this meeting</p>	Finance	Admissions	Curriculum	MARK HILLIAM	MARK HILLIAM	MARK HILLIAM	RICHARD LANE	PAULA MAINPRISE	CLARE MALONE	PETER TAYLOR	RICHARD LANE	PETER TAYLOR	PHIL MANN	DEBBIE HIGGINS	PHIL MANN	JENEFER MORGAN	SUE HUGHES	SUE HUGHES	CLARE MALONE	PETER TAYLOR	JENEFER MORGAN			MATTHEW NEWMAN	
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9	<p><b>Partnerships Report &amp; 3-year Plan</b>            RL noted the Diocese is currently favouring MATs, using a model which would include our School in the Camino Partnership MAT. Governors need to decide which direction the school will be taking. The Governors discussed this in-depth.</p> <p>It was noted even though the Diocese were keen for a partnership, other schools in the Camino Partnership had raised obstacles in terms of the wording in the MAT agreement. Specifically, St Gregory's, the only secondary school proposed in the MAT could see little benefit. The Diocese is setting up a working group incorporating schools working together to achieve a MAT. The outcome effectively was every state school in the Diocese has to be either in a MAT, or ready to be in a MAT by September 2021.</p> <p>PhM noted the tone and information is quite clear that the Diocese want all schools to be in a MAT, and that clear direction was being provided.</p> <p>PT noted the Emmaus Partnership, which are the South Glos schools, is the least bad option in geographical terms.</p> <p>The rationale behind becoming a MAT from the Diocese is:</p> <ol style="list-style-type: none"> <li>1. Efficiency – MAT's could offer some efficiency savings. You would need a number of schools to achieve productive savings.</li> </ol>																									

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	<p>2. Overcomes the problem of a lack of Governors and a lack of Catholic teaching resources.</p> <p>3. Lack of Catholic Heads and Deputy Head to fill the reserve posts requirements.</p> <p>PT and MH will be attending the meeting regarding partnerships and federation on the 12<sup>th</sup> September 2019 and will inform them as a Governing Body our preference is to work with the South Gloucestershire schools, we are familiar with and have a current working relationship.</p> <p>PhM, RL, MH &amp; PT will be attending the meeting with OLOL and St Pauls being held at St Augustines on the 16<sup>th</sup> September 2019 and will report back to Governors of their findings.</p>	
10	<p><b>Marketing Report</b></p> <p><b>10.1 Pre- School</b></p> <ul style="list-style-type: none"> <li>• DH will contact the Parish to see if school information could be placed on the Church Notice boards.</li> <li>• MH will contact the Local Authority regarding Road Signs to make the school more visible.</li> </ul> <p><b>Action:</b> PT will write to the PTFA to fund raise for road signage for the school.</p> <p><b>10.2 Open Evenings</b></p> <ul style="list-style-type: none"> <li>• DH noted PaM suggested having an additional evening session to give working parents a chance to look around the school.</li> <li>• Coffee mornings were a great success and will resume whenever possible.</li> <li>• Leaflet Drops to be done in as many preschools and other locations as possible.eg Winterbourne Post Office, Winterbourne Library</li> </ul>	Action PT
11	<p><b>Head Teacher Report</b></p> <p><i>The Head Teacher's report was distributed prior to the meeting and welcome questions or any clarifications.</i></p> <p>Children and staff have made a settled start into the new school year. 10 children have joined the school since 3/9/19, entering all year groups except year 6.</p> <p>PP numbers will be 28 - 10 children joined in September</p> <p><b>Safeguarding</b></p> <p>MH attended a child protection conference on the 5/9/19 regarding parents with two children. A core group meeting will follow on Thursday 4<sup>th</sup> October.</p> <p><b>Data</b></p> <p>Headline data was distributed to Governors at the meeting. Reception teachers to conduct baseline testing this week (9/9)</p> <p>Mass is being held on the 19<sup>th</sup> October at 9.30am and everyone is welcomed.</p> <p><b>JM asked: Did you have much feedback on the split classes?</b> MH had one parent who raised there concerned and the rational was explained with the decision. PT noted a lot of hard work was implemented with deciding this current outcome.</p> <p><b>Attendance –</b> Currently there is no attendance data to share. DH will await to hear from MH regarding the attendance assembly</p>	Question

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	<p><b>Finance</b> – Nothing to report at this time.</p> <p><b>Staffing</b> Peter Taylor, Phil Mann (Governors) and Bishop Declan dealt with a complaint from an ex-teacher, basic details shared with MH via email on 22/8.</p> <p>MH sought advice from Shaun Bailey at South Glos HR regarding a member of staff who is exceeding his working hours.</p> <p><b>Governors had no other comments.</b></p>	<p><b>MH</b></p> <p><b>Complaint Registered</b></p> <p><b>Staff Issue</b></p>
<b>12</b>	<p><b>Planning</b></p> <p>12.1 Agreement of the 3-year plan Agreed subject to Governors modifying the 3-year plan and forward details to PT by the end of this week 14<sup>th</sup> September 2019.</p> <p>12.2 Agreement of 1-year Operation Plan Agreed subject to PT amending the operational plan with the change of meeting dates and changes to governor membership.</p> <p>12.3 Parent Questionnaire feedback. PhM noted the home-work question comes up in every questionnaire and staff making sure there is a balance depending on the class and support required.</p> <p>12.4 Parents Meeting(s) There was a poor attendance at the last round of meetings arranged. PT suggested getting the children to write a letter to their parents inviting them to Parents Evening. MN suggested tagging this meeting onto parents evening.</p> <p>12.5 <b>50 years anniversary celebration</b> (18<sup>th</sup> Sept meeting 2020) PT to invite various people to attend the celebrations. A meeting will need to be arranged to discuss all the preparations.</p> <p>12.6 <b>Action:</b> Committee Chairs to review and update their Terms of Reference.</p>	<p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Action by sub-committee chair</b></p>
<b>13</b>	<p><b>Any other Business (“AoB”)</b></p> <p>School Admissions – Same wording in the Admission Policy for all schools in the Diocese.</p> <p>Headteacher Appraisal Training – CM/JM are planning to attend a course in June.</p> <p><b>DBS checks for Volunteers</b> PT will arrange to have volunteers DBS checked via the school office.</p>	<p><b>Action agreed</b></p>
<b>14</b>	<p><b>Closing Prayer</b> The meeting closed at 09.00pm with a prayer, led by MH</p>	
	<p><b>Date of the next meeting 18<sup>th</sup> November 2019 at 7pm</b></p>	

Meeting closed 9.15pm

Signed:

Date: