

**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**Thursday 12<sup>th</sup> March 2020 7.00 p.m. - 9.00 p.m.**

<b>Agenda Item</b>	<b>Item</b>	<b>Action</b>
	<p><b>Governors present:</b>            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</p>	
<b>1</b>	<p><b>Opening Prayer:</b>            Mr Peter Taylor opened the meeting with a prayer.</p>	
<b>2</b>	<p><b>Welcomes and Apologies for Absence</b>            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.</p>	
<b>3</b>	<p><b>Declarations of Interest</b>            Parental interests were declared by Mrs Malone and Mr Lander and no financial interests were declared.</p>	
<b>4</b>	<p><b>Minutes – Approval</b>            The minutes of the FGB meeting of 18<sup>th</sup> November were read and approved and signed by the Chair.            The minutes of the FGB meeting of 16<sup>th</sup> January 2020 were read and approved and signed by the chair.             Mrs Elvy was asked to incorporate them on the School Website</p>	<p style="text-align: center;"><b>Decision</b></p> <p style="text-align: center;"><b>Decision</b></p> <p style="text-align: center;"><b>Action by ME</b></p>
<b>5</b>	<p><b>Matters arising from the Minutes of 18<sup>th</sup> November 2019 and 16<sup>th</sup> January 2020 were reviewed in the action list.</b>            The action list was updated during the meeting and would be amended and distributed with the minutes.             STEM Projects should be considered for the future. Mr J. Lander will keep this under review and will work towards producing a template for a 'hopper of prep 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</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Action by JL</b></p>
<b>6</b>	<p><b>Committee Terms of Reference ('ToR') and reports for Approval</b></p>	

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	<p><b>6.1 School Instrument of Government ("IOG") to note</b> The IOG was distributed to Governors prior to the meeting. The Full Governing Board is happy with the current IOG as it stands.</p> <p>The ToRs were distributed for all the standing Committees:</p> <p><b>6.2 Admissions and Community Relations ("A&amp;CR") ToR and Committee Report</b> 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.</p> <p><b>6.3 Admissions Committee ToR were approved by the FGB.</b> The meeting had approved the admissions for the school year starting September 2020.</p> <p><b>6.4 Finance Staff and Resources ("FS&amp;R") ToR and Committee Report</b> The FS&amp;R ToR was approved by the FGB</p> <ul style="list-style-type: none"> <li>• The Committee reviewed the budget. The budget currently stands at a deficit of £41,000</li> <li>• The FGB would like to thank Mandy Elvy for her hard work in preparing the budget.</li> <li>• The School is looking to appoint 2 Assistant Head Teachers next academic year.</li> <li>• An LCVAP request was made for the school gates and electrical work.</li> <li>• Stress and wellbeing policy will now be reviewed by the Finance Committee.</li> </ul> <p><b>6.5 Curriculum and Performance ("C&amp;P") ToR and Committee Report</b> The C&amp;P ToR was approved by the FGB. PT has agreed to chair the C&amp;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.</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> <p><b>Decision</b></p> <p><b>Decision</b></p>
7	<p><b>Headteachers Report</b> 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.</p> <p><u>Safeguarding</u> 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 &amp; Response Team ("ART") in term 2. Both of these cases are now with social workers visiting the children as required.</p>	



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	<p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul> <p><u>Curriculum &amp; SDP</u></p> <p>MH has circulated the SDP, which has been RAG rated for terms 1 &amp; 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.</p> <p><u>Finances</u></p> <p>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 11<sup>th</sup> March to discuss the end of year budget. ME is preparing for the 20-21 budget.</p> <p><u>Attendance</u></p> <p>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.</p> <p><u>Appraisal Evidence</u></p> <p>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.</p> <p><u>Reading – Attainment</u></p> <p>The Library is now being well used in the school.</p> <p><u>Behaviour</u></p> <p>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 &amp; emotional needs. These were detailed in the Heads Report.</p>	

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	<p><u>Corona virus</u> 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.</p> <p>PT thanked MH for his comprehensive report.</p>	
8.	<p><b>Policies and Documents – for approval</b></p> <p><b>8.1 SEND</b> The basic changes were amending dates and name changes. <b>With the current changes, the FGB approved and ratified the current policy.</b></p> <p><b>8.2 Safeguarding and Child Protection Policy</b> 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. <b>The FGB approved and ratified the current policy.</b></p> <p><b>8.3 Behaviour Policy</b> 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 <b>"3 "B"'s</b> – namely <u>Be</u> Safe, <u>Be</u> Ready, <u>Be</u> Respectful. Governors gave their wholehearted support to the new approach. <b>Action: SH will update the Behaviour Policy title and date; and will then review the policy.</b></p> <p><b>8.4 Common Admissions Policy</b> 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. <b>The FGB approved and ratified the current policy.</b></p> <p><b>8.5 Lettings Policy</b> CM agreed the dates within this policy. <b>The FGB approved and ratified the current policy.</b></p> <p><b>8.6 SFVS for Approval</b> The document was reviewed and updated by the Finance Committee. <b>The FGB approved and ratified the SFVS Document.</b> CM will arrange for the document to be forwarded to ME and ME will forward the document to the Local Authority.</p>	<p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Action by SH</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p>
9.	<p><b>Policies to note – These policies had been approved by Committees.</b></p> <p><b>9.1 Homework Policy</b> The policy was reviewed, and PT agreed to update the amendments. <b>Action: PT will update the amendments within the policy.</b> The FGB approved and ratified the current policy.</p> <p><b>9.2 RSE Policy</b></p>	<p><b>Action by PT</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p>

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	<p>The policy was reviewed by Staff and Governors and approved by the FGB subject to the amendments.  <b>Action: The Policy will be forwarded to the Diocese for approval.</b></p> <p><b>9.3 Severe Behaviour Policy</b>  The policy was reviewed and approved.  <b>The FGB approved and ratified the current policy</b></p> <p><b>9.4 Managing Absences Policy</b>  The policy was reviewed and amended by the Finance Committee.  <b>The FGB approved and ratified the current policy.</b></p> <p><b>9.5 Policy Audit</b>  JM is continuing to review the policies on the website.  <b>Action: ME will put the electronic signatures of the Chair on the documents when the formatting has been completed.</b></p>	<p><b>Action by PT</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Action by ME</b></p>
10.	<p><b>Reports to note</b></p> <p><b>Health and Safety Review</b>  CM noted the H&amp;S review was carried out by the Finance Committee and no concerns to report.</p> <p><b>Budget Monitoring</b>  CM noted the Budget Monitoring was undertaken on a monthly basis by the Finance Committee. There are no concerns to report.</p> <p><b>Governor Information for the website</b>  Governor Information for 2018-19 was updated and would be sent to ME for the website</p> <p><b>Curriculum Intent and Vision</b>  MH noted this statement was updated and placed on the school website.</p> <p><b>Governor Operating Plan v1.3</b>  Following a review version 1.3 of the Operating Plan was circulated and noted.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
11.	<p><b>School Admissions</b>  <b>Covered under item 8.</b></p>	
12.	<p><b>Camino MAT working party (Separately circulated materials refer)</b>  MH and PT continue to dialogue with the Camino working party, to agree a structure for a possible MAT. There is no commitment to join a MAT at this present time.  <b>Action: MH will put a statement in the school newsletter.</b></p>	<p><b>Action by MH, PT</b></p>
13.	<p><b>Any other Business ("AoB")</b></p> <ul style="list-style-type: none"> <li>• PT noted Monthly Budget Reviews have taken place.</li> <li>• DH will be producing a Governors Newsletter for Easter</li> </ul> <p><b>Action: PT will provide a Chairs letter for the newsletter</b></p>	<p><b>Action by PT</b></p>
14.	<p><b>Closing Prayer</b>  The meeting closed at 9.15pm. with a prayer, led by Mr Hilliam</p>	

## **Date of the next FGB meeting 12<sup>th</sup> 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**