

**MINUTES OF THE FULL GOVERNING BODY MEETING
 VIA VIDEO CONFERENCE**

THURSDAY 10TH SEPTEMBER 2020 at 7.00pm.

| Agenda Item | Item | Action |
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| | <p>Governors present: Mr Mark Hilliam, Headteacher Ms Jenefer Morgan, CoG -Foundation Governor Mrs Debbie Higgins, V.CoG -Foundation Governor Mr John Fenlon, Foundation Governor Mrs Clare Malone, Foundation Governor Mrs Paula Mainprise – Foundation Governor (joined meeting at 7.55) Mr Matthew Newman, Staff Governor Mrs Sharon Johnson, LA Governor Mr James Lander, Parent Governor Ms Kate Stuart, Parent Governor</p> <p>Also, present: Ms Thelma Maslen, Clerk to the Governors</p> | |
| 1 | <p>Welcomes and Apologies for Absence Jenefer Morgan (JM) welcomed Governors to the meeting. Mark Hilliam (MH) opened the meeting with a Prayer.</p> <p>Apologies for absence Apologies were received and accepted from Paula Mainprise (PM) – Foundation Governor for arriving late at the meeting.</p> | |
| 2. | Election of Officers | |
| 2.1 | <p>Chair of Governors The Clerk advised no other members have put themselves forward for this position. JM has agreed to stand for Chair of Governors. All Governors agreed to this position.</p> | |
| 2.2 | <p>Vice Chair JM has proposed Debbie Higgins (DH) for the position of Vice Chair, and DH has agreed to stand for Vice Chair. All Governors agreed to this position.</p> | |
| 2.3 | <p>Chair of Finance, staffing and Resources Clare Malone (CM) has agreed to continue as Chair of the Finance Committee. All Governors agreed to this position.</p> | |
| 2.4 | <p>Chair of Curriculum and Performance JM has agreed to Chair for the Curriculum Committee. All Governors agreed to this position.</p> | |
| 2.5 | <p>Chair of Admissions and Community Relations DH has agreed to Chair for the Admissions Committee. All Governors agreed to this position.</p> | |
| 3. | <p>Appointment and Resignations JM welcomed Sharon Johnson (SJ) as new LA Governor to the Full Governing Body and Matthew Newman (MN) for re-joining as Staff Governor.</p> | |

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| | <p>Peter Taylor and Sue Hughes's terms of office had both come to an end at the end of July 2020.</p> <p>JM recommended SJ having a 'buddy'. Action: JM noted she would forward a checklist for the buddy to go through with the new governor. CM volunteered to be SJ's 'buddy'.</p> <p>Action: Clerk will arrange for SJ to obtain a school email address</p> | <p>JM</p> <p>Clerk</p> |
| 4. | <p>Declarations of Interest Parental interests were declared by CM, James Lander (JL) & Kate Stuart (KS). No financial interests were declared.</p> <p>All Governors to complete the Annual declaration form and forward to the Clerk.</p> | All Governors |
| 5. | <p>Code of Conduct C/F to the next meeting</p> | C/F to the Next Meeting |
| 6. | <p>Minutes of the previous FGB Meeting 2nd July 2020 for approval The minutes of the FGB meeting of 2nd July 2020 were approved as a true record and duly signed by the Chair.</p> | Decision |
| 7. | <p>Matters arising from previous Meetings & Action Log The action list was updated during the meeting and would be amended and distributed with the minutes.</p> | |
| 8. | <p>Governors Introduction To welcome our new Governor, and to start off a new year of working together, JM asked each of the Governors to share a bit about themselves and what they would like us to achieve as Governors in 2020/ 2021.</p> | |
| 9 | <p>Planning JM recapped that once we have agreed our overall goal, this translates into Strategic Objectives and specific objectives for 2020/ 2021. This is all noted in our Governor 3 year Strategy. The Governor Development Plan (GDP) and the School Development Plan (SDP) set out the activities Governors and the SLT will undertake, and the success criteria Governors will use to measure the achievement of these objectives during the year. JL noted it would be helpful to have a flowchart of all the documents involved and how they relate to one another. Action: JL has agreed to draft a flowchart of the documents involved</p> <p>7.55 PM joined the meeting.</p> | JL |
| 9.1 | <p>Agreement of the 3-year strategy The vision and values are those of the School – taken from the School's new website.</p> <p>JM proposed the 3 overarching objectives focus on the children in the school, the Governors and Staff of the School, and the School's resources. It was proposed a 4th objective be added focussing on sustainability.</p> <p>In terms of specific objectives for 2020/ 2021, these were agreed as:</p> <ol style="list-style-type: none"> 1. To ensure the health and safety of each child during the pandemic and that no child's education is impacted negatively as a result | |

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| | <p>2. To achieve the continued diverse growth of the school through active marketing of the school and the fostering of a mutually beneficial relationship with the Pre School</p> <ul style="list-style-type: none"> - We need to be explicit on what the school offers - DH noted we need to thrive in all aspects of the school to see progress. <p>3. To increase communication with our parents so as to grow parent support and involvement in the school (including their promotion of the school externally)</p> <ul style="list-style-type: none"> - KS noted her school where she works 'tweets' all the time information to parents. - DH have been talking about expanding social media using twitter. <p>4. To ensure that the Governing Body of St Augustine's better reflects the diversity of our School through active recruitment of new Governors</p> <ul style="list-style-type: none"> - It was suggested we try to 'head hunt' a Governor with a more diverse background. <p>5. To participate actively in the Camino Partnership discussions on the formation of a MAT to ensure that the School is well positioned to benefit from this</p> <p>6. To achieve teaching of a high standard and consistency across the School that results in above average progress for all groups in the School</p> <ul style="list-style-type: none"> - Progress for all pupil groups and vulnerable groups. - MH advised the SDP has been updated and would be shared with teachers and then would be shared with the Governing body. The SDP details what the teachers will do with their subject roles which feeds down to the pupils. <p>7. To manage the School budget in such a way as to ensure optimal use of the School's resources</p> <p>Action: CM will review the specific finance objective wording. Action: JM will circulate the updated 3year strategic plan over the next few weeks.</p> <p>JL noted he has been approached by a Parent who could help writing the strategy as an Associate Governor. Action: JL to forward details to JM.</p> | <p>CM</p> <p>JM</p> <p>JL</p> |
| 9.2 | <p>Agreement of 1-year Operation Plan</p> <p>MH noted all schools will be working towards a recovery curriculum which has been championed by South Gloucestershire Council.</p> <p>MH advised all class visits will be remote via 'Teams' for future Governor Visits and documents will be shared via email.</p> | |
| 10. | <p>Committee Chairs – Priorities for the year</p> <p>Chair of Finance Staffing & Resources</p> <ul style="list-style-type: none"> - Current members being: CM/MH/JM/John Fenlon (JF) - Monitor budget and 3yr budget. - Rewrite the Pay Policy to incorporate some of the changes from last year. | |

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| | <ul style="list-style-type: none"> - SFVS – Complete actions and review document <p>Chair of Curriculum and Performance</p> <ul style="list-style-type: none"> - Current members being: JM/MH/MN/CM/DH/PM/JL - Focus on particular targets & review link roles in readiness for OFSTED and Diocese visits. - Curriculum meeting on the 11th November moved to the end of November (after half term as the School is working on a recovery curriculum until then): Proposed date 17th November - JM confirmed all Subject Link roles would continue for 2020/2021. It was suggested that History/ Geography/ Music and art be added as 'Humanities and creative arts' <table border="1" data-bbox="268 593 1278 887"> <thead> <tr> <th>Link subject leaders</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>- EYFS</td> <td>PM</td> </tr> <tr> <td>- Maths</td> <td></td> </tr> <tr> <td>- English</td> <td>DH</td> </tr> <tr> <td>- RE: Worship and Curriculum</td> <td>JM</td> </tr> <tr> <td>- Science</td> <td>JL</td> </tr> <tr> <td>- ICT</td> <td>JF</td> </tr> <tr> <td>- SEND</td> <td>CM</td> </tr> </tbody> </table> <p>Action: MH asked to please circulate details of the recovery curriculum in the meantime</p> <p>Chair of Admissions and Community Relations</p> <ul style="list-style-type: none"> - Current members being: DH/PM/MN/KS - Marketing is the main focus - Improve Social Media for the school - MN will be organising virtual tours and video of the school for prospective parents for the school's website. - Contact all Pre-Schools in the area - Organising posters and flyers; the flyers are nearly ready to be printed for distribution. - MH will arrange Open days to include a Sunday morning – subject to any restrictions. - Committee to pursue virtual coffee mornings <p>JL noted he felt we have missed the opportunity to market the strategy of the school. DH advised once we attract Parents and get them through the school door, they tend to join the school.</p> <p>Committee Terms of Reference Committee Chairs to review ready for future meetings.</p> | Link subject leaders | Governor | - EYFS | PM | - Maths | | - English | DH | - RE: Worship and Curriculum | JM | - Science | JL | - ICT | JF | - SEND | CM | <p>Note: New Curriculum Date 17.11.20</p> <p>MH</p> |
| Link subject leaders | Governor | | | | | | | | | | | | | | | | | |
| - EYFS | PM | | | | | | | | | | | | | | | | | |
| - Maths | | | | | | | | | | | | | | | | | | |
| - English | DH | | | | | | | | | | | | | | | | | |
| - RE: Worship and Curriculum | JM | | | | | | | | | | | | | | | | | |
| - Science | JL | | | | | | | | | | | | | | | | | |
| - ICT | JF | | | | | | | | | | | | | | | | | |
| - SEND | CM | | | | | | | | | | | | | | | | | |
| <p>11.</p> | <p>Headteacher Report <i>The Heads Report was distributed prior to the meeting. MH welcomed any questions and clarification of the report.</i></p> <p>In summary:</p> <ul style="list-style-type: none"> • The current number of accepted places for Reception 2020 is 22 and the Catholic percentage has reduced. • There is no attendance data to report due to the school being closed due to Covid 19. Attendance for the first week of school was 96.6%. • Risk assessment was updated for the September opening. Staff have signed to say they have read document. <p>Action: MH to circulated the latest Risk Assessment to Governors</p> <ul style="list-style-type: none"> • Staffing – MH updated the Governors with the current staff changes. | <p>MH</p> | | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none"> Safeguarding training was rolled out to all staff on the Inset day. School opened on 1/9 to staff for two INSET days. Children returned on 3/9/20 in year group bubbles, with staggered start, break, lunch, and finish times. So far, the system has worked well with a few minor teething problems. The Government has promised Covid funding to help reduce the progress gap for pupils during the lockdown. Funding equates to £80 per pupil, which would be £13,000 for the school. The Sports mentoring for 10hrs a week for every afternoon to support PPA cover. <p><u>Appraisals</u> MH will be arranging staff appraisal in September on the Inset Days. Mr Paul Smith, Headteacher from Almondsbury Primary, will support the school until the end of Term and assist MH in his head-teaching role.</p> <p><u>Safeguarding</u> MH noted the safeguarding issue which was raised by JL was dealt with within school. No other safeguarding issues to report.</p> <p>Q: Are the school providing home learning if children are off due to illness? MH noted if children are off due to illness the school would not provide work unless requested by a parent.</p> <p>Q: Is there a plan if a 'Bubble' is sent home? MH/MN have planned for this and work would be sent home for these children.</p> <p>All governors had no other comments and accepted the report.</p> | |
| 12. | <p>Common School Admissions The Go-Governance Newsletter has been forwarded to Governors and Staff. JM encouraged all Governors to read it</p> | |
| 13. | <p>Partnerships Report The Camino Partnership meeting is scheduled for the 23rd September at 5.30pm. Discussions had been paused during lockdown. Action: JL has agreed to attend this meeting. Action: JM to arrange a meeting with JL in advance to recap our involvement to date</p> | JL JM |
| 14. | <p>IOG Reports This is an official document which has to be registered with the Local Authority and the Diocese. Governors have agreed to stay at 14 Governors.</p> <p>This will be reviewed again in 6 months and addressed if Governor numbers have not increased.</p> | JM |
| 15. | <p>Policy Audit (Website) JM has reviewed the policies on the old and the new School website. Action: JM will confirm with the Diocese what policies need to be on the website and to see what can be removed</p> <p>Some Governors are not able to access the new School website. Action: MH will contact the website company to ensure Governors and parents can access the site.</p> | JM MH |
| 16. | <p>Governor Training JM reminded Governors that training needs to be a priority, and that she will be attending the safeguarding training on the 15th October 2020</p> | |

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| | JM reminded new Governors of the Governor Induction training by both the Diocese and the LA | |
| 17. | <p>Approval of Meeting Dates 2020-21 in GOP/ Governor Information Documents Operating plan distributed to Governors prior to the meeting. Action: Operating plan will be updated following changes at this meeting and distributed to Governors.</p> <p>17.1 Governors were reminded to send an updated bio and photo to Mandy for the School Website</p> <p>17.2 Governor Information Document – will be updated for 2020/21.</p> <p>All the Governors agreed to have future meetings virtually for the time being.</p> | <p>Clerk</p> <p>All Governors</p> <p>Decision</p> |
| 18. | <p>AOB</p> <p>Code of Conduct for Staff was circulated before the meeting. SJ noted the word 'Governor' needed to be removed All Governors approved the Code of Conduct with the above correction</p> | <p>MH</p> <p>Decision</p> |
| 19. | Date of the next meeting – 19th November 2020 | |

Meeting closed at 9.35pm MH closed the meeting with a prayer.

Signed:  Date: 19 November 2020