

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

**WEDNESDAY 10<sup>TH</sup> MARCH 2021 at 7.00pm.**

Agenda Item	Item	Action
	<p><b>Governor's present:</b>            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            Mr Matthew Newman, Staff Governor            Mrs Sharon Johnson, LA Governor            Mr James Lander, Parent Governor            Mr Temesgen Chinie, Associate Governor            Guest Speaker: Anne Marie Lougee, the Chair of the PTFA</p> <p>Also, present:            Ms Thelma Maslen, Clerk to the Governors</p>	
<b>1</b>	<p><b>Welcomes and Apologies for Absence</b>            Jenefer Morgan (JM) welcomed Governors to the meeting, and new Associate Governor Mr Temesgen Chinie, Associate Governor and guest Speaker: Anne Marie Lougee, the Chair of the PTFA.</p> <p>Mark Hilliam (MH) opened the meeting with a Prayer.</p>	
<b>2.</b>	<p><b>Apologies for absence</b>            All governors present.</p>	
<b>3.</b>	<p><b>Declarations of Interest</b>            Parental interests were declared by Clare Malone (CM), James Lander (JL), TC, Anne Marie Lougee (AML).            No financial interests were declared.</p> <p><b>Associate Member Appointment</b>            JF recommended TC as an Associate Member for the Governing Body. As an Associate Member, TC would not have voting rights. He would add value and experience to the governing body being an accountant.            Decision: All Governors voted TC onto the Governing Body as an Associate Member.</p>	<b>Decision</b>
<b>4.</b>	<p><b>Minutes of the previous FGB Meeting 19<sup>th</sup> November 2020 for approval</b>            The minutes of the FGB meeting from the 19<sup>th</sup> of November 2020 were approved as a true record and would be duly signed by the Chair.</p> <p><b>Extraordinary FGB Meeting 4<sup>th</sup> February 2021</b>            The minutes of the Extraordinary FGB meeting from the 4<sup>th</sup> of February 2021 were approved as a true record and would be duly signed by the Chair.</p>	<b>Decision</b>  <b>Decision</b>
<b>5.</b>	<p><b>Matters arising from previous Meetings &amp; Action Log</b>            The action log was updated during the meeting and would be amended and distributed with the minutes. For matters arising from previous meetings, refer to the Action Log</p>	
<b>6.</b>	<p><b>PTFA Chair Update</b></p>	

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	<p>JM introduced AML to the Governing Body. AML thanked the FGB for inviting her to the meeting. AML informed Governors that events could not be held this year due to Covid and the PTFA lost around £10,000 this year in potential sales and profit, of which £8000 is generally given to the school. The PTFA have supported the school during Covid with funding towards books (£2,500). Future events have been limited but the PTFA are holding events for Mother's Day and over Easter.</p> <p>A 'Just Giving' campaign has been started to try and raise funds for the school from the wider Community.</p> <p><b>Q: How can Governors support the PTFA more?</b>  A: Support can be made by attending events, Governors helping at events and sharing awareness through colleague and friends. AL asked if the Governors could please include the Just Giving link in their newsletters to parents.  JM has shared the latest PTFA newsletter with all Governors including the Just Giving link.</p> <p><b>Q: What is happening with the 50<sup>th</sup> Anniversary event?</b>  AML noted the Circus event is still booked for 22<sup>nd</sup> September and a Chair for this event would be needed to start planning.  MH noted Bishop Declan is available to do Mass on the 29<sup>th</sup> of September.</p> <p>AML advised she will be stepping down as Chair of the PTFA. 2 existing PTFA members who are serving as joint Treasurers will be taking over as joint Chair. The PTFA and will be recruiting for a secretary and two treasurers in the near future.</p> <p><b>JM asked could the PTFA help with promoting wrap around care</b>  JM noted the school needs to promote the wrap around care. AML will relay this message to the PTFA committee for them to share this message within the wider community.</p> <p><b>JM asked could the PTFA help with marketing of the school</b>  Not during this current time with the membership changes.  JM suggested each family introduce a family to the school to boost an awareness of the school.</p> <p><i>AML left the meeting 7.30pm</i></p> <p><b>Q: JL asked: How could we align the PTFA with the school strategy to contribute to the school?</b>  MH noted the PTFA events are aligned with the SDP and certain subjects like reading and writing. The PTFA repeatedly ask the school what they want funding for, which would benefit the school.</p> <p>JM reminded Governors about the PTFA Bingo evening next week.</p>	
7.	<p><b>Committee Reports - Summary</b></p> <p><b>7.1 Chair of Finance, Staffing &amp; Resources</b></p> <p>The committee met last week. CM shared with the FGB the financial position and the budget position. Full details in the Finance Minutes.</p>	

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	<ul style="list-style-type: none"> <li>• Loses from wrap-around care (as a result of COVID) has caused the budget to have an in-year deficit. If the wrap-around care continues to be non-viable it would have to close.</li> <li>• The FGB was asked to agree a TLR for a member of staff from April 2021. This was agreed.</li> <li>• The SFVS has been approved by the Finance Committee. There were no further questions from the FGB.</li> <li>• Staff costs are always the biggest part of any budget and will be reviewed thoroughly by the Finance Committee</li> <li>• Since the Finance meeting CM/MH and ME met with Deb Souter, Finance Officer from the Local Authority to review the budget for this year.</li> </ul> <p><b>7.2 Terms of Reference (ToR) for Staffing &amp; Resources.</b>  Action: CM to update the ToR and C/F to the next meeting  TC to be co-opted onto the Finance Committee</p> <p><b>7.3 Chair of Curriculum &amp; Performance</b></p> <ul style="list-style-type: none"> <li>• Committee met on the 4<sup>th</sup> of February 2021.</li> <li>• No link visits were completed due to the lockdown.</li> <li>• MH gave the Committee an update on attendance numbers, remote learning and results from the recent parent surveys.</li> <li>• Relevant policies were reviewed</li> </ul> <p>A suggestion from MH at the C&amp;P meeting is that Governors host a virtual parent meet and greet. Possible topics for inclusion: the role of Governors and to ask for any volunteers to join our Governing Body, an update on the discussion with the Diocese regarding the forming of a partnership or MAT, the importance of boosting pupil numbers for wrap around care. It was suggested parents be asked what they would like to discuss as well.</p> <p>MN advised virtual parent/ teacher meetings were unbelievably valuable and easier to interact with the parents. MH noted we would need to get a system to show the children’s books before the virtual parents meeting. The parents would attend school a week before the meeting to view their child’s book. Governors noted, as parents, the virtual parents evening worked really well.</p> <p>Q: Does the school cloud have a functionality for Governors to have meetings with parents?  MH noted Teams or Zoom would be a better platform for Governors to have meetings with parents.  Action: Clerk will propose 2 dates on the operating plan for next year one to be held before the Governor Strategy document is finalised.</p> <p><b>7.4 Terms of Reference (ToR) Curriculum &amp; Performance</b>  The Curriculum ToR was approved by Governors.  Action: CM/JM will review the ToR format to ensure they are both the same.</p> <p><b>7.5 Chair of Admissions and Community Relations</b>  DH advised the Admissions Committee met on the 24<sup>th</sup> of February 2021.</p> <ul style="list-style-type: none"> <li>• The Committee discussed the Admissions for 21/22.</li> <li>• There have been 67 applications covering all the relevant criteria which includes the 2<sup>nd</sup> and 3<sup>rd</sup> choices.</li> </ul>	<p><b>Decision</b></p> <p><b>CM</b></p> <p><b>Clerk</b></p> <p><b>CM/JM</b></p>

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	<ul style="list-style-type: none"> <li>23 places confirmed for September, numbers would be confirmed to ME on the 1<sup>st</sup> of April.</li> <li>DH noted the ToR was not reviewed at the Admissions Committee .It was proposed that the A&amp;CR Committee be disbanded as originally intended. This would mean the Marketing function would move to the school (under the leadership of MH). An Admissions Committee would need to be established once a year to address Admissions.</li> </ul> <p><b><u>Training Log</u></b> DH noted governors training log and feedback will be a standing agenda item for the FGB.</p> <p><b>7.6 Future of the A&amp;CR Committee</b> DH noted the next A&amp;CR meeting will be moved from 31.05.21 back to Term 5.</p> <p>DH would recommend the marketing would be transferred back to the school. <b>DH asked: Is the school happy to take on the marketing of the school?</b> MH noted the school may have some capacity to complete this work; MH will discuss this with ME.</p> <p><b>Q: Where would the other activities sit, e.g., coffee mornings, organising the yearly flyers for new pupils etc?</b> JM and CM suggested a Governor is given strategic responsibility while the day to day activities are seen to by the school. DH noted the day to day activities could sit with a Parent Group and a report be forwarded to the FGB.</p> <p>Policies currently allocated to A&amp;CR would need to be reviewed by other committees. <b>Q: JL noted is there an opportunity to review the overall Policy structure. It was suggested that the FGB hold 2 policy panels per year and that all policies due for renewal are reviewed here. Governors will be expected to attend one of the panels annually. JM to look into this.</b></p> <p><b>Action: JM requested the non-statutory policies be reviewed by the SLT, including the time frame for reviewing each policy and the SLT report back to the FGB on which non-statutory policies were deemed important to include. SLT could also consider what needs to be a policy vs a guideline document for non-statutory policies.</b> <b>It was suggested the SLT could encourage the staff to look at a policy on each INSET day to ensure staff are fully up to date with policies.</b></p> <p><b>Decision:</b> DH proposed to disband the A&amp;CR Committee for the next academic year and just have an Admission Committee. <b>All Governors agreed with this decision.</b></p> <p>JM would like to thank DH for all your work over the years. DH will pass on thanks to Paula Mainprise for her work on the Admissions Committee and FGB.</p>	<p><b>SLT</b></p> <p><b>Decision</b></p>
8.	<p><b>Head Teacher Report – including the Risk Assessment.</b> No questions were forward to MH regarding his report. Governors had no further comments.</p>	
9.	<p><b>Policies for ratification</b> <b>9.1 SEND Policy (C&amp;P)</b></p>	

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	<p>Approved and ratified by the FGB. Next review date 10.03.2023</p> <p><b>9.2 Pupil Premium Policy (C&amp;P)</b> Approved and ratified by the FGB. Next review date 10.03.2023</p> <p><b>9.3 Attendance Policy (C&amp;P)</b> Approved and ratified by the FGB. Next review date 10.03.2023</p> <p><b>9.4 Governors Expenses Policy (FS&amp;R)</b> Approved and ratified by the FGB. Next review date 10.03.2023</p> <p><b>9.5 Medical Needs Policy (FS&amp;R)</b> Approved and ratified by the FGB. Next review date 10.03.2023</p> <p><b>9.6 Purchasing Policy (FS&amp;R)</b> Approved and ratified by the FGB. Next review date 10.03.2023</p> <p><b>9.7 Anti-Bullying Policy</b> <b>9.8 Severe Behaviour Policy</b> 9.7 &amp; 9.8 –</p> <ul style="list-style-type: none"> <li>• Both these policies had been amended following parent complaints which were escalated to the Governors. During the formal review of these complaints, certain suggestions were made to enhance these policies, notably the section on support for affected children.</li> <li>• Reference to a parent involvement officer on page 6 is to be removed</li> <li>• The last bullet point under the section for affected children needed amending on both policies.</li> </ul> <p>Action: JF will make the necessary changes and forward to Governors to approve.</p> <p>JL asked what the follow up is regarding Safeguarding matters noted in the Head Teacher report. JM noted when a safeguarding matter is flagged on the HT report, it would be reviewed at the next FGB meeting to ensure it had been addressed, and that there was no pattern emerging. Safeguarding matters are standing agenda items on SLT meetings, and any safeguarding matters are reported as a matter of urgency to the Chair and Deputy Chair (our Safeguarding Governor)</p> <p>Action: All the above policies would be put into the correct format and placed on the website.</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> <p><b>JF</b></p> <p><b>ME</b></p>
<p><b>10.</b></p>	<p><b>Policies to note:</b> Absconding Policy - Date to be amended <b>Approved by the FGB.</b></p> <p>Teaching and Learning Policy (C&amp;P) Amendment: ICT is now known as 'Computing' <b>Approved by the FGB.</b></p> <p>Curriculum Policy (C&amp;P) <b>Approved by the FGB.</b></p>	<p><b>Decision</b></p> <p><b>Decision</b></p> <p><b>Decision</b></p>

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11.	<p><b>Reports to note:</b></p> <p>11.1 <u>Governor Operating Plan v0.5</u> Latest version attached with documents.</p> <p>11.2 <u>Governor Strategy excerpts for website.</u> JM noted we need a contact to remain in touch and up to date with the Pre-school. <b>Action: MH to contact Catherine Green to request her to attend two FGB meetings a year to update Governors on the Pre-school.</b></p> <p>11.3 <u>SFVS</u> Document has been reviewed and approved by the Finance Committee and ratified by the FGB. The document will be forwarded to the Local Authority, JM will arrange to sign document and forward to ME.</p>	<p><b>MH</b></p> <p><b>Decision</b></p>
12.	<p><b>Partnership Update</b> JM advised there are no current updates to report. <b>Action: MH will contact the Diocese to see if there are any updates.</b></p> <p>JM noted she will review the documents from the last Camino partnership meeting and will relay information to governors.</p>	<p><b>MH/JM</b></p>
13.	<p><b>AOB</b></p> <p><b>13.1 Correspondence</b> MH noted there are no correspondence from parents. JM noted the complaints panel have looked into 4 complaints which have all been responded to and are now closed.</p> <p><b>13.2 Governor learning</b> All Governors to forward all training they have completed to DH.</p> <p><b>13.3 Governor roles 2021/ 2022</b></p> <ul style="list-style-type: none"> <li>• CM and DH advised they will be resigning at the end of the school year 2021.</li> <li>• SJ has agreed to be the next Safeguarding Governor.</li> <li>• JL has agreed to take over as H&amp;S Governor from CM at the end of the year.</li> <li>• The Diocese Office are actively looking for Governors for the school.</li> </ul> <p><b>13.4 Governor Operating Plan 2021/ 2022</b> Clerk is putting dates together for the following year. Please can Committee Chairs send any requests for specific meeting dates to the Clerk.</p> <p><b>14. MH closed the meeting with a Prayer</b></p> <p><b>Date of next meeting: 26<sup>th</sup> May 2021</b></p> <p><i>JM noted on behalf of the Governing Body, we would like to thank Mark Hilliam, and all the staff for the hard work which was carried out during the lockdown and for the hard work for the reopening.</i></p>	<p><b>CM/ JM/ DH</b></p>

Meeting closed at 9.50pm.

Signed: MORGAN Date: 26 May 2021