

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

THURSDAY 19TH NOVEMBER 2020 at 7.00pm.

Agenda Item	Item	Action
	<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 Mr Matthew Newman, Staff Governor Mrs Sharon Johnson, LA Governor Mr James Lander, Parent Governor Guest Speaker: Paul Kehoe – Partnership Officer for the Diocese</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>	
2.	<p>Apologies for absence Apologies were received and accepted from Paula Mainprise (PM) Foundation and Kate Stuart (KS), Parent Governor.</p>	
3.	<p>Declarations of Interest Parental interests were declared by Clare Malone CM, James Lander (JL) No financial interests were declared.</p> <p>Appointment and Resignations JM confirmed PM, Foundation Governor and KS, Parent Governor have both resign from the Governing Body. JM noted on behalf of the Governing Body we would like to thank Kate and Paula for their time and service on the Governing Body.</p>	
4.	<p>MAT update <i>Paul Kehoe – Partnership Officer for the Diocese gave a presentation on Multi Academy Trust for the Diocese</i></p> <p>Refer to the MAT slides used by Paul Kehoe.</p> <p>Key points mentioned:</p> <ul style="list-style-type: none"> - It is up to individual governing bodies to decide if they want to join a Trust. - The DfE will be making a statement in the New Year which may include the need for all schools to become part of an academy. - We are fortunate with the support St Augustine’s receives from the South Gloucestershire LA. Other Local Authorities are not supporting some Catholic Schools e.g. St Marys Chippenham - There are currently only 2 diocese in the UK that do not have any MATs. Clifton Diocese is one of them - 3 schools in the diocese are currently looking to join a MAT in February 2021. - There are a group of schools in Swindon looking to form an Academy. 	

Agenda Item	Item	Action
	<ul style="list-style-type: none"> - It is not envisaged that all schools in a partnership will convert at the same time. - All applications must be approved by the Diocese - Schools will have to consult with parents, staff and all stake holders before any application is made. - Our Lady of Lourdes and St Patricks have applied to form a Federation - We are not restricted to forming a MAT with schools within the Camino Partnership (this is a new development) - The recommendation from Paul is to start small and start local - Paul is able to assist us with a due diligence as a next step <p><i>Paul Kehoe left the meeting at 7.40pm</i></p> <p>MH noted he has been asked to attend a meeting by St Pauls in Yate as the only remaining South Gloucestershire school within the Camino Partnership. The Governors discussed the presentation in depth and agreed to form a working party.</p> <p>DH noted we need to find out more information with what is being offered. JL noted the arguments for MATs seemed to be aimed at ensuring Catholic leadership in schools.</p> <p>MH gave his views for forming a MAT from his experience at his previous school. MN shared that from a Teacher's point of view, it could be beneficial where there is sharing of good practice. Ideally for this, the schools need to be local and easily accessible.</p> <p>The Governors agreed joining or forming a MAT must be beneficial for St Augustines.</p> <p>JM asked for volunteers to form a MAT working group to take this conversation forward.</p> <p>Sub working MAT party – JM/JF/SJ</p>	
5.	<p>Minutes of the previous FGB Meeting 10th September 2020 for approval</p> <p>The minutes of the FGB meeting of 10th September 2020 were approved as a true record and would be duly signed by the Chair.</p>	Decision
6.	<p>Matters arising from previous Meetings & Action Log</p> <p>The action list was updated during the meeting and would be amended and distributed with the minutes.</p> <p>Action: A column denoting a target date for each item on the action log will be added.</p>	Clerk
7.	<p>October update</p> <p>JM thanked Governors who responded to the October update and noted the actions taken from the October update included:</p> <ul style="list-style-type: none"> - the circulation of the updated Governors 3-year Strategy document (v0.4) - the submitting of the signed MOU to the diocese - the sign off of the updated Governor Code of Conduct <p>Action: The Clerk will confirm if all Governors have submitted their signed Pecuniary and Interests Declaration form for 2020/ 2021</p> <p>Action: JM to confirm updated Governor Code of Conduct is signed and on the school website</p>	<p>Clerk</p> <p>JM</p>

Agenda Item	Item	Action
	Action: JM to confirm the latest version of the Governor's 3-year Strategy document is on the school website	JM
8.	<p>Committee Reports – Summary</p> <p>8.1 Chair of Finance Staffing & Resources</p> <ul style="list-style-type: none"> • Finance met on the 15.10.20. The budget currently has £41,000 deficit. In-year deficit of £4,000. Committee still working on a 3-year strategy to move into a surplus position. • Have claimed £14 000 for Covid related expenses. • Employed a part time teacher from the catch-up grant. • The wrap-around care was discussed, and it was agreed to increase the cost for the breakfast club and afterschool club to ensure the school breaks even. • Pay Policy was approved. • SFVS will be reviewed before sending out to Governors, <p>8.2 Chair of Curriculum and Performance</p> <ul style="list-style-type: none"> • The Committee met on the 17.11.2020 • The updated ToR for 2020-21 was approved and will be included at the next FGB for ratification • The Committee reviewed the SDP prepared by MH (included in the FGB meeting pack as well) • The Committee reviewed the target tracker data for term 1 and the attendance numbers • Governor Link visits at the school were conducted, and the reports reviewed as part of the meeting. Link Governor reports for English, Science, RE Curriculum and RE Prayer Life were discussed. The SEN Link Governor report is outstanding, and will be circulated to the Committee once complete. <p>8.2.1 Government Development Plan (GDP)</p> <p>The GDP flows from the Strategy document and consists of:</p> <ul style="list-style-type: none"> - Part A: the Strategic Objectives for the year and that actions planned to achieve each of these objectives - Part B: Governor development plans - Part C: Link Subject Specific plans for the year <p>The GDP is the governor working document – which is a live working document, and will be updated regular to demonstrate progress made against the strategic objectives for the year</p> <p>8.3 Chair of Admissions and Community Relations</p> <p>ToR was updated and agreed. KS joined, will now be removed now she has resigned from the FGB.</p> <p>The Admissions Policy is now driven by the Diocese, so no reviews will take place unless changes are requested by the Diocese.</p> <p>The annual marketing drive took place, despite Covid restrictions. Flyers were updated thanks to Karen, who sourced a couple of new photos and changed the dates etc. They were then printed thanks to Bernadette in the Parish office, who did a few hundred extra, for a leaflet drop to homes near the school. Many thanks to those who helped deliver them.</p> <p>Karen also designed a couple of posters, without images of children, for sharing on social media. These were widely shared, and anecdotal evidence is that all</p>	

Agenda Item	Item	Action
	<p>comments on various platforms were universally complimentary and positive about the school.</p> <p>DH contacted local pre-schools and nurseries to find out how many children would be applying to Primary school this year and then delivered the required number of flyers to each setting. An advert was placed in the Downend Voice by the school. Unfortunately, instead of the flyer being sent in, a social media poster was sent. Karen pointed out that the definition was not good enough for an advert, so it will be important to ensure that this does not happen next year.</p> <p>A virtual school tour was put together by MN, so thanks to him for the extra work done to produce it. It is available on the school website.</p> <p>Open Days have been held, with MH making sure they were Covid safe. Big thanks to him also for running weekend Open Days. Take up has been good and the tours have been well received.</p> <p>A draft parental questionnaire has been written, which will be sent out to all current Reception parents to gauge where they heard about St Augustine's and what made them choose the school.</p> <p>Coffee mornings have not taken place this year due to Covid restrictions.</p> <p>A Governors Newsletter was sent out before half term and another is due before Christmas. DH include standing items on Gift Aid and appeals for more Governors. If you want me to put in anything in particular, please let me know. Action: Letter from JM needed.</p> <p>The website is coming together nicely and provides a good 'shop window' for then school. The Governor pages are now more up to date, although we need a photo and a bio from SJ. Action: SJ to provide bio and photo to ME Action: ME to please update on the school website</p> <p>Standing item! Governor training. Many thanks to those Governors who have provided feedback from their training courses. If you have been on training and have not filled in a pro forma, please do so and pass it to Debbie as soon as possible.</p>	<p>JM</p> <p>SJ ME</p>
9.	<p>Marketing Report 9.1 Pre-School/9.2 Open Evenings/9.3 Website Covered n Item 8.</p>	
10.	<p>Headteacher Report <i>The Heads Report was distributed prior to the meeting. MH welcomed any questions and clarification of the report.</i> In summary: <u>Attendance</u> Overall attendance for term 1 was 96.2%. Attendance has been generally high with dips caused by COVID isolation. Traveller families' attendance has been good but one family (3 children) did not start school until October.</p> <p><u>Well being</u> Staff have found the workload challenging since September. They do not have morning breaks and cannot take books home to mark, which means lunchtimes</p>	

Agenda Item	Item	Action
	<p>are spent marking. Due to significant staff shortages, teachers have been covering lunch breaks too. The office is difficult to staff full-time without ME (who was self-isolating) and lunch breaks are proving challenging to cover. Supply costs are a concern as TAs and teachers are being regularly covered. Staff room is limited to 4 people, staggered lunch breaks mean they cannot socialise together.</p> <p>Q How can Governors support the Staff at the school? MH noted South Glos have issued all schools with a 'Thrive' App for staff which has been positive. DH asked: Have you had feedback from the staff? Staff's feedback has been quite positive.</p> <p><u>Behaviour</u> Behaviour for a small group of children has presented the school and leaders with safeguarding challenges. Fixed term exclusions have increased compared to the same time last year.</p> <p>All governors had no other comments and accepted the report.</p>	
11.	<p>Policies for approval 11.1 Safe-Guarding Policy The Safe-guarding policy was reviewed and approved by the FGB.</p> <p>11.2 Policy on Managing Aggressive Behaviour The Policy on Managing Aggressive Behaviour was reviewed. SJ noted the need to include reference to inappropriate behaviour on social media. Action: DH will include this and circulate the policy to the FGB for approval as soon as possible.</p> <p>11.3 Pay Policy The Pay Policy was reviewed. Action: CM to confirm the latest version was included, and to circulate to the FGB for approval as soon as possible.</p>	<p>Decision</p> <p>DH</p> <p>CM</p>
12.	<p>AOB 12.1 Year end support/recognition for staff It was proposed that the FGB schedule a 20/30 minutes virtual social interaction with the staff of the school to acknowledge and thank them for their hard work</p> <p>Action: Governors will think of some ideas and forward to JM Action: JM to co-ordinate</p>	<p>All Governors JM</p>
13.	<p>Date of the next meeting – 10th March 2021</p>	

Meeting closed at 9.30pm. MH closed the meeting with a prayer.

Signed:  Date: 10 March 2021