

**A RECORD OF THE FULL GOVERNING BODY MEETING
 IN PERSON AT ST AUGUSTINE'S PRIMARY SCHOOL**

THURSDAY 7th of JULY 2022 at 5pm

Agenda Item	Item	Action
	<p>Governors present: Mr Mark Hilliam, Headteacher Ms Jenefer Morgan, CoG, Foundation Governor Mr John Fenlon, Foundation Governor Mr James Lander, Parent Governor (via Teams) Mrs Sharon Johnson, LA Governor Mrs Janine McCann, Parent Governor Mrs Rachel Bowen, Staff Governor Canon Frank Bermingham, Parish Priest Mrs Norma Buck, prospective Foundation Governor Mr Steve Wells, prospective Foundation Governor</p>	
1	<p>Welcome & Opening Prayer Jenefer Morgan (JM) welcomed Governors to the meeting. Canon Frank (FB) opened with a prayer.</p>	
2.	<p>Apologies Mrs Eleonore Leconte, new Foundation Governor</p>	
3	<p>Declarations of interest Parental interests were declared by James Lander (JL), Janine McCann (JMc), Steve Wells (SW). No financial interests were declared.</p>	
4.	<p>Record of previous meeting The Record of the previous FGB meeting held on 26th May 2022 was reviewed, 3 errors were corrected and the record was approved as a true record of the meeting; duly signed by the Chair.</p>	Decision
5.	<p>Matters arising from previous Meetings & Action Log The action list was updated during the meeting and would be amended and distributed with the meeting record.</p>	
6.	<p>Governor Development Plan (GDP) review Action points: - All Governors to follow the school's Twitter and Instagram accounts - St Augustine's Twitter and Instagram details to be added to our newsletters etc. - Investigate having a school fb account, with comments disabled - RB to reach out to Hong Kong families to see if someone would be interested in joining us a Governor</p>	<p>All MH</p> <p>RB</p>

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	<ul style="list-style-type: none"> - JM to add an extra tab onto the Governor Operating plan for all Governors to record the training they attend during the year <p>Points to note:</p> <ul style="list-style-type: none"> - RB shared the term 6 Target Tracker headline data for all classes showing attainment and progress achieved for each class. <p>Norma Buck left the meeting at 5:50pm</p>	JM
7.	<p>HT Report/ SDP review</p> <p>Mark Hilliam (MH) highlighted:</p> <ul style="list-style-type: none"> - We have had a number of children (6) looking to move on. Reasons include: moving out of the area, opening of the new Frenchay campus and children who live in the area are moving there (expansion from classes of 15 to 30), a family moving to Blackhorse – they have been on the waiting list for a year. - We have a new child starting in reception and 2 more French children joining. MH is doing an exit interview either in person or via a letter with all parents that are leaving - The challenge is we are asking families to travel to our school, as our school is not in an area that is heavily populated with young families - We need to increase the number of families who choose us as their number 1 choice - The council is referring families to us when they apply for fully subscribed schools - SJ: we need to be more overt in publicising our strengths: the fact that we are a small school, good links to our community etc. JL added we have experienced, stable staffing who know and invest in your child. We need to continue marketing this. - SJ asked if we have publicised outside our school's latest OFSTED rating - outside the school for people who drive/ walk past while the school is closed. - JMc presented the option to buy a notice board to put up outside the school on the pavement area for use for publicising the school. This will be funded from our recent community day funding received. It will be shared by the Preschool and the Primary school. This was approved by the Governors. - MH noted we have a number of lovely banners we could use as well. - JM asked if we can move the signage with the name of our school as it is hidden behind the fence currently. - MH noted he wants to share with staff in the new school year that we all have a shared responsibility to market the school - Staffing for the new school year is very positive with new teachers in Year 2 and Year 6 (both Catholic teachers), and a HLTA returning to the school in the new school year. - With our year 6 cohort moving on, we expect some of our challenges to be diminished. We have 2 children in the early stages of being placed in specialist provision as we are not able to support them here. We believe this is in their best interest. - JL noted we need to hold our course with our new 7 classes; maintain a long term view. It is unlikely we will see the full positive effect in 1 school year. We still believe it is the right thing to do for our school. <p>JM thanked MH for his report. MH has also shared the latest rag rated SDP which JM will ensure is added to the folder on the shared drive for reference.</p>	<p>Decision</p> <p>MH</p> <p>JM</p>

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8.	<p>Budget update</p> <p>JF noted that from a Before and After School Club: these costs are being actively monitored. We are close to covering all our costs with our current numbers. This is an important facility for our parents and we intend to keep it. Our Associate member is putting together some more detailed data for us to continue to monitor and track these costs.</p> <p>The latest budget versus actuals is on the shared drive dated 13 June 2022. The decisions have been made to:</p> <ul style="list-style-type: none"> - increase our SENCO from 2.5 to 3 days from September - add an addition 4 hours of support for our EAL children <p>RB asked if this extra EAL support will continue going forward. JF confirmed that is the intention.</p> <p>JMc left at 6:40pm</p>	
9.	<p>Partnerships Report (The Camino Partnership working groups)</p> <p>MH attended the last working group meeting. Everyone is very busy and so progress is low. Dunstan and Newman MATs are already formed. The Diocese has confirmed it plans to make super MATs eventually by joining MATs in the north and the south of the Diocese. In light of this, the Diocese has offered that anyone in Camino can join the Dunstan MAT if they would like/ need to.</p> <p>The next meeting is in October 2022.</p>	
10	<p>Policies for approval</p> <p>Admissions policy: JF confirmed it is the standard policy approved by the Diocese. We have not made any changes to this policy since last year.</p> <p>Our intention is at some stage to change the ballot method of allocating places to one that focusses on distance to the school. This will require notification and 6 weeks of consultation when we want to make this change. This will be important once we are oversubscribed.</p> <p>The Admissions policy was ratified by FGB.</p>	
11.	<p>Operating plan 2022/ 2023 approval</p> <p>This was circulated with the agenda and agreed by Governors.</p>	
12.	<p>AOB</p>	
12.1	<p>IOG change</p> <p>JM reminded Governors we had agreed to reduce our number of Governors per our IOG from 14 to 12. In Voluntary Aided schools like ours, we need to have 2 more Foundation Governors than the total of our other Governors (Parent, LA etc.). We will look to have 7 Foundation Governors, 2 Parent Governors, an LA Governor, Staff Governor and Head Teacher making up the 12.</p>	

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	The Governors agreed this.	Decision
12.2	FGB strategy session and end of year get together JM has propose date for end of year get together. JL will circulate the strategy document we have so far, ready for consultation with either a steering committee or all staff in September.	JL
12.3	Community Day A second community day is planned for Saturday 9 July. All are welcome.	
12.4	End of year thank you for Staff Wine and thank you cards have been done. Governors who are available will attend the staff meeting on Thursday 14 July to say a brief thank you to staff at 15:45. JL offered his sincere thanks to the school staff.	
12.5	Introducing the New Foundation Governors Our new Governors, Steve and Norma were introduced and welcomed at the beginning of the meeting.	
12.6	Clerk to the Governors The advert has been posted on the Church's website and the Diocese website for a September recruitment.	
12.7	Governor Raffle 2022/ 23 Our Governor raffle in 2021/ 22 raised over GBP500 for the school. We will do another raffle in November/ December. JM asked all Governors to think of prizes to please donate for the raffle. JM will run with raffle.	
12.8	Other FB would like us to write an article advertising the church and school in the Frenchay newsletter. JM and MH to co-ordinate with FB. The parish will fund the article in the newsletter. JF is working on welcome wording in all the languages represented in our school – this will be used to invite anyone who is interested our school to ask questions in their language, and we will respond in their language as well. JL is speaking to MH about parents getting involved in running clubs at the school including rugby. SJ mentioned her husband might be interested. Cross country is also being considered as well as netball. JF suggested parents running language lessons is also something to pursue.	JM/ HB
13.	Closing Prayer FB closed in prayer. Next meeting: Thursday 15th September 2022	

Meeting closed at 7.07pm. JM thanked all Governors for their hard work during the year, and wished everyone a wonderful summer holiday

Signed: *Stephen Wells* Date: 21/05/23