

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

THURSDAY 15th of SEPTEMBER 2022 at 4:30pm

Agenda Item	Item	Action
	<p>Governors present: Mr Mark Hilliam, Headteacher Ms Jenefer Morgan, Foundation Governor Mr John Fenlon, Foundation Governor (left the meeting at 5:20) Mrs Sharon Johnson, LA Governor Mrs Janine McCann, Parent Governor (via Teams, joined the meeting at 4:50) Mrs Rachel Bowen, Staff Governor Fr Jim Williams, Parish Priest (left the meeting at 4:45) Mr Phil Robson, prospective Foundation Governor Mr Stephen Wells, Foundation Governor Mrs Eleonore Leconte, Foundation Governor (left the meeting at 6:25) Mrs Michelle Wilkins, School Business Manager (left the meeting at 4:50)</p>	
1	<p>Welcome & Opening Prayer Jenefer Morgan (JM) welcomed Governors to the meeting.</p> <p>Fr Jim Williams (JW) opened with a prayer.</p> <p>JM asked each Governor to go around the table and introduce themselves and share if they are a Foundation Governor or Parent Governor etc</p> <p>JW shared he is the new priest in charge in the area. He is happy to be a Foundation Governor if needed, but he does need light duties given he is Foundation Governor at other schools as well. He is not available on Mondays. He has a wealth of experience to share on preparing for OFSTED reviews, Section 48s and being a Pupil Premium Link Governor. He has also been involved with preparation for a MAT.</p> <p>Parishes in Communion for Mission – this is the message from the Bishop, and JW will bring this to our Governing Body.</p> <p>JW noted that in preparation for a Section 48 review to ensure that at each meeting there is a question about Catholic Ethos and education and that it is minuted.</p> <p>Michelle Wilkins (MW) offered to share a spreadsheet has prepared for all our school policies, and to perform a review for any policies that need to be reviewed. JM asked MW to please send us a list of policies that needed to be reviewed for our policy review meeting (7 November 2022)</p> <p>MW will update all the dates on the policy, share the policy with the relevant person at the school for updating (via track changes) before sharing with the Governors. She will also ensure the latest copies are signed and published on the school website.</p> <p>JM to give MW access to our One Drive to ensure the latest version of the policies is recorded there.</p>	JM

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	<p>JM and JF thanked MW for her willingness to assist the Governors with this. SJ suggested MW should work closely with our new Clerk once they have been found.</p> <p>MW is also able to assist with any Governors who need assistance accessing their school email addresses.</p> <p>JM noted we share all documents via One Drive. JM will give everyone access via their school email addresses. This is to ensure no documents are lost. Chairs of committees will send around an email to alert us when new items have been added to the One Drive.</p>	JM
2.	<p>Election of officers</p> <p>2.1 Chair of Governors – Stephen Wells 2.2 Deputy Chair – Jenefer Morgan 2.3 Chair of Finance, Staffing and Resources – James Lander (to be confirmed) 2.4 Deputy Chair of Finance, Staffing and Resources – John Fenlon 2.5 Chair of Curriculum and Performance – Sharon Johnson* 2.6 Deputy Chair of Curriculum and Performance – Phil Robson 2.7 Governor responsible for Admissions – Janine McCann 2.8 Confirmation of Staff Governor – Rachel Bowen</p> <p>*on the understanding that there is a Clerk in place to do minutes/ agendas etc.</p> <p>We have not had any applications to our advert. Our advert has been shared on the Diocese website, our parish website and social media and our school website. JM will take on the responsibility of finding, interviewing and appointing of a Clerk. We will make direct contact in the absence of applications for the Clerk role. SJ suggested Mark Hilliam approach the heads of the schools in our Emmaus partnership, and that we ask JW if the Clerks on other Governor Bodies he is on would be interested. SJ noted it is a requirement that the Clerk attend the FGB meetings as opposed to receiving a recording of the meeting.</p> <p>Eleonore Leconte (EL) is going to lead our engagement between the school and the Parish. She will also represent on our FGB our EAL pupils and families in our school community. She suggested a buddy for new foreign families arriving in our school. MH to share with EL when there are new EAL children joining the school. PR taught French and Spanish.</p> <p>EL to speak to the parish about the content regarding the school on the parish website</p>	JM MH EL
3.	<p>Appointments and resignations</p> <p>No resignations. Our new Foundation Governors are: EL, SW, possibly JW and another parishioner (Sam Morgan) who will be applying.</p> <p>We need 7 Foundation Governors per our IOG: we have 5 currently and still need an additional 2.</p>	
4.	Apologies and declarations of interest	

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	<p>Mr James Lander, Parent Governor and Mr Temesgen Chinie, Associate Governor</p> <p>Parental interests were declared by JMc, SW, and EL</p> <p>No financial interests were declared.</p>	
5	<p>Governor Register of Business and Pecuniary interests 2022/ 2023</p> <p>SW took over the chairing of the meeting.</p> <p>The 3 documents we each need to sign at the start of the new school year:</p> <ol style="list-style-type: none"> 1. The Code of Conduct 2. Eligibility declaration 3. Declaration of pecuniary and business interests <p>JM to share these with SW.</p> <p>JM and JF have also compiled the attendance register for 2021/ 2022. Please can all Governors review that it is correct. SJ noted this needs to be shared with Governor Services as well. JM will send it through once Governors have had a chance to review it.</p>	<p>JM</p> <p>All</p> <p>JM</p>
6.	<p>Record of previous meeting</p> <p>The Record of the previous FGB meeting held on 7th July 2022 was reviewed, 1 error was corrected and the record was approved as a true record of the meeting; to be duly signed by the new Chair.</p>	<p>Decision</p> <p>SW</p>
7.	<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 meeting record.</p>	
8.	<p>Planning</p> <p>8.1 Update of our 3-year strategy – carried forward</p> <p>8.2 Review of our Governor Operating Plan for 2022/2023 SW to confirm meeting dates work for him</p> <p>SJ reminded us that we agreed to try to keep to 90mins for a meeting SJ suggested the Chairs of the committees speak before a meeting to speak through any concerns they have/ main points they would like to raise</p> <p>JM to put Diocese training list on to One Drive JM to continue forwarding the emails from the LA while we appoint a Clerk JM reminded all of the importance to attend the Safeguarding awareness training as each Governor must have knowledge of our Safeguarding responsibility.</p>	<p>JL</p> <p>SW</p> <p>SW/ SJ/ JL</p> <p>JM</p> <p>JM</p> <p>All</p>
9.	<p>Committee Chairs (1:14:55)</p> <p>Chair of Finance, Staffing and Resource Committee</p> <p>20 October is our first Finance Committee meeting for 2022/ 2023 Current members to include: JL/ JF/ JM/ SW TC Our priorities for the year are:</p>	

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	<ul style="list-style-type: none"> - The kitchen at the school - The Before and After School Club - Monitoring of our school budget <p>Chair of Curriculum and Performance Committee</p> <p>6 October is our first Curriculum and Performance Committee meeting Current members include: SJ/ JM/ JW/ JF/ JL/ PR/ JMc/ EL Our focus for this year:</p> <ul style="list-style-type: none"> - Our section 48 review and preparation for the new RE Curriculum - Topic <table border="1" data-bbox="268 629 1257 931"> <thead> <tr> <th>Link subjects</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>- Maths (Mark Isaacs)</td> <td>JL</td> </tr> <tr> <td>- English (reading/ writing) (Sara Allen/ Isabel Triggs)</td> <td>JMc</td> </tr> <tr> <td>- RE: Worship and Curriculum (Isabel Triggs)</td> <td>JM/ EL</td> </tr> <tr> <td>- Science (Loretta Wright)</td> <td>JF</td> </tr> <tr> <td>- Pupil Premium (Deanne Fitzpatrick)</td> <td>JW</td> </tr> <tr> <td>- SEND/ Safeguarding (Deanne Fitzpatrick)</td> <td>SJ</td> </tr> <tr> <td>- Health & Safety (Mark Hilliam)</td> <td>JL</td> </tr> <tr> <td>- Topic: History and Geography (Rachel Bowen)</td> <td>PR</td> </tr> </tbody> </table> <p>Chair of Admissions Committee</p> <p>The committee meets in February. Our admissions policy for 2023/ 24 is already on our school website.</p>	Link subjects	Governor	- Maths (Mark Isaacs)	JL	- English (reading/ writing) (Sara Allen/ Isabel Triggs)	JMc	- RE: Worship and Curriculum (Isabel Triggs)	JM/ EL	- Science (Loretta Wright)	JF	- Pupil Premium (Deanne Fitzpatrick)	JW	- SEND/ Safeguarding (Deanne Fitzpatrick)	SJ	- Health & Safety (Mark Hilliam)	JL	- Topic: History and Geography (Rachel Bowen)	PR	
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10.	<p>HT Report</p> <p>Mark Hilliam (MH) highlighted:</p> <ul style="list-style-type: none"> • We have had 16 children leave our school so far for 2022/23. The reasons vary. 6 have gone to the new school which has opened in Frenchay. • Retention of children is a key focus for us. We have done a good job of attracting children as we can see from our Reception numbers (17 in April, 25 in September) • We have had 16 children join us. Some have joined us while they wait for positions in other schools. Our challenge is to convince them to stay. • In summary, everything is going really well with the school for the new school year. The only concern is the numbers of children in the school. • The electrical work in the school has been completed • There have been no incidents of bullying reported. • We have spent £2,000 on books for changes in the English curriculum • Flyers have been printed for our Open days, and notices have gone into Downend Voice, Fishponds Voice and Emersons Green Voice. The banner will go up. JM asked all Governors to share the details on their social media networks. EL will post flyers in the church and other locations. • The new hoodies and bright yellow PE kit have been well received. <p>Questions from Governors:</p> <ul style="list-style-type: none"> - SJ asked when the census is held for budget setting purposes. MH noted this is in October. - JM asked if we were concerned about any other children moving to the new Frenchay school. RB shared we have some children who live out of the area 																			

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	<p>and have told us they will leave (2 weeks after joining) when schools in their area have space available.</p> <ul style="list-style-type: none"> - JM asked what we do to welcome our new parents. MH shared they come in for a lunch with all reception parents; there is the call with Governors in November; they come to a buddy tea with the Year 6 parents; the PTFA have met with the new parents as well. RB said additional support for new families would be a great idea. RB offered to work with EL to provide buddy support for new families (especially EAL families). - EL shared she has heard parents comment that because there are still spaces in the school, they question whether the teaching is of a high standard. It is a vicious circle. - SJ suggested our first Governor newsletter introduces our new Chair, welcomes all new families; reminds families of the high teaching standards they can expect in our school and encourage them to invite other new families to our school. - JM asked if the new teachers had attended the training from the Diocese on teaching in a Catholic school. MH confirmed they will be attending these programmes. - SW asked how many new teachers we have this year. MH noted we have 2. - JM asked how we have ensured we have started the year with a strong emphasis on our Catholic Ethos; that all new teachers and pupils are aware of this. MH noted with our RE subject leader back; the relaunching of collective worship in class, the Footsteps in Faith initiative, the assemblies have been started as well. 	<p>RB/ EL</p> <p>SW</p>
11.	<p>Partnerships report</p> <p>No meetings have been held for the year so far.</p>	
12.	<p>Policies for approval</p> <p>To be carried forward.</p>	
13.	<p>Governor training</p> <p>JM asked all Governors to look at the LA and Diocese training available and to attend relevant training programmes. EL asked if they are all online. SJ confirmed the LA is planning to keep all trainings online.</p>	<p>All</p>
14.	<p>AOB</p>	
14.1	<p>Governor profiles on website</p> <p>JM asked all Governors to review their profiles and send in updated wording to the school for the website. The school photographer will be back at the school in November (MW to confirm)</p>	<p>All</p> <p>MW</p>
14.2	<p>Governor to help drive marketing initiatives of the school</p> <p>To be carried forward</p>	
14.3	<p>Governor Policy review meeting #1 - Monday 7 November 2022. JM and JF to chair the 2 policy review meetings, if each Governor could attend 1 of the meetings.</p>	
14.4	<p>Governor meeting with all new parents – Monday 14 November 2022. JM asked all Governors to please attend.</p>	<p>All</p>

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14.5	<p>Governor meeting with parents - Monday 28 November 2022. JM asked all Governors to please attend.</p> <p>We will be hosting these online.</p> <p>JMc will do a Coffee morning for Year 6 at the end of their SATs exams. There won't be as many as there were last year as they were not well attended last year.</p> <p>SJ suggested that Governors could be available on days when the PTFA are hosting activities after school or in the evening. Parents might be more receptive to speaking with Governors then.</p> <p>JM suggested we invite a representative from the PTFA to attend one of our FGB meetings to share their plans for the year and how we can support each other.</p>	<p>All</p> <p>JM</p>
14.6	<p>Other</p> <p>SJ's husband coaches the Downend Saints. Only 2 pupils from St Augustine's attend the club. More pupils attending would strengthen our ties with the community.</p> <p>SJ to send MH content to include in the school newsletter.</p> <p>The parish have asked MH if they can use the school premises for a Christmas Fair on 12 November 2022. JM asked if the Governors could have a stall and sell raffle tickets for our Governor Raffle.</p> <p>JMc asked if we could encourage other corporates to come and spend time working in the school, like HSBC Life did. JMc has a list of items that could be done.</p> <p>MH to add this to newsletter.</p>	<p>SJ/ MH</p> <p>MH</p>
15.	<p>Closing Prayer</p> <p>MH closed in prayer.</p> <p>Next meeting: Thursday 1st December 2022</p>	

Meeting closed at 6.38pm. SW thanked all Governors for attending.

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