

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

THURSDAY 1st December 2022 at 4:30pm

Agenda Item	Item	Action
	<p>Governors present: Mr Mark Hilliam (MH), Headteacher Mr Stephen Wells (SW), CoG, Foundation Governor Ms Jenefer Morgan (JM), deputy CoG, Foundation Governor Mr John Fenlon (JF), Foundation Governor Mrs Sharon Johnson (SJ), LA Governor Mrs Janine McCann (JMcC), Parent Governor Mrs Eleonore Leconte (EL), Foundation Governor Mr James Lander (JL), Parent Governor Ms Samantha Morgan (SM), Foundation Governor</p> <p>Clerk: Mrs Yvonne Morgan</p>	
1	<p>Welcome & Opening Prayer Stephen Wells (SW) welcomed Governors to the meeting.</p> <p>Mark Hilliam (MH) opened with a prayer.</p> <p>SW 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>An offer to set up a WhatsApp group for the governors by Eleanore Leconte (EL) was gratefully accepted by the meeting.</p>	EL
2.	<p>Apologies Apologies were received from Rachel Bowen and Fr. Jim Williams.</p>	
3.	<p>Declarations of Interest Stephen Wells, James Lander (JL), Eleanore Leconte, and Janine McCann (JMcC) declared their interest as parents. No financial interests were declared.</p>	
4.	<p>Minutes of the previous FGB meeting - 15th September 2022</p> <p>The minutes of the previous meeting were approved with no changes or additions as a true record of the meeting.</p> <p>It was confirmed that in future there would always be two agenda items, these being the Catholic Ethos of the school and the Out of School Club.</p>	Clerk

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5	<p>Matters arising from previous meetings – Action Log</p> <p>MH confirmed with EL that all photos and text on the school website may be used for the parish website.</p> <p>The 3 documents that governors should 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>Are on the Share drive for governors to do so. Governors were asked to send the completed documents to the Clerk.</p> <p>Governors were asked to check the FGB Attendance Record and confirm their details. The Clerk will send the record to the Local Authority, and will check if it is a statutory requirement that this be posted on the school website.</p> <p>The Committee Chairs will meet or talk before each FGB meeting in future.</p> <p>Jenefer Morgan (JM) will post the dates for diocesan training on the Share drive. Governors were urged to do LA and the Safeguarding training which is done online.</p> <p>Discussion around how new families could be connected to existing ones took place, as there has been no action here yet. It was suggested that class newsletters may be helpful here. EL will take this up with Rachel Bowen (RB) when they meet to discuss this. JL suggested that parent governors could assist in contacting new families if a list is provided. Noted that care should be taken not to share childrens' names in any emails.</p> <p>SW, JW, NB, PJ, EL and SM were asked to send the Clerk a brief profile and photo of themselves for the school website, who will forward them to the School Business Manager.</p> <p>JM will do an invite to the PTFA to attend an FGB meeting.</p> <p>SJ will send MH content to include in the school newsletter (regarding Downend Saints). MH will include in the newsletter an appeal for any corporates to spend time working in the school.</p> <p>Governors who use Twitter and Instagram are asked to add the school to these.</p> <p>MH will investigate a Facebook page for the school.</p> <p>RB will reach out to Hong Kong families to see if someone would be interested in becoming a Governor.</p> <p>JM has added an extra tab onto the Governor Operating plan for all Governors to record the training they attend during the year</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">All/Clerk</p> <p>SJ/JL/JMcC</p> <p>JM All</p> <p>RB/EL</p> <p>JL/EL/JMcC/SW</p> <p>SW/NB/PJ/EL/SM/JW</p> <p>JM</p> <p>SJ MH</p> <p>All</p> <p>MH</p> <p>RB</p>

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6.	<p>Strategy Update</p> <p>JL took the meeting through the draft strategy, which has been expanded. This will be circulated to governors and through MH to the staff, as all input is welcome and important.</p> <p>All financial issues will come under the Sustainability section. The strategic statements are premised on existing targets and actions in setting deliverables. Staffing levels have been included.</p> <p>A timeline for key achievements is included. JL noted that monitoring metrics need to be set. Some board committees already review some of these, and it needs to be decided who will review those not covered and if this should be done at FGB level, with agreed review periods included.</p> <p>JM and SW mentioned parents' concerns that were raised at governor/parent meetings recently, particularly around the issues of school dinners, the level of communication by the school and joining a MAT.</p> <p>Governors discussed ways to improve communication between the school, board and parents. It was felt that there was a fine line between 'hand-holding' and providing too little information to parents.</p> <p>JL and JM will work on an MS query template for parents to provide more input to governors for the strategy plan. The possibility of holding meetings to discuss aspects of the plan with parents was also raised.</p> <p>No coffee meetings have been organised for this year yet. JMcc mentioned that last year there had been little interest shown in these by parents.</p>	<p>JL/MH</p> <p>All</p> <p>JL/JM</p>
7.	<p>Preschool Report</p> <p>JMcC reported that the preschool is doing well with 22 children. It has capacity to take several more and has a waiting list, but the preschool cannot do so until it can recruit a new staff member, which has proved very difficult.</p> <p>JMcC will share the staff member ad with governors who can circulate it to their networks. She was asked to find out if the preschool benchmarks itself against others. SM suggested advertising at Bath Spa university – this is already being done at UWE.</p> <p>MH gave the preschool permission to trim an overhanging tree.</p>	<p>JMcC</p> <p>JMcC</p>
8.	<p>Committee reports</p> <p>8.1 Finance, Staffing and Resources: JL noted that due to utility rising costs and increased use of supply teachers the</p>	

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	<p>revised school budget had moved into deficit. Two staff had been given pay increments. The new pay policy provided by Integra had been discussed and accepted by the committee but was still due for approval. On implementation it will increase the budget deficit. An application for funding for kitchen upgrades has been sent to the diocese and the new sliding doors have been approved. The Before/After school Club is making an overall loss and remains under close review.</p> <p>8.2 Curriculum and Performance: SJ reported that the school had made a successful return to 7 classes. The Yr 6 review showed good progress in reading and writing but the maths level was poor at 2.3. This had been expected, as the Yr 6 cohort was a challenging one, and there had been staff changes. The new Yr 6 cohort also had challenges and was being closely monitored and supported. The SLT were setting challenging targets, with greater scrutiny of writing, increased emphasis on communication and engagement with parents.</p> <p>Additional support was being provided for children at the lowest levels of attainment in phonics reading and spelling. Teachers were identifying gaps and taking appropriate action. The Reading Lead is training all staff on the new phonics system, both ELS and KS1, with termly assessment to track progress.</p> <p>In Maths, staff are using Target Tracker to analyse gaps, and the Maths Lead is working closely with the SLT and high-level TAs. Termly initiatives have been set up and MasterMind for times tables has been re-introduced.</p> <p>New teachers have been inducted and are working with SLT mentors.</p> <p>In SEND the focus is on the introduction of a new toolkit, EduKey. A large sensory room has been created.</p> <p>In Religious Education, preparation for a Section 48 review is continuing, and a new chaplaincy team has been chosen. There are plans to review Footsteps in Faith and an RE assessment is being undertaken. The governors asked about the new RE curriculum. The school is still awaiting this. Schools have raised concerns about the high expectations and level of the new curriculum and it is under review by the diocese.</p> <p>8.3 Admissions: JMcC reported that no meetings have been held to date. The 2023/24 policy is already on the school website.</p> <p>SW thanked the Committee Chairs for their input.</p>	
9.	<p>Headteacher Report</p> <p>The school currently has 166 pupils. Exclusions are way down from last year. The school now has a sensory room, nurturing room and</p>	

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	<p>ELSA provision. A forest school will be inaugurated soon, as the school now has a trained staff member.</p> <p>Governors asked about staffing issues, and MH outlined the problems faced in recruiting cleaners, lunchtime supervisors and TAs.</p>	
10.	<p>Camino Partnerships Report</p> <p>SW reported back on the recent Camino meeting that he and MH had attended. In response to parents' queries, who see local schools looking to form a MAT, he noted that as a Catholic school St Augustine could only join a Catholic MAT. Progress is slow, due to a lack of funds to pay a CEO to get things moving.</p> <p>JM said that parents needed to be kept informed and reassured on MAT progress, and governors need to consider how and when to communicate this.</p> <p>SW noted that some Catholic schools were considering joining existing MATs to reduce expense and time rather than forming their own.</p>	
11.	<p>School Dinners</p> <p>MH spoke about the shocking situation at present where Integra is unable to staff the school kitchen adequately and there are therefore no hot dinners for the 50 children who have school dinner daily. Integra is only providing sandwiches. The school is contracted to Integra to provide school meals, and MH has approached them at the highest levels about the issue without results.</p> <p>The school has worked hard to provide a hot-food option to the children, with staff stepping in to help, and, as it is likely that Integra will unilaterally terminate its contract, is now looking at outside caterers to bring in pre-cooked dinners. Due to the small number of dinners required, this will be expensive.</p> <p>SJ suggested that the board approach the head of Integra to request a rebate and that it emphasise the negative publicity the school was receiving about this. SW will do this and also write to parents to keep them informed of the school's efforts to resolve this, the local newspaper and MP and Kevin Ford.</p> <p>MH will find out if parents might be allowed to come into the school to assist in the kitchen. Governors also offered their services for this.</p>	<p>SW</p> <p>MH</p>
12.	<p>Policies for approval</p> <p>JM reported on the Governors' Policy Review meeting that took place on 2nd November. The Admissions, In-year Admissions and Health and Safety policies were reviewed for approval by the board. The Freedom of Information policy is still under review. Some policies will go to the relevant board committees for review.</p>	<p>Committee head</p>

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	<p>The board approved the Admissions, In-year Admissions and Health and Safety policies.</p> <p>JF suggested increasing the number of policy review meetings to meet the backlog of policies awaiting review. JL cautioned that governors needed to tread carefully when recommending changes to policies that they were required to adhere to.</p>	<p>JM</p>
<p>13.</p>	<p>AOB</p> <p>13.1 Governors' raffle. The annual Governors' raffle is in progress and MH will distribute raffle sheets to children. JM said that this year there would be class prizes as well. She noted that as all prizes had been donated all funds raised would go towards the school.</p> <p>13.2 Year-end support for staff. It was agreed that gifts/cards for the staff as thanks for their hard work would be organised for the staff meeting on December 14th. JMCM will write the cards, and SJ will buy the gifts, which governors will contribute towards. MH will give the number and names of staff to JMCC and SJ.</p> <p>13.3 2023 Governor Day in the school. It was agreed that this event would again take place in 2023. A date would be set in the new year.</p>	<p>MH</p> <p>JMCC/SJ/MH</p>
<p>14.</p>	<p>Closing Prayer</p> <p>MH said the final prayer and SW thanked governors for their attendance and closed the meeting.</p> <p>The next FGB meeting will be held on March 22nd 2023.</p>	

Meeting closed at 19:06.

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