

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

Wednesday 22nd March 2023 at 2pm (meeting recorded)

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 Mr James Lander (JL), Parent Governor</p>	
1	<p>Welcome & Opening Prayer Stephen Wells (SW) welcomed Governors to the meeting. In the absence of the Clerk, the meeting was being recorded. Mark Hilliam (MH) opened with a prayer.</p>	
2.	<p>Apologies Apologies were received from Eleonore LeConte, and Samantha Morgan.</p>	
3.	<p>Declarations of Interest Stephen Wells, James Lander (JL) 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 The minutes of the previous meeting were approved with two minor changes. It was agreed that they were an accurate reflection of the meeting.</p>	Clerk
5	<p>Matters arising from previous meetings – Action Log The 3 documents that governors should sign at the start of the new school year: 1. The Code of Conduct (signed by Chair on behalf of board) 2. Eligibility declaration 3. Declaration of pecuniary and business interests These are on the Share drive for governors to do so. Governors were asked to download these, sign them electronically and 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>SW, JW, NB, PJ, EL and SM were asked to send the School Business Manager a brief profile and photo of themselves for the school website JF suggested that previous photos provided for governor badges could be used as well.</p>	<p>All/Clerk</p> <p>All/Clerk</p> <p>SW/NB/JW /PJ/EL/SM</p> <p>RB</p>

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	<p>RB will reach out to Hong Kong families to see if someone would be interested in becoming a Governor.</p> <p>Governors are asked to record all trainings attended on the Share Drive. JM will check that the diocesan trainings are on there.</p> <p>MH will sign off the Out-of-School Club's Terms of Agreement, subject to changes in cancellation wording.</p> <p>MH will look into advertising school posts as permanent as opposed to fixed term.</p> <p>MH to convey thanks of governors to Deanne for all the funding that she has brought in.</p> <p>JF will send reviewed policies to SW for appraisal and sign-off. Clerk to be sent those policies for upload onto website. Staff will be notified by MH of any policy changes affecting them.</p> <p>MH will speak to parent (chef) who has volunteered to provide a hot meal every Wednesday.</p>	<p>All/JM</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>JF/MH/SW</p> <p>MH</p>
<p>6.</p>	<p>Headteacher Report</p> <p>There has been a net gain of 25 children since the year began. The school has full Reception and Yrs 1 and 2 classes. Two cases of bullying were investigated. If these are Sen children, they get additional support. The kitchens will be refurbished in summer, with funding of £93 000 from the diocese. A very thorough Health and Safety visit has been done.</p> <p>The school, like others, is experiencing a lack of TAs. One admin staff member is leaving. Despite advertising, no SEN TAs have applied. Three teaching posts have been advertised, a maternity cover, Reception and 7th class teacher, all on fixed term contracts due to the budget deficit. At the suggestion of governors, MH will consider not making these posts fixed term positions.</p> <p>A recent meeting with the TAs went well, with TAs asking for more communication on childrens' movements on a daily basis. TA meetings will continue on a termly basis. The library is back in full swing, and there are resilience workshops and cricket coaching for the children.</p>	
<p>7.</p>	<p>Preschool Report</p> <p>The pre-school currently has 21 children, and is at 65% capacity, due to a lack of staff. A new cleaner and part-time teacher have joined recently. Twelve children will leave in September. The schools is raising funds to re-do the outside area. The Chair of the board will be standing down at year-end.</p>	
<p>8.</p>	<p>Committee reports</p> <p>8.1 Finance, Staffing and Resources:</p> <p>The accounts have been closed for this financial year, with a surplus of £6 000. JL felt this reflected great credit on the school as having exercised strict financial control, and was a really good result. Expenditure on supply teachers is still too high, and the possibility of funding a new position to supply that was raised. The after-school club is still running at a deficit.</p>	

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	<p>The committee had agreed to the moving up of two staff, funding for two TAs and the replacing of the kitchen doors. Funding would be needed for the roof repairs, and it might be possible to use the energy funds for this.</p> <p>8.2 Curriculum and Performance: While there are still some areas of concern, plans have been put in place to deal with these. Teachers have done training in phonics. The attendance data has been reviewed by governors.</p> <p>- RE The new RE curriculum from the diocese has been approved and will be implemented in the next school year. Lenten displays are up in the school, in preparation for Easter.</p> <p>8.3 Admissions: Thirty-five children named the school as their 1st, 2nd or 3rd choice, with 17 choosing it as their 1st choice. JMcC noted that many local schools are undersubscribed this year. The school has capacity for 30 more children. Names were randomly drawn and submitted to the LA. JM expressed her concern that the 1st-choice children had not been automatically accepted.</p> <p>The current Yr 6 is a big class, while the 2023/4 Yr 6 will be small.</p>	
9.	<p>Camino Partnerships Report 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>	
10.	<p>School Dinners 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>	SW

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	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.	MH
12.	<p>Policies for approval 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>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>	Committee heads
13.	<p>AOB Community Day This will take place on Saturday June 10th, followed by the school fair on the 17th. Projects for which it is hoped to raise funding include the painting of the after-school club.</p>	
14.	<p>Closing Prayer 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 May 24th 2023.</p>	

Meeting closed at 19:06.

Signed:



Date: 24th May 2023