

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

Wednesday 24th May 2023 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 Mr James Lander (JL), Parent Governor Mrs Rachel Bowen (RB), Staff Governor Fr. James Williams (JW), Foundation Governor</p>	
1	<p>Welcome & Opening Prayer Stephen Wells (SW) welcomed Governors to the meeting. Fr. Jim (JW) opened with a prayer.</p>	
2.	<p>Apologies No apologies were received. It was noted that resignation letters had been received from Eleonore LeConte and Temesgen Chinie.</p>	
3.	<p>Declarations of Interest Stephen Wells, James Lander (JL) and Janine McCann (JMCC) declared their interest as parents. JW and YM are governors at other Catholic schools. No financial interests were declared.</p>	
4.	<p>Minutes of the previous FGB meeting - 22nd March 2023 The minutes of the previous meeting were approved with minor changes. It was agreed that they were an accurate reflection of the meeting.</p>	Clerk

Agenda Item	Item	Action
5	<p>Matters arising from previous meetings – Action Log</p> <p>JW, NB, PJ and SM were asked to send the School Business Manager a brief profile and photo of themselves for the school website.</p> <p>Governors are asked to record all trainings attended on the Share Drive. The diocesan training document has been placed on the Share Drive.</p> <p>A revised Terms of Agreement for parents with children attending the after-school club has been done and signed off by MH. Administration of the club will continue to be done by the school administrative office.</p> <p>JL has met with the SLT to discuss the draft Strategy Plan.</p>	All/Clerk
6.	<p>Headteacher Report</p> <p>The school is still experiencing a weekly influx of new pupils, with a total of 192 now enrolled. Parents applying to the school will be asked to consider what their child’s first language is, if not English, as this has financial and support implications for the school. Most of the new pupils do not have English as a first language.</p> <p>There have been no major safeguarding incidents at the school, although support is being given to some families with home situations. The staff have received training on understanding and handling traveller families.</p> <p>Two new teachers have been appointed, one for maternity cover and one for Reception, and an SEN TA has been appointed. No suitable TA candidates were found and the school will have to rely on supply staff.</p> <p>The School Development Plan was reviewed at the end of Term 4. Yr 6 pupils have had resilience training as part of their preparation for high school, and pupils have been involved in several sporting activities in and out of school.</p> <p>Staff are now using the new EduKey programme for SEND which will be made available to parents at the start of the new school year. MH and the SENCo will be attending training on making optimal use of TAs in the classroom.</p> <p>In light of the severe impact on the school budget of the high influx of children since September MW and MH will be meeting with Mustapha of the LA to investigate possible ways to mitigate this impact.</p> <p>School numbers have increased by nearly one third since the start of the school year, and while this is a welcome boost it has emphasised the lack of support staff and put a heavy strain on the teaching staff. Many of the newcomers come from different school systems in other countries and battle to use English phonics and to read in English. This will naturally affect the school’s assessment and progress rates for quite some time.</p> <p>MH thanked RB for her efforts in fundraising that has raised over £300 for school projects. It is hoped to raise more funds by renting out school premises for functions out of school hours.</p>	

Agenda Item	Item	Action
	<p>RE The children are very happy to have their parish priest Fr. Barnabas coming into school to conduct services for them, and school/parish masses are also continuing. MH is reviewing the Footsteps in Faith course and is acting as RE Lead in the RE Lead's absence on maternity leave.</p> <p>MH sent out a parent satisfaction survey that morning and told governors of his impression that parents are feeling happier and in a more positive mood about the school.</p>	
7.	<p>Preschool Report The pre-school currently has 21 children, and is at 68% capacity, with a growing waiting list. Until more staff are recruited, given staff:child ratios, this will not impact on numbers. A new staff member doing two days per week will join the school in September. The school had its OFSTED visit very recently and staff feel very happy about the result. The main focus at present is the smooth transitioning of those children going into Reception in September, with several being high-need. Governors suggested that the current Yr 5s get to know these children now, as they will be their Buddies in Yr 6.</p> <p>JMcC will let MH know of possible numbers coming up. MH and JL asked that the preschool begin motivating for funding for those with possible SEND, as this will assist the school when they arrive.</p> <p>JMcC noted how many of the children are 'COVID-affected' children, who have spent 24 hours a day with their parents, or main caregivers and not had the opportunity to build relationships with other adults. They have extra support in preschool as for some children, preschool has been the first thing they have been able to do outside the home. They will need extra support when they start at school, and it would be helpful for them to meet teachers or TAs beforehand.</p>	JMcC
	<p>Budget JL noted that the budget was all in order and the school was anticipating a deficit of more than £75 000 this year, recovering to balance and to a positive figure in Year 4. JM said that the LA would require a School Recovery Plan, as the school is forecasting a deficit for the next three years, and MH, JL and MW will draw this up after meeting with Mustapha from the LA in June.</p>	

Agenda Item	Item	Action
	<p>The financial impact on the school of nearly one third new pupils entering after September was noted by the governors.</p> <p>Governors unanimously approved the budget.</p>	
	<p>Partnerships report SW will be attending a Camino MAT meeting in Bath on Thursday and extended an invitation to other governors to join him who might be able to do so. MH has met the head of the Newman MAT who was very open to discussing the possibility of the school joining them. The St. Dunstan's CEO will be presenting at the Bath meeting.</p> <p>JM noted that the diocese is looking now at three large MATs. The LA are beginning to pull back on some services. After some discussion, governors felt that it was important to have options to be able to make decisions as soon as possible. JM will share the questions governors felt needed asking of existing MATs that were put together at the last strategy meeting.</p>	<p>JM</p>
<p>8.</p>	<p>Committee reports</p> <p>8.1 Finance, Staffing and Resources: New quotes for external light timers or covers will be obtained. After a walkaround it was felt that there was not an obvious problem with trees encroaching on neighbouring properties and that if needs be a couple of branches could be trimmed off by the school.</p> <p>8.2 Curriculum and Performance: The committee had considered some of the challenges currently being experienced by teachers. Yr 6 was a concern, with poor progress in reading since Term 2. The impact of large numbers of new pupils, mostly EALs, and SEN children in Yrs 2 and 6 was noted again. Staff morale continues to be low and teachers felt very much under pressure, although the school is grateful for the significant support from the LA Education Welfare Officer. Overall good progress had been made in phonics, reading and spelling but more support was needed to get children reading.</p> <p>MH and SJ have completed the annual safeguarding audit. It was suggested that all governors complete the PREVENT safeguarding course, and SJ will send the link for this to the Clerk for circulation to governors.</p> <p>The school is now in the situation that one third of each class is not used to doing assessments, and many in KS1 who are unused to phonics will be doing KS1 phonics assessments. This will have a significant impact on progress attainments.</p> <p>SJ will give JL the optimal staff numbers for the school.</p> <p>8.3 Admissions: 18 children will be starting in September although MH said in response to a query from the governors that many late arrivals could be expected. This unfortunately meant that they lacked the preparation given to earlier children.</p>	<p>SJ</p>
	<p>Policies There were no policies for approval.</p>	

Agenda Item	Item	Action
10.	<p>Operating Plan 2023/2024 SW and YM will draw this up and send around a draft to governors for their input.</p>	SW/YM
13.	<p>AOB</p> <p>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. SW and JW will put flyers in the church.</p> <p>School Dinners There will be a presentation of three school catering companies on June 14th and MW and MH will attend and select a catering company for the school. The new kitchen work will be done in summer.</p> <p>FGB strategy session and end of year get together JL volunteered to host the governors' get together and a date will be set. JL will attend the Inset Day on June 5th to introduce the new strategy to staff and will bring the final draft strategy plan to the next FGB on July 13th. The draft plan will be circulated to governors beforehand for review.</p> <p>End of year Thank you to staff JL will do TY cards for staff members and JM will order wine as gifts. These will be given to staff after the last staff meeting of the year.</p> <p>It was suggested that governors might make themselves available to meet parents at Parents Evenings, to share what their role is in the school.</p>	<p>MW/MH</p> <p>JL</p> <p>JL/JM</p>
14.	<p>Closing Prayer JW said the final prayer. SW thanked governors for their attendance.</p> <p>The next FGB meeting will be held on July 13th 2023.</p>	

Meeting closed at 18:55.

Signed:



Date: 13th July 2023