



Minutes of Full Board of Governors Meeting

Held on Wednesday 6th of Feb 2019

Held at St Louis Catholic Primary School Frome

Present

Mrs S Brinn (Chair) - SB
Ms S Grepillat (Vice-chair) – SG
Mr D West (Foundation Governor) -DW
Mr R Triggs (Headteacher) - RT
Mrs D Cromie (Deputy Headteacher) – DC
Mrs R Gardner (Parent Governor) – RG
Mrs E Rendell (Staff Governor) - ER

In attendance

Kathryn Strik (Clerk) -KS

1. Opening Prayer

RT led with the Lord’s Prayer to open the meeting. The meeting started at 6:08pm.

2. Welcome

SB welcomed everyone.

3. Apologies / absences

Apologies were received and accepted from Ms A Sheridan and Mrs N Gray.
Mr D West sent apologies to say that he would be a little late.

4. Declaration of Interests

None.

5. Approval of the Minutes of 21 November 2019

No amendments were received, and the minutes were approved as a true record.

6. Matters arising from the Minutes of 21 November 2019

The outstanding actions on the Actions and Decisions Log were reviewed. Some governors are still experiencing difficulties accessing the Governors documents on the portal.

Action: SB to talk to Julie about giving ER and NH access to the portal.

SB

- **(45)** Update Governor Induction Pack **SG, KS**
- **(46)** To circulate self-evaluation document. To complete evaluation by the end of the academic year **ONGOING**

- **(52)** Actively approach potential governors. Currently there are 2 vacancies for foundation governors and one prospective governor. **ONGOING**
- **(53)** Set up the first conference call **Brought forward**
- **(67, 68, 69, 70, 72)** Training in RAISE Online & other data analysis tools & SMART board may be done anytime, possibly May. This will be delegated to the Teaching and Learning sub-committee.
- **(76)** Ways to raise governors' profiles **CLOSED**
- **(84)** Reports on non-core subjects and action plans are ongoing. RT to put on portal in a sub-folder of the SDP. **ONGOING**
- **(89)** Re-introduce the Teaching & learning sub-committee. First meeting Wed 1 May 2019 **TO DO**
- **(96)** Review & Update Policy schedule. KS to email location on portal. Chairs of sub-committees to check against their terms of reference. **TO DO**
- **(115)** H&S audit has been received, RT to put on portal **TO DO**
- **(121, 122)** Awaiting dates for Mendip courses **ONGOING**
- **(123)** SB to talk to Father Richard about speaking at mass regarding new foundation governors. Pending speaking to new prospective governor. **ONGOING**
- **(125)** RT to put data breach walkthrough report on portal **TO DO**
- **(137)** Pre-visit forms/prep on portal **COMPLETE**
- **(138)** Decide who will monitor which priorities on SDP **COMPLETE**
- **(139)** Type up monitoring the SDP notes – awaiting Priority 4 notes **ONGOING**
- **(140)** Collate notes for monitoring the SDP. RT to put latest version on portal **ONGOING**
- **(141)** Make amendments to Standing orders & Code of Conduct **ONGOING**
- **(142)** Review old & new versions of Standing orders & code of Conduct **COMPLETE**
- **(143)** Add Review old & new versions of Standing orders & code of Conduct to agenda for 6 Feb 2019 **COMPLETE**
- **(144)** Inform governors of date of July Pay committee meeting **TO DO**
- **(145)** talk to Julie regarding financial efficiency tools **TO DO**
- **(146)** Get feedback from children on new HT **COMPLETE**
- **(147)** Write the welcome letter **COMPLETE**
- **(148)** Talk to D Theobald re support for recruiting new HT **COMPLETE**

7. Update on Recruitment

8. The chair drafted a briefing note to staff to keep them up to date with progress of the Headteacher recruitment process (see attached document). The Chair arranged for Mass to be offered by Bp Crispian Hollis on 1st February for a successful recruitment. A second Mass will be offered on 5 March.

The Chair expressed some concern regarding the Local Authority recruitment support systems and processes. It is important to note, however, that individuals involved in delivering the service have been helpful.

Two emails sent before Christmas requesting recruitment support did not receive a response which led to a delay in support being offered. The time taken for the recruitment documents to be proof-read at the Local Authority delayed the advert by a week. A recent email implies that the chair of governors has failed to make contact with the Local Authority nominee when the nominee had not been confirmed. The chair is now in contact with Graham Sims as the confirmed Local Authority representative.

The chair has also contacted Colleen Collett, Diocesan Director of Schools and Colleges regarding the observable tasks. The observable tasks need to be discussed as they should be measurable and meaningful and need to be confirmed as soon as possible.

The deadline for applicants is mid-night on Friday 15 February. Short-listing will take place during half-term and would like Graham Sims and Colleen Collett to be part of this.

Has there been any interest so far? One person is planning to visit on Friday 15 February.

9. Monitoring the SDP

Governors volunteered to make visits to monitor the SDP priorities.

Priority 1 – Quality of teaching, Learning & Assessment

RG and NG to visit on Friday 1st March between 8:00 and 10:00am and will send out a list of the evidence they will wish to see on their visit.

DW arrived at 6:37pm.

Priority 2 – Personal Development, behaviour and Welfare

The date for the Jigsaw presentation has been set as 24/25th April 2019.

Priority 2.1 SB (or NH if available) will visit on Friday 1st March to look at the enrichment program.

Action: NH and RG to look at the pre-visit notes

NH, RG

10. Safeguarding

All the safeguarding audits are online. The school is to assess its progress in Safeguarding. The actions are a continuation of the audit done in November 2017 when the school was deemed to be 'strong' and more items are added as time passes. These include actions for recruitment, records kept, security and training staff. Of the new items, recently the question of the training of volunteers was raised. What level of training is needed e.g. a leaflet, a talk, or a slimmed down version of the Cascade training in Safeguarding? Similarly, what level of training is appropriate for governors? E.g. a lighter version of safeguarding and safer recruitment may be suitable.

Attached is a copy of the Safeguarding Audit summary. Many of the actions are 100% Complete with the standard fully met (green), a few are Complete with the Standard Partly met (orange) and a few are complete with the standard not met (red). The items in blue are questions that are not scored but are factual. They do not appear on the summary as they are sensitive or confidential. It is up to date and will be audited. SB and NH are to meet on 7 February to help NH to pick up the Safeguarding role and she will be going on a training course in March.

The Educare package of e-learning programmes that help with understanding Safeguarding matters (see Go governance newsletter January 2019) was brought to the notice of governors.

11. Headteacher's Report

The governors had read the Headteacher's report and submitted their questions prior to the meeting. A copy of the Headteacher's report is attached.

Website

Please can you update Governors on the current status of the new school website. It was due to be live by now but currently the website is down and we have no presence online. As we are in the midst of recruitment, what is being done to get this fixed as a priority?

The new website went live on 5th February, when the old website was deleted. Google is still listing the old site, but the new site will become more visible as the school has requested indexing from Google to increase the visibility. The new website still needs a little updating.

The TES recruitment advert is still pointing to the old website. This is a real problem.

Action: RT to contact the IT people to correct this and re-direct to the new website.

RT

Attendance

How much influence has the increased use of procedures to support attendance had on the improved figures?

Attendance has improved by almost 1% since last year. The challenge is to keep it there. Year 5 has the most problems with 1 or 2 children that are persistently late. As part of maintaining the attendance improvement RT spoke about sending letters to parents and that there were some to go shortly.

Priority 4 objective 4.3 (page 2)

What is/has been the impact of an increase in shared monitoring of children's books / monitoring by SLT on whether high expectations are set for pupils and staff?

Sharing the monitoring and having the Deputy headteacher and subject leaders monitoring then sharing the findings with others, means that monitoring can happen more frequently. Specific actions are written down with the aim being to improve specific items for each child. There are three opportunities to re-visit over six weeks and to work towards resolving issues earlier. This shortens the interval between checks on progress. The teachers then know what to focus on and set the criteria to look for at the next progress check.

Staffing

What is the predicted impact of the increased teaching hours taken on by Deirdre and Gemma on SLT responsibilities and SEND provision/support?

DC and Gemma Rigby(GR) are in the classroom more though they still cover their other responsibilities. This will need to be allowed for when the budget is done. The governors thanked Gemma for her help.

Pupil numbers

When can Governors expect to receive official confirmation of the numbers of pupils in 2019/20 intake? Early March. It is predicted that there will be 24 first choice, 6 second choice and 4 third choice. In Frome the number of children has been rising and the birth rate is higher than that for last year. There are more children in other years too. Still not sure if the school will be full. AS is on holiday until 21 February so another governor may be needed for the Admissions panel.

School Council

Please share some information about the plans of The School Council, in addition to the Vision & Mission work, or after that activity is complete.

This is comprised of children from all year groups all of whom wrote to be on the Council. They have already started on the Vision & Missing activity.

Priority 2, objective 2.1 (page4)

Is the school pursuing the animal related learning attitudes? This was looked at two years ago, but it was decided that it did not fit well with the school, so it is not being used.

Please explain how curriculum enrichment impacts on the development of positive learning attitudes. Behaviour and attitudes figured in the Ofsted inspection. Behaviour is now “better than ever” and the headteacher is pleased with the progress.

Objective 3.1 (page 6)

What does the booklet and training for TAs relate to? Maths or all learning support?

Learning support. DC is working with the TAs to provide support to children in the classroom. Gemma Rigby is continuing this.

Objective 3.2 (page 6)

How are the identified opportunities to stretch high prior attainers being actioned?

The headteacher provided a document on the Inset day on 7th January (see attached) which describes the things being done (see section on Rapid graspers). This can be picked up on the governor’s visit.

Priority 1, objective 1.1 (page 8)

What general information can you share with Governors regarding the lesson observations w/c 14 January?

The lesson observations are personalised to the teachers. They can then pick up trends.

Pupil Premium update

Please provide a brief update on Pupil Premium.

This is half done. Once complete it will go on the website and into the plan for this next year.

Staff Absenteeism

I have noticed an improvement on staff absenteeism, I understand a member of staff on long term sickness will have made it higher last year. It has improved from 2017 with support staff. Has there been a pattern that can continue to improve?

It has improved. One TA has been out sick for seven weeks and this has impacted the figures.

Staff wellbeing

Is there a staff wellbeing questionnaire to see if anything can be improved e.g. feel overworked, stress? Is it physical e.g. back pain, migraine from lighting?

The staff wellbeing questionnaire may be helpful. The timing of the questionnaire and the questions to be asked would need to be considered.

Action: SB and SG to look at the wellbeing questions to ask and to get responses.

SB, SG

Is there anything the school can do to help improve it?

It is a good opportunity to flag up the services that are available to help e.g. counselling.

Staff training & Development

Gemma Rigby has attained the National Award for SEN Coordination in Somerset 2018/19. Tania Henry is to attend a Middle Leadership course as part of her professional development.

12. Statutory Documents

11.1 Governors' Standing orders

Action: KS to make the following amendments and to add to meeting agenda 27 March for approval.
KS

Section 3 (i) a) to reflect that the election of the chair and vice-chair are staggered and do not expire at the same time.

Section 8 (i) Add the Teaching & Learning committee.

Section 9 Amend. The school has no reciprocal arrangements with another school. If 'extra' governors are required, the school will contact Governor Services.

11.2 Code of Conduct

Action: KS to change the Date of update and circulate for approval at 27 March meeting. KS

11.3 Scheme of Delegation

The scheme of delegation needs to be checked against the committee Terms of Reference and put on the website.

Action: Chairs of committees to check their Terms of reference Committee chairs

Action: KS to put approval of scheme of delegation on agenda for 27 March KS

13. GDPR

Data Breach Walkthrough

A walkthrough was completed last week

Action: RT to upload the reports for the last two walkthroughs RT

Data Protection Protocols for Governors and Clerks

As a result, of recent data breaches nationally, Governor Services have recommended that "all governance boards have clear protocols for their data storage and that everyone, including clerks, abide by them". To get more information SB and KS are to attend a Data Protection session on 27 February.

14. Catholicity

It was noted that the Education Mass normally held in June has been moved to 22nd October to coincide with the special month of Mission. (See the article in Go Governance)

15. Sub-committees

14.1 Communications and Engagement

The minutes of the meeting on 12th December are attached and available on the portal.

The minutes for the meeting held on 9th January 2019 will be typed up and put on the portal.

Action: AS to type up minutes of C&E committee meeting on 9th January and upload to portal. AS

The Jigsaw Presentation to parents is scheduled for 24/25 April 2019 with a discussion afterwards to engage the parents. All other items will be picked up after the recruitment process is completed.

14.2 Resources Committee

DW gave a brief summary of the meeting held on 4th January 2019. The minutes of that meeting will be distributed and uploaded soon.

Highlights from the Month 9 Finance Report (for details see the committee minutes).

- The carry forward balance has improved from Month 6 - £20,000 more to an estimated total school balance of £118,756 at year end including a contingency of £78,867.
- The cost-saving initiatives e.g. Staff not replaced when someone left. Looked at reducing the number of other staff members.
- Laura Devenish looked at the projections to determine the sustainability of the school if the numbers of children decreases and further ways in which savings may be made.
- Update on staff changes e.g. a lollipop lady is in training and due to start soon.
- The committee will look at which policies need to be reviewed and which are mandatory.
- The SFVS has been located and will be updated for the meeting in March. The deadline is the end of March. This is the last year that this will need to be done.
- Health and Safety. At a recent walkaround there were no concerns raised. NH and RG to do a walkaround soon.
- Some Projects were post-poned due to snow. RT is to chase Hookway to do work now that the weather is improving.

Structure of committees

Each committee should have a minimum of 3 governors.

Resources : Chair: David West, Sam Brinn, Niamh Gray, Rachel Gardner and Richard Triggs (Headteacher).

Communications and Engagement: Chair Amanda Sheridan, Su Grepillat, David West and one of Richard Triggs or Eve Rendell or Deirdre Cromie.

Teaching & Learning: Chair : Su Grepillat, Sam Brinn, either Deirdre Cromie or Richard Triggs, and either Amanda Sheridan or Niamh Gray The first meeting for this committee will be on Wednesday 1st May 2019 at 6:00pm.

Pay : Chair: David West, Sam Brinn, Richard Triggs and either Niamh Gray or Rachel Gardner

Admissions: Chair Amanda Sheridan, Richard Triggs, Sam Brinn (HTPR: Amanda and Sam)

Action: SG, DW & SB to agree how to manage the policy review schedule SG, DW, SB

16. Policies and Documents Review

15.1 Admissions Policy

The diocese has not responded with any changes. SB proposed that it be approved. DW seconded the proposal. The governors voted to approve the policy.

15.2 Health & Safety Policy New guidance notes have been issued by the DfE.

15.3 Behaviour Policy The Teaching & Learning committee will review this.

15.4 Complaints Procedures and 15.5 Equality & Diversity - are to be done.

17. Governors Visits

16.1 Single Central Record

16.2 Health & Safety

NH and RG to visit in next two weeks after half term date to be confirmed.

16.3 SEND

SG visited on 5 February 2019

Other visits to monitor the SDP Priorities 1 &2 are scheduled for 1st March 2019.

18. Governor Training

17.1 Training completed

DW attended Finance training on 29 January.

17.2 Training Planned

SB to attend Complaints training on 12 February.

SB and KS to attend Data protection session on 27 February.

AS awaiting a Mendip date for Headteacher Performance Review training.

19. Updates

18.1 Clerk's Briefing

No questions. See item 12 for details of data breach item.

18.2 Go Governance

No questions.

20. Dates & Times of Next Meetings

The next Full Board of Governors meeting is 27 March 2019.

21. Closing Prayer

RT closed the meeting with the Governor's Prayer from the Go Governance January 2019.

The meeting closed at 8:12pm