

Minutes of Board of Governors Meeting
Held on Wednesday 26th of September 2018
Held at St Louis Catholic School Frome

Present

Mrs S Brinn (Chair) - SB
Ms S Grepillat (Vice-chair) – SG
Ms A Sheridan – (Foundation Governor) AS
Mr D West (Foundation Governor) -DW
Mr R Triggs (Headteacher) - RT
Mrs D Crombie (Deputy Headteacher) – DC
Mrs R Gardner (Parent Governor) – RG
Mrs N Gray (Parent Governor) - NG
Mrs K Strik (clerk) – KS

1. Opening Prayer

SB led the prayer to open the meeting. The meeting commenced at 6:05pm.

2. Welcome

The governing body welcomed the two new parent governors Mrs Niamh Gray and Mrs Rachel Gardner.

3. Apologies

David West sent an apology to say that he would be a little late arriving. His apologies were accepted.

4. Declaration of Interests

None for this meeting. All governors completed the forms for the annual register of business interests.

5. Approval of the Minutes of previous meeting

30 April 2018

The minutes of 30th April 2018 were accepted and signed.

16 July 2018

A change to the minutes of 16 July 2018 (agenda item 19.2) to indicate that one other governor was required to assist with the headteacher's performance review and that Amanda Sheridan had volunteered. Training is available to support Amanda in fulfilling this task but there are no

courses available before the HTPR on 1 October 2018. It is possible for Amanda to fulfil this role prior to attending the training course.

Action: KS to amend minutes of last meeting and upload to portal.

6. Matters arising from the Minutes of 16 July 2018

Actions 110 to 123 on the actions & decisions log in the folder FGB 2018-19

- **(110)** RT to complete a walkthrough of the new data breach procedures with staff. **DONE**
- **(111)** RT gave a verbal report on the results of the data breach walkthrough and audit. There were a few minor areas of concern. **Action:** RT to put written report on the portal. RT to report back on the results of the data breach walkthrough and audit to the governors once a term. **Action:** KS to put data breach walkthrough report and audit on agenda as a standing item once per term.
- **(112)** RT spoke to staff about volunteering for to be a staff governor. Eve Rendall volunteered. No election is necessary. Eve to be invited to next meeting. **Action:** KS to include Eve Rendell on distribution list for next meeting.
- **(113)** KS to check on rules and procedures for election of staff governor. **DONE**
- **(114)** SB to move the safeguarding policy to the safeguarding folder. **DONE**
- **(115)** SB to put visits audit report on portal when it arrives **ONGOING**
- **(116)** SB to upload the Sex and Relationships document again. **DONE**
- **(117)** SB To amend, sign and file Standing Orders. **DONE**
- **(118)** SB To amend, sign and file Resources Committee TOR. **DONE**
- **(119)** SB to talk with RT about how governor's visits will work with reviewing SDP. **ONGOING**
- **(120)** SB to circulate details and dates of training for Monitoring the School Development Plan. **DONE**
- **(121):** DW to do Finance training **ONGOING**
- **(122)** AS to do training for Head teacher Performance Review (HTPR) - before 1 October 18. **ONGOING**
- **(123):** SB to talk to Father Richard about speaking at mass regarding new foundation governors. There is an offer from one person to fulfil the LA (Community) Governor vacancy but an additional Foundation Governor will be required to ensure that the Foundation Governors remain in the majority **ONGOING**

7. Recommendations for carrying forward outstanding actions from the academic year 2017-18

DW arrived at 7:25pm

The chair went through the outstanding actions from earlier meetings in the academic year 2017-18. Outstanding actions were either closed or carried forward to the new Actions & Decisions Tracker for 2018-19. For details of the actions carried forward see the new decision tracker log in

the FBG 2018-19 folder on the portal and for the closed actions the old tracker log in the folder FBG 2107-18.

8. Statutory documents

8.1 Child protection & Safeguarding Policy

Appendix K – Changing for PE was added to the Policy. Curtains have been fitted to divide the classrooms for Years 4 & 5 to enable boys and girls some privacy whilst changing. Year 6 have separate changing areas.

Various sections including the 'Prevent' section were customised to reflect the specific concerns of St Louis' Catholic School.

The Child Protection & Safeguarding Policy was approved.

9. Headteacher's report & School Development Plan (SDP) Overview

The draft SDP has been carried forward to the next FGB as there is still some work to do on some sections e.g. writing and specific target areas pending the availability of data from KS2 SATs.

The headteacher presented an overview of the draft SDP, a copy is attached as an appendix to these minutes.

The summary sheet summarises the items to be monitored in the years 2018 – 20. These items are expanded upon in the individual sheets headed as below:

- Priority 1 Quality of teaching, learning and Assessments
- Priority 2 Personal development, behaviour & welfare
- Priority 3 Outcomes for Pupils
- Priority 4 Leadership & Management
- Priority 5 Religious Education

These items give more detail and dates by which monitoring should be done and by whom. Yellow and red items are carried forward. This will be updated throughout the term and the results presented to the Full Board of Governors (FBG) at the next meeting.

The headteacher described how this would be used to monitor subjects such as Writing, Maths, Religious Education.

Writing – There is a need to retain the motivation to write, especially in KS2.

Maths – A programme of research looking at how others teach maths should help to provide more detail suggested by Ofsted. Eve Rendell gave a feedback presentation to Heads of other schools.

Religious Education: The diocese has produced new guidance for assessing pupils work, moving from Levels to "Working Towards" / "Age Related Expectation" / "Greater Depth". This will require a great deal of work.

Sex Education: 'Jigsaw', a PHSE programme including Sex Education, which was highly recommended by other schools and the diocese, has been purchased. Governors are asked to look at the Sex Education content for each year group with the specific question of 'When to introduce it? At what age should it be used?'

Action: Convene a further meeting of the Sex & Relationships Task & Finish Group (SB) - All Governors to review the 'Jigsaw' product and consult with Parents to recommend at what age the Sex Education elements of the programme should be introduced?

Curriculum: The spread of subjects should be broad & balanced and include trips, visits to local places of interest and visits to the school of 'specialists' e.g. musicians, composers. What is being put in place to support this? Efforts have been made to timetable in the events to ensure that they happen. The programme will also try to incorporate for example music in all subjects.

Leadership: All the teachers have a role in leadership, especially with their subject interests. The aim is to have no gaps. The Governing Body also have a role in supporting and challenging at FBG meetings and on visits.

Religious Education: Included are suggestions from Ofsted. Still to add the detail.

SDP There will be ONE copy of the plan on the portal which will be kept up to date with links to timetables and to plan in visits by governors.

Action: SB to put a new SDP folder on the portal for governors to access.

The final version of the SDP should be ready by 12 October 2018. **Action:** RT to email the governors when the completed SDP is ready.

The FBG are moving away from allocating specific subjects to specific governors, but if a governor has a special interest in a subject this will be taken into consideration when planning governor visits.

Action: For future meetings, all governors are asked to submit one question each on the Headteacher's report in advance of the meeting. ALL governors

Achievements in Maths, Writing & Reading. More visuals have been incorporated as suggested at previous governors' meetings.

Governors asked, '**What date have the developers given for when the website will be ready to view?**' This should be ready by mid-October after which the information will be migrated over and updated. The governors discussed the look of the new website the wording of the logo, fonts, colours and the need to present a consistent image across all media including letters, signs etc to help raise the profile of the school. It was decided to retain the word 'Catholic' in the logo and the name of the school. The governors' information will need to be updated. **Action:** KS to look at the governors' information and supply up to date information.

A discussion centred around how to raise the profile of the school on the internet and the possible use of a restricted Facebook page. A governor asked whether a budget exists specifically for marketing. There is no specific budget for this at present. Governors suggested ways to target the correct demographic group and how to use the full name of the school in the website address to optimise the results from search engines. It was suggested that the Communications and Engagement committee should be involved in the development of the website and the impact on school official paperwork and signage. **Action:** AS to talk to RT about the implications for logos, branding and consistent image and wording across all media.

Governors were keen to know, '**How did the open evening go?**' The open evening was a great success with good feedback from those attending. Many of those attending had very young children with them. It was agreed that it was worth doing again. The feedback received, included the following quote '*Small like a family, teachers were really knowledgeable, space was really lovely and the work they are producing is amazing*'

Governors asked the headteacher to ‘**describe the expected costs & benefits to the school and the pupils of hosting the student teachers?**’ There are benefits to the teachers that mentor the students as it adds to their career development. A drawback is that the school cannot interview the students, although each gave a short presentation of their life experience. The students stay at the school for two terms Autumn & Summer, so do get to know the children. The school is paid to host the students.

Governors asked about the **Attendance Review**. The annual audit review was done and highlighted that the headteacher had authorised too many absences. However, the headteacher disagreed with the auditor’s findings as they did not look at the ‘absence’ letters. Governors suggested ways to reduce the number of persistent non-attendance and discussed ways that other schools do this. St Louis carry out testing & phoning as other schools, but it is a small group of children that brings the numbers for attendance down. It was suggested having an attendance champion for a term to contact those that are persistently absent. Termly/annual awards have been shown not to be effective in reducing absence.

Governors extended their congratulations on the excellent results for the girls in Y1 phonics.

Governors praised the office staff for coping very well, whilst the office manager has been off sick.

10. Correspondence to Chair

The chair received a letter from the headteacher giving notice of his intention to resign at the end of the academic year. The governors thanked Richard Triggs for his commitment to the school for the last eighteen years, for his support of the Board of governors and for supporting Samantha Brinn as the Chair of Governors.

The governors discussed the different options for the future.

- 1) To recruit a new headteacher. The LA and diocese will provide support with this process.
- 2) To consider federation with another school. This means one headteacher and a single governing body for all the schools in the federation.
- 3) To appoint an interim Headteacher whilst the school explores option 2.

The governors need more information on what is involved in federating and to investigate whether there are any schools in the geographic area willing to federate. It is recommended that the governors look at the Weston-Super-Mare and Burnham-on-Sea federation to discover how it might work. The diocese wants all schools to consider federation.

The governors are free to consider more than one option. The decision whether to federate or not lies with the Board of Governors.

The timetable for replacing the headteacher is to be determined by the FBG but the school will probably need to advertise just before or just after Christmas. The diocese has assured the FBG of their support, but the governors must follow the recruitment process, prepare the advertising material, interview candidates and appoint the new headteacher. **Action:** SB will arrange a separate meeting for governors to share information regarding Federating and make decisions regarding appointing a new headteacher.

11. Catholicity

This item was omitted due to lack of time and other priorities but will be picked up at the next meeting.

12. Policies for Review

12.1 Admissions Policy

Bill McEntee (Diocesan Governance Officer) asked for three minor changes to be made to the policy including the addition of the Parish boundaries map. The Admissions policy was approved.

Action: SB to return the admissions policy to Bill McEntee after it is amended.

The diocese is consulting Governing Bodies on a Model Policy for over-subscription criteria. Once these are agreed they can be incorporated into the 2020/21 review.

13. Governor Training

12.1 Training completed since last FBG.

DW completed the NSPCC Safer Recruitment training.

KS completed the Clerk's Induction Course.

12.2 Upcoming training

AS requires that the request for NSPCC Safer Recruitment training be authorised.

All governors (except for AS) to do Basic Finance training. i.e. the course 'Budgeting for Governors'.

NG and RG to attend the Governors Induction Course.

AS to do Headteacher Performance Management course.

The chair recommended that all governors do the Monitoring the SDP course.

SB to attend Diocesan training.

KS to attend the Diocesan Induction course for Clerk to Governors of Catholic schools on 8th October 2018.

The next Diocesan Briefing is on 22nd November 2018 at 7:00 to 8:30pm at St Georges Warminster – all Governors are encouraged to attend.

14. Updates

14.1 Go-governance

No questions or comments

14.2 SCC Clerk's Briefing

No questions or comments

14.3 Area Chairs Briefing

Carried forward to next meeting, as this meeting has not yet taken place (Monday 19 November, Shepton Mallet).

14.4 Diocesan Briefing

22nd November 2018 at 7:00 to 8:30pm at St Georges Warminster.

15. Dates & Times of Next Meetings

All meetings will begin at 18:00 and end by 20:00

Wednesday 21 November 18
Wednesday 23 January 19
Wednesday 20/27 March 19
Wednesday 15/22 May 19
Wednesday 10/17 July 19

Action: SB to confirm dates of remaining FBG meetings for 2018-19.
Resources committee to meet on Wednesday 17 October 2018.

16. Closing Prayer

SB closed the meeting with a prayer.
The meeting ended at 8:35pm.

Table of Actions 26 September 2018

Action: KS to amend minutes of last meeting 16 July 18 and upload to portal.

Action: RT to put written report of the data breach walkthrough and audit on the portal.

Action: KS to put data breach walkthrough report on agenda as a standing item once per term.

Action: KS to include Eve Rendell on distribution list for next FBG meeting.

Action: SB to put a new SDP folder on the portal for governors to access.

Action: All Governors to review the Jigsaw product and consult with parents to decide at what age, should the programme be introduced?

Action: RT to email the governors when the completed SDP is ready. (12th October 18).

Action: All governors are asked to submit one question each on the Headteacher's report in advance of all future meetings.

Action: KS to look at the governors' information on website and supply up to date information to the website developer

Action: AS to talk to RT about the implications for logos, branding, consistent image and wording across all media.

Action: SB will arrange a separate meeting for governors to share information and make decisions regarding appointing a new headteacher.

Action: SB to return the admissions policy to Bill McEntee after it is amended.

Action: SB to confirm dates of future meetings 2018-19.