



**Minutes of the Full Governing Body Meeting,
St. Bede's Catholic Primary School
On 13 December 2018 at 6pm**

Present:	Monica Barker Jamie Carroll Dilini De Silva Mary Kucharska Anna Slater Katie Strickland Danny Sullivan	Staff Governor Ex Officio Staff Governor, Head Teacher Parent Governor Foundation Governor LA Governor Foundation Governor (Chair of Governors) Foundation Governor
Apologies:	Catherine Campbell Debbie Froud Caroline Hartgill Father Chris Rutledge	Foundation Governor Parent Governor Foundation Governor Ex Officio Foundation Governor
In Attendance:	Colleen Mitchell Gail Thompson Bridget Tobin	Business Manager Clerk to the Governors Deputy Head Teacher

The meeting began at 6.02pm. The meeting was quorate (at least 50% of current governors in attendance).

Ref.	Detail	Actions
18062	1. Welcome, Prayers and Apologies for Absence Jamie Carroll led the opening prayer. Apologies were received and accepted from Catherine Campbell, Debbie Froud, Caroline Hartgill and Father Chris Rutledge.	
18063	2. Declaration of Pecuniary Interests in Agenda Items Staff in attendance who also had children attending the school declared an interest in the discussion regarding Staff Use of the After School Club and agreed not to vote in any decision made as part of this discussion. No other governing body members declared a pecuniary interest in any other agenda item. Governors were reminded to declare if their interests changed.	
18064	3. Approval of Minutes of FGB Meeting Held on 2 October 2018 The minutes were unanimously approved as a true record of the meeting.	

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	It was noted that the title of the minutes stated 'Full Governing Body' and not 'Admissions'. Other than this note, the minutes were unanimously approved as a true record of the meeting.	
18067	<p>5. Approval of Minutes of EFGB Meeting Held on 30 October 2018 The minutes were unanimously approved as a true record of the meeting.</p> <p>The Headteacher confirmed that the parish boundary issue had now been resolved and the correct boundaries had been published before the 2019 school applications.</p>	
18068	<p>6. Approval of Terms of Reference for the Catholicity, Curriculum and Communication Committee The Terms of Reference were unanimously approved.</p>	
18069	<p>7. Approval of Terms of Reference for the Resources Committee The Terms of Reference were unanimously approved.</p>	
18070	<p>8. Head Teacher's Written Report</p> <p>Q - What is the strategy for closing the gap between boys and girls and is it a strategy implemented throughout the school so that there isn't an unexpected gap well into their school journey? A – Attainment is tracked closely in all years. If there is a gap then the teachers are spoken to and the discrepancy is addressed. There is a difference currently in Year 3 due to different numbers of boys to girls having SEN. If there was no justifiable reason for a difference then an intervention would be introduced and the results would be checked via triangulation meetings.</p> <p>Q - Where a year group is behind ARE, is there a link with the quality of teaching? A – No. Teaching is good across the school. Lower gains are cohort-specific.</p> <p>Q – Is the dip in progress between key stages expected? A – Each key stage uses a different method of measurement so comparisons are hard to make in this way. Progress in the autumn term often dips after the summer holidays and with new year group teachers. It would be a concern if the same dip was seen between the other terms.</p> <p>Q – Where a teacher is observed to not yet be good and a further observation takes place, how can maintaining the required level be assured? A – Books are checked every term so it can be seen if the same issues appear again.</p> <p>Q – How does the school address dips in progress for SEN children?</p>	

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<p>18071</p>	<p>A – For SEN children, progress is better than attainment so we are investigating if Target Tracker should be used to measure these children - their attainment does not easily fit into that framework. This would depend on the type of SEN as the child may still be expected to make the same progress as a child without SEN.</p> <p>The Chair noted that there would be a training session on SEN provision, progress and attainment for governors later in the year. At the recent SEN Coffee Morning, nine parents attended. Governors thanked Monica Barker for her hard work organising this event. The parents who attended reported feeling supported and were very complimentary about the school.</p> <p>Governors discussed the expectations of all pupils and the ambitions for them. It was acknowledged that children feel challenged at the school.</p>	
<p>18072</p>	<p>Q – Is the marking policy new? A – It was new last year. The Headteacher to bring details of the marking policy to the next meeting.</p> <p>Governors agreed it was good to see so many parents coming in to help at the school.</p> <p>Q – Are parent helpers given any information about safeguarding? A – Yes. They take part in a training session which includes the relevant policies.</p> <p>Q – Are the number of safeguarding entries from one family or from many families? A – From many families. This is not excessive and is indicative of the level of staff vigilance.</p> <p>Governors agreed to use the phrase ‘training for working with children with Down’s Syndrome’ in documents in future.</p> <p>Q – Are the pupil categories used in the attendance section of the report standard? A – There are no standard categories. The report uses the most common variables at the school.</p> <p>Q – Some teachers appear not to have taken part in any professional development? A – All staff benefit from training that is arranged for all staff to attend. The budget for CPD has been reduced so any training attended must be necessary. Cluster meetings are free to attend.</p> <p>Q – Must teacher training be revalidated if it was done some time ago? A – Returners to the profession can do refresher training. Lots of scrutiny of teachers takes place as well.</p> <p>Q – Do staff have career discussions? Are they aware of the different avenues open to them? A – Yes, during performance management meetings.</p>	<p>JC</p>

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18073	<p>9. Approval of Admissions Policy & Appeal Timeframe Q – Does the admissions priority list for Looked After Children who are Catholic or non-Catholic fit with HCC guidelines? A – The school is able to determine this as long as it fits with the diocese guidelines. The Admissions Policy was unanimously approved. The Clerk to arrange for the Admissions Policy to be signed and filed in the school.</p>	GT
18074	<p>10. Discussion About Meeting Start Times Governors agreed to a trial of changing the start time of FGB meetings to 6.30pm going forward.</p>	
18075	<p>11. Keeping Children Safe in Education – Governors Sign-In Sheet Update Governors agreed that this item had been covered earlier in the meeting.</p>	
18076	<p>12. Committee Updates a. Resources Committee – 08.11.18 The committee meeting included the following items:</p> <ul style="list-style-type: none"> • The revised budget was approved and currently shows an in-year deficit in Year 1. • A working party is being established to look at any savings that can be made and any opportunities for revenue generation such as after school clubs. • The Chair of the Governing Body will be writing to the local MP about the budget share allocated to the school and this may be done in collaboration with Chairs from other local schools. • Governors discussed the plans for the new ICT suite which is currently coming in under budget. • Governors also discussed knocking through the wall at the back of the hall to maximise space. Quotes for this work have already been received. The Headteacher and Business Manager have met with HCC and have asked them to quote for project managing the work. • The Polish school is still interested in hiring the site. The Clerk to add the Lettings Policy to the agenda of the next Resources Committee meeting. <p>Governors thanked the Business Manager for her hard work on this project.</p>	GT
18077	<p>The Clerk to add Benchmarking to the agenda of the next Resources Committee meeting.</p>	GT
18078	<p>b. Catholicity, Curriculum and Communication Committee – 04.12.18</p>	

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	<p>The committee meeting included the following items:</p> <ul style="list-style-type: none"> • Discussion about attainment and progress data. • Policies due were approved and referred to the FGB. • A policy register is being finalised by the Clerk. • Governors were told about the process of triangulation meetings to aid in staff performance management. • Children’s Creative Curriculum books were shown to the governors who were very pleased with the breadth demonstrated. • The Parental Questionnaire results were discussed. Q – Do we have any information showing how the survey results have changed over the years? A – Results are better than last year and there was a high response rate this year. Handing the questionnaire out at Parent’s Evening worked well. • Governors noted the upcoming Section 48 school inspection. A governor noted that having attended a recent staff meeting about the upcoming inspection, they were very impressed with the productivity of the meeting. <p>Governors discussed the delivery of Catholic teaching at church rather than at school.</p> <p>Mary Kucharska left the meeting at 7.10pm.</p>	
<p>18079</p>	<p>13. Policies a. Religious Education Policy Governors approved the Religious Education Policy. The Clerk to arrange for the Religious Education Policy to be signed and filed in the school.</p>	<p>GT</p>
<p>18080</p>	<p>b. Collective Worship and Spirituality Policy Governors approved the Collective Worship and Spirituality Policy. The Clerk to arrange for the Collective Worship and Spirituality Policy to be signed and filed in the school.</p> <p>The Clerk volunteered to own the policy register, signing and filing of policies in the future.</p>	<p>GT</p>
<p>18081</p>	<p>14. Training The report showing the training attended by governors had been circulated prior to the meeting. Governors were encouraged to attend training relevant to their role.</p> <p>Monica Barker, the Deputy Headteacher and the Chair agreed to attend the Safer Recruitment training.</p>	<p>MB/BT/ KS</p>

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18082	<p>15. AOB</p> <p>a. Staff Use of After School Club Staff in attendance who also had children did not vote in any decision made as part of this discussion.</p> <p>Governors discussed and agreed that staff should receive a 50% discount for both the breakfast club and after school club. Once the costs of the club are confirmed, governors agreed to review this discount. Also, with the agreement of the Headteacher, staff could place their children in either club, free of charge for short periods, if there was a sufficient staff to pupil ratio.</p> <p>The Business Manager to confirm the cost of the clubs per child.</p> <p>Q – How many staff have children that might use the clubs? A – About 3.</p>	CM
18083	<p>Governors thanked the Business Manager for her hard work on this project and she confirmed that up to 20 places per day had already been booked for the spring term.</p> <p>b. Emergency Management & Critical Incident Plan Governors reviewed the plan. The Headteacher to make the following alterations;</p> <ul style="list-style-type: none"> • update the contact list • add an ‘Intruder in the School’ procedure • investigate the use of a warning sound to indicate that the emergency plan was instigated. 	JC
18084	<p>Governors also noted that a copy of the plan would need to be taken home by staff, staff would need to be trained and the plan would need to be tested regularly. Governors would also need badges when visiting the school.</p> <p>c. Term Dates It was noted that the term dates for the next school year had been approved by the Catholicity, Curriculum and Communication Committee on 4 December 2018. Term dates have since been slightly changed to accommodate INSET days at Bishop Challoner at the end of the summer term. Governors approved the amended term dates. The Headteacher to circulate the new term dates for next year.</p>	JC
18085	<p>d. Governor Meeting Attendance The Chair reminded governors that regular attendance at governing body meetings would enable business to continue and for the meetings to remain quorate.</p>	
18086	<p>e. CPD</p>	
18087		

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	<p>The governors congratulated the Clerk on passing her recent accreditation.</p> <p>f. Items for the Next Meeting A governor asked that a discussion be tabled at the next meeting to ask if any children are at a disadvantage by not having access to IT at home to complete homework. The Clerk to add this item to the agenda of the next meeting.</p>	GT
18088	<p>16. Dates of Next Meeting</p> <ul style="list-style-type: none"> • FGB - Thursday 4 April 2019 at 6.30pm • Resources Committee - Tuesday 12 March 2019 at 6.30pm • Curriculum, Catholicity and Communication Committee - Thursday 28 March 2019 at 6.30pm. 	

The meeting closed at 7.32pm.

FGB Action List

Ref	Date	Action	Responsible	Date Due	Date Closed
1	23.05.18	Set up the documents on OneDrive starting with the Policy Tracker. – updated, Clerk to email docs to KS to upload	Clerk KS	20.07.18 Carried forward to 13.12.18	13.12.18
4	23.05.18	Circulate a list of courses for the areas of development highlighted in the skills audit and advise about whole GB training on holding to account or personnel.	KS	Sep-18 Carried forward to 13.12.18	13.12.18
5	23.05.18	Complete the Skills Audit in March 2019	All	Mar-19	
18001	02.10.18	Send a blank pecuniary interest form to the Business Manager for distribution to all governors not present to complete.	Clerk	13.12.18 Carried forward to 04.04.19	
18004	02.10.18	Report back to the governing body regarding an Early Years Governor.	KS	13.12.18	13.12.18
18010	02.10.18	Remove Health & Safety responsibilities from the Terms of Reference for the Catholicity, Curriculum and Communication	Clerk	13.12.18	13.12.18

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		Committee and bring them to the next meeting for approval.			
18011	02.10.18	Add Health & Safety responsibilities to the Resources Committee Terms of Reference and bring them to the next meeting for approval.	Clerk	13.12.18	13.12.18
18012	02.10.18	Remove the responsibility for advertising, selection, interview and appointment of staff from the Resources Committee Terms of Reference and bring them to the next meeting for approval.	Clerk	13.12.18	13.12.18
18013	02.10.18	Remove the responsibility for ensuring staff have employment contracts from the Resources Committee Terms of Reference and bring them to the next meeting for approval.	Clerk	13.12.18	13.12.18
18020	02.10.18	Coordinate signed records that all governors have read Part 1 of the Keeping Children Safe in Education 2018.	CM	13.12.18 Carried forward to 04.04.19	
18021	02.10.18	Alter the lead governor name to read 'Danny Sullivan' and ensure the Head Teacher's names is also updated.	CM	13.12.18 Carried forward to 04.04.19	
18023	02.10.18	Compile the data files and send to the Business Manager if the website is out of date.	Clerk	13.12.18 Carried forward to 04.04.19	
18026	02.10.18	The Business Manager to publish the minutes of FGB meetings on the school website.	CM	13.12.18 Carried forward to 04.04.19	
18029	02.10.18	Send the HCC exclusion guidance to the Head Teacher and Chair.	Clerk	13.12.18	13.12.18
18031	02.10.18	The Head Teacher to amend the staff targets in the SIP to 100%.	JC	13.12.18	13.12.18
18038	02.10.18	Governors with link roles to arrange the dates to visit the school.	All	13.12.18 Carried forward to 04.04.19	
18039	02.10.18	Email all governors asking for volunteers to come along to Parents Day as representatives of the governing body.	KS	13.12.18	13.12.18

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18040	02.10.18	The Chair to update the recruitment policy with the relevant data privacy information.	KS	13.12.18 Carried forward to 04.04.19	
18041	02.10.18	Send the current Teachers Pay Award update to the Chair and Head Teacher.	Clerk	13.12.18	13.12.18
18042	02.10.18	Ask the Business Manager to put the proposed Teachers Pay Award into the budget tool to understand the ramifications.	KS	25.10.18	13.12.18
18043	02.10.18	Create an agenda for the EFGB scheduled for 8.30am on 30 October 2018.	Clerk	20.10.18	13.12.18
18044	02.10.18	Consider volunteering for the Easter newsletter.	All	13.12.18	13.12.18
18045	02.10.18	Amend the Governor Services website to include Bridget Tobin as an Associate Member of the Curriculum Committee, with full voting rights on this committee, for a period of twelve months.	Clerk	13.12.18 Carried forward to 04.04.19	
18047	02.10.18	Investigate the booking request to hire the premises further.	JC	13.12.18	13.12.18
18049	02.10.18	Send an example reciprocal agreement to the Chair.	Clerk	13.12.18	13.12.18
18052	10.10.18	Speak to Father Chris Rutledge about the use of mass cards and the dates for the signing of the supplementary forms.	JC/KS	13.12.18 Carried forward to 04.04.19	
18053	10.10.18	Investigate purchasing a banner to be put on the fence at the front of school.	JC	13.12.18	13.12.18
18055	10.10.18	Produce a timetable for the admissions appeal process.	Clerk/KS	13.12.18	13.12.18
18056	10.10.18	Re-type the Admissions policy once it has been approved and reissue to governors.	Clerk/KS	13.12.18	13.12.18
18057	10.10.18	Check with the diocese that the minor changes to the text proposed can be made.	KS	13.12.18	13.12.18
18058	10.10.18	Discuss the required timeframe for appeals with the diocese.	KS	13.12.18	13.12.18
18059	10.10.18	The FGB to discuss the timeframe for making an appeal at their next meeting if this timing fits with the diocese requirements.	All Govs/Clerk	13.12.18	13.12.18

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18064	13.12.18	Governors who are still having issues logging into the document repository agreed to contact the school to resolve the issues.	All Govs	04.04.19	
18065	13.12.18	Source a Recruitment Policy from HCC which can be localised by the school.	CM	04.04.19	
18072	13.12.18	Bring details of the marking policy to the next meeting.	JC	04.04.19	
18073	13.12.18	Arrange for the Admissions Policy to be signed and filed in the school.	GT	04.04.19	
18076	13.12.18	Add the Lettings Policy to the agenda of the next Resources Committee meeting.	GT	12.03.19	
18077	13.12.18	Add Benchmarking to the agenda of the next Resources Committee meeting.	GT	12.03.19	
18079	13.12.18	Arrange for the Religious Education Policy to be signed and filed in the school.	GT	04.04.19	
18080	13.12.18	Arrange for the Collective Worship and Spirituality Policy to be signed and filed in the school.	GT	04.04.19	
18081	13.12.18	Attend the Safer Recruitment training.	MB/BT/KS	04.04.19	
18082	13.12.18	Confirm the cost of the clubs per child.	CM	04.04.19	
18083	13.12.18	Make alterations to the Emergency Management & Critical Incident Plan: <ul style="list-style-type: none"> • update the contact list • add an 'Intruder in the School' procedure • investigate the use of a warning sound to indicate that the emergency plan was instigated. 	JC	04.04.19	
18084	13.12.18	Circulate the new term dates for next year.	JC	04.04.19	
18087	13.12.18	Add an item to the agenda of the next meeting to ask if any children are at a disadvantage by not having access to IT at home to complete homework.	GT	04.04.19	

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