

Minutes of the Meeting of St Joseph's RC Primary Academy Committee

Held at the School on Monday 19th July 2018 at 5.00pm

Present: Lisa Smith (Principle) LS Michele Heath (F) (Chair) MH
Amanda Cross (P) AC Trish Davies (F) TD
Hannah Stone (S) HS – arrived at 5.45pm Father Andrew Foster (F) FF

Apologies: James Andrews (F) JA (Vice-Chair)

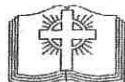
Absent: None.

In Attendance: Lucy Tyrrell (Clerk),

The meeting commenced at 5.10pm.
The meeting was quorate.

Item	Discussion	Action
1.	Prayer FF opened the meeting with a prayer and MH welcomed all to the meeting.	
2.	Apologies Accepted The above apologies were received and accepted.	
3.	Declaration of Pecuniary Interests There were no pecuniary interests noted for this meeting.	
4.	Declaration of Any Other Business None reported.	
5.	Minutes of the last meeting The minutes dated 18 th June 2018 were agreed as an accurate record of the meeting, signed by the Chair and filed at the school.	

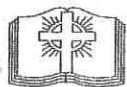
Signed:  Date: 12.11.18





6.	<table border="1"> <thead> <tr> <th>ITEM</th> <th>Actions from meeting dated</th> <th>INITIALS</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>JA to forward site security report to LS. Defer to next meeting to check if carried out. Defer to September meeting when JA returns.</td> <td>JA</td> </tr> <tr> <td>11</td> <td>RL to check with LS that actions from the previous audit have been completed. 09/07/18 H&S audit due on Thursday. COMPLETED</td> <td>LS</td> </tr> <tr> <td>12</td> <td>FF to follow up governor vacancy contact with MH. 18/6 MH advised she has followed this up within the Church community, but none can commit to the governing body at this time. There has been no response from the newsletter. A parent election pack will be sent out by LS – action. FA advised governors that he has sourced a new governors and will follow this up to confirm. COMPLETED.</td> <td>LS</td> </tr> <tr> <td>11</td> <td>AC advised has booked a walk about meeting with the SBM. Report available at the next meeting. COMPLETED.</td> <td>AC</td> </tr> <tr> <td>11</td> <td>AC to email H&S criteria to LS. COMPLETED.</td> <td>AC</td> </tr> <tr> <td>12</td> <td>AC to follow up Modern Governor training and advise governors on how to access. COMPLETED.</td> <td>AC</td> </tr> </tbody> </table>	ITEM	Actions from meeting dated	INITIALS	10	JA to forward site security report to LS. Defer to next meeting to check if carried out. Defer to September meeting when JA returns.	JA	11	RL to check with LS that actions from the previous audit have been completed. 09/07/18 H&S audit due on Thursday. COMPLETED	LS	12	FF to follow up governor vacancy contact with MH. 18/6 MH advised she has followed this up within the Church community, but none can commit to the governing body at this time. There has been no response from the newsletter. A parent election pack will be sent out by LS – action. FA advised governors that he has sourced a new governors and will follow this up to confirm. COMPLETED.	LS	11	AC advised has booked a walk about meeting with the SBM. Report available at the next meeting. COMPLETED.	AC	11	AC to email H&S criteria to LS. COMPLETED.	AC	12	AC to follow up Modern Governor training and advise governors on how to access. COMPLETED.	AC	
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7.	<p>Headteachers' Report</p> <p>LS gave a verbal reports as follows:</p> <ul style="list-style-type: none"> • Pupil numbers = 150 children for September. • Appointing a Reception class teacher • Nursery funding for 18/19 has been postponed – therefore will not be offering provision for 3 year olds from that date. Parents have been informed. However, this can be reinstated for the following year, but will require a working party to push this through. Conservative figures of 15 children have been factored into budget for the following year. • A temporary EYFS teacher has been appointed – the budget has been severely affected by the lack of nursery provision, and could not appoint a permanent nursery teacher due to deficit. LS advised that has been informed the breakfast and after school club has been supplementing the nursery provision, however there is some confusion as to where this money has now been allocated. Governors advised this is a source of ongoing confusion for them and had questioned the SBM, however clarification was not clear and financial reports to substantiate this are still outstanding. Governors also advised they had written to GP, with no further information received. They have received approval for a deficit budget. LS commented that the full picture has not been made clear, and still cannot afford a class teacher. 																						

Signed:*M. Lopez*..... Date: *12.11.18*.....



- Staffing issues – LS advised of ongoing issues with one other staff member, who is not currently in contract. This is being followed up with GP, and meetings held with parties involved. The temporary contract will be extended until QTS is confirmed.
- The budget includes a Grade 8 nursery provision staff member, who will be placed in reception class and be ready to move back to nursery when opens back up.
- LS confirmed we are fully staffed for September.
- *Will we be relying on any supply for September?* Everything is as it should be, but can never know what may happen.

KS2 SATS

LS commented that she would like to give the children their results and asked governors if they approved of this action? Governors commented that they thought parents would want the children to know in a class based atmosphere. This will be done as a positive achievement ceremony with LS.

Phonics

LS reported a decline in KS1 Phonics at 64%. The Deputy Head is following this up this week. The SIP has questioned how the tests were managed, and this will be followed and developed for next year.

EYFS

LS reported results just above 50% for GLD. LS advised that teachers will be tracking progress using FFT through from EYFS to KS1 which is more effective at tracking similar cohort differences, i.e. mobility, and governors will also receive this training.

Governors questioned if there is one area that is bringing the figures down?
LS advised if children do not achieve PSHD, they do not achieve GLD.

LS advised there will be a baseline assessed for all of these children in conjunction with the Early years team.

LS advised of a Principals meeting on Friday, and will take these results along to compare with other schools.

Governors commented that they need increased monitoring for Year 1 to

Signed:*M. Smith*..... Date: *12.11.18*





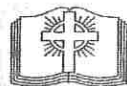
	<p>question where the evidence lies for progress, and this will be a focus. Governors commented that Year 1 has been a tricky year for teacher absence, which has affected consistency, and this needs supporting in Year 2. LS advised of transition meetings taking place, and has requested written reports to evidence. These will be followed up in the Inset meetings planned for September, which will also include TA's this year.</p>	
8.	<p>Report from Committee Representatives</p> <p>None for this meeting.</p>	
9.	<p>Finance Update</p> <p><i>HS arrived at the meeting at 5.45pm.</i></p> <p>LS advised she is still unable to determine what is left outstanding for the school, and has been unable to get any further information from the DBMAC. She is assuming there is £44,000 left for the school to spend, but cannot get confirmation for this.</p> <p>LS advised a governor should be responsible and cover every finance meeting to ensure this information is shared with the school. Governors were agreed that this is important and will be a focus for them in September.</p> <p>Staff Claims – LS advised there is still some confusion over what staff are able to claim for and the procedures surrounding claims put through by staff. Governors were made aware of the stress involved in the minor work required to process these claims. LS advised that (Frazier – what is his job title?) is coming in to speak with governors next week, to support and rectify this situation.</p>	
10.	<p>Safeguarding</p> <p>LS advised of a safeguarding audit due in September.</p>	
11.	<p>Health and Safety</p> <p>Nothing to report.</p>	
12.	<p>Governor Standard Items</p>	

Signed: *W. Stear* Date: ...12...11...18...



	<p><u>Training</u></p> <p>MH advised governors of the following training available:</p> <ul style="list-style-type: none"> • The Key subscription. • Modern Governor – online courses to access. • Birmingham Diocese website. <p><u>Visits</u></p> <p>None to report.</p> <p><u>Vacancies</u></p> <p>Parent Governor election held and one nomination received. MH to send governor information to the Clerk.</p> <p><u>GDPR</u></p> <p>Nothing to report.</p>	<p>MH</p>
<p>14.</p>	<p>Committee Structure 2018/19 and Link Governors</p> <p>Governors agreed to return to 2 Committees, to be run on the same evening - Resources and T&L Committee as follows:</p> <ul style="list-style-type: none"> • Resources: NH, MH, TD and AC. Between these, 2 governors will attend DBMAC finance meetings. • T&L – MH, HS, HS and FF <p>Key issues from SDP – to be determined as key focus for monitoring visits for governors and their link governor roles as follows:</p> <ul style="list-style-type: none"> • NS – safeguarding and H&S. • MH – Maths, SEN and EYFS. • FF and TD – RE • TD – EYFS • AC – Literacy and PE • HS – Science and PP • JA and NS – Foundation subjects <p>LS requested governors use the same proforma for governor visits as emailed previously. This document will be uploaded to Governor Hub, and a</p>	<p>LS/Clerk</p>

Signed: M D Healey Date: 12.11.18



	separate Governor Visits file created.	
14.	Structure of the Agenda for 2018/19 MH suggested a training/presentation session at the beginning of each meeting. All policies will be reviewed via Committee, with agreement only at AC.	
15	Clerk to Committee Representatives Issues arising Nothing to report.	
16	AOB None reported.	
17	As a result of this meeting, what will be the impact on pupils? <ul style="list-style-type: none"> New governing board structure to better enable increased focus on strategy, challenge and support for the next academic year. 	
	Next Meetings: ACR – Tuesday 18 th September 2018 at 6.30pm (bring a dish) SDP – Single plan for staff – Wednesday 19 th September 2018 at 3.30pm	
	Future Agenda Items <ul style="list-style-type: none"> Governor Hub training Governance Review Governor Induction (look at other schools) - MH to action for September. 	MH

The meeting finished at 6.30pm
(LT/10.07.18)

Signed:  Date: 12.11.18





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Principal: Mrs Lisa Smith

SUMMARY OF ACTION POINTS CARRIED FORWARD TO THE NEXT MEETING:

ITEM	Actions from meeting dated 19 th March 2018	INITIALS
10	JA to forward site security report to LS. Defer to next meeting to check if carried out. Defer to next meeting when JA returns.	JA
	Actions from meeting dated 9th July 2018	
13	MH to send new governor information to the Clerk	MH
13	LS to send proforma Governor Visits form to Clerk, to upload to Governor Hub in separate Governor Visits file.	LS/Clerk
	MH to review induction pack for implementation in September.	MH

Signed: Ms Heaz Date: 12.11.18



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