



St. Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting held on
18th May 2017

Present

P J O'Brien – Chair (PJ)	Nuala Oughton (NO)	Lizzie Christopher (LC)
Colin Kershaw (CK)	Theresa Adams (TA)	Niamh Marshall (NM)
Elaine Pearce (EP)	Rachel Copeland (RC)	Louise Talkowski (LT)
Steve Brady (SB) <i>arrived 6.50pm</i>	David Thorpe (DT) <i>arrived 6.55pm</i>	

Minutes		Actions
1.	<p>Opening Prayer and Welcome</p> <p>a. PJ opened the meeting with a prayer.</p>	
2.	<p>Apologies</p>	
3.	<p>Minutes of last meeting:</p> <p>The minutes of the FGB meeting held on the 6th April 2017 were accepted as a true record.</p>	
4.	<p>Matters Arising and actions to be carried forward</p> <p>EGM meeting no longer required – action closed. 9b School improvement plan committee formed – action closed.</p>	
5.	<p>Both Training register and Register of Business Interests completed by all.</p>	
6.	<p>Head Teacher's Report</p> <p>No formal report since the last meeting, which was relatively recently. Things moving forward since the latest Learning and Standards meeting.</p> <p>a. Safeguarding – no issues to report</p> <p>b. Pupil Premium – no issues to report</p> <p>Congratulations on a good trip to Braeside. Thanks from the governors to Rachel and Steve also.</p>	
7.	<p>Resources</p> <p>PJ provided an overview. Resources committee has been looking at how to best utilise the existing resources the school has.</p> <p>Governors discussed provision of additional lunchtime cover to cover some additional needs. <i>SB and DT arrived.</i> Full agreement to continue to fund lunchtime cover until the end of the school year.</p>	
8.	<p>Learning & Standards</p> <p>NO gave apologies for sending out the wrong minutes prior to the meeting. She will resend.</p> <p>PJ provided an overview including: Spoke about structure and moving teachers around to gain experience throughout the school. Creating learning teams to deliver a link from the bottom to the top of the school. Within these teams, devolving some of the line management structure away from</p>	NO

	<p>LC. Looked at changing the mechanics of the way the school is run. Looking at outstanding schools that have a process of self-assessment and how to implement this ethos at St Joseph's. Plan to produce a handbook to reiterate the policies to the teachers and a relaunch of the culture of excellence in the school. EP and Linda will lead on the handbook. Will present at the next FGB for Governor review. Looking at how we would track the impact and evaluate the success of these changes. Looked at using a different system to Raise Online, which we could share with the Samuel Partnership to track across all the schools. LC confirmed that Fisher Family Product and whatever replaces Raise will be used for tracking data going forwards.</p>	EP
9.	<p>Mission, Vision and Ethos No matters arising.</p>	
10.	<p>Governors Matters</p> <p>a. OFSTED PJ Discussed organising a 'mockstead' to get some external feedback. Cost implication of about £2k. We need to plan an appropriate moment about when it will be best to invest this. EC It has already been put in the budget for next year.</p> <p>b. Resources EP and SB had a meeting on 17/05/17 with the Samuel Partnership. Discussed teaching costs. SB gave a review of the meeting. Staffing costs shouldn't be more than 80% of the budget. We're at about 81% at the moment. EP has been looking at ways to get our ratios in line with expectations. Samuel Partnership is looking at a timeline for 2021 for getting costs down to 80%. Samuel Partnership also going through an exercise to look at any cost-saving measures to be gained by using shared services. SB The 80% matter will become a set agenda item for future Resources meetings.</p> <p>There was a discussion around staffing structure and the governing body agreed for LC to conduct some further investigations and report back at the next FGB</p> <p>c. Structure The plan for the staff restructuring, revamped policies and new staff handbook will be presented at the next FGB for review. PJ enquired where we are with the SIP? LC hopes to involve Anne and Rachel in delivering this in time for September. SB and CK and NO and TA expressed interest in forming a SIP sub-committee (as a sub-committee of L&S). A termly, daytime meeting to develop and monitor the SIP. LC to organise meeting including one Gov from Resources and one from L&S.</p> <p>d. Next steps LC, EP and Linda looking at structure and handbook. Resources looking at staffing structure.</p> <p>PJ If you need any extra resource from the Governors to support this please ask.</p>	SB LC LC
11	<p>AOB: SB and EP We have been awarded some money for installation of toilets at the dining level and some window refurbishment.</p> <p>Elaine went on a business managers' forum last week and advice was any that high-risk school trips should be approved by governors. John is looking at a whole-school school trip to the dry ski slope. It was agreed that unless the Governors see a risk assessment by end of business Friday 19th May then the governors cannot sign it off. All governors to look at their email Fri evening to check for this risk assessment.</p>	LC ALL
12	<p>Next meeting- FGB – 13th July @ 6.30pm</p>	