



**St. Joseph's Catholic Primary School, Malmesbury**  
**Minutes of the Full Governing Body Meeting held on**  
**15<sup>th</sup> September 2016**

**Present**

|                          |                      |                         |
|--------------------------|----------------------|-------------------------|
| P J O'Brien - Chair (PJ) | Nuala Oughton (NO)   | Lizzie Christopher (LC) |
| Colin Kershaw (CK)       | Theresa Adams (TA)   | Niamh Marshall (NM)     |
| Steve Brady (SB)         | Rachel Copeland (RC) |                         |
| David Thorpe (DT)        |                      |                         |

**Minutes**

|  |   |                                   |
|--|---|-----------------------------------|
| <b>1.</b>  | <b>Opening Prayer and Welcome</b><br>a. PJ opened the meeting with a prayer.  |                                   |
| <b>2.</b>  | <b>Apologies</b> -. Mike Barber (MB) Teresa Keigher (TK) Elaine Pearce (EP)   |                                   |
| <b>3.</b>  | <b>Minutes of last meeting:</b><br>The minutes of the FGB meeting held on the 7 <sup>th</sup> July were accepted as a true record.  | <b>All</b>                        |
| <b>4.</b>  | <b>Matters Arising and actions to be carried forward</b><br><br>Mission statement review- LC and PJ to set a date to begin work on the new mission statement for the school.  | <b>PJ&amp;LC(carried forward)</b> |
| <b>5.</b>  | Both Register of Pecuniary Interest & Business Interests completed by all.  | <b>All</b>                        |
| <b>6.</b>  | <b>Governors Matters</b><br><br><b>a. MAT &amp; Partnership Update</b><br><br>PJ provided an update on core points including:<br><br>PJ has signed and will submit the "Memorandum of Agreement".<br><br>RC asked what this meant and PJ explained that the Diocese is keen to bind the Catholic Schools together and to work co-operatively together.<br><br>There were three choices of name for the MAT.<br><ol style="list-style-type: none"> <li>1. Corpus Christi</li> <li>2. Emmaus</li> <li>3. Samuel</li> </ol><br><br><b>All agreed Emmaus as their preferred choice.</b> | <b>All</b>                        |
| <b>Governing Committee- election of Chair and Vice-Chair</b> |   |                                   |

PJ was re-nominated as Chair  
NO was re-nominated as Vice-Chair

All voted and were in agreement to re-elect PJ and NO.

Training

Training course for Governors 11<sup>th</sup> October. LC needs to know by the 18<sup>th</sup> September.

Finance Course for Resources Sub-committee

**Action: PJ to find a date**

**Action PJ**

**Construct of the sub-committees:**

Resources:

PJ/LC/EP/DT/SB/KC

Mission and Vision:

PJ/LC/NO/TA/NM/RC

Learning and Standards:

PJ/LC/TK/NO/TA

PJ to check with TK if she is able to attend sub-committee and FGB meetings going forward. Action: PJ

**Action PJ**

**All**

|                  |  |   |
|------------------|--|---|
| <p><b>7</b></p>  | <p><b>Head Teachers Report</b><br/> LC provided an overview including:</p> <p>Pupil numbers.</p> <p>2 have left for private schools.</p> <p>20 intake in reception</p> <p>New children:</p> <p>1 year one<br/> 3 year 3<br/> 2 year 4 (plus another possible child)<br/> 3 year 5<br/> 1 year 6</p> <p>Total of 145 in the school (146 should the additional child in year 4 join)</p> <p>The school is officially full apart from Year 6 which has 4 spaces.</p> <p>LC brought to the attention of the Governors that Lea and Gardson school is running with class numbers of 38/39 and asked if St Joseph's and Malmesbury Primary school should be considering increasing class sizes to spread the burden across schools.</p> <p>It was decided that this is to be discussed at the next FGB<br/> <b>Action: add this item to the Agenda for the 20<sup>th</sup> October.</b></p> <p>Parking is an issue again. It has been noted in the Newsletter and is being kept an eye on.</p> | <p><b>LC</b></p> <p><b>PJ/Clerk</b></p> |
| <p><b>7b</b></p> |  |   |
| <p><b>8</b></p>  | <p><b>Resources Committee</b></p> <p>Update at next FGB</p>  |   |
| <p><b>9</b></p>  | <p><b>Learning &amp; Standards</b></p> <p>Update at next FGB.</p>  |   |
| <p><b>10</b></p> | <p><b>Mission, Visions &amp; Ethos</b></p> <p>Update at next FGB</p>   |   |
| <p><b>11</b></p> | <p><b>AOB:</b></p> <p>LC: Will RC consider the safeguarding role? ST to talk to RC about what is involved in the role.</p>   |   |

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|-----------|--|------------------|
|           | <p>LC: Confirm numbers who can attend Downside so they have the correct ratio of helpers.</p> <p>CK: Governors Lanyard: gives access to the school gate. Need to wear when attending school on Governors business.</p> <p>Keyholder list needs to now be updated.<br/>Action: LC</p> | <b>Action LC</b> |
| <b>12</b> | <b>Next meeting- 20<sup>th</sup> October 6.30pm</b>  |                  |