



**St. Joseph's Catholic Primary School, Malmesbury
Minutes of the Full Governing Body Meeting held on
20th October 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)	Elaine Pearce (EP)
David Thorpe (DT)		

Minutes

1.	Opening Prayer and Welcome a. PJ opened the meeting with a prayer.	
2.	Apologies - Mike Barber (Action PJ to contact)	Action PJ
3.	Minutes of last meeting: The minutes of the FGB meeting held on the 15 th September were accepted as a true record.	All
4.	Matters Arising and actions to be carried forward Mission statement review- LC and PJ to set a date to begin work on the new mission statement for the school.	PJ&LC(carried forward)
5.	Both Register of Pecuniary Interest & Business Interests completed by all.	All
6.	Governors Matters a. MAT & Partnership Update PJ provided an update on core points including: Samuel was the preferred choice. Training for the Finance Course – Action PJ to find out Teresa Keigher has resigned- the diocese is being informed. Need for a replacement foundation Governor. PJ to investigate further Keyholder list done- actioned Governor Training was held on the 11 th October Other training required- Foundation Training (if a Foundation Governor) (re-applications will not be accepted) Foundation Governor Conference forward dates	 Action PJ Action PJ Action PJ

	<p>Slides from 11th October Training useful for all to see</p> <p>Safeguarding Training 31st October 1-3pm.</p> <p>PJ- Please try and get training completed as Ofsted look at this.</p> <p>LC to put the Ofsted Framework on Sharepoint</p> <p>Instrument of Governance- Document by which we are able to govern.</p> <p>Action: Copy of school instrument of governance to be sent to all governors along with scheme of delegation.</p> <p>Governing Body Self-evaluation – measure how successful the Governing body is. Potential to use other governors from within partnership to attend meetings and provide feedback.</p> <p>Action: LC & PJ to investigate potential at next partnership meeting.</p> <p>Policies- task list needs updating on SharePoint</p> <p>Ratify the Safeguarding Policy – need all to sign a form at next meeting</p>	<p>Action PJ</p> <p>Action LC</p> <p>Action PJ/LC</p> <p>Action PJ/LC</p> <p>Action LC</p> <p>Action Clerk</p>
7	<p>Head Teachers Report LC provided an overview including:</p> <p>Clubs- St Joseph's offers lots of lunchtime clubs, perhaps better communication needed about these</p> <p>Fire drill –very successful</p> <p>Mrs Wood is working towards the Anti Bullying Quality mark</p> <p>Lesson observations went well.</p> <p>Pupil Voice: Pupil interviews successful way of gauging feeling within school- PJ to speak to Head Boy and Head Girl</p> <p>Pupil Numbers: Discussion around increasing pupil numbers in the school; especially in KS2. GB voted to allow HT & BM to look at increasing the school numbers in KS2.</p> <p>CK mentioned whether he could help with getting a crossing to improved road safety. Something to consider.</p>	<p>Action PJ</p> <p>PJ/Clerk</p>
7b		
8	<p>Resources Committee</p> <p>SB nothing new to report. Staff pay review end of November-LC/ SB/NO to attend</p>	<p>SB</p>
9	<p>Learning & Standards</p> <p>Parent feedback using Survey Monkey to determine areas for improvement and development.</p>	<p>LC</p>

<p>10</p>	<p>Mission, Visions & Ethos</p> <p>Mrs Hand to take over School Council Little Tykes club going well Year 6s attending the nurseries and pre-schools to raise profile of St Joseph's</p>	<p>NO</p>
<p>11</p>	<p>AOB:</p> <p>CK- Thanks to the PFA for a great Quiz night and also a big thank you to Miss Westaway.</p> <p>LC-Reminder of the Harvest Festival</p> <p>EP- DBS for RC needed</p>	<p>Action EP/RC</p>
<p>12</p>	<p>Next meeting- 8th December 6.30pm</p>	