



**St. Joseph's Catholic Primary School, Malmesbury**  
**Minutes of the Full Governing Body Meeting held on**  
**8<sup>th</sup> December 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> a. PJ opened the meeting with a prayer.	
<b>2.</b>	<b>Apologies</b> -.Elaine Pearce	
<b>3.</b>	<b>Minutes of last meeting:</b> The minutes of the FGB meeting held on the 20 <sup>th</sup> October were accepted as a true record.  The action against LC to update policies task list on the sharepoint should read:  Action: Clerk to update the policies task list on sharepoint when advised to do so by the subcommittee chairs once policies have been reviewed.	<b>Clerk</b>
<b>4.</b>	<b>Matters Arising and actions to be carried forward</b>  Mission statement review- LC and PJ to set a date to begin work on the new mission statement for the school.  Training Courses – details of training available for the rest of the year have been passed out to all FGB. – Action closed.  Replacement Foundation Governor – Notice had been placed in Parish Newsletter and School Newsletter for the last 2 weeks. Applications to be in school office by Close of Play 9 Dec. – Action Closed.  Scheme of Delegation to be sent to FGB – Complete - Action closed  Safeguarding Policy – Governors to sign at next FGB – Action complete.  Pupil Voice – PJ to speak to Head Boy & Girl – Action Carried Forward  Parent Feedback Survey – LC to organize a follow on survey at the end of the school year. – Noted for Summer Term, Action closed.  DBS – RC to complete DBS check – Action closed	<b>PJ&amp;LC(carried forward)</b>          <b>PJ</b>
<b>5.</b>	Both Register of Pecuniary Interest & Business Interests completed by all.	<b>All</b>
<b>6.</b>	<b>Governors Matters</b>	

	<p><b>a. Samuel Partnership</b></p> <p>A further partnership meeting had been held, the following points were reported:</p> <ul style="list-style-type: none"> <li>i. It had not been possible to appoint a chair of the strategic board as there was no volunteers for the post.</li> <li>ii. The development projects for the partnership were working well and good progress was being made in developing cooperation across the schools in the partnership.</li> <li>iii. The future construct of the partnership had been discussed and the sub committees had been accepted. Membership of the sub committees was now being finalized.</li> <li>iv. Next round of meetings was due in January 17.</li> </ul> <p><b>b. Foundation Governors</b></p> <p>After the 9 Dec deadline for applications the Chair would seek to progress the applications to the Diocese prior to the Christmas break.</p> <p><b>c. Scheme of Delegation</b></p> <p>The scheme of delegation had been issued to the FGB. It was decided that:</p> <ul style="list-style-type: none"> <li>i. The subcommittee chairs would review their section and agree and changes prior to the next FGB.</li> <li>ii. Chair and HT to review main body of scheme.</li> </ul>	<p><b>Action PJ</b></p> <p><b>Action PJ</b></p> <p><b>Action Sub Chairs LC &amp; PJ</b></p>
7	<p><b>Head Teachers Report</b></p> <p>LC provided an overview including:</p> <ul style="list-style-type: none"> <li>a. School numbers now at 145.</li> <li>b. Parent Engagement: <ul style="list-style-type: none"> <li>i. Class DOJO trial had been well received in St Aldhelm's class. LC to consider offering this to other classes in the school.</li> <li>ii. School Exhibition had been well received and well attended.</li> </ul> </li> <li>c. A safeguarding summary was presented. LC was asked to add an additional column to the report to enable the FGB to track activity between FGB meetings.</li> <li>d. School Improvement Advisor (SIA) Visit – The recent visit by the SIA was reviewed. The action points had been noted,</li> </ul>	<p><b>Action LC</b></p>
8	<p><b>Resources Committee</b></p> <p>SB provided an overview including:</p> <ul style="list-style-type: none"> <li>a. Policies had been updated as per the schedule.</li> <li>b. Income and Expenditure were being monitored and were on track to meet the expected end of year position.</li> <li>c. The staff pay panel had sat and the results passed forward for action.</li> <li>d. The school catering contract had been renewed and would start from January 17.</li> </ul>	<p><b>SB</b></p>
9	<p><b>Learning &amp; Standards</b></p> <p>The learning and standards committee had not sat in this period. PJ and NO had used the time to conduct a learning walk in the school with LC. Learning walks should be conducted during the next round of committee</p>	<p><b>LC</b></p>

	meetings to allow governors the opportunity to see the classrooms.	<b>Action LC</b>
<b>10</b>	<b>Mission, Visions &amp; Ethos</b> M&V had not sat in this period.	<b>NO</b>
<b>11</b>	<b>AOB:</b> <ul style="list-style-type: none"> <li>a. End of term mass was scheduled for Fri 16 Dec at 1000 all welcome.</li> <li>b. School Charities – a discussion was had around the subject of how school charities were chosen. Nominations for School charities should be sent to the school council for consideration.</li> </ul>	<b>All</b> <b>All</b>
<b>12</b>	<b>Next meeting-</b> <ul style="list-style-type: none"> <li>a. Sub committee – 26 Jan 17 (1800 – 1900 L&amp;S, 1900 – 2000 Resources)</li> <li>b. FGB – 9 Feb 17 – 1830.</li> </ul>	