



**St. Joseph's Catholic Primary School, Malmesbury**  
**Minutes of the Full Governing Body Meeting held on**  
**9<sup>th</sup> February 2017**

**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)	Louise Talkowski (LT)
David Thorpe (DT)	Mike Barber (MB)	

**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 8 <sup>th</sup> December were accepted as a true record.	
<b>4.</b>	<b>Matters Arising and actions to be carried forward</b>  <b>Actions carried forward:</b>  <b>Signing of safeguarding policy</b> <b>HT report add column</b> <b>Learning walks</b>	<b>MB</b> <b>LC</b> <b>All</b>
<b>5.</b>	Both Register of Pecuniary Interest & Business Interests completed by all.	<b>All</b>
<b>6.</b>	<b>Governors Matters</b>  <b>a. Samuel Partnership</b>  LC reported terms of reference agreed and chair has been appointed. Some timing issues re meetings to be resolved.  <b>b. Mission Statement</b>  The Mission statement was discussed, all Governors happy, staff too. A question was raised as to terminology "learning powers" , an update agreed to ensure clarity on the website/prospectus therefore agreed to replace with "the learning of".  <b>c. The scheme of delegation</b> What sub committees can and cannot do, all agreed and passed.  <b>d. Governing structure-</b> Louise Talkowski welcomed back for another 4 year term as a Foundation Governor.  Steve Brady – another term as Governor  It was decided that LT would join the Learning and Standards Committee.	<b>Action</b> <b>LC</b>

7	<p><b>Head Teachers Report</b></p> <ul style="list-style-type: none"> <li>a. Safeguarding table missed off?</li> <li>b. School trips, LC explained that there is a review of each trip and its value/success after it has taken place.</li> <li>c. Forest School shelter has now been mended.</li> <li>d. Accidents: 18 normal rate</li> <li>e. NO asked re admissions, 146 in the school. 150 is the maximum</li> <li>f. Pupil premium: data point reporting (after Easter)</li> <li>g. Emphasis on good behavior being promoted at lunchtimes.</li> </ul>	LC
8	<p><b>Resources Committee</b></p> <p>SB provided an overview including:</p> <ul style="list-style-type: none"> <li>a. More money than envisaged good news.</li> <li>b. 6K spend to upgrade tables</li> <li>c. NO raised that another signatory may be needed on cheques.</li> </ul>	<p>SB</p> <p>Action SB</p>
9	<p><b>Learning &amp; Standards</b></p> <p>Improvement plan on SharePoint. SEN Governor not required, can delegate to LC.</p> <p>RC questioned details on the plan re SEN “needs” and SEN “status” LC to look in to this.</p> <p>Rota needed for Celebration Assembly.</p>	<p>LC</p> <p>Action LC</p> <p>Action LC/PJ</p>
10	<p><b>Mission, Visions &amp; Ethos</b></p> <p>Admissions policy needs to be on website also Appeals procedure.</p> <p>Consultation in October- mid December. Autumn term Action</p> <p>Go Governance Training Brochure</p>	<p>Action LC/PJ</p> <p>Action PJ</p>
11	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>a. Theresa Adams Governors visit, Governors reports required, PJ to find template of the reporting form.</li> <li>b. The funeral of Mike Kellogg on Thursday at 11am.</li> <li>c. MB: handing over Accounts 23<sup>rd</sup> March</li> <li>d. LC- sweets at end of school day for birthdays etc, note to add into Newsletter offering healthy options as an alternative</li> <li>e. NM : Samuel Partnership standards meeting end of March</li> <li>f. DT asked whether the medical form required for every trip. LC explained that this is a requirement, mandatory in case of change of circumstances.</li> </ul>	<p>Action PJ</p> <p>Action LC</p>
12	<p><b>Next meeting-</b></p> <ul style="list-style-type: none"> <li>a. FGB – 6<sup>th</sup> April @ 6.30pm</li> </ul>	