



St Catherine's Catholic Primary School, Bridport
Minutes of the Local Governing Body Meeting
6pm on 15th March 2018

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
CA	Mr Chris Addis	FG	Mrs Frances Guppy
SD	Mrs Siobhan Dismore	LB	Mrs Lydia Blake
GC	Mrs Georgina Coombs	LA	Mrs Louise Adams
JW	Miss Judy West	TC	Tan Cox (Clerk)
SB	Mrs Sarah Betts	LM	Mrs L Maunder (Observer)
BI	Mr Barry Irvine	HB	Mrs Helen Brown
JW	Mrs Joan Wright		

Ref	Agenda Item	Action
	Apologies: Canon Richard Meyer,	
	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
	Preliminaries CA introduced governors to Mrs Lynsey Maunder, who had attended the LGB as an observer, governors welcomed Lynsey to the Governing Board. CA welcomed Mrs Helen Brown, the School's Improvement Partner. There was some discussion around the governor briefing sessions that had taken place at St Mary's School in Dorchester on the 14 th March, the speaker at that event; Mrs Louise Adams, said that there should be more training for governors in the pipeline. There was some discussion around the various governor classifications and it was agreed to change JW classification from a co-opted governor to a community governor. TC to send round governor list.	TC

Minutes approved: Chair of Governor's signature



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1	<p>Budget and Financial Matters:</p> <p>CA said that he had met with BS and she had confirmed that nothing much had changed since the last meeting. CA said that CAST are taking back control of financial (and some other matters), therefore there is nothing new to report.</p> <p>Audit FG updated the governors on the Audit by the Devon Audit Partnership which had recently taken place and we now await their report.</p> <p>Breakfast Club FG said that she had been approached by a parent with regard the Breakfast Club. She had produced a document that contained the various costs involved in keeping it running within the school. FG also highlighted some of the problems that had arisen when providing this facility including the problem of children not turning up. She said that two TAs would be needed if governors were keen to retain it. FG said that she did not think that it is financially viable to continue with the club in its current form and said that the unpredictability of children using the facility is a major factor.</p> <p>SD said that parents do rely on it and asked whether it could be run without the breakfast included.</p> <p>LA said that she has some experience in running a breakfast club and offered to look at the costings and options with FG. It was agreed to put together a detailed costing and option schedule and bring back to governors at the next LGB.</p>	FG/LA
2	<p><u>LGB Minutes:</u></p> <p>The minutes from 29th November 2017 were reviewed and SD required some clarification around the review dates of the SEN policy – although this is raised at item 10 in the Agenda, governors agreed to adopt the SEN policy today. All other detail in the minutes were a true and accurate record and they were duly signed by the Chair. There were several matters arising - detailed below:</p> <p><u>Matters Arising from Minutes:</u></p> <ul style="list-style-type: none"> • Policy / Guidelines for Governors – LB confirmed she had produced a colour-coded document and sent to all governors. • SEN Policy uploaded to website – done. 	



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	<ul style="list-style-type: none"> <p>Health and Safety CA thanked MC (school administrator) for the help that she had provided to him, he confirmed that an audit had been undertaken by Devon County Council on behalf of CAST and the overall score was 94%. There are a number of actions and these are being looked at. We have been issued with a non-compliance on our Legionella Risk Assessment, this is now being addressed by WEMCo. We have one quote for the work relating to the levelling of paving slabs. Whilst three are required CA said if we failed to get anymore (FG said it was proving difficult) we would move forward, and approach CAST for assistance anyway. Item to be rolled over.</p> <p>OFSTED Report and Action Plan The following four points have been superseded and are wrapped up in the Governor's Action Plan.</p> <p>Governor Report (SD) LA explained that both she and HB would be coming into the school to carry out a full review. She said that she would be able to provide governors with a detailed report of their findings. SD agreed to wait for the report.</p> <p>.pdf writer The school does not have access to this software</p> <p>Town Council Email Has been provided</p> 	
3	<p><u>Religious Life of the School:</u></p> <p>There followed a presentation by JW detailing what has been done in the school with regards RE and what is left still to do. This was interspersed with a guided meditation which governors very much appreciated.</p> <ul style="list-style-type: none"> <p>Section 48 Inspection JW said that this would be coming up later in the year, however the school will receive 6 weeks' notice of the visit. She forewarned governors that their input would be needed during the inspection.</p> <p>JW left the meeting at 6.40pm</p>	



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<p>Moved Item 9</p>	<p><u>Governors:</u> Governors' Action Plan</p> <p>LA introduced the Governors' Action Plan that she had drawn up and explained how it would work. She explained that there is the potential for a future OFSTED re-inspection in October 2018 and governors will need to show that they can demonstrate accelerated progress through the plan and point to evidence of impact and embeddedness.</p> <p>There was significant discussion around the plan and several governors had prepared questions for LA regarding the timescales and content.</p> <p>Several governors asked about training and LA explained that CAST would be providing training, however she reminded governors of their three main objectives; vision and mission / holding the headteacher to account / finance.</p> <p>LA said that CAST had withdrawn the financial element from governors therefore their brief is to concentrate on the first two. She said that ideally governors should be working proactively with the leadership team but said that sometimes the minutes did not reflect this.</p> <p>JW asked about the ESG sessions and would these re-commence? LA said that ESG's did not build capacity and would not be continuing.</p> <p>LA also informed governors that CAST has put together an annual cycle of business as a checklist for governing bodies, so that they will be aware of all the things they need to do in the year. This will be available from September 2018.</p> <p>CA said that there are aspects of the Governor's Action Plan that he is unsure of how to address. He suggested calling a separate governing body meeting where the Governor's Action Plan is the only topic for discussion. This was agreed as a good way forward. CA to send some dates to TC who will set up the meeting with governors.</p> <p>JW said that after looking at the Governor's Action Plan she could see that some of the actions had already been completed. LA said that this may be the case, but that the impact and evidence of embeddedness is not clear. LA commented that the first 5 pages of the Governor's Action Plan had been lifted straight from the OFSTED report which linked to the Governance Review, the inspectors will expect these to have been addressed.</p> <p>LA left the Meeting at 7.05pm</p>	<p>CA/TC</p>



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4	<p><u>Teaching and Learning Minutes:</u></p> <p>The meeting scheduled for 7th March had been cancelled and another meeting is yet to take place. TC advised governors that the final T&L meeting is scheduled for 13th June. Governors agreed to have a meeting after Easter and JW agreed to speak to FG about a date.</p> <p>JW said that she and SD had conducted a Maths Learning Walk and JW took governors through the Learning Walk Report.</p> <p>There followed some discussion around the link governor role, especially now that there are two new governors on the governing board. It was agreed that BI would be the Maths Link Governor. BI confirmed that he had a meeting arranged with the Maths Lead Teacher AH (Mrs Haylock) to find out more about the curriculum.</p> <p>JW confirmed that an English Learning Walk was scheduled for the 21st March, it was agreed that JW and SB would undertake this.</p> <p>JW asked whether both BI and LM should become members of the T&L Committee. TC said that she would send a copy of the ToR of the T&L Committee to both BI and LM and advise them of meeting dates.</p>	<p>JW</p> <p>TC</p>
5	<p><u>Strategic Items:</u></p> <p>Headteacher's Report / Review of SD</p> <p>FG had sent her report and appendices ahead of the meeting and CA asked governors whether there were any questions arising.</p> <p>FG took governors through her report, highlighting the Health and Safety Audit which the school had scored 94% with only a small number of recommendations. CA confirmed to governors that MC (school administrator) should be thanked for the hard work on this.</p> <p>FG confirmed that there would be three members of staff who would leave the school due to CAST's voluntary severance scheme. There was much discussion around this and the effect on the school.</p> <p>There was further discussion around budgets and CA confirmed that K Cook (CAST) is expecting schools to have a balanced budget in 2018/19 and that, in his view, this will be difficult for St Catherine's.</p>	



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6	<p>GOVERNOR REPORT</p> <p>See under Matters Arising – page 3.</p>	
7	<p>CAST</p> <p>SD referred to the Governor Briefing that she had attended the previous day (14th March), and said that there would be a template for the headteacher to use when making her report to the governing body. LA agreed and said that from September FG would be using the template to report to governors at LGB.</p> <p>SD said that the Governor Briefing had been useful and agreed to send her notes to other governors. FG also said she would forward the Powerpoint slides of the Governor Briefing to TC to distribute.</p>	SD/FG/ TC
8	<p>Accountability and Monitoring Items:</p> <p>School Reports – Safeguarding</p> <p>LB had sent the Safeguarding Report to governors prior to the meeting for their review. She referred to a DCC Safeguarding Audit which had just taken place. She is expecting a second Audit to come from CAST later this term. The DCC Audit classed the school's safeguarding arrangements as 'good'.</p> <p>LB referred to the Code of Conduct. TC to look for this and send to LB.</p> <p>LB raised an issue with regard Safeguarding training and that she is covering this training for new governors, but that CAST would normally provide this. HB advised that CAST has recently employed a new safeguarding officer, so this should be sorted in the near future.</p> <p>Health and Safety Audit</p> <p>See under Matters Arising – page 3 and Item 5 – page 5.</p>	TC
10	<p><u>Procedural Items:</u></p> <p>Policies</p> <ul style="list-style-type: none"> • E-Safety dated November 2016 Policy updated November 2017 • SEN and Disability Policy (dated October 2016 Draft) October 2017 superseded by CAST Policy • Accessibility Policy • Admissions Policy <p>All the above were adopted and will be uploaded to the school website.</p> <p>Admission into school of children previously in care outside of England (for Governor awareness only)</p> <p>LGB Terms of Reference - Agreed and adopted by Governors</p>	



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	<p>LB raised some concern surrounding the maintenance of the school website, in particular with regards the various policies that have been uploaded onto it (not CAST policies). SD had raised an issue with regards the duplication of policies on the website and that there were draft policies on there too.</p> <p>LB said that she is concerned that when she asks for policies to be uploaded onto the website the old version is not taken down. She also raised a concern surrounding the content of some of the policies in that she could not be certain that they are still in date – she said that sometimes existing policies just have the date of review updated and the content is not checked.</p> <p>There was discussion around this and the fact that the school has no-one with the capacity to take on this time-consuming task.</p> <p>CA suggested that the website should be audited for completeness. (not the governors area as this is maintained by the Clerk).</p> <p>SB volunteered to carry out the audit of the policy area of the school website and to report back to the Chair on the outcome.</p>	
12	<p><u>AOB:</u></p> <p>New Parent Governor – Mrs Lynsey Maunder CA asked that governors agree to bringing Mrs Lynsey Maunder onto the governing board. This was agreed.</p> <p>Gritbin for Pre-School Governors agreed to the use by the Pre-school of a gritbin which, it is understood they will pay for. However, consent is granted on condition that the bin is kept padlocked at all times.</p>	
	<p><u>Future Meetings</u></p> <p>Date of next LGB: 9th May 2018 @ 6.00pm. Date of next T & L: to be determined</p>	



SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding classification of governors – send round list of governors.	TC	1
Regarding breakfast club – look at costings and options and bring to next LGB.	FG/LA	2
Regarding Governors Action Plan – a separate meeting with governors to discuss the action plan to be set up.	CA/TC	4
Regarding Teaching and Learning – agree date for meeting	FG/JW	5
Regarding Teaching and Learning Committee – ToR to be sent to new governors	TC	5
Regarding CAST Governor Briefing – SD to send notes to TC for forwarding to governors. FG to send Powerpoint slides to TC for forwarding to governors.	SD/FG/ TC	6
Regarding School Reports / Safeguarding – Code of Conduct to be forwarded	TC	6