



**St Catherine's Catholic Primary School, Bridport**  
**Minutes of the Local Governing Body Meeting**  
**6pm on 27<sup>th</sup> September 2017**

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
CA	Mr Chris Addis	HB	Mr Hugo Busby
SD	Mrs Siobhan Dismore	FG	Mrs Frances Guppy
GC	Mrs Georgina Coombs	LB	Mrs Lydia Blake
JW	Miss Judy West	BS	Mrs Belinda Stunt
SB	Mrs Sarah Betts	TC	Tan Cox (Clerk)
CRM	Canon Richard Meyer		

Ref	Agenda Item	Action
	<p><b>Apologies:</b> None</p>	
	<p><b>Declaration of Pecuniary Interests and Eligibility:</b> No Declarations were received</p> <p><b>Preliminary Matters:</b> Declaration of Business Interest forms were received from governors, these will be scanned and sent to HM (CAST).</p>	TC
1	<p><b>Budget and Financial Matters:</b></p> <p>BS attended the meeting and brought governors up to date with the current position; CAST had implemented a new financial management system but it had suffered severe teething problems and unable to use the system apart from purchase orders. CAST are having load a lot centrally and payments were being delayed but they have asked which invoices are urgent (taking into account small firms etc) and they are making a BACS payment in this respect this week.</p> <p>BS provided governors with a Trial Balance IE Summary (Income and Expenditure) for end of year 16/17 and although CAST are still processing, it does look like the figure will be approximately £25,000 deficit.</p>	

Minutes approved: Chair of Governor's signature .....



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	<p>BS said that she had been able to procure a Behaviour Support Package for the SENCO role of £1,674 which is included in the £25k and the school will have the benefit of the package for the current year.</p> <p>It was mentioned that the Audit had picked up that some of the 'Local Food Links' invoices (children's meals) are sometimes in excess of £5K (£5k – delegated maximum figure for FG to sign without Governor agreement) for the month. This has been discussed with CAST and they appreciate that this could be the case for some months and suggested that Governors agree and minute that Invoices from 'Local Food Links' may, from time to time, exceed £5k and that figures may be checked by examining the Receipt Summary held at school each month. The minuted agreement would then support the Invoice as and when required.</p> <p><b>CA Challenge/Support:</b> asked whether CAST had specified an upper limit?</p> <p>BS said that they had not. Mainly because the payment would be a recurring payment that could be independently verified by looking at the supporting documentation / number of school meals supplied.</p> <p><b>CA Challenge/Support:</b> acknowledged that the payment would be a sum of money against an invoice which could be verified and agreed that it would be a sensible way forward.</p> <p><b>Governors Agreed</b> that the £5k delegated authority currently assigned to FG could be exceeded when an invoice for school meals exceeded the limit. BS to inform CAST.</p> <p>BS advised governors that the cost of meals are increasing by 10p per pupil and 5p to the school, which amounted to approximately £1k extra to provide them.</p> <p><b>CA Challenge/Support:</b> mentioned that the governing body had just approved a Hot School Meals contract and that this would be a variation to the contract terms.</p> <p>BS said that she would check the contract to establish whether there was a fixed price element within it, or whether the contractor had left provision for raising its prices.</p>	<p>BS</p>



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	<p><b>PLYMOUTH CAST – Review of Financial Management and Governance.</b></p> <p>This week CAST had sent to governors its review of financial management report and governors discussed its contents.</p> <p>JW was concerned that the report at page 16 under Local Governing Bodies states that none of the selected schools' LGB's had fully responded to the request for skills review, it had concluded that it showed a lack of engagement with the Trust's initiatives to improve. JW said that she had not seen the questionnaire.</p> <p>FG retrieved the original email (sent by the Clerk), and JW had been copied into the list of governors and therefore should have received it in May 2017.</p> <p>There was further discussion around the report, specifically relating to the 'red flag' recommendations and to the fact that CAST have instructed the school to deal with these 'red flag' issues by 30<sup>th</sup> November 2017.</p> <p>CRM asked BS about the petty cash and BS said that the review had highlighted that each week the Petty Cash should be checked and signed by an independent person. BS said that it is checked every week but not by an independent person and that this extra control had been put in place going forward.</p> <p><b>CA Challenge/Support:</b> mentioned that the governing body skills audit completed last term does indicate that governors weak on financial skills and said he would look out for some training. FG asked TC what training CAST had in the pipeline and TC said that St Mary's had also asked and the she had already emailed HM and received a response that there is nothing current, but training is on the agenda and will come through soon.</p> <p>There was general discussion around the financial processes now taken by CAST in particular the payment of invoices and the removal of the school's bank account (however, this has not happened yet and the school is still using it).</p>	



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2	<p><b><u>LGB Minutes:</u></b></p> <p>The minutes from 19<sup>th</sup> July 2017 were reviewed governors agreed that they were a true and accurate record, they were duly signed by the Chair. There were several matters arising - detailed below:</p> <p><b><u>Matters Arising from Minutes:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Attendance at LGB by CF</b> – TC confirmed that CF had formally resigned as a governor due to pressure of work.</li> <li>• <b>Governor’s Agreement of 2017/18 budget</b> – TC confirmed that she had notified CAST</li> <li>• <b>Governor Page on Website</b> TC had provided a calculation of increase in annual hours to the Chair for his agreement. TC informed governors that work had already started.</li> <li>• <b>Email to JM and BI (potential new governors)</b> CA confirmed that he had been in touch with both candidates informing them of the uncertainty around the tenure of the governing body and its future role. There was some discussion about the continual uncertainty and especially in light of CAST’s decision to now, not proceed, with its planned restructure. CA said he may re-consider the candidates and also write to parents of the children who joined in September. CRM explained the Catholic rules around the appointment of Foundation governors.</li> <li>• <b>Dates of two extra committees</b> CA confirmed that he had contacted governors.</li> <li>• <b>Policy / Guidelines for governors</b> FG and LB explained that there are many policies that can be approved by the SLT, some can be directed to the relevant committee and others will need to be ratified by the LGB. They are yet to write the guidelines. This will be rolled-over.</li> <li>• <b>Health and Safety Policy</b> CA agreed to become the governor responsible for Health and Safety and this can now be removed from the agenda. LB to update H&amp;S Policy and upload final version to the school website.</li> </ul>	<p>CALB</p> <p>LB</p>



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	<ul style="list-style-type: none"> <li>• <b>DCC Governor Services</b> FG said that she had yet to investigate a CAST group membership of DCC Governor Services. This to be rolled over to next meeting.</li> </ul>	FG
3	<p><b><u>Teaching and Learning Minutes:</u></b></p> <p>The minutes from 13<sup>th</sup> September 2017 were reviewed governors agreed that they were a true and accurate record and they were duly signed by the Chair (JW). There were several matters arising - detailed below:</p> <p><b><u>Matters Arising from Minutes:</u></b></p> <ul style="list-style-type: none"> <li>• <b>School Improvement Plan (SIP)</b> – JW confirmed that governors of the Teaching and Learning Committee had agreed the SIP and asked for formal agreement from the LGB.</li> </ul> <p><b>Governors Agreed</b> to adopt the SIP.</p> <p>There were several affiliated recommendations from the Teaching and Learning Committee:</p> <ul style="list-style-type: none"> <li>• <b>Learning Walks</b> – Learning Walks (one per term), would be reintroduced for English, Maths and RE.</li> <li>• <b>Link Governor / Learning Walks</b> - would be the first action on the forthcoming Governors Action Plan.</li> <li>• <b>Healthy Eating Policy</b> – some discussion around this and how to progress. The item is rolled over to the next Teaching and Learning Committee and will be dealt with there.</li> </ul>	
4	<p><b><u>Strategic Items:</u></b></p> <p><b>Headteacher’s Report / Review of SIP / Effectiveness of Early Years</b></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>There were several questions relating to ‘communication’ with regard ‘timing audit’, JW raised a query relating to the predictions page FG provided detailed explanations to all questions raised.</p> <p>FG handed round FFT (Fisher Family Trust) 2017 KS2 School Dashboard Report (received earlier in the week), the report contrasted End of Year data with the National Average. FG talked through the detail of the report drawing governors’ attention to the improvements made.</p> <p>All governors were very pleased with the results highlighted in the report.</p>	



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5	<p><b>OFSTED</b></p> <p>CA referred to the OFSTED report and Action Plan and said that he has revisited Teresa Sturtivant's Governance Report and has partially completed the action plan, CA said that the Plan now includes tasks for governors and that they will shortly be asked to contribute, either singly or in pairs/groups.</p> <p>CA referred to an Action Plan produced by JW that could run alongside the main governance action plan produced by TS. JW's plan provided work/tasks for the Autumn Term. SD said that she would like to review the plan and set up a small working group to go through it.</p> <p><b>Governors Agreed</b> to form a small working group SB/SD/GC/JW.</p>	All spec
6	<p><b>CAST</b></p> <p>CA referred to the plethora of information that had been received from CAST – there followed discussion around the various pieces of communication that had been received, notably the Review of Financial Management and Governance Report that had contained many 'red flags' and also the information relating to its financial position and its reassurances that all will be well. There was general concern and the unsatisfactory position that it leaves the CAST schools in.</p> <p>CA said that he and FG are still seeking a meeting with CAST to discuss the school's financial position, budget overspend in previous years and its finances going forward.</p>	
7	<p><b>ENHANCED SUPPORT GROUP (ESG)</b></p> <p>CA informed governors that the scheduled ESG meeting (due to have taken place at 10.00 on the 27<sup>th</sup>) did not take place as the Head of School Improvement (LA) had not been able to attend.</p> <p>There followed some discussion about the eventual tenure of the ESG and whether it would continue, and if so, its eventual format.</p> <p>FG explained to governors the CAST staffing structure within the School Improvement Team. FG also said that Helen Williams, the previous chair of the ESG had been replaced by LA the newly appointed CAST Head of School Improvement.</p> <p>CA said that there are dates in place for future meetings therefore governors should assume that they will go ahead. There were further discussions around ESG data going forward, including the various discussions with CAST relating to progress and tracking systems.</p>	



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8	<p><b>Accountability and Monitoring Items:</b></p> <p><b>School Reports – Safeguarding / Statement of Intent CAST</b>            LB referred to the email that had been sent by CAST asking governors to read the KCSIE (Keeping Children Safe in Education) Policy that it had adopted. CAST had also sent (via the Clerk), a Statement of Intent that should be signed by the Chair of the Governing Body, who would sign to certify that all governors had read the KCSIE policy. LB had produced a checklist for signature by governors and this was handed around for signing and passed to the Clerk. The Chair duly signed the Statement of Intent and the Clerk will scan and send to HM.</p> <p><b>Calendar for next year in relation to assessment and CAST</b>            A calendar had been drawn up by SLT however this has now to be changed following some communication with CAST who had changed their assessment dates. FG will ensure new dates are available in the Autumn term.</p> <p><b>Review of LGB Performance and Effectiveness</b>            CA drew attention to the report and action plan produced by TS and to the progress governors had made in implementing the various recommendations. He made reference to the restructuring of the Committee and to the formation of the two sub-committees, to the refinement of link governors (see below), and to the completed skills audit. CA acknowledged the need for specific training courses for governors (in particular finance), JW referred to training for Vice Chairs, TC was asked if CAST had anything available. TC said that HM had confirmed that governor training is 'scheduled' but HM had been unable to provide information on timing. TC agreed to send the email trail of this correspondence to governors.</p> <p><b>Governor Training</b>            FG suggested that a member of the admin team provide a short training session for governors 'How Finances Work at St Catherine's'. Governors thought this an excellent idea.</p> <p><b>Governors Agreed</b> to attend finance training provided in-house.</p> <p>The training course relating to Safe Recruitment was also mentioned and FG agreed to follow this up.</p>	<p>TC</p> <p>TC</p> <p>FG</p>



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	<p><b>Governor links to Classes and Subjects</b>            TC had obtained the previous version of this and asked for an update (the final version to be uploaded to the school website - governor page).</p> <p><b>Governors Agreed that:</b></p> <p>Link governors for school years will no longer continue, instead governors will concentrate on curricular links – these were agreed as:</p> <p>English – JW            Maths – HB            PP – SD            SEN – SD            Safeguarding – SB            RE and CCG – GC            Finance – CA            Health and Safety - CA</p>	
9	<p><b><u>Procedural Items:</u></b></p> <p><b>Policies</b>            Three policies were due to be discussed:</p> <ul style="list-style-type: none"> <li>• Annual Health and Safety – the resignation of the link governor for health and safety had prevented the policy from being uploaded onto the school website. CA had volunteered to act as link governor and LB will update the policy to reflect this and upload to the website.</li> <li>• Appraisal Policy – CAST version for information only. FG had provided governors with copies.</li> <li>• Child Protection Policy – had been raised at the Teaching and Learning Committee and had been agreed by that Committee. Ratified by LGB.</li> </ul>	
10	<p><b>Catholic Community Group:</b>            GC explained that the CCG had not met for some time, there were discussions around the membership and meeting dates / times.</p> <p><b>Religious Life of the School – a report by link governor GC</b>            GC said that she had visited the school in July to observe pupil progress in RE through book scrutiny. GC had provided a written report and the clerk will send this to governors for further reading / comment.</p>	TC





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11	<p><b><u>AOB:</u></b></p> <p><b>Review of School Website – Governor Page</b>            CA referred to the work completed so far by TC on the governor page of the school website and ran through a couple of queries that had arisen:</p> <ul style="list-style-type: none"> <li>• Pen portraits for several governors SB/CRM and two staff members FG/LB need to be provided.</li> <li>• Governors agreed photos would not feature on the site.</li> </ul> <p>TC asked governors whether they had seen / read the NGA's Model Code of Conduct – they had not. TC to forward.</p> <p>TC handed round and explained the Governor Information Page and asked governors to check off their status and return the document to her.</p> <p>CRM raised an issue with regards the welcome page / who are the governors page. He would like governor status to be more prominent on the page(s), for example the page should state where a governor is a Foundation Governor. TC agreed to look at this.</p> <p>TC asked all present to have a look through the documents that she had sent them, primarily the welcome page / who are the governors page and to make any comments / suggestions as to changes / amendments which she will incorporate.</p> <p>TC asked CA about the number of vacancies he wished to appear on the site, and he said 5 of assorted classifications. TC to update.</p> <p><b>Progress of Children – Yrs 1 and 5</b>            SD had raised some concerns in the meeting of 19<sup>th</sup> July relating to the progress of children in Yrs 1 and 5, SD had asked that this be brought back for discussion in September. FG asked SD what her concerns were and SD said (from memory) that she had felt the progress of children in the two years had not been satisfactory, she provided various examples of why she thought this. FG went through the data and provided SD with some feedback. She also said that the ESG were monitoring two specific action plans relating to these years, FG confirmed that one of the action plans supported the teacher and the other the pupils.</p> <p>FG referred to the outcomes (from the ESG), with regard their monitoring activities and to the purchase of 'Mighty Writer', Writing Conferencing, Staffing Restructure and the various KPIs that are monitored closely by the group.</p>	<p>SB/CRM FG/LB</p> <p>TC</p> <p>All</p>



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	<b>Retirement of Teaching Assistant</b> FG said that a teaching assistant who had been off on long term sickness was now retiring. CA to write to her.	CA
10	<b><u>Items for next Agenda:</u></b> None offered	
11	<b><u>Future Meetings</u></b> Date of next LGB: 29 <sup>th</sup> November 2017 @ 6.00pm. Date of next ESG: 28 <sup>th</sup> November 2017 @ (cancelled)	

Abbreviations

LA - Louise Adams  
HM – Helen Moram  
CF – Chris Fearn



## SUMMARY OF ACTIONS

<b>Action</b>	<b>Owner</b>	<b>Page Ref:</b>
Regarding Declaration of Business Interest forms – to be scanned and sent to HM (CAST).	TC	1
Regarding Hot School Meals Contract – check the contract to establish whether there was a fixed price element within it, or whether the contractor had left provision for raising its prices.	BS	2
Regarding policy/guidelines for governors – these to be established to ensure that each committee is responsible for its linked policies	LB/CA	4
Regarding Health and Safety Policy – CA now designated H&S Link Governor. Policy to be updated and uploaded to school website.	LB	4
Regarding DCC Governor Services –. investigate any advantage in CAST group membership in terms of cost savings	FG	5
Regarding OFSTED report and Action Plan – form small working group.	SB/SD/ GC/JW	6
Regarding Safeguarding / Statement of Intent CAST – paperwork to be scanned and sent to CAST	TC	7
Regarding Review of LGB Performance and Effectiveness – email discussion threads with HM to be forwarded to governors (re CAST governor training)	TC	7
Regarding Review of LGB Performance and Effectiveness – availability of Safe Recruitment course.	FG	7
Regarding Religious Life of the School – the report sent to the Clerk regarding RE book scrutiny to be sent to governors.	TC	8
Regarding Review of School Website Governor Page – updated pen portraits to be provided	SB/CRM FG/LB	9
Regarding Review of School Website Governor Page – NGA Code of Conduct for Governors to be forward to Governors.	TC	9
Regarding Review of School Website Governor Page – look through the welcome page / who are the governors page and make any comments / suggestions as to changes / amendments.	All	9
Regarding retirement of teaching assistant – letter to be sent	CA	10