



St Catherine's Catholic Primary School, Bridport
Minutes of the Local Governing Body Meeting
5.00pm 9th February 2017

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
CA	Mr Chris Addis	SD	Mrs Siobhan Dismore
JW	Miss J West	RC	Mr R Coatsworth
RM	Father Richard		
GC	Mrs Georgina Coombs	TS	Mrs Teresa Sturtivant
SB	Mrs Sarah Betts	FG	Mrs Frances Guppy
CF	Mr Chris Fearn	LV	Mrs Lydia Vincent
HB	Mr Hugo Busby		
AS	Mrs Athalia Stephens	TC	Tan Cox (Clerk)

Ref	Agenda Item	Action
1	Apologies: Mr Jon Wood, East Area Advisor	
2	Declaration of Pecuniary Interests and Eligibility: No Declarations were received	
3	<u>Election of Chair and Vice Chair</u> The Clerk chaired the meeting initially to take nominations for the new Chair of Governors and Vice Chair of Governors. For the Chair, a nomination was received from Mr Chris Addis, this was supported by SB. For the Vice Chair, a nomination was received from Miss Judy West, this was supported by GC. It was resolved that Mr Chris Addis be appointed Chair of Governors and Miss Judy West the Vice-Chair.	

Minutes approved: Chair of Governor's signature



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4	<p><u>LGB Minutes:</u> The minutes from 23rd November 2016 were reviewed. There were several matters arising - detailed below:</p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> <p>Teacher Grade Increases x 4 – SD referred to the minutes at item 3 and said that she awaited further details of the extra responsibilities that justified the pay increases. She asked FG to produce a Head Teachers’ Report at some point later in the year that contained details of the performance management relating to these increases.</p> <p>FG explained the movement and staff progression to governors and agreed to produce a Report later in the year covering this.</p> <p>JW Challenge: Asked whether there is a Pay Committee.</p> <p>FG said that there is a Pay Sub-Committee however, it had been part of the Finance Committee which has now been superseded by LGB’s. Both RC and CA were members of the Pay Committee and they were keen to understand when and how this committee would be operating in the future.</p> <p>Link Governors There was general discussion around the changes in link governors GC said that she had taken on Mathematics but was not keen to continue this and would rather be link governor for RE. HB volunteered to take on the link governor role for mathematics. GC reminded HB that there is a Mathematics Learning Walk on 20th February (she would accompany him with this), a report would need to be written up and feedback made to the LGB in April.</p> <p>CF agreed to becoming the link governor for YR2.</p> <p>During these discussions, RM raised the issue of his status on the governing board. He said that last year he had completed all the various forms to become a foundation governor but had heard nothing further.</p> 	<p>FG</p> <p>CA/FG</p>



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	<p>TC explained that HM from CAST central had confirmed that he is a co-opted governor and able to attend meetings and vote. There was some discussion around this and whether he should approach the diocese and Bishop's Office to determine whether the forms he had completed had been delayed.</p> <p>It was left for RM to pursue this matter should he want his status to be reclassified as a foundation governor.</p> <p>There was continuing discussion around the numbers of foundation governor vacancies, bearing in mind the vacancies created by EJ and WH. SD said that she would consider becoming a foundation governor and RM said that he had placed an advert in his local paper for governors at the school for which he is now Chair. He said that he had received a good response.</p> <p>TS cautioned governors to be careful when thinking about new governors and urged the board to carry out a skills audit to determine the skills and abilities that the board needs, rather than just taking anybody as a governor, their value to the board needs to be evaluated prior to their appointment.</p> <p>TS said that she would email the skills audit information to the Chair for his consideration.</p> <ul style="list-style-type: none"> • Budget – CA referred to the TA that had been operating on a fixed term contract until December 2016 and asked what the position is now. FG confirmed that the contract had been extended because the TA was needed. <p>CA referred to the challenges by WH relating to the hours FG worked at the two schools and the percentage split. CA asked whether FG had spoken yet with JonW about this.</p> <p>FG said that JonW had meant to attend this meeting but had been caught up in an Ofsted review and could not attend. She had intended to speak to him about this. She agreed to find another slot for this discussion.</p> <ul style="list-style-type: none"> • RAISE online Data Analysis / Current pupil progress data SD referred to a challenge in the minutes by WH where she asked LV when governors will have pupil progress data. LV confirmed that this data had been sent to governors. 	<p>TS</p> <p>FG</p>



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5	<p><u>Strategic Items:</u></p> <p>Ofsted Report</p> <p>FG and CA referred to the Ofsted inspection and to the draft report which had not yet been received by the school. CA said that in the absence of the Report and Jon Wood, East Area Advisor who could have contributed to the discussions the matter should be deferred.</p> <p>JW Challenge: Said that she had notes from the feedback sessions with Ofsted and they could be used to aid discussions.</p> <p>Both CA and FG were keen to wait for the report before discussing anything. FG confirmed that she would get 24hrs to ‘fact check’ the draft before the final is issued.</p> <p>SD Challenge: Was concerned that the final report of the school would be publicly available on the Ofsted website before governors had a chance to discuss it.</p> <p>CA and FG agreed there was a risk of this, and it was not ideal. Jon Wood had asked for a future meeting in two weeks and it was agreed that an Extraordinary LGB would be held on one of two dates; either the 23rd February 2017 or the 2nd March 2017, depending upon when the draft / final report is released by Ofsted. The start time was agreed at 5pm.</p> <p>FG agreed to send the Ofsted report to governors as soon as it is available.</p> <p>Safeguarding:</p> <p>LV had already circulated the report on Safeguarding Children to governors and she went through the report explaining that she had two separate audits to deal with regarding safeguarding, one for Dorset County Council and the other for CAST.</p> <p>LV explained that the report was similar to that presented in November 2016 but that changes had been made to bring it up to date – she talked governors through the various changes, updates and actions which had been ragged (RAG) for ease of interpretation.</p>	FG



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	<p>LV emphasized the urgent requirement for governors to undertake the Safeguarding and Prevent training and offered a further date of 22nd February for governors to attend school for training. She referred to the quiz she had handed out in November and to the lack of response from governors. She needed governors to have read the emailed document “keeping children safe in education” and would be asking for their confirmation signature after the meeting.</p> <p>LV said that there had been several attempts to engage with parents regarding e-safety and had offered internet safety training. She had also used a questionnaire to gauge interest from parents, but the uptake had been disappointing. JW had attended on behalf of governors.</p> <p>LV said that the Code of Conduct had been updated (CAST) and this had been uploaded onto the school’s website.</p> <p>There are now 2 families deemed to require child protection.</p> <p>TS asked whether any of the governors had attended the CAST safeguarding training. Both FG and SB had attended. TS said that it would be useful if, after attending a training course, governors could provide a mini-update for the rest of the governing board – this would demonstrate a desire for continuous learning.</p>	
6	<p><u>AOB:</u> There were several items of AOB as follows:</p> <p>Religious Life of the School There was a query with regard future agenda’s as to why they did not include ‘religious life of the school’. TC said that Catholic Community Group had been included as a standing item. It was agreed that a further standing item entitled ‘Religious Life of the School’ would be included on future agenda.</p> <p>School Development Plan SD referred to the School Development Plan and said that she did not feel that governors had been involved enough, she referred to the vision of the school and again, that governors had not been consulted. TS said that the school should work collaboratively with governors, parents and other stakeholders when drawing up the plan and determining the vision. These were strategic messages that would be contained within the school’s prospectus and on the school’s website.</p>	



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	<p>FG said that it is very likely that the Ofsted report would recommend that the School Development Plan is revisited and revised and this would be the opportunity to consult more widely.</p> <p>CA suggested a small working group outside of the LGB to work on this and will clarify with FG/Jon Wood after receipt of the Ofsted report.</p> <p>School Website / Governors' Page</p> <p>TS raised another point relating to the website and asked whether the governors' page is up and running – as she could not find it when she went on to the website recently.</p> <p>JW responded to this by saying that she had been carrying out a review of the governors' page. She will circulate her thoughts to all governors.</p> <p>JW said that the information on the governors' page was out of date and not helpful. She referred to the governor pen portraits that were either missing or out of date.</p> <p>CA asked governors to produce up to date biographies to TC as soon as practicable of no longer than 140 words.</p> <p>JW commented further about the content of the website generally and in particular her thoughts around how easy it is to find information, she referred to the 'breakfast club' and to the latest newsletter.</p> <p>There was general discussion about the website and who is responsible for updating it.</p> <p>It was agreed that a small working group be formed to look at the website generally, including the governors' page.</p> <p>CA asked if there was a hit counter on the site to see how often it is accessed. FG did not think there was.</p> <p>SD asked whether there would be any support from CAST to help with the updating, to relieve the workload on Liam Toohill. FG said that the CAST website was in need of attention and it is unlikely they could take on the school's website.</p> <p>Parent Council</p> <p>A further point was raised by SD relating to the school's Parent Council, she said that she had received a number of emails from parents who had volunteered to participate in the school's Parent Council but who had been disappointed, SD read out a number of the complaints from parents, some of which had said that the introductory session did not reflect their view of items a 'Council' should cover.</p>	<p>CA/FG</p> <p>JW</p> <p>All</p>



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	<p>SD added that she would like to be involved with the School Council as she felt it fitted with her governors' role around the School Development Plan.</p> <p>FG said that she had not envisaged the School Council being a strategic body and referred to a letter that had been sent to parents that had described what the School Council is and how it was to be operated.</p> <p>There was general discussion around what a 'council' means and what its terms of reference should be. It was further suggested that instead of being called a 'council' it may be better referred to as a parent's forum.</p> <p>It was agreed that the title be changed and specific terms of reference be drawn up and sent to parents.</p> <p>New Governance Arrangements</p> <p>SD raised a query relating to the way the new governance arrangements were working, she referred to the fixed agenda pattern drafted by EJ prior to her standing down as Chair. SD (and GC confirmed) that they felt items were being missed. SD would like to see the governing body return to the old Committee style of operation.</p> <p>CA said that he felt it should continue for a little while longer to properly evaluate the way it worked. SD asked that it be placed on the agenda for the next meeting to be discussed and CA agreed to do this.</p> <p>Governing Body Review / Presentation by Teresa Sturtivant</p> <p>There followed a presentation and detailed discussion on the 4 key areas that governors of a school should concentrate on, including their roles, responsibilities and skills.</p>	FG
7	<p><u>Items for next Agenda:</u></p> <p>The next Agenda will be specifically for the Extraordinary meeting to discuss the Ofsted Report and to work on an Action / Management Plan to respond to the Report</p>	
8	<p><u>Items for Agenda – 26th April 2017</u></p> <p>New Governance Arrangements (Evaluation and Review)</p>	



SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding Teacher Grade Increases x 4 – produce a report later in the year covering this.	FG	2
Regarding Pay Sub-Committee – determine frequency of meetings and attendees.	CA/FG	2
Regarding Skills Audit – email skills audit information to the Chair.	TS	3
Set up meeting with JonW and CAST HR to discuss the situation at Axminster and to review how it was working for both the schools, including the 60/40 split.	FG	3
Send Ofsted report to governors as soon as it is available.	FG	4
Regarding School Development Plan – set up a small working group outside of the LGB to work on this.	CA/FG	6
Regarding school website / governors' page – send revised governors' page to governors.	JW	6
Regarding school website / governors' page – send biographies, limited to 140 words to TC for onward transmission to LT.	All	6
Regarding School Council – change the title and draw up terms of reference.	FG	7