



St Catherine's Catholic Primary School, Bridport
Minutes of the Local Governing Body Meeting
6pm on 9th May 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	CS	Mrs Catherine Spelman (observer)
JW	Miss Judy West	MH	Mr Martin Hazell (observer)
SB	Mrs Sarah Betts	HB	Mrs Helen Brown
LM	Mrs L Maunder		
		TC	Tan Cox (Clerk)

Ref	Agenda Item	Action
	<p>Apologies: Canon Richard Meyer, Mr Barry Irvine, Louise Adams</p>	
	<p>Declaration of Pecuniary Interests and Eligibility: No Declarations were received</p>	
	<p>Preliminaries Two new Foundation Governors arrived at the meeting at 6.30pm. CA welcomed them and provided a brief explanation of the governing board. All those present introduced themselves. HB asked that minutes show governor questions in a separate colour so that these are easily seen when being reviewed.</p>	
1	<p>Budget and Financial Matters: CA said that he had met with BS and provided governors with a synopsis of the current financial position of the school. He confirmed that the previously forecasted income figure of £770,000 has been revised to £761,000 producing a £9,000 shortfall. He explained that there is a projected deficit of approximately £70,000 however, it was acknowledged that the changes made by CAST had cost the school an additional £27,000.</p>	

Minutes approved: Chair of Governor's signature



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	<p>CA added that CAST had requested a financial and operational review of the school, which he had carried out with the school's SLT. A report has been submitted to CAST for their consideration which, if approved, will produce savings but unfortunately a continuing deficit. There was much discussion around this, including the impact on staffing and the continuing deficit figure. CA said that the deficit will be a small one and will decline over a 5-year period. He said a balanced budget should be possible in the 22/23 year.</p> <p>SD asked whether governors will be able to comment on the report sent to CAST. FG said that governors will see the report once it has been approved by CAST, there is no opportunity for input by governors as the plan was concentrated around operational deployment to bring expenditure in line with income and had been modelled on the CAST template - as a school we had to follow this.</p>	
2	<p><u>LGB Minutes:</u></p> <p>The minutes from 15th March 2018 were reviewed, governors agreed that they 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"> • Classification of Governors – done. • Breakfast Club – roll-over. • Governor's Action Plan – EGM arranged for 18th April and reported on separately below. • Teaching and Learning x 2 – done • CAST Governor Briefing – done • School Reports / Safeguarding - done 	
3	<p><u>Religious Life of School:</u></p> <p>Preparation for the Section 48 Inspection is ongoing, a Learning Walk has been completed by GC (will be tabled at meeting on 11th July) which will feed into the inspection. FG confirmed that HA will visit the school on the 11th May to help with the preparations.</p>	



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4	<p><u>Teaching and Learning Meeting – 3rd May 2018:</u></p> <p>JW provided a brief summary of the meeting and said the focus had mainly been confined to the Scorecard and the proposed new HT Report being introduced by CAST from September 2018. JW confirmed that the T&L ToRs were also adopted, and a Vice Chair was appointed (SD).</p> <p>GC referred to the new HT Report and commented on how clear and easy to understand it was – all agreed.</p>	
5	<p><u>EGM Minutes:</u></p> <p>The minutes from 18th April 2018 were reviewed, governors agreed that they 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"> • Governors to access The Key and obtain a JD – done. HB asked that governors email a copy to FG who will need to keep this as evidence of compliance. • Send link for The Key to LM – done. • Learning Walk Template – A new template was drawn up and sent to FG for review. The Learning Walk for English has yet to be circulated on the new template. SB said she has a template that was provided in her induction pack which she will send to TC. TC to check that it aligns with the draft sent to FG. <p>It was agreed – Learning Walks will be completed on the new template.</p> <ul style="list-style-type: none"> • Skills Audit – CA referred to the Skills Audit sent to LM and said that if she needed assistance completing it for her to get in touch and this will be provided. CA said to CS and MH that they will be sent a Skills Audit Checklist in due course. • Governor Training Reports – (The portion of the Agenda relating to governor training reports to be reinstated. Governors to provide either a written or verbal report at LGB on training attended) Roll over. • Induction Plan – Plan produced and offered to governors for approval as AOB item below. • School Calendar – Annual work planner for the governing board produced. FG asked if this could incorporate the annual school calendar that SLT is working on. Work Planner offered to governors for approval as AOB item below. • Clerks Contract – CA confirmed he has the contract and both he and FG will carry out the review of TC in the near future. 	<p>All Govs</p> <p>SB/TC</p> <p>Govs</p> <p>Govs/ TC</p> <p>FG/CA</p>



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	<ul style="list-style-type: none"> • Last meeting of the year ‘Annual Review’ – July’s Agenda to contain this as a heading. • Governing Board Action Plan – update and RAG. 	<p>TC</p> <p>TC</p>
6	<p><u>Strategic Items:</u></p> <p>Headteacher’s Report</p> <p>FG had sent her report and appendices ahead of the meeting and CA asked governors whether there were any questions arising. JW referred to the arrangements surrounding the swimming pool. FG said that she had not finalised the arrangements yet. There was a lot of discussion around the use of the swimming pool. Governors asked questions about financing the provision of swimming lessons, the swimming pool’s cover, the cost of such, who is funding and the possibility of sharing the cost with other schools in Bridport.</p> <p>FG said that she is in discussion with Bridport Leisure Centre for their staff to deliver, alongside with school staff, pupil swimming lessons and aqua-aerobics. She confirmed that the PTFA is funding the swimming pool cover, but also updated governors on the lack of supplier (for the pool cover), saying that the preferred supplier had gone into liquidation. When discussing the funding options, she confirmed that she is able to use some of the Sports Funding money this year.</p> <p>LB updated Governors on the outcome of the revised Data Protection Regulations (GDPR). She said that it is essential that all governors use the school’s secure email (name@stcatherinesbridport.dorset.sch.uk without exception. There was some dissent as some governors already had this set up but had been unable to get it working. LB provided handouts to all governors detailing how to set up the new email accounts.</p> <p>It was agreed – All governors will be using the new email accounts by 31st May 2018.</p>	



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7	<p><u>Governor Reports:</u></p> <p>Governor Development Plan</p> <p>CA said that governors had met on 18th April at an EGM to discuss the way forward with the Governor Development Plan. He asked HB the best way of going through it.</p> <p>HB said that where the completed date had been set for May to prioritise these. Governors went through items on the report. TC to update and email to all.</p> <p>Governors asked for clarification on point number 2.1 in respect of CAST's Scheme of Delegation and the skills audit. HB said that the Scheme should be on the website. She asked Governors to read the Scheme and asked TC to place on the agenda for the next meeting.</p> <p>Governance Action Plan (TS Report)</p> <p>The above Development Plan supersedes TS's report and it can be removed from the Agenda.</p> <p>HB left the meeting at 7.10pm</p> <p>FG said that the last meeting of the school year is on the 11th July at 6pm, immediately preceding this will be a training course hosted by HB (Sample Moderation Exercise) and how to align to the KPIs.</p>	<p>TC</p> <p>TC</p>
8	<p><u>CAST:</u></p> <p>CA asked FG whether there is anything new to report with regards to CAST. FG said that new ways of working are being introduced.</p>	
9	<p><u>Accountability & Monitoring Items:</u></p> <p>School Reports / Safeguarding</p> <p>LB provided governors with a Safeguarding Report which contained anonymised data of the number of referrals and their outcomes, including the numbers of open cases. LB explained that MASH means Multi-Agency Safeguarding Hub and DSL is the Designated Safeguarding Lead (FG) and DDSL is Deputy Designated Safeguard Lead (LB/Helen Ciorra).</p> <p>SB said that she had visited the school and carried out a check of the school's safeguarding arrangements and found no problems and confirmed that everything is up to date.</p> <p>FG referred to the Internet Safety training that all staff had received that day hosted by Dorset Constabulary.</p>	



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	<p>Health and Safety Audit</p> <p>CA confirmed that the H&S Audit has now concluded. CAST have agreed to pay for the paving slabs identified as a trip hazard outside the school building. He asked FG to ensure BS has this in hand. CA mentioned another problem that had arisen recently relating to the flooring within the school and said he hopes this will be resolved shortly. FG confirmed that the pest control contract entered into by the school is working as intended.</p>	
10	<p><u>Procedural Items:</u></p> <p>Results of Audit of the Policy Area of the School Website (SB)</p> <p>SB brought governors up to date on the work she had completed so far on the review (audit) of the school's policies on its website. She said the conclusion so far is that all of the statutory policies are on the website, however she identified a weakness with regards the version control of policies and in particular the date (date of review and/or date approved).</p> <p>SD mentioned the Equality Policy and said that it is dated 2012, she said that this has been updated. There was discussion around this and SD said that should CAST have an updated Equality Policy the school would still need to customise it as it needs to contain the school's objectives.</p> <p>FG said that SB would need to come into the school and access CAST's new portal which should contain up to date policies. SB agreed to do this.</p>	SB
11	<p><u>AOB:</u></p> <p>Annual Work Planner</p> <p>CA advised governors that the Annual Work Planner tabled today will no doubt be superseded by CAST in September, however he asked for governor approval to adopt the Annual Work Planner.</p> <p>Governors Agreed to adopt the Annual Work Planner. FG will merge into the overall school calendar.</p> <p>Induction Flowchart for new governors</p> <p>CA advised governors that the flowchart is required as evidence for the governors' development plan, he asked that they approve it.</p> <p>Governors Agreed to adopt the Induction Flowchart.</p> <p>FG Half-Year Review</p> <p>CA advised governors that both he and HB and carried out FG's half-year review and it is satisfactory.</p>	



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	<p>Last Meeting of Year – Arrangements for Staff CA asked JW if she would arrange a cream tea for the staff of the school, similar to that provided in 2017. JW agreed.</p> <p>New Foundation Governors – Mrs Catherine Spelman and Mr Martin Hazell CA asked both prospective governors whether after observing the LGB they still wanted to join the governing board. They both agreed, and CA welcomed them onto the LGB.</p>	
	<p><u>Items for next Agenda</u></p> <ul style="list-style-type: none"> • Annual Review (CA) • Scheme of Delegation (HB / Govs) • End of Year Results (FG) • RE Learning Walk (GC) 	
	<p><u>Future Meetings</u></p> <p>Date of the Next LGB Meeting: 11th July 2018 @ 6pm Date of next T&L: 13th June 2018 @ @ 5pm</p>	

SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding Governor's JD's – send to FG who will keep as evidence of compliance.	Govs & FG	3
Regarding Learning Walk Template – SB to send her version to TC, TC to check with draft sent to FG. All governors to use new template.	Govs & SB/TC	3
Regarding Governors Training Reports – a portion of the Agenda relating to governor training reports to be re-instated. Governors to provide either a written or verbal report at LGB on training attended – item rolled over from previous LGB – 15 th March.	Govs & TC	3
Regarding Clerks Contract – agree date for review meeting with Clerk.	FG/CA	3
Regarding 'Annual Review' – place on July Agenda.	TC	4
Regarding Governing Board Action Plan – update, RAG and email to all. Scheme of Delegation to be placed on next Agenda.	TC	5
Regarding Audit of Policy Area of School Website – SB to come into school and access CAST's new portal which should contain up to date policies.	SB	6

HA – Helen Armstrong