

St Catherine's Church of England Primary School



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Rev Simon Cade, Diocesan Director of Education
Governor Services
Clerk

Full Governing Board

Mrs C Penn	Associate Member
Mr J Phillpotts	Associate Member
Mrs A Jasper	Foundation
Mrs L O'Connor	Foundation
Mr J Wonnacott	Foundation
VACANCY	Foundation
Mrs R Brewer	Foundation
Miss M Lawson	Foundation
Rev J Everitt	Foundation (incumbent)
Ms S Chapman	Headteacher
Mrs M Young	Local Authority
Mr E Gillespie	Parent
VACANCY	Parent
Mrs J Jago	Staff

Minutes

Full Governing Board Meeting

Thursday 7th July, 2016

Linda Cackett – Clerk to the Governing Board

Typed: 10.07.2016

Approved for circulation: 12.07.2016

GOVERNING BOARD MEETING MINUTES

School:	St Catherine's Church of England Primary School
Quorum:	5
Chair:	Mrs Rebecca Brewer
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 7th July, 2016 at 5.00 pm
Venue:	St Catherine's Church of England Primary School – Staff Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs Rebecca Brewer – Chair - Foundation	✓			Ap
Miss Maria Lawson – Foundation	✓			P
Mrs Margaret Young – Local Authority	✓			P
Mr Eoin Gillespie – Vice Chair – Parent	✓			Ap
Mr Jonathan Phillpotts – Associate Member	✓			P
Ms Sarah Chapman – Headteacher	✓			P
Mrs Caroline Penn – Associate Member	✓			P
Mrs Jen Jago – Staff	✓			P
Mrs Anne Jasper – Foundation	✓			Ap
Mrs Lisa O'Connor – Foundation	✓			P
Rev Jane Everitt – Foundation	✓			Ap
Mr James Wonnacott – Foundation	✓			P
VACANCY – Parent Governor	✓	-	-	-
VACANCY – Foundation Governor	✓	-	-	-
Mr P O'Brion – An Daras Chair of Board of Directors				P
Mrs L Cackett			Clerk	P

1.	<p>Welcome and opening prayer</p> <p>The Headteacher gave an opening prayer.</p> <p>Mrs Young had kindly agreed to chair the meeting in the absence of the Chair and Vice Chair, she welcomed Mr O'Brion, the An Daras Chair of the Board of Directors to the meeting.</p>	Action
2.	<p>Apologies and consideration of consent for absence</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Brewer • Mr Gillespie • Rev Everitt • Mrs Jasper 	

<p>3.</p> <p>3.1</p>	<p>Constitution</p> <p>Vacancies</p> <p>The Clerk reported that there were two vacancies:</p> <ul style="list-style-type: none"> • 1 Foundation • 1 Parent <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> • Mrs R Brewer – Foundation Governor - 17th September 2017 <p>An advert for the staff governor vacancy has been placed. Mrs Penn had tendered her resignation as from 21st July and was thanked for her work as a governor.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of previous meeting</p> <p>Approval of Minutes of last Full Governing Board Meeting – 20th April, 2016</p> <p>The minutes of the meeting of 20th April were APPROVED as a true and correct record by the Governing Board.</p> <p>Matters arising not already on the Agenda from minutes dated 20.04.2016</p> <p>None.</p>	
<p>5.</p>	<p>Headteacher's Report</p> <p>The Headteacher's informative report was circulated prior to the meeting; it was further noted that:</p> <ul style="list-style-type: none"> • Achievement of Pupils – KS2 results look awful but only 53% of pupils nationally have met the expectation. There has been a lot of gap filling, Nicky Morgan's statement was circulated prior to the meeting. In the old curriculum 97% was achieved last year and under the new curriculum is 55%. The school is not worried it fits in with the national figures and this year's cohort was particularly worse. A governor commented that children must feel demoralised, the Headteacher replied that the marking of some papers is going to be checked and questions raised with the English papers. A governor asked the process to raise queries, the Headteacher explained there was a process. • The Headteacher gave an outline of the profiles for the pupils in September identifying SEND, EAL pupils in each year group. It was noted that there was quite a high percentage of EAL. The Headteacher explained that St Catherine's nurtured pupils and the data will be drilled down further to try to identify gaps for the future. • £67,000 cost for visible learning is across the MAT not just St Catherine's. Some of the PPG budget may be used, the SEND Co-ordinator, new PPG Governor will need to meet with the Head of School to plan PPG expenditure and develop the PPG Plan. • Behaviour and Safety - In the behaviour and safety section the S175 has been incorporated. • There is First Aid training in September. 	

	<ul style="list-style-type: none"> • The 360° evaluation has been completed and superseded. The Online Safety Group will continue to meet. • Three ViSTs, 2 MARU referrals and children have referred to the Early Help Hub. • Letters have been sent to pupils with attendance issues, a governor asked if the response is good when contacting outside agencies, the Headteacher replied that generally they were good, the last MARU referral was quick and the Headteacher was thanked for bringing it to their attention. A governor asked how the parents respond to referrals, the Headteacher replied that she outlined her concerns often in letters and generally a good relationship remains by explaining that she wishes to help the child. Another governor asked what type of things will make a referral made, the Headteacher explained and that gave examples. She emphasised that the school must be straight and open and do things for the best reasons. • Building Work – The roof looks lovely from the field now that it is completed, the railings are completed. Quotes in the region of £50,000 to £75,000 have been received for the refurbishment of the toilets. Fencing has been replaced damaged by 'unwanted visitors', Year 2 demonstrated lovely writing skills producing letters that they had written to those people responsible for ruining the fencing. The Headteacher will ensure the outside grounds are tidied either by Cormac or the new contractor for the new academic year. • An Daras Report – The report showed as a MAT that they will be there for all of the schools in the MAT. <p>The Chair thanked the Headteacher for her very informative report.</p>	Headteacher
6.	<p>Policies</p> <p>Approved by relevant committees.</p>	
7.	<p>Governor Business</p> <p>7.1 Governing Visits</p> <ul style="list-style-type: none"> • To meet with SENDCo – Mrs Jasper – 17.05.2016 • Attend school lunch and speak with Chartwells – Mrs Jasper – 15.01.2016 • Maths – Mrs Brewer – 03.05.2016 <p>The reports were circulated prior to the meeting; governors were thanked for their informative reports.</p> <ul style="list-style-type: none"> • Glass Factory Visit – Year 3 – Mrs O'Connor • Nursery – PE - Mrs O'Connor • Reception – Story Mapping - Mrs O'Connor • English – Annual update – Mrs Young • Gymnastics – Year 2 and Year 4 – Miss Lawson • Dance – Miss Lawson <p>Mrs O'Connor gave a verbal report on her visits that had not been submitted prior to the committee. She was very impressed with the pupils,</p>	

	<p>their behaviour, their thorough interest throughout the visit and the fact that nothing had got broken!</p> <p>Her nursery visit had been enjoyable and the teacher incorporated biology, health and safety and so much more than PE during the class. She wished to compare the difference between how PE is facilitated for different ages.</p> <p>The story mapping had been very interesting, pupils all joined in and although there were EAL pupils this was not evident and all pupils were very well behaved.</p> <p>Mrs Young gave a report on her English visits throughout the year, she had visited throughout the year and could see progression.</p> <p>Miss Lawson had enjoyed two wonderful visits and would submit reports.</p> <p>Mr Wonnacott commented that he had attended Sports Day yesterday and it had gone very well. Ottery had won Sports Day, Mr Phillpotts had been very successful also!!!</p> <p>7.2 Governor Training</p> <p>Nothing to report.</p> <p>7.3 Next Visiting Governors</p> <p>To be arranged next term.</p> <p>7.4 Latest Budget Report</p> <p>The Headteacher reported that with Mr Phillpotts and herself leaving the school the budget would look more favourable. There are different support packages to be purchased, SLA's have been purchased and the budget is looking very healthy.</p> <p>7.5 Committee Minutes</p> <p>7.5.1 15.06.2016 – Curriculum and Premises</p> <p>The minutes were circulated prior to the meeting, no questions were raised.</p> <p>7.5.2 15.06.2016 – Finance</p> <p>The minutes were circulated prior to the meeting, no questions were raised.</p> <p>7.5.3 08.06.2016 – Personnel</p> <p>The minutes were circulated prior to the meeting, no questions were raised.</p>	
<p>8.</p>	<p>An Daras Academy Update</p> <p>Covered under previous items. The MAT is still in an embryonic state, good strategic planning, there will be many positive things happening in</p>	

	<p>September and how Local Governing Bodies will evolve further. There will be less than 9, more than 3, 2 parents, 4 foundations and 1 staff. Bex Couch will be a Diocesan Director on An Daras.</p> <p>Mr O'Brion asked whether governors were aware of the Regional Commissioners proposed 1250 effective size MAT increasing to 2000-3000 within 4 years. Governors felt that that closeness was important, discussion followed.</p>	
9.	<p>Chair's Report</p> <p>It was agreed that the first meeting should be 8th September, 2016 at 5.00 pm. Mr Wonnacott informed the Board that he would no longer be able to attend meetings on a Thursday as he is attending Reader Training for the next three years.</p> <p>The Chair had sent an invitation from 4.30 – 5.30 pm at her house on Thursday 14th July, 2016 to celebrate – all governors are invited to attend.</p> <p>The Headteacher thanked the Clerk for her service to the school and presented her with a beautiful bouquet of flowers. She wished the Board well for the future, she had enjoyed working for the school.</p> <p>The Chair thanked the Headteacher for her 27 loyal service to the school and to Mr Phillpotts for his loyal service also.</p> <p>The Headteacher reported that Tanya Swann is leaving the school and someone has been appointed from An Daras today.</p> <p>Mrs Penn was also thanked for her loyal service to the school as a governors and Mrs Jago wished best wishes for her new teaching role at Nanpean School.</p>	All Governors
10.	<p>Dates of next meetings:</p> <p>To be arranged.</p>	
	<p>The meeting closed at 6.00 pm.</p>	

These Minutes were passed as true and accurate at the Local Governing Board Meeting on _____, 2016

Signed: **Chair**
Mrs Rebecca Brewer

Dated: _____, **2016**