

St Joseph's Catholic Primary School, Newton Abbot Governing Body

LGB Committee Meeting 11th February 2019 – Part I (Part II) Minutes

Date/Time	11 th February 19 6pm	Location		St Joseph's			
Attendees	Initials			Attendees	Initials		
Name	AB	Type of governor/ associate/ chair etc	Time they joined/left if not present for full meeting				
Tim Van Kroonenburg	TVK	Chair of Governors		Andrew Kennedy	AK	Foundation	
Stephen Mariadas	SM	Foundation		Maria Edwards	ME	CAST Board Director	
Lee Avery	LA	Parent					
Emma Wilson	EW	Staff					

Apologies	Initials	Reason (Category of Governor)
Michael Quainoo	MQ	Foundation

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Sarah Hobart	SH	Clerk
Kelly Dunne	KD	Headteacher

Minutes to
Attendees
Apologies
Helen Laird - CAST

	Agenda	Led by
1	Welcome, Prayer & Introduction	TVK
2	Declarations of Interest	SH
3	Minutes of Meeting & Matters Arising	TVK
4	SIP Update/Items raised by Headteacher	KD
5	Safeguarding	KD
6	CAST Matters	KD
7	Governors Visits	LA
8	Governor Responsibilities: 5 Areas	TVK
9	Marketing	TVK
10	Business brought forward by the Chair	TVK
11	Date of next Meeting	TVK

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Agenda Number	Details of discussion	Decision or action
1	Welcome to Maria Edwards	
3	<p>Minutes of the meeting 5/12/18</p> <p>KD is to keep a track of the meetings she attends.</p> <p>TVK will sign Chair of Governors declaration form when he receives all signed forms from the Governors.</p> <p>Minutes agreed</p>	TVK to collect and sign off.
4	<p>SIP Update/Items raised by Headteacher</p> <p>The colour coding of the SIP is helpful.</p> <p>What does SDP mean? School Development Plan, same as SIP – School Improvement Plan.</p> <p>Not all policies that have been sent out by CAST are embedded yet as they have only recently been issued.</p> <p>The new Scheme of Delegation was adopted at the last meeting with 5 lead governors.</p> <p>Catholic Life has an impact on children through the Friday worship.</p> <p>Is there a plan to update the website with the Gospel Values? Yes this will happen.</p> <p>TVK referred to page 5, 2.6 – all Governors to be conscious of their leadership areas. Governors need to read appendix 1 and be aware of their responsibilities. A new work plan will be issued to the Governors for consultation. The Safeguarding lead will be TVK until a new Governor joins or possibly MQ</p> <p>All Governor visits will be reported back at the following LGB meeting. TVK requested a standing item on the agenda for each area to report back at each meeting. KD suggested that the Governor visit calendar is re looked at.</p> <p>Would the PP lead be able to request a finance report from CAST with regards to the budget? KD replied that she is currently unable to look at individual cost codes & the monitoring of the budget is still done via a spreadsheet in school.</p> <p>Page 4 of the Governors Handbook states that Governors help the Head to set the budget. ME replied that Governors should be a support and sounding board. TVK requested that the budget monitor was a standing item for future LGB meetings. KD feels that Governors need to be aware of the pressures for the school.</p> <p>The recovery plan will be an item on the next agenda.</p> <p>Is there an update on the improvement in attendance? There has been some sickness in school and 1 child has less than 40% attendance, with another very low. The figure increases by .6% if we remove both children from the data. Legal meetings are currently in place. There are other areas where the news is good.</p> <p>ME asked what is MindUp? EW explained that is is a 15 week programme & teaches the children about emotions. The school has a mentor available to us & it has replaced Thrive. How does it fit in with metacognition? KD replied it fits well</p>	<p style="text-align: center;">Governors to Read Appendix 1 of ScoDe</p> <p style="text-align: center;">SH to add Budget Monitor to future Agendas</p>
5	<p>Safeguarding</p> <p>There are still some Governors who need to complete the online training. There appears to be issues when accessing it via an ipad.</p> <p>KD reflected on KCSiE & gave an update on safeguarding within the school. There are times when both KD & EW are not in school, so 3 more staff members will receive L3 Safeguarding training. GK is currently a L3 & can speak to MASH but is unable to act on issues. The school Safeguarding policy is on the website. SG4 will still be completed to update the Governors</p> <p>KD did a quiz of the Governors with regards to our legal responsibilities.</p>	All governors to complete On line Safeguarding

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6	<p>CAST Matters KD gave an update. 10/12/18 the Vision & Values document was sent out. 2 new policies have been issued – Severe Weather & Data Retention. Metacognition training has been allocated for all Heads and 1 other member of staff per school. KD has receiving Head Training, SH has received Evolve training. KD has completed a Leadership Audit on skills & expertise. ME stated that CAST are trying to get a view across the board of the skills available to move forward, they are looking to encourage more home grown Headteachers. Our school is not part of the cluster pilot but this is going to be used going forward.</p>	Governors invited to attend CAST Briefing – please book
7	<p>Governors Visits LA updated the committee on his recent H&S Governor visit. His report was issued to the Governors.</p>	
8	<p>Governor Responsibilities: 5 Areas TVK has prepared a draft Governors Schedule of Accountability to help with the Governor Lead areas, KD to edit for TVK to issue to the Governors, any changes they wish to make can be done via KD. There is a CAST Governors meeting on 5/3/19 places to be booked via the CAST calendar on their website.</p>	
9	<p>Marketing We need to help promote the school to build future numbers. We have 15 who have requested us as 1st choice for September, the recovery plan was written based on 25. We currently have 140 children & the numbers are fairly stable. Following a recent appeal one of the class sizes has grown to 32. KD offered to increase yr5/6 to 32 but there are no children on the waiting list. KD is concerned about 2 complex attendance issues. Can we contact local housing companies are there is a large number of new houses being built? The companies will only market schools with a 'good' Ofsted rating. Can we use our Catholic status? Time is always an issue with contacting the press etc. The link between the school and the Parish is very good. Signage outside the school? This is too costly.</p>	
10	<p>Business brought forward by the Chair The application is currently being processed for Sophie Scagell to join as a Foundation Governor.</p>	

The meeting closed at: 8.10pm

Detail of next meeting			
Date/Time	Wednesday 27 th March 19 – 5pm SM passed on his apologies	Location	St Joseph's