

# St Joseph's Catholic Primary School, Newton Abbot

## Governing Body

### LGB Meeting – Part I (Part II) Minutes

Date/Time	27 <sup>th</sup> March 2019 5pm	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		Emma Wilson	EW	Staff	
Lee Avery	LA	Parent		Sophie Scagell	SS	Foundation	
Andrew Kennedy	AK	Foundation					
Michael Quainoo	MQ	Foundation					

Apologies	Initials	Reason (Category of Governor)
Stephen Mariadas	SM	Prior arrangement

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	Minutes & Matters Arising	TvK
3	Headteacher Report/Leadership Report	KD
4	Safeguarding	KD
5	Budget Monitor	KD
6	Governor Schedule of Accountability	TvK/AK
7	Area 1 Catholic Life of School	EW
8	Governor Visits	TvK
9	Governor Training	TvK/AK
10	Business brought forward by the Chair	TvK

# St Joseph's Catholic Primary School, Newton Abbot

## Governing Body

Agenda Number	Details of discussion	Decision or action
1	<b>Welcome, Prayer &amp; Introduction</b> Welcome to Sophie	<p>Send TvK a copy of last year's parent questionnaire</p> <p>School inspection handbook to be sent with minutes</p>
2	<b>Minutes &amp; Matters Arising</b> Minutes of 11 <sup>th</sup> February 2019 signed and agreed	
3	<b>Headteacher Report/Leadership Report</b> Please see questions & answers attached. <b>Who will take the lead when KD is not in school if there is no Deputy Head?</b> This is not unusual for schools and a Teacher may take charge on a daily basis. <b>We have struggled before with only 1 admin, how will this work?</b> Yes it will have an impact but a budget has to be set. Will try to reduce the impact with office closure, cashless system and electronic mailings. <b>Do CAST understand how difficult it will be to make it work?</b> They are under a financial notice to improve, so they are unable to assist. We can learn from smaller schools how to adjust.	
4	<b>Safeguarding</b> TvK has recently inspected the SCR. KD to complete the SG4 by 5/4/19 and will bring to the next meeting.	
5	<b>Budget Monitor</b> There is currently no budget monitor. CB is leaving on 5/4/19. Records of our budget are currently kept in house, CAST allocated some of our spending to different cost codes so unable to reconcile. There is no replacement for CB yet.	
6	<b>Governor Schedule of Accountability</b> Anne Harris, CAST Director is currently working on a draft document. The Clerks schedule is useful. It is a starting point but need to see how it works in practice, there is a focus point for each Governor area. TvK suggested future meetings focus on 1 area per meeting to dig deeper and enrich understanding. TvK will speak to all Governors individually re their area. He is unsure how Governors should support and challenge, should this be done individually or as a group? It was suggested as a group as Governors may not always be able to attend meetings, someone can take the lead but others may have ideas to put forward. Curriculum will not be allocated, Matthew Barnes findings will be discussed instead. Governors can request to discuss their area at forthcoming meetings. It was suggested that Governors do not get too rigid on their focus as they may miss other things. Governors would like to invite Anne Harris to a future meeting. The Governor visit form will be changing. Feedback on the draft document to be submitted via TvK by 13 <sup>th</sup> May 19.	<p>TvK to speak to Governors individually</p> <p>Contact Anne Harris with an invite to a meeting</p>
7	<b>Area 1 Catholic Life of School</b> The national framework is changing. EW ran through the self-evaluation. RSE policy is being prepared to go to the board on 26 <sup>th</sup> July 19. Annual self-evaluation of the LGB, RE and Catholic Life of the School is a useful document that is currently in consultation, comments can be made via TvK to Sarah Barretto by 13 <sup>th</sup> May 19. The final document will be shown at the Governor Briefings in June. AK found the Governor Briefings very useful. They are available to book on to via the calendar on the Plymouth CAST website. This may be useful for SS.	
8	<b>Governor Visits</b> There have been no visits since the last meeting. AK will meet with EW on 28 <sup>th</sup> March 19.	

# St Joseph's Catholic Primary School, Newton Abbot

## Governing Body

9	<b>Governor Training</b> Governor Briefings discussed. TvK requested a copy of the CES skills audit. There will be no replacement Parent Governor due to the SoD changing.	CES skills audit to TvK
10	<b>Business brought forward by the Chair</b> Any update on marketing the school? Would the 'Friends' be able to purchase a sign for the end of the road? The 'Friends' are currently purchasing furniture for the Library. LA to look in to requesting road signage from DCC. TvK to talk to the Parish Council re a banner. School uniform could be updated but KD reported that her workload at the moment doesn't allow her to look at it. A year 5 student recently raised the issue of uniform and it has been brought as a 'Big Conversation' to the whole school. It was suggested that the school council be invited to the next meeting to show their presentation. TvK to write a letter to invite them. It was suggested that the plaque outside the school was replaced with one that looked more professional. The Parish need to actively publicise the school more and for the school to have a notice board at the Church.	TvK to invite school council to the next meeting
	Action plan: Anne Harris to help with part of SEF	

The meeting closed at: 18.44

Detail of next meeting			
Date/Time	Wednesday 15 <sup>th</sup> May at 5pm	Location	St Joseph's