

ST CHARLES CATHOLIC PRIMARY SCHOOL

MINUTES OF THE GOVERNORS' MEETING HELD ON TUESDAY 22 OCTOBER 2019 AT 4PM

PRESENT

S Roberts (Chair)	R Dean (Headteacher)
N McCloy	Cllr. S Jennings
J Fardelin	N McCloy
F Stoddart	

ALSO PRESENT

M Walker	Deputy Headteacher
C Hodson	Clerk to the Governors

		Action						
19/53	<p>WELCOME AND OPENING PRAYER</p> <p>The Clerk welcomed those present to the meeting and asked R Dean to open the meeting with a prayer.</p>							
19/54	<p>ELECTION</p> <p>The Clerk asked for nominations for Chair and Deputy Chair.</p> <p>Chair It was proposed by R Dean, seconded by R Battersby and unanimously agreed that S Roberts be elected Chair of Governors for the next twelve months.</p> <p>Deputy Chair It was proposed by R Battersby, seconded by N McCloy and unanimously agreed that F Stoddart be elected Deputy Chair of Governors for the next twelve months.</p> <p>S Roberts and F Stoddart accepted these positions and S Roberts chaired the meeting from this point.</p>							
19/55	<p>CONSIDERATION OF APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from H Broekman, M Burke and W Hughes.</p> <p>These apologies were noted and accepted.</p>							
19/56	<p>CONFIDENTIALITY</p> <p>The Chair reminded Governors of the need for confidentiality relating to matters discussed at Governors' and Committee meetings.</p>							
19/57	<p>NOTICE OF ITEMS FOR ANY OTHER BUSINESS</p> <table border="0"> <tr> <td>i. Term Dates 2020-2021</td> <td>R Dean</td> </tr> <tr> <td>ii. School Events</td> <td>R Dean</td> </tr> <tr> <td>iii. Foundation Governor</td> <td>C Hodson</td> </tr> </table>	i. Term Dates 2020-2021	R Dean	ii. School Events	R Dean	iii. Foundation Governor	C Hodson	
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19/58	<p>DECLARATION OF INTERESTS</p> <p>Declaration of Interest forms for the current academic year were circulated and these were completed by those present and retained by R Dean.</p> <p>The Clerk to forward forms to those Governors who were not in attendance asking them to complete and return their forms to R Dean as soon as conveniently possible.</p> <p>No interests were declared at this point, relating to this meeting's agenda.</p>	CH						
19/59	<p>MINUTES OF THE MEETING HELD ON 18 JUNE 2019</p> <p>Minutes of the meeting held on 18 June 2019 had been circulated previous to the</p>							

		Action
	<p>meeting and had also been uploaded onto the Governors' Zone following the last meeting.</p> <p>It was proposed by R Battersby, seconded by N McCloy and unanimously agreed that the minutes were a true and correct record and that they be signed by the Chair.</p>	
19/60	<p>MATTERS ARISING</p> <p>19/47 Headteacher's Report As the hall is now being used for After School Club, Governors asked if this is impacting on the sporting activities being offered?</p> <p>R Dean stated that whilst the After School Club is using the hall sporting activities are still being accommodated as well as the football club which is being held on the field.</p> <p>Enrichment Opportunities Congratulations were recorded to the school on winning the LLP Dragons Den Competition.</p> <p>19/50 Governing Body Items</p> <p>i. Governor Training R Dean stated that she had spoken with J McLelland, LSIP to arrange an on site training session re the new Ofsted framework.</p> <p>J McLelland had suggested that this training be deferred until the Spring Term 2020 when more information is available of the impact of the new framework.</p> <p>ii. Link Governor Visits A lengthy discussion took place re the validity of Governors linking to a particular class.</p> <p>Those Governors who have visited their classes commented that they find the experience beneficial as well being able to have a dialogue with the children which is enjoyable.</p> <p>The Chair stated that the purpose of these visits is included in the Governor Visits Policy and whilst he appreciates Governors are all volunteers, is something which we should all try to do.</p> <p>It was suggested that there needs to be a stronger framework and a clearer agenda of the purpose of the visits.</p> <p>R Dean stated that she would arrange for the teachers' school emails to be circulated to Governors so they could make contact with their Link teacher and also draw up and circulate a list of dates for visits.</p> <p>She added that if Governors let her know which dates they are available and what they would like to focus on, she will release the relevant staff members.</p> <p>19/52 Any Other Business</p> <p>i. St Michaels in the Hamlet Primary School R Dean stated that as St Michaels in the Hamlet has a new Headteacher in post, she has not yet arranged for a group of our Governors to meet with a group of their Governors but will liaise with S Roberts so that this suggestion can be followed up.</p>	<p>RD</p> <p>RD/CH</p> <p>RD/All</p> <p>RD/SR</p>
19/61	<p>CHAIR'S CORRESPONDENCE</p> <p>There was no correspondence to relay.</p>	
19/62	<p>HEADTEACHER'S REPORT</p> <p>Copies of the Headteacher's Report had been emailed to Governors previous to the meeting.</p>	

		Action
	<p>R Dean referred Governors to Page 6 – School Self Evaluation and the School Development Plan which had been discussed with J McLelland, LSIP and A Roberts, previous Headteacher.</p> <p>The SEF and SDP had been broken down into the six Ofsted judgement elements under the new inspection framework which was implemented from September 2019:</p> <p>Quality of Education Behaviour and Attitudes Personal Development Leadership and Management Effectiveness of Early Years Provision Overall Effectiveness</p> <p>R Dean stated that as she had explained at the Curriculum and Pupil Committee, under the new inspection, the inspectors will do a ‘deep dive’ into specific subjects which will always include Reading and Maths plus up to four other subject areas which is to ensure that there is the breadth of the curriculum and there is no narrowing of the curriculum in particular year groups.</p> <p>Governors asked how will the inspectors choose the other subject areas?</p> <p>R Dean stated that the inspectors will decide this from the information they have and the information on the website and the inspectors will tell the school which subjects they will ‘deep dive’ into when they telephone the school.</p> <p>She added that we will be focussing on Subject Leaders to ensure that they know their subject in depth so that they are equipped to go into ‘deep dive’ conversations with the inspectors.</p> <p>R Dean gave a brief overview of the priorities within the first five elements which were listed in her report.</p> <p>There is now a new tracking system of assessing.</p> <p>R Dean stated that she wanted to particularly highlight Reading.</p> <p>Governors asked if the school will purchase more books?</p> <p>R Dean stated that we will be giving children more opportunities in Reading as part of the phonics sessions and will also need more ‘home reading’ resources.</p> <p>We are also looking at developing comprehension skills to get more of the children to greater depth and also looking at how we teach ‘guided reading’.</p> <p>She added that every half term we will be doing a ‘deep dive’ into a subject area as it is important to ensure that Reading is embraced across the curriculum.</p> <p>We will also be focussing on vocabulary and embedding knowledge in long term memory.</p> <p>M Walker stated that the school are working towards the Local Authority Maths Quality Mark with the focus being ‘Maths in Real Life’ adding that staff will be having a twilight session on this the week after half term.</p> <p>The assessment for the Maths Quality Mark will take place prior to Easter.</p> <p>She added that this term we are focussing on ‘numbers’ to ensure children have the basics and are secure in numbers to enable them to develop.</p> <p>Governors thanked the Headteacher for a full and detailed report.</p>	

	<p>Grievance/Discipline/Appeals Committee (other than Pay Appeals – Teaching Staff) The Hearing Committee and Appeals Committee will comprise of three Governors who are untainted and have no knowledge of the case.</p> <p>ii. Governors' With Specific Responsibilities</p> <table border="1" data-bbox="300 286 949 683"> <tr> <td>Mathematics</td> <td>Nicola McCloy</td> </tr> <tr> <td>English</td> <td>Martin Burke</td> </tr> <tr> <td>RE</td> <td>William Hughes</td> </tr> <tr> <td>Computing</td> <td></td> </tr> <tr> <td>SEND</td> <td>Steve Roberts</td> </tr> <tr> <td>Curriculum Overview</td> <td>Hans Broekman</td> </tr> <tr> <td>Safeguarding/Child Protection</td> <td>Steve Roberts</td> </tr> <tr> <td>Pupil Premium, Pastoral</td> <td>Steve Roberts</td> </tr> <tr> <td>Health and Safety</td> <td>John Cassell</td> </tr> <tr> <td>Governor Skills Audit/Training</td> <td>Cllr. Sarah Jennings</td> </tr> <tr> <td>Safeguarding allegations against the Headteacher</td> <td>Steve Roberts</td> </tr> <tr> <td>Out of Hours</td> <td>Cllr. Sarah Jennings</td> </tr> <tr> <td>Breakfast Club</td> <td>Nicola McCloy</td> </tr> </table>	Mathematics	Nicola McCloy	English	Martin Burke	RE	William Hughes	Computing		SEND	Steve Roberts	Curriculum Overview	Hans Broekman	Safeguarding/Child Protection	Steve Roberts	Pupil Premium, Pastoral	Steve Roberts	Health and Safety	John Cassell	Governor Skills Audit/Training	Cllr. Sarah Jennings	Safeguarding allegations against the Headteacher	Steve Roberts	Out of Hours	Cllr. Sarah Jennings	Breakfast Club	Nicola McCloy	Action
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19/65	<p>iii. Governors' Year Group responsibilities</p> <table border="1" data-bbox="300 779 1353 1025"> <thead> <tr> <th>Year Group</th> <th>Governor</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>Martin Burke</td> <td>Emily Cullen</td> </tr> <tr> <td>Year 1</td> <td>Hans Broekman</td> <td>Cara Monaghan</td> </tr> <tr> <td>Year 2</td> <td>Nicola McCloy</td> <td>Kirsty Ehlen</td> </tr> <tr> <td>Year 3</td> <td>Fran Stoddart</td> <td>Kieran Cross</td> </tr> <tr> <td>Year 4</td> <td>Steve Roberts</td> <td>Jenny Redfern/Mary Walker</td> </tr> <tr> <td>Year 5</td> <td>Bill Hughes</td> <td>Becky Battersby</td> </tr> <tr> <td>Year 6</td> <td>Cllr. Sarah Jennings</td> <td>Jane McKinstry</td> </tr> </tbody> </table> <p>The Clerk to email an updated list to Governors and also to M Walker to upload onto the website.</p>	Year Group	Governor	Teacher	Reception	Martin Burke	Emily Cullen	Year 1	Hans Broekman	Cara Monaghan	Year 2	Nicola McCloy	Kirsty Ehlen	Year 3	Fran Stoddart	Kieran Cross	Year 4	Steve Roberts	Jenny Redfern/Mary Walker	Year 5	Bill Hughes	Becky Battersby	Year 6	Cllr. Sarah Jennings	Jane McKinstry	CH		
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<p>APPROVAL OF POLICIES</p> <p>The following policies had been reviewed and updated as necessary by the relevant Committees and were recommended for approval.</p> <p>The policies had been uploaded onto the Governors' Zone.</p> <p>i. Policies recommended for approval by Curriculum /Pupil Comm. Behaviour and Discipline Policy, EYFS Policy, Exclusion Policy, Playground Policy, Uniform Policy</p> <p>ii. Policies recommended for approval by Finance/Prem/Staffing Comm. Accessibility Plan, Charging and Remissions Policy, Equality and Diversity Policy, Debt Recovery Policy, Safer Recruitment, Vetting and Barring Policy, Staff Code of Conduct Policy, Whistleblowing Policy, Staff Absence Policy/Proc.</p> <p>It was proposed by R Batterby, seconded by Cllr. Jennings and unanimously agreed the above policies be approved and adopted.</p> <p>The following policies had been uploaded onto the Governors' Zone and were being presented today for approval.</p> <p>iii. Teachers' Pay Policy 2019-2020 This policy had been personalised to the school and the pay grades inserted.</p> <p>It was proposed by Cllr. Jennings, seconded by N McCloy and unanimously agreed the policy, together with the Terms of Reference for the Pay Committee and Pay Appeals Committee be approved and adopted.</p> <p>Governors' Code of Conduct Policy No changes had been made to this policy.</p>																												

		Action
19/66	<p>It was proposed by R Dean, seconded by R Battersby and unanimously agreed the policy be approved and adopted.</p> <p>GOVERNING BODY ITEMS</p> <p>i. Governor Training R Dean stated that the school have bought into a Service Level Agreement with SiL Governor Services relating to Governor training.</p> <p>Governors were encouraged to use this facility and to inform Cllr. Jennings of courses which they attend so that the training log could be kept updated.</p> <p>Governor News and subsequent training courses are now sent electronically to Governors from SiL Governor Services.</p> <p>If Governors were available, they were encouraged to attend the Safer Recruitment training on Tuesday 19 November 2019 from 9am to 4pm if they had not undertaken this course.</p> <p>See also Minute 19/60 – Matters Arising – Minute 19/50 i. Governor Training</p> <p>ii. Link Governors See Minute 19/60 Matters Arising – Minute 19/50 ii. Link Governors</p> <p>iii. Director’s Items – Autumn 2019 There were no Items to relay.</p>	
19/67	<p>DATES OF FUTURE MEETINGS</p> <p>Full Governors’ Meetings Tuesday 11 February 2020 at 4pm Tuesday 16 June 2020 at 4pm</p> <p>Committee Meetings Curriculum and Pupils Committee Monday 13 January 2020 at 4pm Monday 4 May 2020 at 4pm</p> <p>Finance/Staffing/Premises Committee Monday 20 January 2020 at 4pm Monday 18 May 2020 at 4pm</p> <p>Pay Committee Monday 4 November 2019 at 4pm Monday 11 May 2020 at 4pm</p> <p>Headteacher’s Performance Management Review Friday 13 December 2019 at 10am</p>	
19/68	<p>ANY OTHER BUSINESS</p> <p>i. Term Dates 2020-2021 Copies of the term dates 2020-2021 had been emailed to Governors.</p> <p>R Dean stated that these are the Local Authority standardised dates.</p> <p>The dates marked in ‘green’ identify the school’s INSET days.</p> <p>Following a further brief discussion it was proposed by B Battersby, seconded by J Fardelin and unanimously agreed that the Local Authority recommended term dates be approved.</p> <p>ii. School Events Some dates to which Governors are welcome to attend are as follows: Christmas Fayre Friday 29 November 2019 3pm to 4.30pm</p>	

