



**St Nicholas Catholic Primary School (Academy)**  
**Part 1 Minutes of Full Governor's Meeting**

Date	10 <sup>th</sup> February 2016	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Amelia Harding	Staff	Y	
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	N	Y
David Greenstreet	Foundation	N	Y
Huw Hadden	Staff	Y	
Frankie Phillips	Foundation	Y	
Mnsgnr Harry Doyle	Foundation	Y	
Jane Wardle	Foundation	Y	
Lata Ramoutar	Associate	N	Y
Lisa Thomas	Community	Y	
Luke Robinson	Parent	Y 6.09	
Michelle Johnson	Foundation	Y	
Paul Varghese	Associate	Y	
Rachel Sparks	Foundation	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref	Item	Info Decision Question Action
1.	33.	<b>Scripture Sharing</b> The meeting opened with a prayer.	
2.	34.	<b>Housekeeping</b> Apologies & Declarations of Interest  AF was absent due to a safeguarding issue. It was agreed to continue the meeting in her absence.  DG, LR and AF had sent apologies which were sanctioned.	<b>D</b>  <b>D</b>
3.	35.	<b>Minutes</b> Agreement of Part 1 and 2 minutes of meeting held 9 <sup>th</sup> December 2015  <b>The part 1 minutes were agreed and signed.</b>	<b>D</b>
4.	36.	<b>Strategic Direction of the School</b> HT's report including data  <ul style="list-style-type: none"> <li>The report was examined. There were no specific questions from Governors. Staffing in Yr 3/4 was discussed and the measures that had been put in place to cover absent staff.</li> <li>Ingrid Lamb's [BASC Playleader covering maternity leave]</li> </ul>	<b>I</b>

		<p>communication was commended as good.</p> <ul style="list-style-type: none"> <li>• KP4 is still to be completed and will be shared at T&amp;L.</li> </ul> <p>• <b>Safeguarding update including audit</b> The report was distributed and discussed. There is a downward trend in terms of bullying and exclusions. There is an upward trend for DAFs – many children need them and AH has support from ABr to enable the process to be started more quickly. However, the whole process is very time consuming (reviews and writing up meetings).</p> <p>We had an external Safeguarding audit and we are awaiting the report.</p> <p>JW is attending Prevent Training on 11/2 and AH has shared information with staff. All Governors will have a Prevent session at the next FGB.</p> <p>• <b>Progress of strategy working group</b> JW shared information collating survey results obtained from parents, staff and Governors.</p> <p>We are looking to be a 'beacon' school – a leading light in the South West providing high quality education; supportive; catholic education for all.</p> <p><b>FGB agreed to delegate responsibility to the group to continue working on this strategy.</b></p> <p>AB will organise a strategy meeting for after half term. JW, HH, HD, LR, LT, LR, AF.</p>	<p><b>A: AH</b></p> <p><b>D</b></p> <p><b>A: ABr</b></p>
5.	37.	<p><b>Governors</b></p> <p><b>GAP Update</b> Chairs of Committees fed back to Governors on the priorities of each committee.</p> <p><u>T&amp;L (FP)</u></p> <ul style="list-style-type: none"> <li>• Data is problematic due to new assessment methods.</li> <li>• There will be a new KP4 (SEN).</li> <li>• We are developing ways to track children's progress</li> </ul> <p><u>RES (LT)</u></p> <ul style="list-style-type: none"> <li>• There have been a number of meetings about wrap around care for Nursery and the steps we are taking to offer this provision.</li> <li>• It was agreed that BASC prices would be increased from after Easter.</li> <li>• The roof is not fit for purpose and surveys have been carried out.</li> </ul>	I

		<p>We are having a condition survey carried out and will await the report. A H&amp;S risk assessment has been carried out. Plymouth CAST are keeping this as a high priority.</p> <p><u>APW (HD)</u></p> <ul style="list-style-type: none"> <li>• Reception rankings were agreed.</li> </ul> <p><b>Receive reports from governors who have attended training</b> None</p> <p><b>Succession Planning and Committee membership</b> We have 2 potential foundation Governor places and have had two responses. JW is speaking to both and discussing the role with each.</p> <p><b>Skills Audit</b> To be collated once all received back and the results will be shared by Abr.</p> <p><b>Governors Visits</b> MJ has met with KR, the Maths Leader, and her report has been circulated.</p>	
6.	38.	<p><b>The School as a Catholic Community (Standing Item)</b> Feedback from RE Inspection (JW)</p> <p>Governors were organised and clear in their meeting with the Inspectors – understanding the Catholic ethos and what we do in the school. We must have a photo of the Pope in the School.</p> <p>Comments on the draft report have been sent back and we are awaiting the final version.</p>	
7.	39.	<p><b>St Joseph's</b> AF is continuing to work for St Josephs and it is likely she will continue for Summer term. There have been no applicants for the HT post. If there are no applicants her secondment in the Autumn term will be considered.</p> <p>Governors agreed to monitor AF's work – life balance in splitting her time between the two schools. Governors are meeting with her regularly and offering support.</p>	
8.	40.	<p><b>Communication</b> Governor's Newsletter</p> <p>Information will be collated and the newsletter sent out before Easter. FP to collate the information received from Governors.</p>	<b>A: FP/ ABr</b>
9.	41.	<p><b>Policies</b> JW's draft Lone Working Policy was discussed. AH expressed</p>	

		<p>concern about SLT or AF locking up the school on their / her own. This is included in the policy but LT will carry out a Risk Assessment with AF to cover this.</p> <p><b>The policy was adopted.</b></p>	<p><b>A: LT/ AF</b></p> <p><b>D</b></p>
10.	42.	<p><b>Head's / Chair's Items</b> <i>Matters arising since agenda distributed</i></p> <p>The hot water boiler was being repaired this week, meaning there was no hot water in school. H&amp;S advice was sought and measures taken to ensure good hygiene amongst the children. Parents were kept informed.</p> <p>All is being done to repair this and Plymouth CAST have been involved in every step.</p> <p><b>Governors commended the school for good communication with parents.</b></p> <p>JW informed Governors that she has received a formal complaint from a parent which is being managed under the Complaints Policy.</p>	
11.	43.	<p><b>Clerk's updates</b></p> <p>ABr asked Governors to read the Checklist distributed and advise her of any training courses they wish to undertake.</p>	
12.	44.	<p><b>Correspondence</b> Received by AF or JW</p> <p>Governors have received an e-mail complaining that pupil's trips may be cancelled if we do not receive enough money. AH informed Governors that this is a national policy. We do have a buffer of £100 for trips which the school will pay if insufficient funds are received. These trips <u>must</u> ask for voluntary contributions – we cannot insist on the amount paid. Governors were advised that we cannot take <u>only</u> children who have paid – these trips must be inclusive and are part of the curriculum.</p> <p>RES will look at the policy, discuss the school's responsibilities and steps to take when insufficient funds are received.</p>	<p><b>A: RES</b></p>
13.		<p><b>Date of next meeting: TUESDAY 22nd March 6pm CHANGE OF DATE PLEASE NOTE</b></p> <p>FP and HD will be unable to attend.</p>	