



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

Date	19 <sup>th</sup> September 2018	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
Frankie Phillips	Foundation	Y	
Mnsgr Harry Doyle	Foundation	N	Y
Luke Robinson	Parent	Y	
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	N	Y
Lucy Wills	Community	Y	
Alex Hill	Community	Y	
Patricia Venn-Rees	Foundation	Y 18:15	
Suzanne Pollard	Parent	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref:	Detail	Info Decision Question Action
1.	1.	<b>Prayer</b> AF led a prayer.	
2.	2.	<b>Apologies &amp; Declarations of Interest</b> Apologies from FD and HD. There were no declarations of interest. [Following item 2 LR declared an interest in the Cygnet discussion].	
3.	3.	<b>Agree any items of business to be discussed that are not on agenda</b> <ul style="list-style-type: none"> <li>Cygnet</li> </ul>	
4.	4.	<b>Election of Chair and Vice Chair as per agreed protocol</b>  <b>As per the protocol LR was elected Chair and AH was elected vice chair.</b>  LR assumed the role of Chair of the meeting.	<b>D</b>
5.	5.	<b>Agreement of Part 1 &amp; 2 minutes of meeting held 12<sup>th</sup> July 2018</b> Action points were discussed <ul style="list-style-type: none"> <li>A safeguarding report will be brought to the next meeting.</li> <li>Governors were invited to send questions about the data to AF</li> <li>Admissions – the PAN was reduced back to 45 following consultation with CAST. Devon Admissions have been informed.</li> <li>The bus service was discussed. AF advised Governors of</li> </ul>	<b>AF</b> <b>All</b>

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		<p>a meeting she had with Stagecoach during the summer holidays regarding the cessation of the service.</p> <p><b>The minutes were agreed and signed.</b></p>	<b>D</b>
6.	6.	<p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Agree Committee membership It was agreed by all to stay on the same committees.</li> <li>• Identify governor training needs We are not buying Babcock training as CAST are now offering training. CAST have distributed a training booklet. Governors will also receive some training at the Governor Briefings.</li> <li>• Agree meeting dates for the term as circulated <b>These were agreed.</b> Additions were : 10<sup>th</sup> October at 4.30 for APW T&amp;L will be on a Wednesday as a rule RES will be on a Monday as a rule</li> <li>• Agree Annual Cycle of Work <b>This was agreed</b></li> <li>• Agree responsibilities of Governors and agree Autumn term visit/s <b>These were agreed for 18-19 and will be circulated.</b></li> </ul> <p>Visits will be discussed in Committees. Learning Walks will also be scheduled, especially on behaviour.</p> <ul style="list-style-type: none"> <li>• Signature of 18-19 Declaration of Interest and 18-19 Governors Code of Conduct All Governors signed these at the meeting.</li> <li>• Consider asking Matthew Barnes to hold a Governance review in the Autumn term (b/f from last meeting) It was agreed to ask him to come in and review the LGB asap, especially as we are expecting Ofsted.</li> </ul>	<p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>D</b></p> <p><b>A: AF</b></p>
7.	7.	<p><b>CAST</b> Update following Head's Briefing last Wednesday.</p> <ul style="list-style-type: none"> <li>• Vision and Values Raymond Friel has produced and distributed a CAST Vision and Values document.</li> </ul> <p>Staff, governors, parents and children will be consulted on the document. AF has to submit responses by the 15<sup>th</sup> October. Governors were asked to bring comments to the committee meetings.</p>	<b>A: All</b>

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		<p><i>Governors asked how parents and children would be consulted?</i> This is still being considered. We may use the new children's councils to consult children.</p> <ul style="list-style-type: none"> <li>• CAST Newsletter The CAST newsletter has been distributed to Governors, with a list of deadlines for Autumn term on a variety of issues, a T&amp;L booklet to be adopted across CAST, and safeguarding booklet to be used at the front desk and other items.</li> </ul> <p>There is now a good structure in place for all schools including standardised documents.</p> <ul style="list-style-type: none"> <li>• Target Setting Target have to be with CAST by Monday and will be brought to T&amp;L.</li> </ul>	<b>Q</b>
8.	8.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Safeguarding requirements (CAST) AF introduced the September 2018 KCSiE document which was distributed to all Governors. All staff receive this and level 2 training at the non pupil day. AF discussed the changes that were made for the September 2018 edition including the new section about peer on peer abuse.</li> </ul> <p>Level 2 safeguarding will be given by AF at the next FGB to all Governors.</p> <p>There is a new CAST Child Protection Policy (shared with Governors) and it was noted. All Governors were asked to familiarise themselves with this too.</p> <p>AF distributed and discussed the CAST SG1 self-evaluation, completed by the school safeguarding team and identifying areas for improvement. This will be sent to CAST.</p> <p>AF distributed the template used for the weekly level 3 safeguarding meetings each Monday, showing the areas discussed each week including CPOMS, MASH, CiC, Child Protection Section 47, Child in Need, Early Help and regular Staff training. Each staff meeting now has a 5 minute training item on safeguarding.</p> <p>Answers to questions from AH following his safer recruitment training have been shared with all Governors.</p>	<b>A: All</b>
9.	9.	<p><b>SEF</b> <i>Opportunities to discuss the evaluation of the schools current position, strengths and priorities for 18-19</i></p> <p>The standardised SEF was distributed and discussed in detail.</p>	

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		<p>Matthew Barnes contributed to this last term and has also given feedback.</p> <p>We have graded ourselves 'good' in each area. Governors examined the evidence and areas for improvement detailed on the SEF. It was suggested that a working party of Governors meet with SLT to examine the evidence.</p> <p>Areas for improvement on the SEF directly inform the SDP.</p> <p>[FP left the meeting 7.20pm]</p> <p>Governors were asked to bring questions on the SEF to committees.</p>	<p><b>A: All</b></p> <p><b>A: All</b></p>
10	10.	<p><b>SDP</b></p> <p>The draft outline of the key priorities for 2018-19 was distributed. It is another CAST standardised document. Governors will have a copy of the final document shared via Google.</p> <p><i>Governors queried whether there was enough challenge to the Head of the actions identified in the SDP? CAST will review this document as well as Governors and challenge the Head, holding her to account as well as the LGB. Challenges made by CAST will come to committee meetings. Governors can also query their 'challenging' role with Matthew Barnes when he carries out the LGB review.</i></p>	<p><b>A: AF/AB</b></p> <p><b>Q</b></p>
11	11.	<p><b>Pupil Premium review</b></p> <p>The PP review was sent back to CAST by the required deadline. AF is awaiting a response.</p> <p>SLT are now planning the 18-19 PP spend.</p>	
12	12.	<p><b>Matters arising since agenda distributed as identified at item 3</b></p> <ul style="list-style-type: none"> <li>• Cygnet [LR withdrew from the discussion.]</li> </ul> <p>Cygnet contacted the CEO after AF objected to their proposals, to call a meeting. This is to take place on the 2<sup>nd</sup> October.</p> <p>A new community association has been formed and met in school this week. AF discussed this meeting and the general mistrust of Cygnet by residents.</p> <p>There is a council meeting scheduled in October which AF will attend. AF asked for Governors questions to take to this meeting.</p>	<p><b>A: All</b></p>
13	13.	<p><b>Communication with Parents</b></p> <p>Nothing identified at this time.</p>	

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14	14.	<b>Correspondence</b> None received	
		<b>Date of next meeting: 16/10/18 6pm</b>	

Luke Robinson  
Chair

Ali Brocksom  
Clerk

Date:

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