



St Nicholas Catholic Primary School (Academy)
Part 1 Minutes of Full Governors Meeting

Date	16th September 2015	Time	6pm in School
Governor Attendees:			
Name	Type of Governor	Present	Apologies
Amelia Harding	Staff	Y	
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
David Greenstreet	Foundation	N	Y
Huw Hadden	Staff	Y	
Frankie Phillips	Foundation	Y	
Mnsgnr Harry Doyle	Foundation	N	Y
Jane Wardle	Foundation	Y	
Julian Strong	Foundation	Y	
Lata Ramoutar	Associate	N	Y
Lisa Thomas	Community	Y	
Michelle Johnson	Foundation	N	Y
Ola Godbeer	Foundation	N	Y
Paul Varghese	Associate	Y	
Rachel Sparks	Foundation	N	Y
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref: 2015/16		Decision Question Action
1.	1.	Scripture Sharing The meeting opened with a prayer.	
2.	2.	Housekeeping Apologies & Declarations of Interest There were apologies from HD, DG, LR, MJ, RS and OG and these were sanctioned.	D
3.	3.	Election of Chair and Vice Chair as per agreed protocol After an election as per the agreed protocol Jane Wardle was unanimously elected Chair for a further year. FP was elected Vice Chair as per the agreed protocol. They were congratulated by the Committee.	D D
4.	4.	Governor training in use of Chromebooks HH introduced Chromebooks and new log ins to Governors. This is to move to paperless meetings and easier sharing of documents. It was agreed that we would use file sharing for Part 1 information and use at the next Governor's meetings. We will be evaluate this new process at the next FGB. HH will put together some information / instructions.	D A:HH

5.	5.	Minutes Part 1 and 2 minutes of meeting held 15th July 2015 were agreed and signed with a minor amendment.	D
6.	6.	Strategic Direction of the School SIP <ul style="list-style-type: none"> The 3 key priorities were recently reworked by SLT with Gill Winston to include more clear and focussed success criteria for each KP. KP1 & 2 have very clear success criteria including specific groups to be tracked. Aiming for 25% outstanding maths teaching by the end of Spring Term and 40% by the end of the academic year. JW queried the current baseline level. We will be looking to define the maths and literacy baselines so that we can monitor the progress over the year. <i>[We currently have 18% outstanding teaching in School over all subjects]</i>. JS would it be better to use % increase, rather than a target % - without the baseline info, it is not possible for Govs to understand whether the target %s are appropriate. Governance has been included within the leadership KP3. It was confirmed that the SIP will feed directly into teacher's appraisals. KP3 - there are strong, clear links to CPD. Focus will be on improving leadership at every level (including SLT and Governors) to secure 'outstanding' through training and professional development. There is also a strong focus on disadvantaged and SEN pupils. WLT (Middle leaders) will be trained to be able to evaluate school's effectiveness, support improvement plans and carry out lesson observations. <p><i>[PV left at 7.00]</i></p> <ul style="list-style-type: none"> Teachers have measurable outcomes. There is good dialogue between teachers, sharing best practice, and confidence is developing. We are also developing networks beyond the school (Teaching School's Symposiums etc). TAs will also be able to demonstrate their developing practice following CPD. They too will share this beyond the school. <i>JW queried the performance management and CPD of TAs. We need to understand the performance of TAs and develop targeted, specific professional development as we have with teachers. JS suggested and it was agreed that RES will monitor the performance management system in place for TAs.</i> It was agreed that disadvantaged pupils would be threaded through all KPs. <p>SLT were congratulated for the work completed on the SIP in terms of focus and outcomes.</p> <p>With minor amendments the SIP was formally agreed.</p> <p>GAP The GAP priorities identified last term were examined and agreed to inform the 15-16 GAP and will be shared amongst committees. The strategic vision of the school was then discussed.</p> <p>JW suggested an additional group to examine strategy for the future of the school e.g. expansion. It will gather information and look at next steps, mainly around expansion of the school. Governors discussed the feasibility of setting up another committee or working party and the information gathering needed to inform this decision. It was agreed that we will need to focus on exactly what our strategic direction is.</p>	<p>Q</p> <p>Q</p> <p>D</p> <p>Q: JW</p> <p>D</p> <p>D</p> <p>D</p>

		<p>It was agreed that a working party would be set up, to report back to FGB and to formulate our strategic direction within a specific timeline. It was agreed we must be proactive. It was agreed that LT, HH, JW, JS & AF will sit on it and absent members will also be consulted. AB to feedback about set up of Committee. JW will initially take the lead.</p>	
7.	7.	<p>Governors Annual Housekeeping</p> <p><u>Agree governing bodies needed to achieve priorities and draft new ToRs if needed.</u> It was agreed that current committees would continue, with the addition of the working party above.</p> <p><u>Agree Committee membership</u> Governors were asked to identify committees they wished to sit on. AB will confirm Committee membership after the meeting.</p> <p><u>Identify governor training needs</u> Governors were asked to identify training needs and to inform Ali of courses they are able to attend.</p> <p>LT to apply for Governors Development programme. AB is completing the Clerks Development programme.</p> <p><u>Agree meeting dates for the year</u> To be distributed by AB.</p> <p><u>Agree Curriculum responsibilities of Governors and discuss programme of visits</u> Governors were asked to sign up to be link Governors for specific areas as proposed by AF including Curriculum, KP1, 2 and 3, Premises and H&S, Safeguarding, Community etc. It was agreed this was more focussed and strategic than having a Governor for each curriculum area. AB will send around final responsibilities.</p> <p><u>Agree the ACW for 15/16</u> This was agreed with two minor changes</p> <p>There was a discussion about the Pay Policy from PCast which we have not yet been sent. This will have an impact on teacher's appraisal. JW will contact PCast to chase Pay Policy.</p> <p>It was confirmed that all have read and signed 15/16 Declaration of Interest and 15/16 Governors Code of Conduct</p>	<p>D</p> <p>A: All</p> <p>D</p> <p>A: JW</p>
8.	8.	<p>Head's / Chair's Items</p> <p>St Josephs AF has been providing support to St Josephs. This contracted support has been formally agreed for 2 days a week for up to 2 terms. An advert for a new St Joseph's HT has gone out and a letter has gone out to all parents about AF's support.</p> <p>AF is developing a SIP for St Joseph's. WLT are taking on more responsibility in our school. The SLT are having coaching to support our new way of working. AH and LS are taking on more day to day decisions.</p> <p>Staff have all responded positively.</p>	

9.	9.	Correspondence <ul style="list-style-type: none"> 1 email was received about the new healthy eating policy (letter distributed). FP was been asked for some input to the response. Correspondance was received from a parent querying some specific decisions taken in school. HR advice has been sought and they are happy for no formal action to be taken. Governors will formulate a response. Plymouth CAST letter (e-mailed) <ul style="list-style-type: none"> JW has offered support to Plymouth Cast following the letter. 	A: FP
10.	10.	Succession Planning There is one parent governor vacancy and AB is to organise a ballot. JW to input into wording of the advert. In January we will also have a Foundation Governor vacancy (JS).	A: AB
11.	11.	Meeting closed.	

Jane Wardle
Chair

Ali Brocksom
Clerk