



## Minutes of the Full Governing Body Meeting held on Wednesday 14<sup>th</sup> March 2018 at 6pm

No.	Item
	<b>People Present:-</b> Michelle Cobby, Vice-Chair (MC), Rob Meech, Principal (RM), Claire Silverlock, Clerk (CS), Diane Chavasse (DCh), Cathy Jeffery (CJ), Simon Cohen (SC), Di Carr (DC), Matt Brown (MB), Geraldine Herage (GH), Vernon Clarke (VC)
1.	<b>Welcome and Prayer</b> Michelle welcomed everyone and opened the meeting with a prayer. Introductions were made to the new Foundation Governor, Vernon Clarke.
2.	<b>Sanctioned Apologies</b> Sandy Anderson, Tracy Mallaband-Whitham  <b>Not Present:</b> Father Paul Andrew, Bill Kelly
3.	<b>To Note any declarations of interest</b> Simon Cohen – Wife is the Year 2 teacher. Vernon Clarke – partner in Tozers solicitors.
4.	<b>To receive and approve the Minutes of the last FGB Meeting on 06.12.18</b> (Governors have previously been circulated with these)  The minutes, including the Part II minutes from this meeting were approved and signed.
5. Agenda Item 7. (11.1)	<b>To receive matters arising from 06.12.18 Minutes</b>  <b>ACTION: from meeting on 6/12/17 CS to include the SEF on every FGB agenda in future. - Completed</b>
7. (11.2)	<b>ACTION: from meeting on 6/12/17 Governors to discuss British Values with their allocated classes at their next visit and report back to committees. – Agenda item for 14/3/18 FGB.</b>
9.	<b>ACTION: CS to ensure that the review of fire logs and emergency lighting logs etc are on the Resources agenda at every meeting. - Completed</b>
17.9	<b>ACTION: CS to amend the proposed Admissions Policy and email changes to Andrew Brent at Devon County Council. - Completed</b>
18.3	<b>ACTION: CS to send the SG3 Checklist to CAST. - Completed</b>
21.	<b>ACTION: Governors comments and feedback on effectiveness of CJ's New Governors Induction training to take place at March 2018 meeting. CS to place this on the Agenda at the FGB. – On agenda for 14/3/18</b>

22.	<b>ACTION: CS to include the Lettings Policy for the letting of our school hall onto the FGB Strategic Discussion agenda for the 21<sup>st</sup> February 2018. – On agenda for FGB on 14/3/18 as Strategic Discussion cancelled on 21/02/18</b>
6.	<b>Correspondence</b>  None received
7.	<b>Principal's Report</b> (Governors have previously been circulated with this)
7.1	RM took governors through his report. Numbers on roll – currently 48 children within the pre-school setting. Some days are full and we have turned a parent away today that wanted a particular session.
7.2	VC asked RM to explain FSM, and pupil premium and how the reduction in our % for FSM has reduced this will not affect our PP income for our current children's time at Our Lady's.
7.3	Discussion was held over the attendance section of the Principal's Report and the families that are going to be fined due to taking unauthorised holiday. VC asked for more clarification on an attendance issue with one of our families. RM clarified this.
7.4	Governors wanted a recorded 'well done' to all staff for Our Lady's achieving being ranked 2 <sup>nd</sup> Best in Devon for progress in Reading and Maths last year, and best locally.
7.5	RM explained that LW and CC are attending moderation CPD shortly and explained the moderation cycle for KS1 and Year 6.
7.6	RM explained the new EYFS policy will be included in the next Teaching and Learning agenda.  <b>ACTION: CS to ensure that the new EYFS Policy is included on the agenda for the next T&amp;L Committee on 26/04/18.</b>
7.7	RM commented that the two year Primary Writing Project observations carried out by governors recently went really well (see governors reports on this agenda). The enthusiasm for this project from both staff and children is fantastic to see.
7.8	RM and CS updated governors on the current SEN funding situation and the EHCP applications that have been sent in by the school and processed by the 0-25 funding team. RM clarified to VC the funding that we currently have budgeted to receive and how this will be affected by the changes made by the funding team.
7.9	RM updated governors on his inclusion and contribution to the CAST Assessment working party. RM has attended two sessions on this. MB asked around Target Tracker and whether the data on this could be used at parent consultations as it was not used at the last parent consultations?  <b>ACTION: RM to talk to teachers about the inclusion of Target Tracker data at parent consultations.</b>
7.10	Question received prior to the meeting from MB - it would be useful to understand what is in place in detail to ensure the departure of the SBM will not impact on the running of the school in the future.
7.10.1	Response from MM (SBM) In response to Matt's question to Rob regarding my job role when I

	leave, I'm outlining herewith how some of my duties and responsibilities will be covered:-
7.10.2	Finance - Plymouth CAST have taken control of much of the finance including bank reconciliation, charge card reconciliation, paying invoices, receiving payments. Rob will have input from Mark Woodhouse (Finance Officer) in preparing the budget. Any administrative finance tasks will be taken on by Michelle, eg. sending monthly bank statement and relevant receipts to CAST, input orders, forward invoices, deal with bank queries and download monthly High Needs reports.
7.10.3	Michelle will also arrange supply cover and rank admissions accordingly as well as keeping an eye on our admissions waiting list.
7.10.4	Premises/H&S - Claire will take on these responsibilities and will attend a four day training event to gain her H&S IOSH (Institute of Occupational Safety and Health) qualification in May.
7.10.5	Claire will also become the Educational Visits Co-ordinator and has had relevant training this term. We will spend time liaising on H&S files before I leave and we have looked already at how the system is currently set up. I will show her how to use the OSHENs system for accident/incident reporting. She will take over maintenance of CPOMS (Child Protection software). She will oversee the day to day premises management and arrange repairs/have regard for security arrangements and update the key inventory. In addition she will need to liaise with Rob (for budget purposes) on planning for fixed asset and consumable equipment replacement where issues are identified.
7.10.6	Personnel - Jen will keep SIMS (staff/pupil database) updated with all personnel issues (starters, leavers, contract changes etc). We have completed some training on IMASS so that she can carry out pre-employment medical checks and make occupational health referrals. She will input and upload monthly payroll claims to BT Cornwall, track long service/lieu time, travel claims, first aid duties, post office run, prepare annual teacher salary statements, prepare staff absence insurance claims. Jen has had a little training on HCSS (budget software) and can calculate simple staff costings if necessary. Jen will also have first aid training to spread the load amongst all three admin staff.
7.10.7	These tasks are in addition to their current duties.
7.10.8	There is no requirement for anyone to take on my Designated Safeguarding Officer role as this can be covered by the remaining team (Rob, Diane, Cathy and Eve). Rob will take over line management of the admin/premises/mealtimes staff and undertake associated appraisals etc.
7.10.9	I'm planning for as smooth a handover as possible and have allocated time with each of the three admin staff over the next few weeks. I am preparing lists of useful information and making sure they have guidance information where possible as well as access details where relevant.
7.11	DC asked that if parents have a need to discuss personal and sensitive issues where can they go, as the main office is very open and public? RM advised that the SBM office will remain a confidential office/meeting area that can be utilised for this purpose.
8.	<b>Clerk's Report</b> (governors have previously been circulated with this)  Governors were happy with this report. No questions were asked.
9.	<b>To receive the Minutes of the Teaching and Learning Committee held on 11.01.18</b> (draft copy) attached  The minutes were approved.

10.	<p><b>To receive the Minutes of the Every Child Matters Committee held on 24.01.18</b> (final) attached</p> <p>The minutes were approved.</p>
11.	<p><b>To receive the Minutes of the Resources Committee held on 18.01.18</b> (draft copy) attached</p> <p>The minutes were approved.</p>
12.	<p><b>Re-election of Michelle Cobby as Community Governor</b> Michelle's term of office currently ends on 31.03.18</p> <p><b>DECISION: Michelle was duly elected as Community Governor to serve a further 4 years.</b></p>
13. 13.1	<p><b>Policies</b> <b>Admissions Policy 2019/20</b> Final approval required on the above policy prior to statutory requirement to publish on website by 15<sup>th</sup> March.</p> <p><b>DECISION: The Admissions Policy 2019/20 was approved.</b></p> <p><b>ACTION: CS to send the Admissions Policy 2019/20 to Andrew Brent and place on the school website.</b></p>
14.	<p><b>Review of School Development Plan 2017/18</b> RM updated governors on the SDP and advised that the SEN area of the SDP has not progressed as much as we planned due to the focus on the changes to the element three funding and the EHCP process. 4 children are on GLD and have not passed their phonics check. VC asked around the key issues for the more able children. This is an area that does not seem to be mentioned again in the report. DCh explained that this is detailed on page 15 where we show the %'s for children working at greater depth. RM advised that this is covered in the teachers planning and observations.</p> <p><b>ACTION: RM to amend the SDP to show the benchmark/our expectation for children working at greater depth in Reading, Writing and Maths across the school.</b></p>
15.	<p><b>British Values</b> ACTION: 11.4 from 1/11/17 Strategic FGB minutes - Point 4 – governors need to become involved more in British values and how these are established in school. SA/RM to look at this. <i>'How well the school prepares pupils positively for life in modern Britain and promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith'.</i></p> <p>This would be a good action for Governors to talk about with their class when they visit the school. MMitchell has carried out a learning walk on British Values but feels that the four areas need to be broken down to enable focus of for eg individual liberty can be learned in greater depth.</p> <p><b>ACTION: Governors to talk to their allocated classes about British Values as part of their visits.</b></p> <p>DCh left the meeting at 7.15pm.</p>

16.	<p><b>School Uniform</b></p> <p>RM updated governors that ECM committee discussed school uniform. Moving to a checked dress but keeping the school jumper and pairing it with navy socks. This will try and keep the uniformity of our school uniform.</p> <p><b>DECISION: Governors understood the reasons for the change from striped summer dresses to checked summer dresses paired with navy socks and were happy to support this decision made by the Every Child Matters Committee.</b></p>
17.	<p><b>Income Raising</b></p> <p>RM to issue list of current ideas.</p> <p>Lettings – the building is our biggest asset. RM has contacted a couple of national companies that manage the lettings of schools. SC asked if RM has talked to Boniface about this and whether he could manage this? RM advised that these national companies would market it and generate the business for us. There would be no risk to us by using these companies as there is no fee if they do not generate the lettings for us. MB commented that Parkwood could be an option to look into further as one of these companies.</p>
18.	<p><b>Governor Allocation of Class/Cohort</b></p> <p><b>Current allocation:-</b></p> <p>Barn a Bs (Pre-School) - Geraldine Herage  Robin (Reception) - Michelle Cobby  Heron (Year 1) – Di Carr  Puffin (Year 2) – Father Paul  Owl (Year 3) - Sandy Anderson  Eagle (Year 4) – Bill Kelly  Kingfisher (Year 5) – Cathy Jeffery  Swallow (Year 6) – Matt Brown</p> <p>Is this working? How could it work better?</p> <p>RM – preference that governors lead this role in terms of when they come to school to share learning. Attend for lunch with their class. Helping with reading in their class. Responding to social media for their class on Twitter or Facebook. Attending special curriculum days in the school. Meet the governor Q&amp;A session. CJ advised that Barn a Bs and Reception class going to RHS Garden Rosemoor on the 19<sup>th</sup> April.</p> <p>Should governors sit in on a lesson with their class? This links to Effective Governance – point 7.</p> <p>Replacement required for Father Paul Andrew. <b>DECISION: It was agreed that Vernon Clarke would replace Father Paul Andrew as the governor for Puffin (Year 2) class.</b></p> <p><b>ACTION: Governors to decide whether they want to remain and move through the school with this class or stay with that class and a different cohort of children next year.</b></p>
19.	<p><b>Review of SEF</b></p> <p>Governors were happy with the current SEF.</p>
20.	<p><b>Open Morning Update</b></p> <p><b>For discussion – what else can we be doing?</b></p>

	Open Morning that we diarised had no prospective parents attending. It was agreed that we would continue to promote future open mornings.
21.	<b>Update on CAST Voluntary Severance</b> MM is taking this through CAST. Governors would like to recognize this separately. Proposed date for giving MM her gifts is the 26 <sup>th</sup> April. T&L is taking place that day too.
22.	<b>Governor Visit Reports</b>
22.1	<b>Talk for Writing Project</b> (T&L Committee) Report received from Sandy Anderson and Bill Kelly on their visit on 19 <sup>th</sup> January 2018. Visit focus: The impact of Talk for Writing project on Teaching and Learning.
22.2	<b>EYFS Visit</b> (ECM Committee) Report received from Sandy Anderson and Bill Kelly on their visit on 26 <sup>th</sup> January 2018. Visit focus: Review of targeting more able children in the pre-school for early phonics learning. Review of re-design of the EYFS area for effective collaboration. Ensure good questioning is at the heart of the EYFS curriculum.
22.3	<b>Safeguarding Visit</b> (ECM Committee) Report (SG3 Form for CAST) received from Geraldine Herage and Simon Cohen on their visit on 27 <sup>th</sup> February 2018.  Governors were happy with the contents of these reports and thanked the governors that carried these out.
23.	<b>Governor Training</b> <b>Governors comments and feedback on effectiveness of New Governor Induction training completed by Cathy Jeffery on 8<sup>th</sup> November to take place at March 2018 meeting.</b>  See update in Clerk's Report for further training details.  CJ felt that the SDP reflected the training that governors received during their induction.
24.	<b>Lettings Policy</b> Governor opinion on the letting of our school hall. – See notes above in item 17.
25.	<b>Update on CAST Governor Briefing 13-03-18</b>
25.1	MC updated governors on the recent CAST Governor Briefing on the 13 <sup>th</sup> March. Six of our governors attended this session.
25.2	CAST has a deficit as a trust. Central purchasing will be done by Karen Cook due to Marcus Taylor leaving the trust. Utilities, photocopiers etc could create some savings in this way.
25.3	It was felt that schools are not factoring in additional costs over longer periods of time. £550,000 may be required for the trust to make redundancies. The government may need to be asked for a loan (longest term is 10 years) to assist with this.
25.4	Another item for discussion at this briefing was school improvement and how governors can hold the schools, teachers and heads to account for school improvement. MC commented that Our Lady's have already embraced this. It was suggested that governors could look at pupils books. GH commented that we need to be aware of whether governors are trained to know what they are looking at, in terms of reviewing pupils books. CAST could provide some central training on this.

	<p>RM agreed that softly this could be achieved by discussion with their allocated class teacher over their pupil's books.</p> <p><b>ACTION: Governors to have a discussion with their allocated class teacher to ask questions around their pupil's books. Idea to be explored more at the next T&amp;L Meeting on 26-04-18. CS to place this on the agenda for discussion. RM will bring some example books to this meeting.</b></p>
25.5	<p>External reports from CAST – 2 or 3 visits per term should be happening therefore as we are only getting one visit per term CAST feel that we are doing well.</p>
26.	<p><b>Date of next Meeting:</b>  Next Strategic FGB Discussion date to be arranged  Full Governing Body Meeting Wednesday 11<sup>th</sup> July 2018 at 6.00pm.    Meeting closed at 7.55pm</p>

### Actions from 14<sup>th</sup> March 2018 FGB meeting:-

7.6	<b>ACTION: CS to ensure that the new EYFS Policy is included on the agenda for the next T&amp;L Committee on 26/04/18.</b>
7.9	<b>ACTION: RM to talk to teachers about the inclusion of Target Tracker data at parent consultations.</b>
13.1	<b>ACTION: CS to send the Admissions Policy 2019/20 to Andrew Brent and place on the school website.</b>
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**Decisions from 14<sup>th</sup> March 2018 FGB Meeting:-**

<b>12.</b>	<b>DECISION: Michelle was duly elected as Community Governor to serve a further 4 years.</b>
<b>13.1</b>	<b>DECISION: The Admissions Policy 2019/20 was approved.</b>
<b>16.</b>	<b>DECISION: Governors understood the reasons for the change from striped summer dresses to checked summer dresses paired with navy socks and were happy to support this decision made by the Every Child Matters Committee.</b>
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