



## Minutes of the Full Governing Body Meeting held on Wednesday 6<sup>th</sup> December 2017 at 6pm

No.	Item
	<b>People Present:-</b> Sandy Anderson, Chair (SA), Rob Meech, Principal (RM), Claire Silverlock, Clerk (CS), Diane Chavasse (DCh), Cathy Jeffery (CJ), Tracy Mallaband-Whitham (TM-W), Bill Kelly (BK), Simon Cohen (SC), Di Carr (DC), Michelle Cobby (MC), Matt Brown (MB), Geraldine Herage (GH)
1.	<b>Welcome and Prayer</b> Sandy opened the meeting with a prayer and welcomed everyone.
2.	<b>Sanctioned Apologies</b> Received from Father Paul Andrew Not present: None
3.	<b>To Note any declarations of interest</b> Simon Cohen's wife is the Year 2 teacher. Tracy Mallaband-Whitham is an employee of Chartwells. Sandy Anderson is Director of the Board for Plymouth CAST.
4.	<b>To receive and approve the Minutes of the last FGB Meeting on 27.09.17</b> (Governors have previously been circulated with these)  The minutes were approved and signed.
5. Agenda Item	<b>To receive matters arising from 27.09.17 Minutes</b>
7.	<b>ACTION: Michelle will draft a response to this parent correspondence from governors. - Completed</b>
12.7	<b>ACTION: CS to amend Governor Meeting Calendar and email to governors. - completed</b>
13.4	<b>ACTION: CS to ensure all governors not present at the FGB on 27-09-17 sign the KCSIE 2016 document. - completed</b>
14.	<b>ACTION: RM will update and speak to SA about the content of the Business Continuity Plan. - Completed</b>
15.	<b>ACTION: Vision of Our Lady's, future for CAST and carparking to be placed on the agenda for the strategic meeting by CS. - completed</b>
6.	<b>To receive and approve the Minutes of the last Strategic FGB Discussion on 01.11.17</b> (Governors have previously been circulated with these)

	The minutes were approved and signed.
7. Agenda Item 5.1	<p><b>To receive matters arising from 01.11.17 Minutes</b></p> <p><b>ACTION: SA to review the feedback and SA and RM to look at vision. Comments to come back to SA with any comments on the vision. – comments received. SA has produced a shorter version of the vision which has been sent to RM. Governors read this at the FGB on 6/12/17 and approved this new version.</b></p>
6.	<b>ACTION: SDP to be targeted to go for approval at the first FGB in September. CS/RM</b>
7.	<b>ACTION: CS to write to governors and ask who would be prepared to commit to working with a particular year group as their governor representative. - completed</b>
8.	<b>ACTION: This needs to remain as an action on the Resources Committee Agenda to ensure that we are meeting the staff/income ratios to ensure the governors are showing due diligence. CS to ensure this goes on the Resources Meeting Agendas. Income needs to be discussed regularly at the next Strategic Meeting, CS to place on Agenda. MM to pass the income ideas already being considered to governors for their comments. - Actioned</b>
11.1	<p><b>ACTION: RM to issue copy of SEF to governors to enable regular discussion. To reflect the insightful self-evaluation in key point 4 on the Key Characteristics of Effective Governing Bodies ‘ Outstanding governance supports honest, insightful self-evaluation by the school, recognising problems and supporting the steps needed to address them’. – an amended SEF was issued to governors at the FGB on 6/12/17. School judgement as at December 2017 now all reads Good through a recommendation that RM received through attendance at the headteacher training that he attended recently.</b></p> <p><b>ACTION: from meeting on 6/12/17 CS to include the SEF on every FGB agenda in future.</b></p>
11.2	<p><b>ACTION: Point 4 – governors need to become involved more in British values and how these are established in school. SA/RM to look at this. ‘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’. – RM advised that this could be a soft monitor that governors do with their classes. Each class has its own display on British Values.</b></p> <p><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.</b></p>
11.3	<b>ACTION: CS to email Open Morning poster to all churches in the area. – completed</b> RM updated governors that no-one attended the open morning today.
8. 8.1	<p><b>Correspondence</b></p> <p>Request for Annual Leave (October 2018 from a TA)</p> <p>The request was declined in accordance with the Staff Leave and Absence Policy. RM to arrange letter to staff member.</p>
9.	<p><b>Principal’s Report</b> (Governors have previously been circulated with this)</p> <p>RM advised that since writing the report another MASH referral has been done by the school. The MASH was turned down however we have had calls from professionals wanting to be involved in the case.</p>

	<p>Since report was written we have had a couple of incidence of positive safe handling involving the same child.</p> <p>RM advised that the learning walk for EYFS went very well recently. We seem to be doing a lot of the activities that OFSTED are looking for in this area. There is a really nice atmosphere in the EYFS unit. RM has attended a staff meeting with Barn a Bs staff which has been useful.</p> <p><b>DC asked if the Primary Writing Project is going well?</b> DCh confirmed that it is, there has been success with pupils with this already. RM advised that this is really the way forward for teaching writing. Barn a Bs staff attended with other school staff and CJ advised that the after school club are already following one of the stories that they learnt.</p> <p>RM advised that element 3 funding continues until the point where EHCP is confirmed or not which is currently around a 30 week waiting period. This will benefit the school as the element 3 funding is sometimes more than we will receive if an EHCP is awarded.</p> <p><b>MB asked about the increased workload for the SENCO which is mentioned in the SEN report?</b> RM advised that the EHCP process is slow but the school are organized in their approach to this so the workload is different rather than more.</p> <p><b>MB asked if the reading intervention teacher working with three children is enough?</b> RM advised that we would like to employ her more but the programme is designed to work with this number of children over a certain number of weeks.</p> <p>DCh left the meeting at 6.50pm</p> <p>The meeting went into Part II (See confidential Part II minutes for this section of the meeting)</p> <p>The meeting came out of Part II and TM-W returned to the meeting.</p> <p>BK and SC updated the meeting on the recent Governor Briefing that they attended through CAST on 21<sup>st</sup> November.</p> <p><b>SC asked if the Fire Risk Assessments have been booked in?</b> RM advised that this has now been booked in for January at no cost to the school. SC would like to look at fire logs and emergency lighting logs etc on a regular basis.</p> <p><b>ACTION: CS to ensure that the review of fire logs and emergency lighting logs etc are on the Resources agenda at every meeting.</b></p>
10. 10.1	<p><b>Assessing School Performance (ASP) Data (Replacement for Raise on Line) - RM</b></p> <p>Proposed changes to OFSTED – RM</p> <p>RM updated the FGB on the changes to the OFSTED structure through advice from the unions. Inspection would include giving the school the areas to work on that are not ‘Good’. They would then write to parents and advise them of these areas. They are not putting schools into Requires Improvement. 2018/19 will see a new framework that schools will be inspected on.</p>
10.2	<p>Data Dashboard was issued to all governors. RM took governors through this report. RM is happy to take questions from governors after the meeting on this report once governors have had an opportunity to read the report.</p>

	<p>SA and BK had a discussion around closing the gap. RM confirmed the figures from the ASP between disadvantaged and non-disadvantaged children and the % who have achieved.</p> <p>TM-W left the meeting at 7.20pm</p> <p>SA wanted a well done to the team recorded for these results.</p>
11.	<p><b>Clerk's Report</b> (governors have previously been circulated with this)</p> <p>The Clerk's Report was received.</p> <p>Governors liked this report and would like CS to continue to produce this for every FGB.</p>
12.	<p><b>To receive the Minutes of the Teaching and Learning Committee held on 19.10.17</b> (draft copy) attached</p> <p>The minutes were approved.</p>
13.	<p><b>To receive the Minutes of the Every Child Matters Committee held on 11.10.17</b> (draft copy) attached</p> <p>The minutes were approved.</p>
14.	<p><b>To receive the Minutes of the Resources Committee held on 05.10.17</b> (draft copy) attached</p> <p>The minutes were approved</p>
15. 15.1 15.2 15.3	<p><b>Terms of Reference 2017/18</b></p> <p>To approve the Terms of reference for the Committee's</p> <p>Teaching and Learning</p> <p>Resources</p> <p>Every Child Matters</p> <p><b>DECISION: The above Terms of Reference for the committees for 2017/18 were approved.</b></p>
16.	<p><b>School Development Plan to be agreed by FGB</b></p> <p>The areas of the SDP have been agreed and approved by the individual committees, this now needs to be approved by the FGB</p> <p><b>DECISION: The School Development Plan for 2017/20 was approved.</b></p>
17. 17.1 17.2 17.3 17.4 17.5 17.6 17.7 17.8	<p><b>Policies</b></p> <p>The following CAST Policies have been updated and need to be noted by the FGB.</p> <p>Appraisal</p> <p>Capability</p> <p>Disciplinary</p> <p>Grievance</p> <p>Social Media</p> <p>Flexible Working</p> <p>Alcohol and Substance Misuse</p> <p>CAST H&amp;S Policy – customised for Our Lady's</p> <p>The above CAST Policies were noted by the FGB.</p>

17.9	<p>Draft Admissions Policy 2019/20 (consultation process) CS asked governors to read and let her know their comments by the 15<sup>th</sup> December on this proposed policy.</p> <p>SA gave an amendment to page one and 6, Plymouth CAST MAT is the correct name to be used.</p> <p><b>ACTION: CS to amend the proposed Admissions Policy and email changes to Andrew Brent at Devon County Council.</b></p>
18.	<b>Safeguarding</b>
18.1	Wholeschool Safeguarding and Child Protection Training completed on 06-11-17
18.2	<p>Operation Encompass RM updated governors on the new venture with Devon Police regarding domestic incidents and their priority in advising schools.</p>
18.3	<p>Governor Visit on 30-11-17 included completion of the termly SG3 Governor Checklist CAST Safeguarding</p> <p><b>DECISION: Governors were happy to accept the SG3 Checklist.</b></p> <p><b>ACTION: CS to send the SG3 Checklist to CAST.</b></p>
19.	<p><b>Code of Conduct for Local Governing Bodies</b> Confirmation that this has now been read and signed by all governors</p> <p>This is now completed.</p>
20.	<b>Governor Visit Reports</b>
20.1	<p><b>Catering Visit</b> (Resources Committee) Report received from Michelle Cobby and Matt Brown on their visit on 9<sup>th</sup> November 2017. Visit focus: Review of the Chartwells contract after completion of first term as catering provider.</p> <p>The report was received and accepted.</p>
20.2	<p><b>SEN Visit</b> (ECM Committee) Report received from Geraldine Herage and Di Carr on their visit on 16<sup>th</sup> November 2017. Visit focus: To improve the provision for SEN children with aspects of ASX so they make better than expected progress. SENCO to observe teaching of children with ASC and to provide individual feedback for class teachers – following a monitoring cycle.</p> <p>The report was received and accepted.</p>
21.	<p><b>Governor Training</b></p> <p>FGB to acknowledge feedback report (attached) from Cathy Jeffery attending the New Governors Induction Training on 8<sup>th</sup> November.</p> <p><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.</b></p>

	See update in Clerk's Report for further training details.
22.	<b>Lettings Policy</b> Governor opinion on the letting of our school hall.  <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.</b>
23.	<b>Date of next Meeting:</b> Next Strategic FGB Discussion on Wednesday 21 <sup>st</sup> February 2018 at 6.00pm Full Governing Body Meeting Wednesday 14 <sup>th</sup> March 2018 at 6.00pm  The meeting closed at 7.45pm

### Actions from FGB on 6<sup>th</sup> December 2017

Agenda Item	Action
7. (11.1)	<b>ACTION: from meeting on 6/12/17 CS to include the SEF on every FGB agenda in future.</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.</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.</b>
17.9	<b>ACTION: CS to amend the proposed Admissions Policy and email changes to Andrew Brent at Devon County Council.</b>
18.3	<b>ACTION: CS to send the SG3 Checklist to CAST.</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.</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.</b>

## Decisions from FGB on 6<sup>th</sup> December 2017

Agenda Item	Decision
15.	<b>DECISION: The Terms of Reference for the ECM, Resources and T&amp;L committees for 2017/18 were approved.</b>
16.	<b>DECISION: The School Development Plan for 2017/20 was approved.</b>
18.3	<b>DECISION: Governors were happy to accept the SG3 Checklist.</b>