



Minutes of the Full Governing Board Meeting held on Wednesday, 10th July 2019 at 10.00am

People Present: Sandy Anderson (SA), Chair, Diane Chavasse (DCh), Vernon Clarke (VC), Matthew Brown (MB), Simon Cohen (SC), Sarah Jordan (SJ), Di Carr (DC), Rob Meech (RM) Principal, Claire Silverlock (CS), Clerk

No.	Item
1.	Welcome and Prayer Sandy welcomed everyone to the meeting and opened it with a prayer.
2.	Sanctioned Apologies (Quorum for each FGB Meeting = any 4 governors present) Michelle Cobby Bill Kelly
3.	To Note any declarations of interest Simon Cohen – Wife is year 2 teacher.
4.	Correspondence
4.1	Request for SA to write on behalf of governors to Bill Kelly who's term of office will cease from 09/10/19. As he now lives in Tiverton he is concentrating his Governor role on St John's Catholic Primary and does not wish to renew his term of office with Our Lady's. ACTION: CS to remind BK re get together on Monday 22nd July to which he is invited.
5.	To receive and approve the Minutes of the last FGB Meeting on 01.05.2019 (Governors have previously been circulated with these) The minutes from the last FGB meeting held on 01.05.19 were approved and signed.
6.	To receive matters arising from the Minutes of the meeting held on 13.03.19.
7.2	ACTION: RM will check with Lorna Wilby the phonics scores – in particular the 14/15 score of a child not then receiving an intervention. - Completed
8.1	ACTION: CS to ensure that any comments from governors on the the LGB, RE and Catholic Life of a Plymouth CAST School document are forwarded to CAST before the 13th May deadline. - Completed
8.2	ACTION: CS to ensure that any comments from governors on the Local Governing Board – Schedule of Accountability document are forwarded to CAST before the 13th May deadline.

	<p>- Completed</p> <p>13.1 ACTION: CS to email to staff and place Educational Visits Policy onto the Resources drive.</p> <p>- Completed</p> <p>13.2 ACTION: RM and ED are meeting next week to ensure that everything we are doing is in the Mental Health Strategy. This will then be updated and passed to governors for approval at a later date. – RM advised that this is almost completed. This will be circulated in the first instance once completed.</p>
<p>7.</p> <p>7.1</p>	<p>OFSTED Report RM</p> <p>Report presented by RM (Report Attached)</p> <p>DC congratulated the school on the report. VC asked if there was any indication of the level of 'Good' that the school achieved. RM advised that the best thing to do is read other schools 'Good' reports side by side with ours as they are different.</p> <p>RM said that another consideration was that the report was delivered within two weeks.</p> <p>SA said that there are a few actions that come from this.</p> <p>Barn A Bs needs a working party set up from September to look at the areas for improvement on the outside space in particular for this area.</p> <p>ACTION: CS to establish who would be interested in setting up a 'Start and Finish' group for the Barn A Bs project.</p> <p>RM said that developing KN and MT as leaders would be an action for this. We have already commenced on CPD for these members of staff.</p> <p>VC commented that English in particular may need looking at. RM advised that our writing is very structured as we are only a year in to a two year project with Talk for Writing. RM said that once we finish with this project we will look further with the School Development Plan to develop this.</p> <p>SEND and My Plan targets will be looked at as maybe being a little more open ended and being non academic targets. ED will endeavour to go out and monitor this in classrooms to establish how these targets are working.</p> <p>Governors congratulated RM on the report.</p>
<p>8.</p>	<p>Summer Statutory Data – RM</p> <p>Report presented by RM (Report Attached)</p> <p>SC asked about the progress on phonics check where is states 2 out of 4 children in Y2. RM explained that 1 child is on reading recovery and 1 child will not achieve phonics test and will make progress from their My Plan etc.</p> <p>SA asked if the data will be broken down further in boys/girls etc. RM said he will turn this around for September.</p> <p>SA commented that writing at 91% looks really good as this was an area we needed to improve on.</p>

	<p>ACTION: RM will provide a breakdown of data for September FGB including progress measures and term data from Summer Term.</p> <p>RM added that the School Development Plan will focus on non core subjects next year with English being around Reading.</p> <p>VC asked about progress measures. RM confirmed that this will be included in the report in September.</p> <p>A copy of the presentation was issued to governors on email after the meeting.</p>
9.	<p>Governor Class Updates Governors to update FGB on any visits/activities carried out to their allocated class.</p> <p>9.1 Barn A Bs Matthew Brown - Visited on 18/6/19.</p> <p>9.2 Reception (Robin) Geraldine Herage – Has carried out two learning walks for the Dyslexia Friendly Classroom assessment next week and will visit Robin class in September.</p> <p>9.3 Year 1 (Heron) Michelle Cobby – Visit to be arranged.</p> <p>9.4 Year 2 (Puffin) Vernon Clarke – Visited the class this morning.</p> <p>9.5 Year 3 (Owl) Di Carr – Visit to be arranged</p> <p>9.6 Year 4 (Eagle) Sandy Anderson – Visit to be arranged</p> <p>9.7 Year 5 (Kingfisher) Bill Kelly and/or Sarah Jordan – Visit took place in July by SJ.</p> <p>9.8 Year 6 (Swallow) Cathy Jeffery – Visit to be arranged.</p> <p>SA asked governors to all carry out a visit during this term. Please ensure that RM is aware of the date to enable him to release the class teacher to speak to governors.</p> <p>CS asked if governors could pass her their reports on each visit.</p> <p>Governors were reminded that they will move up with their cohort next year. A governor is needed to visit Barn A Bs and this would be ideal if they were interested in the working party. Matt Brown will remain with Barn A Bs. Cathy will move to Year 1.</p> <p>RM updated governors on the changes to teachers year groups next year. DCh will move to Year 5. KN will become the Year 6 teacher. New teacher in Year 4 PK who was introduced to governors.</p> <p>DC took governors through the process that was used to avoid the conflict of interest with the recruitment of this role. DC wrote a report on the process used. (Attached to these minutes).</p>
10. 10.1	<p>Safeguarding – Lead Governor - Simon Cohen</p> <p>SG4 Completed form for Summer Term 2018-19 (report attached) CS confirmed that this has been returned to CAST as per the Safeguarding schedule.</p>

10.2	<p>VC asked for clarification on the number of total chronology entries into CPOMs. RM explained the CPOMS system and how this works in school. RM explained that it is not the quantity of date logged but the quality of it. Our School is good at making sure that our logs are not subjective and are factual.</p> <p>SG5 Completed Forms for Spring Term 2018-19 (report attached) CS confirmed that this has been returned to CAST as per the Safeguarding schedule.</p>
11. 11.1	<p>Health and Safety Lead Governor – Matthew Brown Health and Safety Audit Report – RM/CS</p> <p>A copy of the Devon County Council Audit was issued to governors prior to this meeting.</p> <p>Governors were happy to receive and acknowledge the Health and Safety Audit Report.</p> <p>Matthew Brown is booked to attend Governor Health and Safety training in October 2019.</p> <p>ACTION: RM to email Paul Stewart to ask for confirmation on the responsibility for the deadlegs in the WEMCO Water Risk Assessment.</p>
12. 12.1 12.2	<p>RE and Catholic Life Lead Governor – Di Carr</p> <p>Update on completion of RE and Catholic Life Audit RM, DCa, SA and GH and CCohen to meet on Tuesday 16th July at 10.30am to complete this.</p> <p>S48 Descriptors – Report to be read by governors through the summer and provide feedback at first LGB meeting on 18/09/19.</p> <p>ACTION: CS to ensure that the S48 Descriptors Report is included on the Agenda for the next LGB meeting on 18th September 2019.</p>
13.	<p>Finance – RM Update on the 3 year school budget summary report was issued to Governors.</p> <p>ED attended the meeting to talk governors through the SEN Funding. There is an additional 18k awarded by the 0-25 team to enable a child to access the curriculum and deliver the Thrive, maths, English and fine motor skills for this child. We could potentially draw out other children to utilize this SEN teacher alongside this child as this child needs to stay regulated in small group work. We will be recruiting for a one year fixed term contract teacher for mornings to help keep this child working on the national curriculum. He is not currently being considered for a specialist school as he is too dysregulated.</p> <p>SA said that in comparison to other schools in CAST this looks like a good budget.</p> <p>SC asked how CAST are managing the deficit. SA advised that CAST are now making a surplus overall but this is not the case in all CAST schools.</p>

14.	End of Term Get Together Monday 22 nd July at 5pm in school hall
15.	<p>LGB Meeting Dates for 2019/20</p> <p>These dates now fall in line with the new Local Governing Board (LGB) Schedule of Accountability. Governors were sent the proposed calendar for 2019/20 dates prior to the meeting.</p> <p>CS advised that the Schedule of Accountability is being updated by Helen Laird and Ann Harris of CAST, together with some checklists for governors to follow ahead of LGB meetings. These will be ready to use in September. CS will include details of how CAST would like this to work in a Clerk's Report for the LGB meeting on 18th September 2019.</p> <p>ACTION: CS to ensure that the updated and final version of the Schedule of Accountability and Checklists are issued to governors prior to the LGB on 18th September.</p> <p>ACTION: CS will include details of how CAST would like the new Schedule of Accountability and Checklists to work in a Clerk's Report for the LGB meeting on 18th September 2019.</p> <p>Governors were happy to accept the meeting calendar for 2019/20.</p>
16.	<p>Policies</p> <p>The following CAST policies have been updated recently:-</p> <p>16.1 Collective Worship 16.2 Appraisal Policy and Procedure 16.3 Capability Policy 16.4 Disciplinary Policy and Procedure 16.5 Equal Opportunities Policy and Procedure 16.5 Grievance Policy and Procedure</p> <p>Governors noted these new CAST policies.</p> <p>ACTION: CS to ensure that all the new HR policies and Collective Worship Policy are available on the Resources drive.</p>
14.	<p>Date of next Meeting: Wednesday 18th September 2019 at 5.30pm</p> <p>Meeting closed at 11.45 am.</p>

Actions from FGB Meeting held on Wednesday 10th July 2019

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16.	ACTION: CS to ensure that all the new HR policies and Collective Worship Policy are available on the Resources drive and that the Collective Worship Policy is placed on the school website.