

**THE GOVERNING BODY OF ST CATHERINE'S PRIMARY SCHOOL  
Coneybury, Bletchingley Surrey RH 4PP tel : 01881 743337**

**Chair : Mrs Lisa Thurston**

**Head Teacher : Mrs Stephanie Gibson**

**MINUTES OF FULL GOVERNING BODY MEETING  
Wednesday 23 March 2016 at 3.30 pm**

Present

Governors : Mrs J Baber (JB)  
Miss M Cassidy (MC)  
Mrs S Gibson (SG) (Head)  
Mrs R Kilcoyne (BK)  
Mr J Spedding (JS)  
Mrs L Thurston (LT) (Chair)  
Mrs L Townsend (LeT)  
Mrs C Wilkes (CW)

In attendance : Mrs A Price (Clerk to Governors)

**Meeting objectives**

- To have a sound understanding of the school's strengths and weaknesses
- To be clear about their role in ensuring that areas for development are effectively addressed.

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| 1.                     | <b>Apologies for Absence</b><br>Apologies were received and agreed from Mr M Alder (MA) and Mr M Phillips (MP)   |    |
| 2.                     | <b>Register of Business Interests/Declarations of Interest</b><br>There were no declarations of interest.  |    |
| 18.<br>brought forward | <b>SEND report</b><br>Mrs Emily Kerr circulated to governors the Spring term 2016 Inclusion report. (copy in Minutes file). The points covered included: <ul style="list-style-type: none"> <li>• Ensuring places within the SLCN centre are filled</li> <li>• Monitoring progress of SEND pupils</li> <li>• TA project</li> <li>• EASEL project</li> <li>• Non-verbal reasoning project</li> </ul> Governors thanked Mrs Kerr for her very full and informative report. The HT report also highlights the initiatives undertaken by Mrs Kerr. |    |
| 3.                     | <b>Constitution of Governing Body</b><br>There are currently 2 vacancies on the Governing Body, 1 Parent Governor and 1 Co-opted Governor. The detailed analysis of the skills audit will determine what additional skills might be brought to the governing body. The recent and anticipated further government announcements on status of all schools and composition of governing bodies will also influence recruitment of new governors.  | JS |
| 4.                     | <b>Minutes of FGB meeting held on 4 February 2016 (copy in Minutes file)</b>   |    |

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|    | The minutes of the FGB meeting held on 4 February 2016 were agreed and signed as a correct record by the Chair.   |          |
| 5. | <p><b>Matters arising from Minutes</b></p> <ul style="list-style-type: none"> <li>• Agenda item 11 : Sunshade protection for the field: CW to purchase some large gazebos, financial costs to be confirmed by email to governors beforehand.</li> </ul>   | CW       |
| 6. | <p><b>Chair's Actions</b></p> <p>No interim actions taken.</p>  |          |
| 7. | <p><b>Monitoring Visits</b></p> <ul style="list-style-type: none"> <li>• All outstanding monitoring visits must be completed early next term.</li> <li>• After School Club – LeT to arrange an initial visit straight after Easter to see this in its current setting and undertake a follow up visit when they are based in The Lodge.</li> <li>• Mental Well Being – JS to meet with SG to discuss this and Accessibility after Easter.</li> <li>• Maths visit : LeT and JB to set a date and discuss the brief for the visit with SG</li> <li>• Physical Activity visit : This visit should include watching some of the gymnastic classes being delivered to KS1 and KS2 in order to monitor and evidence the impact of the Sports Premium funding. LT to email MP and RK.</li> <li>• Summer term visits will be scheduled in the diary.</li> </ul>   |          |
| 8. | <p><b>Head Teacher's Report</b> (Report in Dropbox)</p> <p>All governors had accessed the HT report in Dropbox. There were a number of questions submitted before the meeting:</p> <p><b>Q: What was the outcome from the meeting with the LA regarding Nursery numbers? Are the numbers too low to make Nursery financially viable in September? What can we do to boost numbers? Have we had the promised stats/plotted maps or rising 3's/3 year olds or the name of our LA Nursery Improvement Advisor that the LA promised at their meeting? Have we had good uptake on the Nursery "Lunch Club" option?</b></p> <p>A: Although the number of applications for September are low, with the SLCN places, the Nursery class is financially viable for September. We have not received or heard anything from the LA. The option for paying for an additional hour "Lunch Club" has been positively received – 10 children are already signed up to stay for lunch after Easter. A marketing strategy to raise-awareness of the provision of free nursery places is being considered.</p> <p>Other questions and answers are recorded as Part Two</p> | SG<br>SG |
| 9. | <p><b>Financial</b></p> <p>(α) <b>Budget 2016/2017</b> – all governors had received a copy of the first draft of the budget which has to be submitted by 31 May 2016. Governors noted a decrease in staffing costs. This is due to the re-structuring of the senior leadership teams as a result of staff movement. It was noted that the spare place funding for year 3</p>  |          |

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|            | <p>which has two parallel classes is protected.</p> <p>(β) <b>Breakfast Club</b> – recorded as Part Two</p> <p>(χ) <b>Letting and Charges policy</b> : Governors unanimously agreed the amendments to this policy, which includes reference to the Prevent duty. SG to update and re-post on Dropbox and the website.</p>  |     |
| <b>10.</b> | <p><b>Safeguarding</b></p> <p>LT advised governors that at the end of February, the Department for Education introduced a piece of legislation requiring all governors to have a DBS check. The amendment to the School Governance (Constitution) (England) Regulations 2012 brings arrangements in maintained schools in line with those in place for academies and free schools. Where a governor has been elected or appointed <b>before 1st April 2016</b> and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor <b>by 1st September 2016</b>. Where a governor is elected or appointed <b>on or after 1st April 2016</b> and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor <b>within 21 days after their appointment or election</b>. CW to email link to governors to start the application process.</p> | All |
| <b>11.</b> | <p><b>Health &amp; Safety</b></p> <p>All governors present noted the minutes of the H&amp;S committee meeting of 7 March 2016, on Dropbox. No outstanding issues reported.</p>   |     |
| <b>12.</b> | <p><b>Governing Body Action Plan 2015/2016</b></p> <p>LT had asked MP to email the notes of the October 2015 working party meeting to all governors. As it is so late in the school year, the 2016-2017 plan, effective from September 2016, will be agreed in the Summer term.</p>  | MP  |
| <b>13.</b> | <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>●—Governors visited the new Lodge building, now almost completed, on the playing field and were very impressed with the quality of work undertaken. Governors expressed their thanks to CW and Ricky Ward, Premises Manager, for facilitating this project so quickly and to such a high standard.</li> <li>●—There were no other premises issues for discussion.</li> </ul>   |     |
| <b>14.</b> | <p><b>School Change of Name</b> – Working Party update</p> <p>SG and JB reported on the steps taken so far :</p> <ul style="list-style-type: none"> <li>• Letters sent out to all parents (238) – 40 responses received, 75% in favour, a few comments specifically on the use of the penguin as a logo.</li> <li>• Letters sent out to other schools : 2 responses received, no adverse reaction.</li> <li>• A parent with marketing expertise has offered to assist with this project.</li> </ul> <p>Points raised during the governors' discussion included the importance and relevance of the logo image, history of the school name, administrative workload, financial impact and timings in effecting a name change.</p>   |     |

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|            | It was agreed that this item be an agenda item at the next FGB meeting (May 25), when governors will make a final decision. CW to enquire lead-time needed for uniform change, LT to research name history of the school, JB to further liaise with parent regarding logo design. | LT/CW/JB |
| <b>15.</b> | <b>Academy Status Update – see Part Two</b>   |          |
| <b>16.</b> | <b>School Development Plan</b><br>Progressing as expected.  |          |
| <b>17.</b> | <b>Staffing Update</b><br>After very rigorous interviewing, a deputy head and three phase leaders have been appointed, in line with the proposed new staffing structures agreed at the last FGB meeting. These posts are effective September 2016.                                |          |
| <b>18.</b> | <b>SEND Report –</b> this was discussed at the beginning of the meeting.  |          |
| <b>19.</b> | <b>Inspection Dashboard</b><br>Governors noted the new version of this document which has been updated with the 2015 data.  |          |
| <b>20.</b> | <b>Part Two Business</b><br>Agenda items 8 (part), 9(b) and 15.   |          |
| <b>21.</b> | <b>Review of Meeting</b><br>Governors agreed all meeting objectives had been met.   |          |
| <b>22.</b> | <b>Date of next meeting</b><br><br><b>Wednesday 25 May 2016 3.30 pm</b>   |          |

The meeting closed at 6.50 pm