



**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 25 May 2016 3.30 pm**

Present

Governors : Mr M Alder (MA) to 4.30 pm
Mrs J Baber (JB)
Miss M Cassidy (MC) from 4.30 pm
Mrs S Gibson (SG) (Head) from 4.30 pm
Mrs R Kilcoyne (BK)
Mr M Phillips (MP)
Mrs L Thurston (LT) (Chair)
Mrs L Townsend (LeT)
Mrs C Wilkes (CW) to 4.30 pm

In attendance : Mrs A Price (Clerk to Governors)

Meeting objectives :

- To further develop the vision of the strategic future of the school
- To ensure the governance structure is effective and sustainable

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| 1. | <p>Apologies for Absence</p> <ul style="list-style-type: none"> • Apologies for absence were received and accepted from John Spedding. • Stephanie Gibson and Marian Cassidy had notified their absence until 4.30 pm. • Mark Alder and Corrinne Wilkes notified attendance to 4.30 pm. | |
| 2. | <p>Declarations of Interest</p> <p>JS has completed an updated declaration of interest form which he will bring to the next FGB meeting.</p> | |
| 3. | <p>Constitution of Governing Body Vacancy for 1 parent governor and 1 co-opted governor.</p> <p>Any decisions that are made in relation to academy status will impact on the governance structure and the constitution of the governing body. John Spedding is looking for possible new governors.</p> | |
| 4. | <p>Minutes of FGB meeting held on 23 March 2016</p> <p>The minutes of the FGB meeting held on 23 March 2016 were agreed by all governors present and signed as a correct record by the Chair.</p> | |
| 5. | <p>Matters arising from Minutes</p> <p>Sunshade protection on the field : CW has purchased four gazebos to provide sun protection for the children on the field, at a favourably discounted cost..</p> | |

Signed
Chair

Date

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| 6. | <p>Chair's Actions</p> <ul style="list-style-type: none"> • Authorised two mobile phones for use on field trips at a significantly cheaper rate than renewing the current contract.. • Agreed residential trips for years 4, 5, 6. <p>It was agreed that in future all residential trips for the ensuing year be authorised at the first FGB meeting of each academic year.</p> | Sep 2016 FGB agenda |
| 7. | <p>Financial Updates (copy in Minutes file and on Dropbox) Part Two Business</p> | |
| 8. | <p>Premises Update (copy in Minutes file and on Dropbox) Governors received premises update.</p> <ul style="list-style-type: none"> • A 12' x 10' shed has been purchased (for storage after-school club, etc). • The lodge is already being used by the school; OSCAHS will be moving there later this term and there are already plans for it to be used for training which will be an additional revenue stream for the school. • Funding to complete the automated locking system for the rear gate is still awaited; • Outside library area is being developed; • Funding being sought to automate the front door to improve accessibility; • Ground surface of the outdoor areas is being sealed to avoid the dye staining clothes; • SCC are re-roofing all of the school's flat roofs during the summer holidays • Other projects under consideration include refurnishing of the classrooms, and improvement on the outside paved area used for packed lunches. | |
| 9. | <p>Review of non-committee structure/FGB only meetings</p> <ul style="list-style-type: none"> • All governors present agreed that the new FGB-only system gives governors a broader view of all governance-related responsibilities, enabling them to monitor and evidence more effectively the impact of the school's resources on pupils' outcomes. • It was agreed that this system should continue, with review September 2018. | |
| 10. | <p>Monitoring Visits</p> <ul style="list-style-type: none"> • Autumn term 2015 visits : <ul style="list-style-type: none"> • After School Club (LeT) – completed, documented and circulated • Mental Well Being (JS) - completed, documented and circulated • Spring Term 2016 – visits scheduled for last half of summer term <ul style="list-style-type: none"> • Maths (LeT) • Physical Activity (MP) • Summer Term 2016 – visits scheduled for last half of summer term <ul style="list-style-type: none"> • SEND and PP (MC) • Reading (LT/JB) • Classroom governors : In view of the difficulty of governors having sufficient time to be effective classroom governors, LT/SG suggested a new system, based on three groups : <ul style="list-style-type: none"> Nursery, Reception, Year 1 Years 2,3,4 Years 5,6 • It was agreed this to be an agenda item for the July FGB meeting in preparation for the new academic year in September. | Clerk – July 2016 agenda |

Signed
Chair

Date

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| 11. | Safeguarding Part Two Business | |
| | 4.30 pm SG and MC joined the meeting. 4.30 pm MA and CW left the meeting. | |
| 12. | Governor Training Session SG circulated guidance for governors on data visits explaining in detail how governors should interpret the data presented from each class. It was agreed that governors should use the class governor attainment and progress visit report (on Dropbox) after each visit and share the findings at the next FGB. | All |
| 13. | School Change of Name – Working Party update <ul style="list-style-type: none"> • JB circulated three design options for the logo (copy in the Minutes file). • Governors present were in favour of option 1, JB to go ahead with costings for printing/embroidering logo and name on jumpers, sweaters and t-shirts. • Governors present unanimously agreed to change the name of the school to Bletchingley Village Primary School from 1 September 2016. <p>Subsequent to the meeting, JB emailed all governors not present with a copy of the proposals. There was unanimous agreement with the decision.</p> | JB |
| 14. | Academy Status update Part Two Business | |
| 15. | Governing Body Action Plan 2016/2017 <ul style="list-style-type: none"> • The Governing Body Action Plan for 2015/2016 had been updated. • The risk matrix is a valuable document that should be updated and reviewed regularly. Governors also noted the need for an annual GB self evaluation • It was agreed that the creation of a Governing Body Action Plan for 2016/2017 was no longer necessary, as the work of the Governing Body is generally driven by statutory requirements together with the School Development Plan. As and when the Governing Body carries out self-evaluation, outcomes from this could be taken forward as a specific Action Plan to address any identified weaknesses. | |
| 16. | Policies Governors reviewed and approved the following policies : <ul style="list-style-type: none"> • PSHE; • Relationships and Sex Education Policy; • Visiting Speakers policies. | |
| 17. | Part Two Business Items 7, 11 and 14. | |
| 18. | Review of Meeting It was agreed objectives had been met. | |
| 19. | Date of next meeting Wednesday 13 July 2016 3.30 pm at School | |

Signed
Chair

Date