



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
Thursday 4 February at 3.30 pm

Present

Governors : Mrs J Baber (JB)
Miss M Cassidy (MC)
Mrs S Gibson (SG) (Head)
Mrs R Kilcoyne (BK)
Mr M Phillips (MP) (Vice Chair)
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 gain a clear shared understanding of the vision for the strategic future of the school.

1.	Apologies for Absence Apologies were received and agreed from Mr M Alder (MA)	
2.	Register of Business Interests/Declarations of interest There were no declarations of interest.	
3.	Constitution of Governing Body There are currently 2 vacancies on the Governing Body, 1 Parent Governor and 1 Co-opted Governor. These two posts will be filled following detailed analysis of the skills audit (see Agenda item 12).	
4.	Minutes of FGB meeting held on 2 December 2015 (copy in Minutes file) The minutes of the FGB meeting held on 2 December 2015 were agreed and signed as a correct record by the Chair.	
5.	Matters arising from Minutes <ul style="list-style-type: none">• Agenda Item 8 : Matters arising from the Minutes :	

Signed
Chairman

Date

	<ul style="list-style-type: none"> • Parent meetings : SG is sending out a survey to parents asking what sort of forum would be of interest to them. • Parent contributions to School Fund : There were reservations among governors that some parents might feel they were being forced to contribute, while others genuinely would have difficulty in contributing but might feel they were letting down their children if they didn't contribute. CW suggested that any amount raised in this way would not match the amount raised by the school in commission on other items. It was decided that this idea would not be further pursued. • Agenda item 10 : Head Teacher's report : Parents gathering in entrance area before 3.30 pm. SG reported that this problem was not so acute but there had initially been an adverse reaction from some parents on the matter. • Agenda item 11 : School Development Plan – agenda item for the March FGB. 	
<p>6.</p>	<p>Chair's Actions LT reported that, following the sudden resignation of a teacher recruited last term through an agency, attempts were being made through a solicitor for a refund of agency fees. It was felt that there were pre-existing conditions the agency should have conveyed to the school and they were therefore at fault for failure in due diligence.</p>	
<p>7.</p>	<p>7A Financial Update (all papers in Dropbox) All governors accessed and read the papers by circulated by CW.</p> <ul style="list-style-type: none"> • FMR : in line with December forecasts. • SFVS : This was agreed by all governors and signed by LT (Chair). • Benchmarking presentation : CW presented the benchmarking procedure and the graphs highlighting St Catherine's outgoings in relation to other schools. With regard to the graphs showing teacher costs, LeT asked how governors would know that it is more cost effective to use own staff rather than supply. SG responded that research and monitoring has shown this to be so, and it was also better for the children to have the familiarity of a known teacher in the classroom. Overall, the graphs showed that the school over the year had achieved great savings in many areas and school costs compared favourably with other schools in the area. Governors thanked CW for her very clear and informative presentation. <p>7 B Staffing Structure SG circulated a paper showing proposed staffing structure from September 2016 (copy in Minutes file). As explained at the last FGB, because of the challenge the school currently face in staff recruitment and the number of staff now on the upper pay range, it is necessary for financial and educational reasons to consider a complete re-think of the school leadership/staffing structure. Increased costs have also arisen due to increased NI rates and pension provisions.</p> <p>Governors agreed the proposed move to the structure, which would return to a model of head and deputy head, supported by three phase leaders across the school. This model would build in transition from key stage to key stage, supporting continuity for children and addressing nationally recognised dips in progress at these points. See supporting paper for details.</p>	

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8.	<p>Safeguarding</p> <ul style="list-style-type: none"> The Surrey safeguarding audit was completed by SG and LT and submitted. An action plan has been drawn up, photographs of the identified safeguarding staff have been added, and all training is now up to date. Following a recent peer review of the school by three local head teachers, it was recommended that photographs of the school's safeguarding personnel be added to the posters displayed around the school. This has already been implemented. The visiting heads felt that all other safeguarding measures were well embedded. All training is up to date. The school's Overview Partner praised the school's safeguarding culture and practices. Her tour of the school with four Year 5 pupils demonstrated that pupils are very clear about how to keep themselves safe and how the school supports them. Prevent strategy : On-line training (about twenty minutes) is available and there are links to further information in the Governance Handbook and DoE websites (SG to forward links). Although much of the material might not be directly relevant to Primary schools, governors have a duty to be aware of the Prevent strategy tools. Governors are also recommended to read and be familiar with a number of documents drawn up by senior staff – one summarises the new areas of safeguarding, and identifying roles and responsibilities; another describes how the school promotes British values and meets its Prevent duty across the school from Nursery to Year 6. 	SG
9.	<p>Curriculum Update</p> <p>SG updated governors on the recent changes in the core curriculum, aimed at giving teachers clearer guidance on how to deliver the school's agreed curriculum. Topics have been slightly amended, and there is a new Core Curriculum document, which identifies a two-year rolling progress for Science, Art, DT and Music. There is also a new Continuous Coverage document, which identifies the skills and concepts which are taught right across each subject rather than through discrete topics, such as sketching skills; reading comprehension skills etc. These documents are all available on the website and in the Dropbox folder.</p>	
10.	<p>Preparing for OFSTED under the new framework (all documents on Dropbox)</p> <ul style="list-style-type: none"> In view of the changed framework of OFSTED inspections, SG circulated the OFSTED outcomes summary, together with a list of key points that governors should know, in order to be well-prepared for an OFSTED visit. The changed framework relates to the amount of notice given for inspection, the length of inspection, the number of inspectors visiting, with the type of visit being dependent on the previous OFSTED grade. The key points highlight the strengths and weaknesses within the school and governors need to be aware of these. 	

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	<ul style="list-style-type: none"> • Governors discussed how they might find evidence of how the school has taken action on how to address the areas of weakness. They requested that the head teacher amend the document, matching the actions directly to the areas of concern to enable governors to monitor this more effectively. • LT reminded governors that formal and informal monitoring visits, including attending assemblies and accompanying classes on educational visits provide invaluable evidence and play an important role in giving governors a true understanding of children and their learning curve as this is how they can really see the SDP in action • SG agreed to amend the document in line with governors' requests. 	SG
11.	<p>Premises</p> <ul style="list-style-type: none"> ● The Lodge building – the wet weather has delayed progress, as has an incident of vandalism, but the project is only a day behind schedule. ● MP queried whether there was enough shade protection on the field in summer. At present, it is not clear whether or not the Sports Premium is to be continued. Therefore, the premises team (Head, Bursar and Premises Manager) will explore ideas and cost them for discussion at the next meeting. ● Governors to consider options and ideas for the furnishing of the Lodge at the next FGB meeting. FROSCS may be approached for some additional funding for this project. 	
12.	<p>Skills Audit</p> <p>CW presented graphs analysing the governors' skills audit (copy in Dropbox). JS offered to analyse further the graphs to assess strengths and weaknesses on the governing body, with a view to highlighting any areas which need to be strengthened. This information will be used to determine the skills required to fill the two governor vacancies.</p>	JS
13.	<p>School Logo and Name</p> <p>SG presented a case for changing the school logo and name. There is a misconception, based on the logo and name, that St Catherine's is a church and indeed a Roman Catholic school, and as such this can confuse both would-be parents and job seekers from visiting the website. Governors agreed to pursue this and JB agreed, as a start, to research the necessary steps for changing the name of a school. The preferred logo is the Emperor Penguin, as this is now a key symbol of resilience for the whole school, and has real meaning for the children. The school name should clearly identify its locality and the key community it serves.</p>	JB
14.	<p>Academy Status – recorded as Part Two Business</p>	
15.	<p>Part Two Business</p> <p>Governors agreed that Item 14 be recorded as Part Two Business</p>	
16.	<p>Review of Meeting</p> <p>Governors agreed that the meeting objectives stated at the beginning of the</p>	

Signed
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	meeting had been met.	
17.	Date of next meeting <u>Wednesday 23 March 2016 3.30 pm</u>	

The meeting closed at 6.20 pm

Signed

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Date