



THE GOVERNING BODY OF ST CATHERINE'S PRIMARY SCHOOL
Coneybury, Bletchingley, Surrey RH1 4PP tel : 01883 743337

Chair : Mrs Lisa Thurston

Head Teacher : Mrs Stephanie Gibson

MINUTES OF FULL GOVERNING BODY MEETING
Wednesday 13 July 2016 3.30 pm

Present

Governors : Mr M Alder (MA)
Mrs J Baber (JB)
Mrs S Gibson (SG) (Head)
Mrs R Kilcoyne (BK)
Mr M Phillips (MP)
Mr J Spedding
Mrs L Thurston (LT) (Chair)
Mrs C Wilkes (CW)

In attendance : Mrs A Price (Clerk to Governors)

Meeting objectives :

- Governors to have a shared understanding of the vision for the strategic future of the school
- Governors to have an awareness of the school's strengths and weaknesses and understand their role in ensuring areas for development are effectively addressed

1.	Apologies for Absence • Apologies for absence were received and accepted from Lena Townsend.	
2.	Declarations of Interest • JS completed an updated declaration of interest form.	
3.	Constitution of Governing Body • Local Authority Governor (1) ○ 1 vacancy (Resignation Marian Cassidy) – JS to research websites and local directories for potential new governors • Parent Governors (2) ○ 1 vacancy – LT and SG to establish whether it is in order for the governing body to appoint or whether a Parent Governor election needs to be held. LT will mention the parent governor vacancy in her end of term letter to parents. • Co-opted Governors (7) ○ 1 vacancy - as with Local Authority governor • Appointment of nominated governor to be responsible for SEN and Pupil Premium - JS agreed to take on this responsibility for the remaining period before the first FGB meeting of the 2016-2017 academic year.	JS LT/SG
4.	Minutes of FGB meeting held on 25 May 2016	

Signed
Chair

Date

	The minutes of the FGB meeting held on 25 May 2016 were agreed by all governors present and signed as a correct record by the Chair.	
5.	Matters arising from the Minutes Agenda item 10 : Classroom governors : With so little time left before the end of year, it was agreed that this item will be discussed more fully at the first FGB meeting of the 2016-2017 academic year.	
6.	Chair's Actions – nothing to report.	
19	SEN report (brought forward) <ul style="list-style-type: none"> • Mrs Emily Kerr gave an oral report to governors (detailed copy to be emailed to governors) with details of each year SEN numbers and needs. • JB asked how parents know where to find specialist SEN provision throughout Surrey and whether there is a central waiting list that parents can sign on to for their child. EK pointed out that Surrey is divided into four districts and each district has a different set up for SEN provision, making it impossible to be certain that every child has the appropriate SEN provision. • EK outlined two initiatives which she has incorporated in SEN provision both of which have been very successful in their outcome – the Reading Dog scheme, and Lego therapy. • SEN policy : EK has read through the policy, noting very little change required. This will now be circulated to all governors for comment, back to SG for electronic approval before the end of term. 	
7.	Head Teacher's report (copy in the Minutes file and on Dropbox) All governors had accessed the HT report on Dropbox. <ul style="list-style-type: none"> • Page 1 : Attendance - Governors agreed with SG that, with reference to the impact specific issues beyond the school's control have on attendance figures, (e.g. school refusers; children who have moved away but are not yet in a new school), it would be worth appealing to a higher level the practice of recording this as authorised absence. LT will contact Sue Roch to this effect. • Page 2/3 : Pupil Outcomes : SG pointed out that the figures shown are an interim framework for this year only. However, these figures reveal that 74% of children in year 6 met the expected target, whereas the national figure was 53% - a very encouraging result and one which will be highlighted to parents and on the website. • Page 5 : Sports Premium : MT asked whether a professional sports instructor could be retained to further bolster and enthuse pupils in all sporting areas. SG said that it was for the governors to decide how much of the contingency should be spent. Currently, we are using some of it on improvements to the building, as the amount of capital funding coming in each year is now minimal e.g. new blinds throughout the school; updating of doors so that they all match, rather than on additional staffing which is unsustainable in a time of falling budgets. If spending came from Sports Premium, the school is required to show sustainable improvement and therefore could not spend it on coaches working with children without CPD for staff being part of the package. However, governors could decide to spend other carry-forward on sports coaching for a year, if they judged it to be good value for money. SG said that there is a real will to improve both fitness and sporting ability in the children and that she was very keen to reconstitute the sports working party/committee. It was agreed that this matter should be revisited by the Sports Committee and referred back to governors for further discussion. SG suggested that governors should take a wholesale look at the financial reserves at the next meeting. 	LT LT/SG

Signed
Chair

Date

	<ul style="list-style-type: none"> LT thanked SG for her report and for keeping governors informed in such detail on all areas of school life. 	
8.	<p>Premises Update</p> <ul style="list-style-type: none"> New blinds and replacement doors are to be fitted during the summer holidays. There is a proposal that the school office be improved, and we are awaiting a visit from architect and plans. 	
9.	<p>Financial Update Analysis of financial reserves will be on the agenda for the next FGB in September.</p>	
10.	<p>Governor Strategic Visits for 2016/2017 To be determined at the first FGB meeting in September 2016 once the new SDP has been written and approved.</p>	
11.	<p>Monitoring Visits</p> <ul style="list-style-type: none"> Spring term 2016 <ul style="list-style-type: none"> Maths (LeT) – this has been written up and on Dropbox – to be discussed at the first FGB meeting in September. Physical Activity (RK) - in progress, to be written up. Follow-up from visits undertaken <ul style="list-style-type: none"> After School Club visit (LeT) (Dropbox document) – LT asked how governors could ensure that OSCAH'S meets the standards expected of them by governors. SG plans to drop in on the Club from time to time, but she did not think it was a statutory school or governor responsibility to monitor standards, or be unduly concerned on numbers, either for the After School club, or the holiday club which was an OSCAH'S initiative. Hire rates for the Lodge : MP offered to assist CW in determining the hire rates. 	<p>RK</p> <p>MP</p>
12.	<p>Safeguarding All safeguarding measures are up to date, the safeguarding audit has been re-visited, no changes are envisaged. SLT are now meeting the Chair of Governors termly to check the SCL and to update audit action plans.</p>	
13.	<p>Reconstitution following School Change of Name</p> <ul style="list-style-type: none"> All governors agreed the proposed new Instrument of Government, clerk to send to Babcock for sealing in preparation for implementation on 1 September 2016. All governors will receive a copy of the new Instrument of Government. JB showed items of uniform with the new logo and name, this now to be marketed to parents, and supplies made available as required. Governors were delighted with the execution and quality of the uniform, and thanked JB for achieving samples and final outcomes so quickly and efficiently. Steps to effect the name change in all other areas will proceed as quickly as required. 	<p>Clerk</p> <p>JB/CW</p>
14.	<p>Academy Status update – Part Two business</p>	
15.	<p>Pupil Premium spending</p>	

Signed
Chair

Date

	This has been covered in the Head Teacher's Report, the website to be updated with the most recent information, as appropriate.	
16.	Performance data update This was covered in the Head Teacher's Report, the website to be updated with the most recent information as appropriate.	
17.	School Development Plan This will proceed based on the school self evaluation results.	
18.	Health & Safety The H&S committee has met, minutes on Dropbox.	
19.	See above	
20.	Policies (a) SEN – see earlier agenda item 19. (b) Pay Policy – no changes as yet, as recommendations have not been finalised. (c) Appraisal – no changes (d) Mental and Emotional Health – on Drop Box, approved on behalf of FGB by JS (e) Health & Safety – reviewed by H&S committee; minor changes regarding responsibilities in the light of the new structure, and minibuss practice; approved by FGB.	
21.	Part Two Business Agenda item 14.	
22.	Review of meeting It was agreed objectives had been met.	
23.	Date of next meeting Wednesday <u>14 September 2016</u> 4 pm at School	

The meeting closed at 5.45 pm.

Signed
Chair

Date