ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Minutes of the full governing board meeting held on the 6th December 2018.

The meeting opened at 6.30 pm and was quorate.

Governors in attendance; Mr G Jamieson, Ms C Simpkin, Mr C Cabell, Mr P Onyeama, Mr A Clarkstone, Ms D Holmes, Ms L Collins, Ms V Riddell, Ms A.M Mananghaya-Watson, Mr S Consolino and Father Richard Plunkett

In attendance; Mr M Ryan, Ms V McLaughlin

1. Absence

1.1 Apologies for Absence

Ms Amy Webber sent her apologies which were accepted by the governors.

2 Election of Chair and Vice Chair 2018-19

Mr C Cabell informed the Governors that he was willing to stand for election as Chair. Ms C Simpkin proposed that Mr C Cabell take the position of Chair there were no further nominations. The nomination was seconded by Mr P Onyeana and accepted unanimously by the Governing Body.

Mr C Cabell nominated Mr A Clarkstone for the position of Vice Chair, there were no further nominations. The nomination was seconded by the Ms C Simpkin and accepted unanimously by the Governing Body.

Father Richard Plunkett opened the meeting with a prayer.

3. Declaration of pecuniary or other interests

Governors were reminded that they must declare any pecuniary or other interest they may have with regard to the published agenda. No declarations were made. The Register of Business Interests had been attached for completion by governors in readiness for uploading to the school website. The completed forms were retained by the school.
4. Constitution

The Clerk advised that the governor's terms of office would be established and maintained by Bexley and reported on at Governing Body meetings when required.

4.1 To note the resignation of Ms Christine Grice.

Ms Christine Grice had resigned from the Governing Body for personal reasons. The Governors thanked her for service and commitment to the school.

4.2 To note the vacancy for a Foundation Governor

Father Richard Plunkett would discuss the Foundation Governor vacancy with the Chair of Governors.

4.3 Code of Conduct for Governors

The NGA Code of Conduct for Governors had been circulated to the Governing Body.

Action: The NGA Code of Conduct was agreed by the Governing Body.

5 Minutes of the last meeting held on the 21st June 2018

The minutes of the last meeting had been circulated and after discussion the governors unanimously agreed that it should be signed as a true and accurate record with the following amendment:

Mr Salvatore Consolino gave his apologies for the Governing Body Meeting on the 21st June 2018.

6 Matters arising

The following points were noted;

- It was agreed that notices of the meeting and an alert for any papers would be sent to personal email addresses in the first instance and the papers for meetings would be circulated via the BSN link from the Clerk.

Action: Meeting alerts and reminders would be sent to personal email addresses going forward. Clerk.

- Link governor work.

Mr A Clarkstone – Maths link Governor
Mr C Cabell – English link Governor
Mr P Onyeama – SEND link Governor
Mr S Consolino – Music link Governor
Mr C Cabell – Safeguarding Link Governor

**Action:** Link Governor opportunities to be circulated and discussed at the next Governing Body Meeting. Agenda Item. The school would make contacts with the agreed Link Governor.


**Action:** Ms D Holmes to check the school website for compliance.


7. **Headteacher’s Report**

The report had been circulated and the following points were noted;

- The School Self Review had been circulated. The foci for the year are Effectiveness of Leadership and Management; there had been a Section 48 Inspection where the leadership had been judged as outstanding.
- The school is close to being full with 205 students.
- The profile of pupils had been included in the Headteacher’s Report. There are a significant number of EAL students, the number of EAL children in Reception and Year 1 had dipped slightly.
- There had been one fixed day exclusion.
- Attendance is 96.2% which is above the target. Attendance is celebrated weekly; the Headteacher meets with parents when attendance is a concern.
- There are 2 children who are on Early Help and 2 referrals to the MASH team this term on both cases the threshold had not been met by the team.
- All teaching staff had completed Safeguarding training in September; support staff would complete the training in December.

**Action:** The Safeguarding Training would be open to governors to attend.

- The school continues to be judged as Good by Ofsted. The process had changed; the Ofsted team come into the school for one day and look at evidence to support the current judgement. If the team find evidence to show that the school is moving towards Outstanding or there are concerns there is a repeat inspection within 18 months. The Ofsted report noted that the Safeguarding was effective and the children were safe and well mannered. The next steps identified were;

_Middle Leaders use information from checks on pupils’ progress to raise standards further across curriculum subjects_
Pupils are routinely challenged to deepen their learning in subjects other than English and mathematics.

- The SATS results for children achieving Greater Depth were strong, there had been a stretch targets for children in mathematics and English.
- Parent view – there had been 37 responses from parents which had been included in the Headteacher’s Report.
- The students had eight trips so far this year. The school choir had performed at Blackheath Halls.
- A new ICT technician had been employed across the partnership.
- The first round of teaching observations had been completed.
- One of the targets in the School Development Plan was to strengthen the capacity of leadership and management at all levels. Peer observations, feedback and coaching from SLT had been implemented. The subject leaders would lead on subject assessment and take part in formal observations. After observations there are meetings with the teachers to discuss strengths and any weaknesses.

Q: How do you moderate yourself during the observations?
A: We have criteria and we use triangulation, the lessons, the books and the data. The discussion with the teachers highlights what is seen in the lesson and the books and the data is reviewed. The new framework says to look at all of the evidence and have an overall view. The School Development Plan is a live document. The vision diagram had been partially mapped to the School Development Plan, work was ongoing.

Q: Where do Governors have input in the SDP?
A: The leadership of the school put the plan together and Governors give feedback and monitor the plan.

- There had been elections for the School Council. The suggestions from the School Council had been circulated.

**Policies**

The following policies were circulated for review and ratification;

- Safeguarding and Child Protection – the policy had been circulated with an overview of the amendments and changes in the policy.

**Action: Agreed.**

- Critical Incident Management Plan
- Data Protection Policy
- Discipline and Behaviour Policy for children
- Code of Conduct for Staff
Action: Policies to be circulated and ratified at the next Governing Body Meeting. Agenda Item.

8. Safeguarding

The Safeguarding Report had been taken under the Headteacher’s Report. The Single Central Register had been checked. An external consultant had been employed to review the Safeguarding processes across the partnership.

9. Reports

9.1 Chair’s Report

The objectives had been set for the Headteacher’s performance management. The Governors Newsletter may be reintroduced.

9.2 Curriculum Committee

The notes of the meeting had been circulated the following points were raised:

- The pass marks had increased this year; the 65% for the combined score represented a 6% dip in the number of children that would have previously achieved a pass mark. The data showed that the actual scores had been very close to the teacher predications which had been very reassuring.
- The committee discussed strategies for the high attaining students. The number of strategies to support students had increased.

9.3 Resources Committee

The minutes of the meeting had been circulated; the following points were raised;

- There had been a surplus of £114,000.
- There had been a grant of £10,000 for capital.
- The teaching staff were stable in terms of numbers; there is one vacancy for a two day job share position in Year 6.

Q: Where are the PTA funds listed in the report?
A: The school do look at the accounts, there is an oversight.

9.4 Premises Committee

The minutes of the meeting had been circulated; the following points were raised;

- CCTV had been installed throughout the school.
- There had been a Health and Safety walk around the school.
- There were reports from the Premises Team.
- The governors had requested an inspection of the flat roof to be undertaken.
10 Effective Governance

10.1 Governor Attendance

There was nothing to report on Governor Attendance.

10.1 To note Governor Training Record

Mr A Clarkstone and Mr S Consolino attended an Analysing School Data Training Session.

Action: Governors to inform the school if they have attended any training sessions.

10.2 Governing Board Skills Audit

Action: The Clerk would circulate a skills audit. Agenda Item next meeting.

10.3 Governor Recruitment Actions

There is one vacancy for a Foundation Governor.

10.4 Governing Board Objectives – to agree the priorities for the year 2018-19

Action: The Chair and the Vice Chair to discuss priorities for discussion and agreement.

10.5 Governor Training Programme

The Training Programme had been circulated.

10.6 Arrange Governors’ Monitoring Visits to the school linked to the SDP

Action: The links would be discussed at the next Governing Body Meeting.

11 Governing Body Delegation

Action: Ms D Holmes to be included in all committee memberships.

11.1 To consider whether the arrangements for Committees and Designated Governors had been effective.

Action: Chair and Vice Chair to discuss.

11.2 To Agree the Scheme of Delegation for 2018/19

Action: Chair, Vice Chair and Clerk to discuss. Clerk to contact Marcus Ryan. Agenda Item next meeting.
11.3 Approval of the Terms of Reference for Delegation to Headteacher and Committees

Action: Chair, Vice Chair and Clerk to discuss. Clerk to contact Marcus Ryan. Agenda Item next meeting.

12 Dates of Future Meetings

The dates of the future meetings had been circulated.