

**St Mary's Catholic First School**  
**Minutes of the Full Governing Body held on Wednesday 10<sup>th</sup> October 2018**  
**(Incorporating Finance and Premises and Curriculum Committees)**

**Present:** Mark Haysom (MH) – Chair, Father Barry (FB), Paula Fearn (PF) (Head Teacher), Graham Rhys-Jones (GRJ), Jo Bourne (JB), Kirsty Hill (KH)

Joy Ray (Clerk)

Item No	Agenda Item	Action
1	<b>Opening prayer, welcome and apologies</b>  FB led the governors in an opening prayer.	
2	Joy Ray opened the meeting with the nominations of Chair and Vice Chair as follows Chair – Mark Haysom Vice Chair – James Howarth FB and GRJ proposed and seconded these nominations and all governors were in agreement.	
3	MH welcomed everyone.	
4	<b>Apologies</b> were received and accepted from J See, J Howarth, C Macer- Wright, L Littlechild, R Bradley, D Wood	
5	<b>Business Interests (BI)</b> – PF declared her Business Interest with KidZone	
6	<b>Minutes from FGB held on 4<sup>th</sup> July 2018</b>  With the following amendments/notes the minutes of the FGB held on 4th July 2018 were agreed as a true and accurate record. No amendments to minutes MH signed off the minutes as a true record.	
7	<b>Update on Governor roles</b>  <b>Governor Roles this year</b>  RE/Catholic Life - FB to email LL SEND – KH Safe Guarding – CMW STAT Grant Funding – MH H & S - GRJ	FB       FB
	FB to contact LL and then liaise with PF on another possible Foundation Governor.	

8	<p><b>Catholic Life</b></p> <p>events at school included:</p> <ul style="list-style-type: none"> <li>• Mass at school.</li> <li>• Harvest – children had day off timetable to look at ideas based on the Laudato Si document. This included making a donation to Dorchester Food Bank with FB, Harvest singing and Eco schools and recycling. Drama.</li> <li>• School has donated £40 to Sightbox UK and will be doing more fundraising in spring 2019.</li> <li>• Reception parents- FB welcomed parents and pupils to a prayer service in the classroom</li> <li>• Reception parents, children and staff had a 'get to know you' evening and new friendships begin to blossom.</li> </ul>	
9/10	<p><b>Latest Finance details –</b></p> <ul style="list-style-type: none"> <li>• The yearend figures for 17/18 were received in September. Possible 14k as C/F from yearend figures</li> <li>• SW had met with CAST finance. Water leak had been spotted as water accounts were high. Now rectified. (Haycorns issue) GRJ suggested provision of a water meter</li> <li>• With a non-teaching staff resignation money may be saved with a lower funded post.</li> <li>• There is a predicted surplus for year end 18/19</li> </ul> <p>A discussion took place and points noted</p> <ul style="list-style-type: none"> <li>• As CAST deals with all the finances now where can we find out the state of our own school's finances?</li> <li>• If CAST goes into financial issues what happens to the individual schools?</li> </ul>	

11	<p><b>Visions and Values Consultation</b></p> <p>PF/JB had attended a Heads/Deps meeting with Raymond Friel and other CAST Board members. Our governors had also attended a meeting with Raymond Friel. RF wanted to gain insight from all stakeholders at school. PF held sessions with parents, staff and pupils and the feedback was forwarded to CAST</p> <p>Questions from governors on above:</p> <ul style="list-style-type: none"> <li>• Head teacher's Performance Management -What is the role of Governors in this process?</li> <li>• Do the Governors have to check that the Head is checking the teachers performance?</li> </ul>	
12	<p><b>Health and Safety /Buildings</b></p> <p><b>Buildings -</b></p> <p>Paul Stewart from CAST (H and S) visited school with PF.</p> <p>Areas for PF to make proposals for works to be completed.</p> <ul style="list-style-type: none"> <li>• Year 2/3 and 4 Toilet blocks</li> <li>• Front gate</li> <li>• Sheds</li> </ul> <p><b>Health and Safety –</b></p> <p>GRJ had circulated notes.</p> <ul style="list-style-type: none"> <li>• Fire/evacuation Drills – completed and staff trained on how to use system.</li> <li>• Major programme of works put on hold by CAST.</li> <li>• Advisor on Outdoor Education needed. Will buy back from DCC if CAST do not</li> </ul>	

13	<p>provide one.</p> <ul style="list-style-type: none"> <li>• Gutters remain an issue</li> <li>• School Roof – this item must be kept on list although not urgent as yet.</li> <li>• Non slip paint required in swimming pool</li> <li>• Has CAST got a lock down policy? PF to look into this</li> </ul> <p><b>Policies</b></p> <p>JR awaiting details from CAST on their up to date policies.</p>	
14	<p><b>Safeguarding –</b></p> <ul style="list-style-type: none"> <li>• Policy provided by CAST - to be uploaded onto website</li> <li>• New CPOMS system being installed in November – SLT to have updated training.</li> <li>• New Handbook to arrive Autumn 2. Safeguarding teams in school asked for input.</li> <li>• New visitors safeguarding information to be used in school.</li> </ul>	
15	<p><b>SEF/SDP</b> – completed and shared with Staff and ESM. Key priorities shared with members of governing body present. Due to low numbers present a further presentation will take place in Autumn 2.</p> <ul style="list-style-type: none"> <li>- Subject leaders have created action plans based on needs of school</li> </ul>	
16	<p><b>DATA</b></p> <p>Data packs were given out to all governors. These had been created by DCC. PF reported on the whole school figures and shared EYFS/ Phonics data. All governors studied them and asked questions as below.</p> <p>Points noted</p> <ul style="list-style-type: none"> <li>• Phonics screening – above national average</li> <li>• Year 2 phonics- 60% pass rate with other 2 children with additional needs making good progress.</li> <li>• Phonics will remain priority for school</li> <li>• Foundation results were above National 80% GLD and 10% exceeding.</li> <li>• Talk for Writing – now embedded in EYFS and having positive impact</li> </ul> <p>Governors asked PF questions as follows:</p> <p>1 Why are we not above the National average in Maths in year 4?</p>	

**2** Have you checked that disadvantaged groups are getting the correct support from Week 1?

PF responded:

- We are striving to continue to improve our Maths results, focus with DASP staff training on mastery and a Maths specialist from Hardyes is supporting First school staff. As a school we are providing additional levels of challenge through White Rose papers.
- We have transition between current teacher and new teacher to the end of the academic year. We do an assessment as whole staff on barriers to learning. PF and ES set the timetable with teaching assistants to ensure key groups of children are supported. Half termly tracking and progress meetings take place. Interventions are adjusted half termly also.

MH thanked PF and staff for all the data and said the Governors were very pleased with the results and well done in the writing.

17	<p><b>AOB –</b></p> <ul style="list-style-type: none"> <li>• Governors’ website to be updated. JR to meet with Sharon.</li> <li>• Additional meeting added to Calendar – <b>March 27<sup>th</sup> 2019 at 5 30pm</b></li> <li>• Christmas readathon – <b>Monday 3 Dec at 530 pm</b></li> </ul> <hr/> <p><b>Closing Prayer</b></p> <p>FB closed the meeting with a prayer.</p> <p>Minutes taken by Joy Ray Clerk to the Governing Body.</p> <p><b>NB    Date of Next Full Governing Body Meeting – 5<sup>th</sup> December 2018 at 530pm</b>  <b>Accepted as a true record and signed by :</b></p> <p><b>Chair.....    Dated .....</b></p> <p><b>Mark Haysom</b></p>	JR
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