

**St Mary's Catholic First School**  
**Minutes of the Full Governing Body held on Wednesday 22<sup>nd</sup> May 2019**  
**(Incorporating Finance and Premises and Curriculum Committees)**

**Present:** Mark Haysom (MH) – Chair, James Howarth (JH) - Vice Chair, Father Barry (FB), Paula Fearn (PF) (Head Teacher), Graham Rhys-Jones (GRJ), Jo Bourne (JB), Rebecca Bradley (RB) Liz Armstrong (LA)

Item No	Agenda Item	Action
1	<b>Opening prayer, welcome and apologies</b>  FB led the governors in an opening prayer.	
2	MH welcomed everyone.	
3	<b>Apologies</b> were received and accepted from JS	
4	<b>Business Interests (BI)</b> – None declared.	
5	<b>Minutes from FGB held on 27<sup>th</sup> February 2019</b>  With the following amendments/notes the minutes of the FGB held on 27 <sup>th</sup> February 2019 were agreed as a true and accurate record. No amendments to minutes MH signed off the minutes as a true record.	
6	<b>SEF/SDP</b>  PF updated the LGB on current staffing including long term sickness. PF explained HR were involved. The member of staff remains unfit for work at present.  <ul style="list-style-type: none"> <li>Mental Health – last meeting with Place2Be. Positivity chair is used, the mental health wall in the staff room is a success – has helped maintain positive attitudes throughout the staff. JB has completed the Trauma Informed Practitioner Diploma.</li> <li>Boxes in classrooms for children 'I need to speak to.....'</li> </ul> JH asked - how is this addressed? PF explained that individuals will have the time to talk, general issues could be addressed as a group. JB explained PSHE lessons could also address issues.  PF talked through the school improvement plan	

7	<p>Caterpillars and CAST values were discussed.</p> <p>Recent achievements – NB DOMVS winner, PM Meyer’s winner.</p> <p>Writing remains an issues within the pyramid. The gap is closing.</p> <p>Y2 SATS have just finished and conversion tables will be available after half term.</p> <p>Other questions from the SEF/SDP discussions:</p> <ul style="list-style-type: none"> <li>Any parental complaints? - No</li> <li>Did parents know the SATS were going ahead? – No, it is better to not make it an issue.</li> <li>MH asked if there was access to St Osmund’s Y6 results. PF to share</li> </ul> <p>Characteristics are working really well. Children are excited to receive these in the post.</p> <p>JP is coaching again this term.</p> <p>New framework in September. All teachers have a copy of the curriculum document.</p> <p><b>Safeguarding</b></p> <p>CMW - safeguard training complete.</p> <p>A second visit has been made to the school. A new issue has risen. CP update from PF. SCR checked. CMW spoke with YE &amp; Y4 children and were enthusiastic about giving information about safeguarding, H&amp;S, fire drills, strangers and general information about the school. They talked about NSPCC pants campaign.</p> <p>PF has completed the safeguarding audit and child sexual exploitation.</p>	PF
8	<p><b>Chairs update on Governor training</b></p> <p>CAST governor training seems more organised and made more sense.</p>	
9	<p><b>Catholic Life</b></p> <ul style="list-style-type: none"> <li>CAST Sarah Barreto, the new Diocesan Schools’ Commissioner, will start work in September 2019.</li> </ul> <p>Events in school –</p> <ul style="list-style-type: none"> <li>Masses</li> <li>Liturgies – individual classes including Q&amp;A.</li> <li>Fr visiting the school 3 times per week.</li> <li>Church Visits</li> <li>Holy Communion</li> <li>Sports</li> </ul>	

10	<ul style="list-style-type: none"> <li>• Fete</li> <li>• RE Conference – PF talked about meditation</li> </ul> <p><b>Head Teacher Finance Update –</b></p> <ul style="list-style-type: none"> <li>• Budget has been set for next year</li> <li>• PF explained next year’s possible change with DASP, premier sport and the OLL – this was discussed.</li> <li>• The school have been awarded 10K for EYFS play area. Pentagon play are due to start this on 17<sup>th</sup> June 2019</li> <li>• BW leaving in July – PF applied for a replacement TA at a lower cost.</li> <li>• Question asked – Has the Y1 sickness been added to next year’s budget – PF replied no as CAS HR should have this resolved.</li> </ul>	
11	<p><b>CAST Clusters –</b></p> <ul style="list-style-type: none"> <li>• Successful in Devon and Cornwall.</li> <li>• The Cluster Co-ordinator role has now been advertised.</li> </ul> <p>Governors have general concern for PF mental health and work load. There was also concern of the impact this will have on the school.</p> <p>GRJ asked if there was a budget attached to this – PF stated yes, she had not known for long.</p>	PF
12	<p><b>Health and Safety –</b></p> <p>GRJ circulated the updated list.</p> <p>Very little picked up during the walk around.</p>	

13	<p><b>Policies</b></p> <p>MH to arrange a meeting with PF to discuss internal policies</p>	PF
14	<p><b>The Haycorn's Association</b></p> <ul style="list-style-type: none"> <li>• JH &amp; PF met with PG &amp; KC</li> <li>• Agreed what had to be done. Parent consultation been done. Application completed and sent to KC – waiting to hear back</li> <li>• Sharon Peel attending to give EYFS advice</li> <li>• EC will be the overall EYFS lead</li> <li>• All Teachers will focus on Maths</li> <li>• KZ will continue to run as it is.</li> <li>• EC and DS will have joint PPA time. PF will lead the whole team</li> </ul> <p>Discussion took place on the possible spend from HA.</p>	MH
15	<p><b>Governor Visits</b></p> <p>Email PF to arrange visits.</p>	
16	<p><b>AOB</b></p> <p>1<sup>st</sup> July at 4pm – Governors welcome for tea &amp; cake.</p> <p>17<sup>th</sup> July at 6pm – Leavers Mass</p> <p>19<sup>th</sup> July – last day of term.</p>	

17	<hr/> <p><b>---Closing Prayer</b></p> <p>FB closed the meeting with a prayer.</p> <p>Minutes taken Sadie Wilson.</p> <p><b>NB    Date of Next Full Governing Body Meeting – Wednesday 10<sup>th</sup> July 2019 at 530pm</b></p> <p><b>Accepted as a true record and signed by :</b></p> <p><b>Chair.....    Dated .....</b></p> <p><b>Mark Haysom</b></p>	
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