



**MINUTES OF THE MEETING OF FULL GOVERNING BODY OF
ST MARY'S CATHOLIC PRIMARY SCHOOL HELD IN SCHOOL
ON WEDNESDAY, 9TH OCTOBER 2019 AT 6.30PM**

PRESENT: Canon J Batthula (Chair, Foundation); Miss P Pickering (Head); Mr M Doherty (L.A.); Mrs K O'Flynn (Foundation); Mr S Taylor (Foundation); Mr A McArdle (Foundation); Mrs E Morgan (Foundation); Mrs N Henderson-Andrade (Elected Parent); Mr P Haley (Elected Parent); Mrs S Lawrence (Staff)

APOLOGIES: Mrs J Hurst (approved); Mr C Hartley (approved)

IN ATTENDANCE: Miss L Grant (Deputy Head); Mrs N Winter (Clerk)

1. Chair opened meeting with a prayer.
2. Chair welcomed all to the first meeting of the new school year. Meeting was declared quorate.
3. **Election of Chair and Vice Chair**
As specified on the Agenda –
 - Clerk advised that Canon John Batthula had been nominated to serve as Chair. All Governors were in favour of his appointment and this was carried unanimously.
 - Clerk advised that Mr Chris Hartley was the nomination for Vice Chair. All Governors were in favour of his appointment and this was carried unanimously.
4. **Register of Interests**
There were no conflicts of interest declared.
5. **Minutes of the full GB meeting** of 1st July 2019 were declared to be a true record and were signed by Chair.

Matters Arising

AP3 – NW liaising with 123ICT regarding publicising positive statements from RE Inspection on the school website – this will then be linked to Parish website. EM suggested publishing same statements in Parish Newsletter when advertising Open Morning.

AP4/5 – Governors will formulate a response and feedback to parents on the questionnaire. Response will acknowledge parents' comments re communication on children's progress and will signpost them to the various ways in which they can access this information. It will also acknowledge and thank parents for all the positive comments and advise of a further questionnaire later in the academic year. KOF will draft the response.

AP8 – ST will arrange visit for January to look at how feedback is carried out in school.

All other action points have been dealt with.

6. Headteacher's Report (circulated in advance)

The School Development Plan has been changed and developed so that Governors can use this. This is a starting point for the document and it will be a live document on Google Drive making it collaborative. Governors will be sent the link.

It was decided to continue to put Policies on the shared drive and to ensure all Governors have the log-in details for this.

Head and Chair have looked again at Governor responsibilities and committee membership and distributed a revised list. All areas of the SDP have had a governor assigned to it. Governors should be aware of the targets for those areas and they are very welcome to come into school to find out more information. They can then update the document and feedback at Governors' meetings. Head is happy to talk to Governors and let them know which specific staff members they should contact in relation to the different areas of the SDP – staff are always willing to get involved and it is good for their CPD.

Catholic Life

Head reported that Year 6 pupils had spent an enjoyable 40 minutes with the Archbishop on Live Stream – singing and saying the Rosary.

Chair commented that it had been good to see so many staff and governors turn out for the Mass of Commitment in September. It was a good opportunity to meet each other and also commit to support our children.

The International Mass showed how multicultural Bicester is. It was great to see the Early Years children carry their banner to the altar and to have the church full.

Meetings have taken place regarding enrolment for the Sacraments of Holy Communion (Y3) and Confirmation (Y6). Parents have been asked to sign up to take part in Welcoming and Offertory duties in the weekend Masses this year and should commit to attending the appropriate meetings and Mass each weekend.

NHA said that some parents felt they were being lectured to. Head responded that it was a massive part of her role as headteacher to encourage families to attend Mass and to remind them it does matter – and that going to church is a very positive experience.

Faith in Action – Head and LG attended a meeting on Tuesday evening. This is a new initiative for Year 6 children. There are lots of ways to get involved – obtaining credits for altar serving, fundraising, and other things in church. This is important for our school and we have a very strong group of committed children in Year 6. It could be a role for somebody on the Governing Body to lead but PP & LG will do it as this is the first year.

Head spoke about the drop in numbers on roll – Brexit is one reason for this with some families returning to their homeland. Another reason is families being re-located in social housing. We will continue to promote the school with flyers and advertising for Open Mornings etc. Chair agreed there were a lot of Catholic families in the town who don't send their children to St Mary's. The reason is usually because of location – making it easier to get to and from school. It is felt that Wrap Around Care is a big issue with parents choosing a school for their child. ST suggested that we go back to the strategy and decide if this is something we need to plan for. If it is, then it should be fed into the Development Plan. A revision of the School Vision is overdue to discuss options to enhance the attractiveness of the school to prospective parents – separate meeting to be arranged. Governors agreed that at present we had not got the staffing or facilities to implement Wrap Around Care – EM suggested looking at other schools and finding out what they do with regard to staffing, premises etc. Chair mentioned that the Trustees would have to give permission for this to go ahead. Head confirmed that it was a massive undertaking and not something that could be encompassed in the ordinary plans for the school.

7. Reports from Committees

Buildings/H&S/Finance (minutes circulated)

AM reported on the meeting held on 01/10/2019. There has been a revision on the figures for building fund work re toilets and hall cupboards. ■ going to do a full budget review. There will be some changes to current allocations to create a balanced budget for the third year. There has been a big impact on funding caused by having 40 less children on roll. This is not sustainable but plans are being made to deal with this before Year 3.

The school is still struggling without a Caretaker, despite many adverts and changes in job description. We continue to receive support from ■ on a casual basis for maintenance work. Head is continuing to open up the premises every morning and lock up most evenings. Governors were asked if they knew anyone who might be able to take on the role. Head has spoken to other schools to see if a solution could be found but to no avail. LG has concerns about the bad weather and having someone to make the site safe.

Health & Safety report has now been received from the Local Authority and most action points have been dealt with. A whole school lockdown procedure will be put into effect (in reverse) by getting children back into school in the case of an emergency.

Curriculum (minutes circulated)

Meeting took place on 26/09/19. Discussed new Curriculum to be rolled out in January 2020 – broader curriculum and new topics will be shared with governors and parents and include opportunities for parents and other stakeholders to visit school and see work.

Committee decided which subjects they will do a review on – P.E. Subject leader will come in and talk to Committee.

The SDP was reviewed with regard to the quality of education. New form developed by SLT and can be updated by governors.

Discussed how we can ensure school has links with businesses. AM & ST spoke about links with Jaguar Land Rover but our school would be out of the area and this is not really viable. EM suggested Science Oxford who have a brand new purpose built building. We already have membership with them.

OUP was also suggested – it is not known if any parents now have links with them. Forging links with local businesses has proved challenging but could possibly be a question for next Parent Questionnaire.

Admissions

Open Day has been arranged for 13th November. Notices will be sent to all pre school groups and nurseries in the area. An invitation will be sent out to all parents who registered an interest for their child. A notice will go in the Parish Newsletter for a couple of weeks.

Personnel

All staff appraisals have been completed and those teachers who were eligible moved on to the next pay increment.

Pay Policy – we are awaiting the new Model Policy from OCC for 2019 with new Pay Scales and this will then be reviewed and adopted by the Personnel Committee.

The Committee reviewed the Terms of Reference and agreed these.

Due to the lower pupil numbers and, therefore, drop in funding, the Committee had considered Teacher Training and Staff Retention whereby teachers may be liable to refund the cost of training should they leave the school within a certain period. Governors discussed this and agreed that this could only work on the basis of individual teachers requesting to attend specific major courses. They also agreed that there should be an onus on staff who do training to feed back to other staff at Inset.

8. Revision/Update of Governors' Roles and Committees

Covered by Head in Item 6 above

9. Pupil Premium and Sports Premium

Sports Premium – MD reported that the school had received the Gold Award in School Games Mark. More sports to be introduced into school, with outside agencies coming into school to encourage more sports such as Martial Arts and Tennis. We will continue to use the expertise of [REDACTED] from NSSOP and are doing all the right things so that things are improving.

It was revealed that the Platinum Award involved achieving 5 Gold Awards in a row!

Pupil Premium – ST noted that a review and evaluation of last year's Pupil Premium is needed and it is a statutory requirement that this appears on the website. He suggested we use the current form and add another page.

It was agreed that the money used had achieved what we wanted it to achieve and that it had provided opportunities for those children. There has been improved attendance. A full evaluation will be carried out and an appropriate report of this will be published as soon as possible.

10. **Policy Review Schedule for Academic Year**

Safeguarding & Child Protection Policy – this policy has been updated by OSCB and has been reviewed by the H&S committee. It will be sent out with these minutes to all Governors so that it can be ratified. Governors should therefore email Clerk with their approval or otherwise. **AP8**

Pay Policy – we are awaiting updated Pay Policy from OCC and Personnel Committee will review this and seek ratification from FGB.

ST commented that the Policy Schedule showed many policies requiring updating by committees. It was agreed that it was governors' responsibility to read and digest policies before approval.

11. **Governors' Training Plan**

AM has acquired a calendar of all Governor Services training courses for the rest of this academic year. Training courses have been matched to Governor responsibilities and all Governors are requested to at least attend training in line with their responsibility.

Governors were requested to advise Clerk and AM of any courses that they attend so that Training Matrix can be updated.

12. **A.O.B.**

None

13. **Dates of Next Meetings**

Wednesday, – 5th February 2020 - 6.30pm in school

Finance/H&S/Buildings – 28th January 2020 at 8.30am

Curriculum – 22nd January 2020 – 5.00pm

The meeting closed at 20.20.

NW/16/10/2019