



**CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL
THE GOVERNING BODY**

Chairman: Anna Murphy-Sullivan

Minutes of School FGB Meeting
Monday 9th December 2019 – 6.30pm

Present:

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| Anna Murphy-Sullivan, Chair of Governors | AMS | Foundation Governor |
| Neville Conn, Vice-Chair of Governors | NC | Foundation Governor |
| Monika Piotrowski | MP | Foundation Governor |
| Jo Hooper | JH | Foundation Governor |
| Jenna Lucas | JL | Staff Governor |
| Ade Bamgboye | AB | Parent Governor |
| Hayley Upton | HU | LA Governor |

In attendance:

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| Simon Lennon, Deputy Headteacher | SL |
| Elizabeth Fleming, Governance Clerk | EF |

| Item | | Action |
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| 1.0 | Welcome & prayers. SL led the prayers. | |
| 2.0 | Apologies | |
| | Apologies received from RC | |
| 3.0 | Pecuniary Interests | |
| | No updates to the existing record are required. | |
| 4.0 | Minutes of Previous Meeting (9th September 2019) | |
| | Prior to the meeting, governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting and these were signed by AMS. | |
| 5.0 | Matters Arising | |
| | EF to set up a whatApp group to communicate urgent actions, updates, etc. | EF |
| 6.0 | Chair's Update | |

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| | <p>AMS picked up on the outstanding action regarding setting meeting dates for the rest of the academic year. It was agreed that SL will review the draft meeting dates and liaise with AMS if any need changing.</p> <p>AMS to circulate to governors.</p> <p>AMS informed governors that she met with the Diocese and LA with regard to drafting another Headteacher pack ready for recruitment in the new academic year.</p> <p>AMS also informed governors that she attended a talk relating to the Arts Hub and Artsmark Award at the Lighthouse last week with SL.</p> <p>AMS also attended the 'Schools Day' organised by the Diocese with SL. The focus of this event was Catholic Character Curriculum, virtue based framework and mentioned how it was beneficial to talk with other schools who were further along in their journey of developing this focus in their schools.</p> | <p>SL</p> <p>AMS</p> |
| 7.0 | F & R Update | |
| 7.1 | <p><u>Performance Pay Review Panel</u></p> <p>NC gave governors an update on the recent Performance Pay Review Panel meeting. This meeting was attended by DG, SL, AMS and NC. AB was unable to attend. The Pay Policy was ratified out of committee prior to the meeting and the panel worked to this document in the meeting. The school had budgeted for pay increases of 2% but agreed to award teaching staff the 2.75% increase recommended by the union. This will have a small impact on the budget. Each teacher was also awarded a one point increase on the pay level.</p> | |
| 7.2 | <p><u>Schools Financial Benchmarking</u></p> <p>NC also spoke about the recent benchmarking exercise carried out. It measures and compares CC against fifteen other schools across the country in terms of how CC spends money. NC picked out highlights of the report and explained the measures and results.</p> <p><i>GOV. Q. (HU) what percentage of budget does CC spent on teacher salaries? NC - 77%</i></p> <p>This is at the high end and we will be monitoring this carefully especially given the 2.75% increase. However, this is also one of the strengths of the school in that we invest in our staff and reward appropriately.</p> <p>He also informed governors that the current contingency fund is approx. £111K.</p> | |
| 8.0 | SIPS Update | |
| | JH updated governors on the focus of SIPS meetings this year. Data is a key focus and measuring where improvements are required going forward to increase attainment and pupil progress. The latest SATs results show that pupil progress in CC is in the top 20% nationally. | |
| 9.0 | Headteacher Update | |
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| | <p>SL updated governors on RE activities. Every class in Key Stage 2 had an adoration of the Blessed Sacrament session.</p> <p>The Sacrament of Reconciliation will be given to Year 5 and 6 tomorrow if there are enough priests. If not, one year group will have the sacrament next term.</p> <p>SL informed governors of the plans for the Jan 6th Inset day. An Oscar Romero representative will visit the school that day to update all staff on the award and the schools goals in relation to it.</p> <p>The other part of the inset day will be focused on 'See-Judge-Act'. SL explained 'See-Judge-Act' to governors - it is essentially focused on teaching children about making the world a better place and teaching virtues and Christian behaviour. Every half term curriculum will be focused on two virtues. Children will be taught about doing good in society and virtuous behaviour. SL handed out a photo of the proposed virtues display for the school hall. He also showed governors the poster that is planned for classrooms.</p> <p>AMS - mentioned that the colours on the virtues in the school hall should match the colours on the virtues in the posters depicting the cross to be displayed in each classroom.</p> <p><i>GOV. Q. (NC) - can you tell me more about 'Golden Apples'?</i></p> <p>SL explained that Golden Apples are linked to virtues. It is a sticker system where a child receives the award for a particular value that they model in their behaviour. SL explained how CC has developed its own approach taking inspiration from different studies and influences.</p> <p><i>GOV. Q. (AB) - what does stewardship represent?</i> SL explained that it is about care for the environment.</p> <p><i>GOV. Q. (NC) - when the virtues will be displayed in the hall and classrooms?</i> SL - this is planned for January.</p> <p>Governors discussed if there was a feasible solution to making the golden apple stickers more durable.</p> <p><i>GOV. Q. (JH) - are there plans to share virtues with parents?</i> SL - part of Oscar Romero is to include parents. They will be explained and showcased in the school newsletter.</p> <p>SL also informed governors that the INSET day will also focus on middle leaders and Ofsted expectations..</p> <p>SL reviewed the initial intake figures for the next academic year. There are currently 88 applications which is lower than normal at this point.</p> <p><i>GOV. Q. (MP) - how many are there usually at this stage?</i> SL - 150 by Jan.</p> <p><i>GOV. Q. (NC) - how many Catholics have applied so far?</i> NC - 23.</p> | |
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| | <p>SL advised governors that the school funding consultation will start on Friday and will last until 9th Jan</p> <p>SL also updated governors on staff changes and updates. He advised governors that so far there has been only one applicant for the maternity cover teacher position which is advertised as a full time permanent role.</p> <p>SL informed governors that the Comparison Performance tables will go live on Friday. A section to be added to the newsletter and link provided so parents can review.</p> | |
| 10.0 | AOB | |
| | <p>MP discussed the Polish school rental proposal with governors. They need five classrooms at a rental of £12 per classroom for three hours each Saturday.</p> <p>AMS advised that rentals is not ordinarily a governor issue. Lettings is managed by SBM. AMS suggested this is for the school and teachers to consider, due to the use of classrooms. The Lettings Policy only covers the hall.</p> <p>AMS recommended SL to discuss feasibility and security aspects with Sue Solly (SBM) first and then class teachers affected. Potentially to meet with the Polish school if appropriate.</p> <p>AB discussed the computerised entry system he experienced at St. Mary's school. He took an action to investigate the cost of the system.</p> <p>Governors discussed meeting dates for the next half term. The following were agreed:</p> <p>F&R - 20th January, 2nd March SIPS - 3rd February, 16th March FGB - 23rd March</p> <p>AMS and SL took an action to review the number of governor meetings required. Annual Planner scheme for agendas, to look for efficiencies.</p> <p>Governors discussed how to make policy reviews easier and more efficient. SL to investigate if governors can have rights to make suggestions in the Under Review folder</p> <p>AMS mentioned how having the links added to the meetings alert email has helped with this.</p> <p>AMS thanked governors for their attendance, responsiveness and commitment over the past year, and wished them a good Christmas.</p> | <p>SL</p> <p>AB</p> <p>AMS/SL</p> <p>SL/AMS/HU</p> |
| 11.0 | Date of next meeting – 23rd March 2020 | |
| 12.0 | Meeting close - 19:35 | |

SUMMARY OF ACTIONS

Elizabeth Fleming

- EF to set up WhatsApp group for governors to be used to communicate urgent updates and actions.

Simon Lennon

- SL to review draft meeting dates for the rest of the academic year and liaise with AMS if any need changing.
- SL to check with Fi regarding allowing governors to make suggestions on policies in the Under Review folder.
- SL to discussed the feasibility and security aspects of the potential Polish school rental with SS and class teachers, and subject to their approvals to meet with Polish school if appropriate.

Simon Lennon/Anna Murphy-Sullivan

- SL and AMS to review the number of governor meetings required to see if these can be reduced.
- SL/AMS/HU to look at an Annual Planner for Governance

Anna Murphy-Sullivan

- AMS to circulate agreed meeting dates for the rest of the academic year with governors once agreed with SL.

Ade Bamgboye

- AB to investigate the entry system in place at St. Mary's and report back on costs.

Approved

Date
