



Present: Katie Blood (HT), Stephen Berry (Chair), Fr Martin Morgan (Vice Chair), Tony Firmin, Nikki Harper, Jane Gray

In attendance: Tom Way (Clerk), Fiona Keeling (Deputy HT)

Apologies: Francesca Urquhart, Ian Beggs

Absent: Dan MacIntyre

Quorum: 6 out of 9 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and DHT are highlighted in **bold**.

1. Welcome / apologies for absence and declarations of interest

Governors accepted the apologies for absence from FU and IB and noted that DM was absent.

There were no declarations of interest for this meeting.

2. Minutes + Confidential Minutes of FGB meeting held on 17.10.19

The GB agreed that both sets of the minutes were an accurate representation of the meeting.

The following actions have been met:

- The Clerk has updated the school records relating to governor appointments on 17.10.19
- It was agreed that the previous action 7.1 would be removed as the Pupil Premium policy is not statutory and the HT has prepared two other documents related to this [see item 8a below]

Matters arising, not otherwise on the agenda:

N/A



ACTIONS

- 2.1** The Chair to work on Health & Safety checklist with Senior Leaders – **ongoing**
- 2.2** FrMM to produce a plan of fundraising proposals – **ongoing**
- 2.3** HT to discuss potential governor's school visit day with the Chair and update governors – **ongoing (meeting 10.01.20)** (visit to focus on Phonics and Spelling)
- 2.4** Governors to complete the skills audit document before the next FGB meeting in December and the Clerk to collate the results – **ongoing**
- 2.5** Chair to contact JG about premises inspection – **ongoing**

3. How to raise the profile of the school in the area/pupil numbers

The Chair advised that it is the role of governors to help raise the profile of the school and that this objective links in with finding more Diocese governors.

TF asked if there would be another open evening for prospective pupil's parents, and the HT advised that two have happened already and that two more will take place during daytime hours. There was a discussion around the full governing body attending these and the HT advised that there is an issue of not knowing how well-attended it will be and that this may not be appropriate if there are small numbers attending, and there was a further discussion around the timetabling of these events. FrMM suggested that the school clubs may be a good place to invite prospective parents to attend, to which the HT agreed.

The HT advised on the possibility of setting up a school noticeboard visible to the general public and agreed to look into this further.

NH advised that their brother runs a local media and marketing company and that they are an expert in this area, and there was further discussion around this regarding the school's digital media presence. The Chair suggested that it would be good to have a chat with NH's brother about this and whether the school can sustain this work internally over a longer period, and NH agreed to discuss this further with their brother.

The HT advised that they had met with DM and discussed if it is possible to use Facebook for marketing the school without setting up a school page (the issue being privacy and monitoring), and the HT agreed to look into this further and report back at the next FGB meeting.

All governors agreed that the school would have a digital media presence by the end of March.

There was a broader discussion regarding Church outreach and other local marketing opportunities such as the Preston Pages.



ACTIONS

- 3.1** HT to look into the possibility of setting up a school noticeboard
- 3.2** NH to discuss the possibility of the school's digital media presence with their brother
- 3.3** HT to look further into the possibility of using Facebook for marketing the school without setting up a school page
- 3.4** FGB: The school to have a digital media presence by the end of March 2020

4. Governor's roles and responsibilities / Subject leads in SIP

Governors roles and responsibilities

The Chair advised that they had put together a list of the positions covered and those to be filled, with the latter shrunk down to the essentials. The Chair also advised that the FGB meetings should become more strategic and focused on long-term planning for the school from January onwards, with the day-to-day responsibilities and detailed questioning of the HT being undertaken in the committees.

The Chair advised that they are currently chairing the resources committee and that they will continue with this until someone else takes over. FrMM suggested that as the Chair's expertise is valuable for the resources committee that it might be preferable for someone else to take over the role of FGB chair. The Chair advised that this is possible and the key issue is that they are not spread too thin over several responsibilities.

The Chair advised that the role of Behaviour and Attendance governor needs filling and there was a further discussion around what this would involve. The Chair and HT advised that it would require more of a focus on attendance rather than behaviour, and they elaborated that although the school's attendance statistics can be affected more adversely by virtue of being a smaller school, it is essential that all pupils should be attending fully with no exceptions and that this is critical for the pupils' future. NH advised that they would be happy to fulfil this role, and all governors agreed that NH would be appropriate and were happy for them to take on this role.

NH was appointed as the Behaviour and Attendance governor.

Subject leads in SIP

The Chair presented a report on the governors' monitoring plan and advised that this should be finalised in January. The Chair also presented the new governors' visit/feedback form and advised that it would be good to start using these from January onwards and have them up and running properly before the next SIAMS inspection, and that the governing body will discuss the gaps in the subject leads role in greater detail when these are implemented.



5. NGA review of governance – Skills Audit

The Chair presented the collated results of the skills audits that had been returned and advised that the two areas of concern were strategic leadership and accountability.

The Chair advised that they will link the skills audit to the governors monitoring plan [see *item 4 above*] and then send out training requests for the required areas of improvement. The Clerk agreed to collate this data when it is ready. There was a broader discussion around training.

ACTIONS

5.1 The Chair to send out training requests for the required areas of improvement in the skills audit

6. Headteacher's 'School at a Glance' Report

The HT advised that there had been a timetable error last week with their preparation for the T&L committee and that they had only sent this report on the day of the meeting, but that all governors have seen the report in advance of this meeting now.

TF advised that the T&L committee will focus on the priorities within this.

FrMM left at this point.

7. Committee Reports/Plans

T&L committee

TF summarised that they want to cut down on paperwork for meetings where it is not essential and that they also asked for a list of staff meeting dates so that governors can attend and support. The HT advised that for the most part this would be useful but that sometimes in the case of parent governors they may need to assess if it is appropriate that they attend, but that this should be fine and can be worked around. There was further discussion around this.

Resources committee

The Chair confirmed that all governors have seen the minutes of this meeting and governors confirmed that they had no questions at this point. The Chair advised that all is on track in the resources committee currently.



8. Policy Reviews

The HT and the Chair advised that they will have a meeting in January to assess what is strictly statutory within the policy review schedule so that the governing body can focus on these as there currently isn't time to review all policies.

A) Pupil Premium Policy

The HT advised that the policy itself isn't statutory and that they had prepared both the PP action plan and PP strategy review in place of this. The HT advised that the review relates to how PP money has been spent over the last year and what the outcomes were. There was a broader discussion around this.

B) Admissions Arrangements

The HT advised that this also isn't a policy that requires formal agreement. The HT advised that this relates to pupils who are applying for admission now and that they have checked it against the previous admissions arrangements and will also check it with the Diocese. The HT also advised that they are not currently expecting oversubscription to the school.

All governors confirmed that they were happy with the document and there was a broader discussion around this topic.

9. Ratification of Documents

All governors agreed to the ratification of the Resources and T&L terms of reference, the scheme of delegation and the Behaviour policy.

10. Budget updates/Annual write-offs reports (including previous year)

The HT advised that there were no particular updates on the budget.

The HT provided the write-offs report, and the Chair signed off on this.

11. Health & Safety

A) Governor nomination for termly premises inspection

It was agreed that going forwards this will only be undertaken by the Health & Safety governor as it is difficult to arrange this with a different governor each time due to low numbers.



JG agreed that they will conduct a Health & Safety visit to the school sometime in January.

B) HT report on safety matters

The HT provided an update on incidents since the last FGB meeting. The DHT advised that they had received quotes for resurfacing the playground to reduce the possibility of slipping over and advised that this will be funded from the Sports grant fund.

ACTIONS

11.1 JG to conduct a health & safety visit to the school in January

12. Feedback from Governor Training/School Visits

The Chair advised that they had conducted a school visit on 22.11.19 and confirmed that they had circulated the report to governors.

JG advised that they had completed a training course with the LA on adult safeguarding.

NH advised that they had completed mental health first aid training.

13. Urgent business not on agenda

The Chair emphasised that the FGB meetings need to be more strategic going forwards, and acknowledged that there are gaps at the moment and that there is need to plan more for the long-term. There was a broader discussion around this.

The meeting closed at 7:26pm

Signed[Signed copy kept in school office]..... Chair of Governors

Date.....

The next FGB meeting will be on Thursday 05 March 2020 at 5.45pm