### Meeting of the Full Governing Body of St Teresa’s RC Primary School
#### held on Monday 12th September 2016 at 6.00 p.m.

**PRESENT:** Mrs J Barber (JuB) (Chair), Mrs B Brown (BB) (Headteacher), Fr M Lovell (Fr M), Mr M Burchett (MuB), Ms J Barnes (JaB), Dr F Epaulani (FE), Mr G Scott (GS) and Mr J Moon (JM)

**IN ATTENDANCE:** Mrs C Hazelden (CH) (Clerk to the Governors)

1. **Opening Prayer and Welcome:**
   The opening prayer was led by Fr M Lovell.

2. **Apologies for Absence:**
   Apologies were accepted from Mr S Kent (SK) *(unwell)*, Fr J Feeley (Fr J) *(on retreat)* and Mrs F Crascall (FE) *(family commitment)*

3. **Declaration of Business Interests and Update of Register:**
   No governor declared an interest in any item on the agenda. The register of business interest forms were updated and signed.

4. **Clerk’s Remuneration:**
   The Clerk’s remuneration was agreed.
   It was decided to delegate this item to the Pay Team in future in order for any increase to be agreed in the Spring term to be actioned from 1st April in each year.

5. **To Agree the Committee Structure, Terms of Reference and Delegation of Functions:**
   It was decided to remain with the current committee structure.

   The terms of reference had been uploaded to klz in advance of the meeting and were accepted for the Resources, L&W and SRG committees without amendment.
   It was decided to amend item 1 of the terms of reference for the Admissions committee as follows:
   - To draft the admissions policy, including criteria, which must be reviewed annually for ratification by the Full Governing Body.
   The Clerk would upload the amended document to klz.  
   
   **ACTION CH**

   The delegations of functions (decision planner) was agreed and signed with two amendments as follows:
   - 43. To adopt the Admissions Policy – FGB
   - 49. To move to FGB

   The Clerk would upload the amended document to klz.  
   
   **ACTION CH**

6. **To Agree the Code of Conduct:**
   The code of conduct was agreed and signed with one amendment to include in the commitment section – We accept that foundation governors have an additional responsibility to maintain the Catholic ethos of the school as a whole.

   The Clerk would upload the amended document to klz.  
   
   **ACTION CH**
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7. **Update on Buildings Project:**
The improvements to the fire alarm system had been completed by 15th August 2016 at a cost of £79,960 funded by the LCVAP grant. Works comprised a sensitive layer to all fire doors, smoke detectors in all areas, alarm bells in the toilets, a new electronic shutter in the kitchen, replacement of ceiling tiles in some areas, electronic fire signs above every door and green lights in the corridors. The Fire Office would visit on 23rd September 2016 and following receipt of his report it was hoped that the Buildings Control Officer would sign off the use of the Avila Room.

Q1. Has the new building been included in the fire systems?
R1. Wires have been laid in preparation to connect to the new building.

A delay in the building works had occurred as the LCVAP grant appeared to be pending rather than actioned. The result was that the contractors due to undertake the drainage works could not start work until 22nd August 2016. Whilst good progress had been made since then the building project was currently one calendar month behind schedule and it was felt that a realistic timescale would be to finish by the February half term.

Governors had viewed the building site before the start of the meeting and had visited the mobile classrooms.

Q2. How are the mobile classrooms working out?
R2. They are of a very high standard and are working very well.

Q3. Would it be possible to have matting on the grass at the side entrance?
R3. The pupils are out in all weathers and there are two entrances, however, we will keep a watch on the condition of the grass.

Q4. Are there any issues with morale?
R4. Morale is very high. Year 2 class have moved to the old staff room which, although small, is close to the library and the hall. There are also no noise issues at the moment and the new door has been fitted to the outside.

Governors commented that the communication between school and the parents had been very good.

The Headteacher reported that the later start for Reception pupils had worked well.

BB, JM and Mrs Jenner were thanked for working on the building project during the summer holidays. All staff were thanked for their help and support in staying at school to move furniture in readiness for the work to commence.

8. **Minutes from the L&W Meeting on 18th July 2016:**
The Minutes from the above meeting had been uploaded to klz in advance of the meeting. No questions were raised.

9. **Governor Vacancies/Training:**
There were currently 3 foundation governor vacancies. One potential candidate had come forward. His skills were in engineering and premises which had been identified as a gap in knowledge following the skills audit. JuB had given him several documents and had explained the roles and responsibilities of the position. He had been invited to the meeting that evening but had been unable to attend due to...
family circumstances. Should this person wish to take the nomination forward the next step would be to speak with Fr Michael.
It was hoped that by ensuring potential candidates were fully aware of the commitment that would avoid a recurrence of early resignations.
It was decided to advertise the vacancies in the school and parish newsletters. **ACTION JuB**
**BB** would investigate if the potential parents from Reception class were practising Catholics. **ACTION BB**
Other names were suggested and Fr M would follow up on these suggestions. **ACTION FrM**

Staff elections were underway for the staff vacancy.

10. **Membership to the Committees; Monitoring Teams and Schedule of Visits:**
Governors were appointed to committees as follows: -

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<th>Admissions</th>
<th>Resources</th>
<th>Learning &amp; Welfare</th>
<th>SRG</th>
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<td>BB</td>
<td>JuB</td>
<td>SK</td>
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<td>GS</td>
<td>JM</td>
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<td>Chair of L&amp;W</td>
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<td>JaB</td>
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<td>JuB</td>
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<td>Staff Governor</td>
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<td>Staff Governor</td>
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The HTPM/Pay Team would comprise GS, JuB and JaB.
Governor roles were allocated as follows: -
SEN – FE; Safeguarding – SK with support from FE; Website – GS; R.E. – Fr M;
EYFS – JaB; Training & Development – MaB

JuB would contact Mr Badze to facilitate a handover to FE and to SK to explain the role of safeguarding to FE. **ACTION JuB**

11. **To Accept the Minutes from the Meeting dated 14th June 2016:**
The Minutes of the meeting dated 14th June 2016 were accepted and signed.

12. **To Discuss any Matters Arising:**
5. Q5. Has the timeframe for the complaint expired?  
R5. Several letters were sent back and forth allowing more time that the policy dictated. The complaint will not be resolved fully until after the L&W meeting.

It was decided to review the Complaints policy with a view to trying to ensure that timeframes could be more clearly adhered to. **ACTION GS**

13. **Agree the Dates of Future Meetings:**
FGB – 30th November 2016; 6th March 2017 & 13th June 2017
SRG – 28th September 2016; 7th December 2016; 15th March 2017 & 28th June 2017
L&W – 14th November 2016; 18th January 2017 & 19th July 2017
Resources – 12th October 2016; 23rd February 2017 & 25th May 2017

14. **Election of Chair and Vice Chair:**
No nominations had been received in advance of the meeting.

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*Initials:*
JM proposed and JaB seconded the nomination for JuB. JuB was unanimously elected as Chair of Governors for a further term of 2 years.
JuB wished it noted that her term of office as a governor would end on 31st August 2017 and she did not wish to be considered for reappointment for a third term.

No nominations were received for the position of Vice Chair. It was decided to hold over the elections for this position until the vacancies on the Governing Body had been filled. In the meantime, should the Chair of Governors be unavailable, the Headteacher would seek advice from the Committee Chairs depending on the area of concern.

15. **Any Other Business:**
   a) Mrs Foster was congratulated on the birth of her daughter.
   b) Governors were thanked for their hard work and contribution to the school.
   c) A folder had been set up on klz for documents in readiness for any future Ofsted inspections. Governors were encouraged to familiarise themselves with its content. **ACTION ALL**

16. **Confidentiality:**
   There were no items of confidentiality

17. **Closing Prayer:**
   The closing prayer was led by Fr Michael.

The meeting closed at 8.05 p.m.

* Agenda item at a committee meeting

Signed………………………………………. Dated……………………………………...