Meeting of the Local Governing Body of St Teresa’s RC Primary School held on Tuesday 13th June 2017 at 6.15 p.m.

PRESENT: Mr J Moon (JM) (Acting Chair), Fr M Lovell (Fr M), Ms J Barnes (JaB), Mr S Kent (SK), Mrs H Bennett (HB), Mr A Madrell (AM), Mr G Scott (GS), Mr T Maillard (TM), Dr F Epulani (FE) (arrived late), Mrs B Brown (BB) (Headteacher) (arrived late, at KCSP briefing) and Mrs F Crascall (FE)

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

1. **Apologies for Absence:**
   Apologies were accepted from Mrs B Day (BD) (*personal reason*)

2. **Declaration of Business Interests and Update of Register:**
   No governor declared an interest in any item on the agenda.

3. **To Note the details of Kent Catholic Partnership and the letter from the Archbishop:**
   The Local Governing Body of St Teresa’s Roman Catholic School noted the following information regarding the Kent Catholic Schools’ Partnership:
   Company Name: Kent Catholic Schools’ Partnership
   Company Number: 08176019
   Company Address: Barham Court, Teston, Maidstone, Kent, ME18 5BZ
   Company Secretary: Dr Helen Mawby

4. **To note the Articles of Association, the Scheme of Delegation and the terms of reference of the Local Governing Body (LGB):**
   The Articles of Association, scheme of delegation and terms of reference of the LGB had been uploaded to klz in advance of the meeting.
   The Local Governing Body duly acknowledged and recognised these documents.

5. **To Receive the notification of the Initial Governing Body:**
   Pursuant to the Scheme of Delegation the full Local Governing Body shall be constituted as follows:
   a) Headteacher of the Academy; 2 parent governors; 1 staff governor; 8 foundation governors and 2 co-opted governors.
   
   b) The LGB noted that the Headteacher is a governor of the LGB
   Mrs Bernadette Brown - - term of office – ongoing
   
   c) Parent Governors
   The Local Governing Body noted there were 2 parent governor positions 2 having transferred over from the predecessor governing body of the school.
   Mr S Kent - term of office – 20th October 2014 to 19th October 2018
   Mr M Burchett – 25th November 2014 to 5th June 2017 (resigned as noted in the FGB Minutes dated 13/06/2017) parent elections were underway.
   
   d) Staff Governor
   The Local Governing Body noted there was 1 staff governor position 1 having transferred over from the predecessor governing body of the school.
   Mr T Maillard – 9th December 2016 to 8th December 2020
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e) Foundation governors  
Fr Michal Lovell – 1st May 2017 to 30th April 2021  
Fr Joe Feeley – 1st May 2017 to 13th June 2017 (confirmation of Fr J’s resignation was received at the meeting pending his retirement from the priesthood)  
Miss Janice Barnes – 1st May 2017 to 30th April 2021  
Mr Francis Epulani – 1st May 2017 to 30th April 2021  
Mr André Madrell – 1st May 2017 to 30th April 2021  
Mrs Hayley Bennett – 1st May 2017 to 30th April 2021  
Mrs B Day – 1st May 2017 to 30th April 2021

f) 2 Co-opted governors  
Mr Gareth Scott – 23rd June 2015 to 22nd June 2019  
Mr Jeremy Moon – 1st May 2017 to 30th April 2021

6. To Agree the Election Process for the Chair and Vice Chair of Governors:  
The election process had been uploaded to klz in advance of the meeting and was agreed without amendment.

7/8. To Conduct the Election of Chair of Governors and Vice Chair of Governors:  
As BB was currently absent from the meeting the elections would be held over until the end of the meeting. It was therefore decided to appoint JM as Acting Chair for the remainder of the meeting.

9. To ratify the Appointment of the Deputy Headteacher:  
The appointments panel comprising JM, BB, Fr M and two external assessors had conducted a thorough process of interviews and feedback had been given to the candidates. The appointments panel had recommended the appointment of Mr M Burchett as Deputy Headteacher from 1st September 2017. Governors ratified the decision.

10. To Approve the Appointment of an Associate Member:  
Mr M Burchett was appointed as an Associate Member from 13th June 2017 for a period of 4 years.  
FC gave thanks to the school for the support she had received over the last two and a half years.

FE arrived at the meeting at 6.25p.m.

11. To Agree the Committee Structure and Delegations:  

Q1. Are there any other formats governors could consider as many matters are delegated to the SRG committee?  
R1. The LGB must meet at least 4 times per year in accordance with the KCSP terms of reference, apart from that it has the power to operate as it chooses. There are currently three options put forward by KCC. The Circle Model which relies heavily on governors monitoring the various areas and providing robust and detailed reports, the committee structure we currently have in operation or the two teams model which operates without a strategy team.  

BB arrived at the meeting at 6.30 p.m.

It was decided in the absence of any other processes to remain with the current committee structure of Strategy Review Group, Resources and Learning & Welfare. Governors were tasked to put forward any ideas for re-structure prior to the LGB meeting in September. ACTION ALL
It was reaffirmed that the Resources committee had delegated power to ratify the budget.

12. **To Decide the Governor Roles and Sign the Code of Conduct:**
It was decided to hold over the designation of roles pending the election of Chair and Vice Chair of Governors to be held at the end of the meeting.

All governors present agreed and signed the KCSP code of conduct.

13. **To Confirm the Bank Signatories:**
The Local Governing Body ratified the appointment of Lloyds Bank Plc
The bank signatories were confirmed as Mrs B Brown; Mrs D Jenner and Mrs A Kerr and Mrs F Crascall. Once Mrs Crascall had left the school the bank mandate would be amended.

14. **To Note the School Policies:**
The KCSP polices were noted. These policies would be reviewed by the various committees.

All pre-existing polices which had not been superseded by KCSP polices would continue.

It was noted that the school did not currently have a H&S policy, however, as the KCSP list indicated that there was a Trust-wide H&S policy and this could not be found on the website, the Clerk would contact KCSP.

**ACTION CH**

15. **To Ensure the School Website Compliance:**
A list of documents which were required to be published on the website had been provided by KCSP. GS and FE would review the website and detail any documents which were missing.

**ACTION GS/FE**

KCSP would also conduct an audit in a few weeks’ time.

16. **To Receive and Update from the KCSP Briefing for Senior Leaders held immediately prior to this meeting:**
BB had arrived late at the meeting as she had attended a meeting of the Senior Leaders led by KCSP. TM was asked to leave the meeting but subsequently returned to take part in the discussion.

Discussion of this item was confidential.

17. **To Receive the Headteacher’s Report (HT):**
The HT’s report had been uploaded to klz in advance of the meeting.

**Introduction**
It had been reported that the mistake made by the DfE in the official documentation had caused, and was continuing to cause the school many problems.

**Governors**
Mrs J Barber had left the governing body after almost 8 years of dedicated service, the last 3 and a half years as Chair of Governors. It was decided to invite her to the celebrations to be held on the last day of term. Governors were invited to contribute to her leaving present. **ACTION ALL**

It was noted that Fr Michael had also written to Mrs Barber.

**Pupil Numbers**
The September intake for Reception class had been affected by two applications. One family who had subsequently moved to the USA and one family who had been unable to take up residence in Ashford, however, it was expected to have a full cohort for September 2017.
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Attendance
The admissions committee would monitor attendance three times per year.

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Staffing
Mrs Desmet (the current SENCO) would cover maternity leave for the year. It was hoped to employ a very experienced SENCO on a temporary contract, however, it was felt that should this person be unavailable there would be no problem in filling the vacancy. Mrs Desmet was expected to retake her position as SENCO following the maternity cover.

A Newly Qualified Teacher (NQT) had been employed from 1st September and would require cover for non-contact time.

The advertisement for a TA had yielded a strong field of candidates.

Parents
Help was requested for the day of the Fete. A sign-up sheet was available in the staff room.

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Assessment
A Progress and Impact meeting had taken place that day with KCC and results were as predicted.

Reading results in Year 2 especially for pupils in receipt of pupil premium funding were a big success with 75% of pupils reaching the expected level.

18. To Receive the Governor Visit Reports:
SEN – FE – 30th November 2016
EYFS – JaB – report awaited
School Trip – JaB – 10th May 2017 report tabled
A list of informal visits had been filed with the Minutes.

19. To Update on Safeguarding:
The safeguarding report had been uploaded to klz in advance of the meeting.

Governors noted that the school had 3 contact numbers for pupils as suggested in the guidance.

SK and FC had met prior to the meeting, there were no safeguarding issues to report.

FE left the meeting at 8.10p.m.

20. To Receive the Committee Minutes:
a) SRG – The Minutes dated 15th March 2017 had been uploaded to klz in advance of the meeting.
No questions were raised

b) Resources – The Minutes dated 7th June 2017 had been uploaded to klz in advance of the meeting.

The rollover to 31st March 2017 had been £20,978. The 4-month budget to 31st August 2017 had been discussed and an amount of £7k had been allocated to fund work to the old staff room to accommodate the breakfast and after school clubs. The predicted rollover to 31st August was £16,587.

JM had received a positive response from KCSP regarding the late submission of the 3-year budget.

C) Pay Panel – The Minutes dated 5th January 2017; 28th February 2017 and 14th March 2017 had been uploaded to klz in advance of the meeting. Thanks were given to the governors involved with this committee due to the number of meetings attended. No questions were raised.
d) Admissions – The Minutes dated 28th February 2017 had been uploaded to klz in advance of the meeting. No questions were raised.

e) L&W meeting to be held in July to review the SATs results in detail.

7. **To Conduct the Election of Chair of Governors:**
JM had self-nominated for the position of Chair of Governors in advance of the meeting and was proposed by AM and seconded by JaB.
There were no nominations received at the meeting.
JM explained that whilst he was not a foundation governor he was married into a Catholic family and had always supported the Catholic faith. He was a weekly attendee at Mass. The Clerk advised that the Scheme of Delegation allowed governors to act independently and in the best interests of the Academy even if those interests conflicted with those of the body or organisation that might have appointed them.
JM left the meeting for a vote to be taken.
JM was unanimously elected as Chair of Governors.
JM returned to the meeting.

8. **To Conduct the Election of Vice Chair of Governors:**
No nomination had been received in advance of the meeting. HB was nominated for the position of Vice Chair, proposed GS and seconded Fr M.
HB left the meeting for a vote to be taken.
HB was unanimously elected as Chair of Governors.
HB returned to the meeting.

12. **To Decide the Governor Roles:**
The current governor roles were shown on screen and amendments made in accordance with the appointments at items 7 and 8 above.
HB was elected as Vice Chair of L&W and nominations for a Chair of L&W would be sought at the next committee meeting. HB would Chair the next meeting and the date was changed to Tuesday 18th July 2017.
All other roles were agreed as listed and SRG would identify any gaps at the meeting to be held on 28th June 2017.

21. **To Agree the Dates of Future Meetings:**
Future meeting dates would be agreed at the SRG meeting on 28th June 2017.

22. **To Agree if there are any items of Confidentiality:**
There was one item of confidentiality

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

The meeting closed at 8.30 p.m.

** Agenda item at a committee meeting  *** Agenda item at LGB
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Items carried forward from the FGB

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<td>4.3</td>
<td>To check for the report from MaB</td>
<td>FC</td>
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<tr>
<td>4.4</td>
<td>To access support from CARE</td>
<td>JM</td>
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<tr>
<td>4.6.2</td>
<td>To review the financial skills matrix</td>
<td>JM</td>
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<td>4.10</td>
<td>To provide PREVENT certificates</td>
<td>TM/HB</td>
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<tr>
<td>4.16.18b</td>
<td>To provide pen portraits and photos</td>
<td>ALL</td>
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Items decided at the meeting dated 13th June 2017

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<tr>
<td>11</td>
<td>To put forward any ideas for a new structure</td>
<td>ALL</td>
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<tr>
<td>14</td>
<td>To contact KCSP regarding a H&amp;S Policy</td>
<td>CH</td>
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<tr>
<td>15</td>
<td>To check website compliance and detail any missing documents</td>
<td>GS/FE</td>
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<tr>
<td>17</td>
<td>To contribute to JuB’s leaving present</td>
<td>ALL</td>
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<tr>
<td>17</td>
<td>To offer help at the fete</td>
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Signed……………………………………… Dated………………………………………..