

The Governing Board
St Mary's Catholic Primary School, Poole
Summary of Local Governing Board Meeting
Held on Monday, 30th September 2019 at 6:00 p.m.

Present: Mrs A. Harris (Chair), Mrs H. Armstrong, Mrs L. Culkin, Ms R. Granger, Mr M. Hayward, Mrs E. Masters, Mrs M. Norrish and Mr S. Thomas.

Apologies: Received and accepted from Mrs M. Kus-Kwiatkowska.

In Attendance: Mrs P. Rushton (Clerk)

Elections and Appointments

Agreed that Mrs Harris is elected as Chair of Governors and Mrs Culkin is elected as Vice-Chair of Governors.

Agreed Lead Governor roles would remain the same.

Signing of Declarations

All Governors have signed the Governors Code of Conduct and Declarations of Business Interest and confirmed they had read Keeping Children Safe in Education 2019.

Clerk's Business

Mrs Kus-Kwiatkowska has been appointed as Foundation Governor and Mr Thomas as a Staff Governor. Mrs Masters' term of office is due to expire in November.

Matters Arising

- Mr Thomas and Mrs Culkin to discuss school newsletters and year group letters. Mrs Armstrong and Mrs Culkin would meet to discuss staff survey.
- New parent governor appointed and arrangements for contact made. Further governor recruitment to be considered.
- Governors to complete CES Governor survey.
- Discussed Sacred Space on website and a banner for Fernside Road in order to promote school.
- School Council meeting to be attended by Mrs Culkin.

Annual Documentation Review

Mrs Armstrong reported that key documentation was reviewed by the ESM. Outcomes of this were:

- Pupil Premium 2018/19: ESM agreed funding has been used effectively and pupils are achieving in line with the national average.
- SEND 2018/19: ESM agreed funding has been used effectively and pupil needs are well met. Discussed the admission of a pupil with significant need.
- Sports Premium: Confirmed information available on website.
- Equality Objectives: Document made available to Governors.
- Self-Evaluation: Document amended to reflect requirements of new Ofsted framework. Consideration being given to Read, Write, Inc which will be included in SIP. Cost around £10,000.
- School Improvement Plan: Governors raised questions. Agreed Governors would monitor the SIP from the second half of the Autumn Term.

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Reports from Named Governor Leads

Governors reported on the activities they had undertaken since the last meeting relevant to their named roles.

School Policies

The following policies and documents accepted:

- Equality Objectives
- SEND Report
- Pupil Premium Strategy
- Safeguarding Policy
- Health and Safety Policy
- Staff Code of Conduct
- Finance Policy.

Data

Mr Thomas reported on the school's progress and attainment data and the areas that will be focused on in the coming year.