

THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS C.E. PRIMARY SCHOOL

**Minutes of a Special Meeting of the Full Governing Body Meeting
held on Wednesday, 3rd September 2014 at 5.00pm**

GOVERNORS PRESENT

Mrs Carla Muñoz Slaughter (CS)	Mrs Sheraza Khan (SK)	Ms Debbie Potts (Clerk)
Mr Steve Boatright – Headteacher (SB)	Mr Zac Barratt (ZB)	
Lady Smith-Gordon (SSG)	Professor Sue Malcolm (observer)	
Fr Paul Bagott (PB) (5.50pm arrival)	Miss Gill Putterill (observer)	
Ms Estella Gomez (EG)		

		ACTION
1.	Welcome and Opening Prayer CS welcomed everyone to the meeting and Fr Paul led the opening prayers.	
2.	Apologies for Absence (with reasons) Miss Carol Pryce – illness Fr Paul Bagott – arriving late due to unforeseen circumstance	
3.	Completion of Declaration of Pecuniary Interests No interests were declared by Governors present and all Governors present completed a form and these were handed to the Deputy Head Teacher for safekeeping.	
4.	Election of Chair of Governors The clerk asked Governors present for nominations for the position of Chair of Governors. SSG nominated Mrs Carla Muñoz Slaughter as Chair. This nomination was seconded by ZB. After a vote, all Governors present unanimously agreed to appoint Mrs Muñoz Slaughter as Chair of Governors for the current academic year; Mrs Muñoz Slaughter accepted such appointment. The clerk then handed the meeting over to the new Chair.	
5.	Election of Vice Chair of Governors Carla asked for nominations for the position of Vice Chair. EG nominated Lady Smith-Gordon to this position, seconded by ZB and unanimously agreed by all Governors present. Lady Smith-Gordon accepted this appointment.	
6.	Appointment of Clerk All Governors present agreed to appoint Ms Debbie Potts as clerk to the Governing Body for the current academic year.	
7.	Notes of the Meeting held on 10th July 2014 A copy of the notes of the meeting held on 10 th July were circulated by email to all Governors for their perusal prior to this meeting in order that next steps could be discussed and agreed.	

<p>8.</p>	<p>Next Steps</p> <p>CMS informed the meeting that she had just been informed that the HT will very likely not return for the next two or three months. In this regard, Governors present agreed to appoint Miss Gill Putterill, the current Deputy Head Teacher to stand in as Acting Head Teacher. Miss Putterill accepted this appointment and on behalf of the Governors, CMS thanked GP for all her hard work and commitment to the school to date.</p> <p>Governors agreed that GP would immediately send a letter out to parents stating that sadly the HT was not able to join us for the start of the academic year due to illness. In addition, CMS agreed to draft a letter to all parents assuring them of the steps put in place to support the school during the HT's absence.</p> <p>CMS informed the meeting that after meeting with Ms Lucy Nutt (LA School Improvement Advisor), she suggested that the Raising Attainment Plan previously circulated by Mr Boatright was not fit for purpose should be redrafted.</p> <p>CMS also informed the meeting that she is in communication with Ms Lucy Nutt to discuss the next steps regarding the impending Ofsted visit, unsatisfactory SATs results and support for the Acting Head Teacher in her role so that she is not overloaded. It was noted that there was the possibility that the LA would also be offering financial assistance.</p> <p>ZB pointed out that there could be financial complexities on the school budget with regard to Mr Boatright's absence. It was agreed that the Finance and Premises Committee should consider this in greater detail at the next meeting on 2nd October and report back at the next full Governors' meeting.</p> <p>Bossiness/Bullying within the classroom and at lunchtime: CMS stated that this needs to be addressed as a matter of priority. Discussion took place regarding what goes on in the dinner hall and at playtime. GP has met the mealtime supervisors to discuss these issues and to develop a lunchtime plan and feels that the next step is to keep the children informed of what actions have been or are being taken.</p>	<p>GP, CMS</p> <p>CMS</p> <p>Finance & Premises Committee</p>
<p>9.</p>	<p>Dates of Future Meetings 2014-2015</p> <p><i>Thursday, 25th September 2014 at 5.00pm</i></p> <p><i>Thursday, 4th December 2014 at 5.00pm</i></p> <p><i>Thursday, 5th February 2015 at 5.00pm</i></p> <p><i>Thursday, 26th March 2015 at 5.00pm</i></p> <p><i>Thursday, 14th May 2015 at 5.00pm</i></p> <p><i>Thursday, 9th July 2015 at 5.00pm</i></p>	
<p>10.</p>	<p>A.O.B.</p> <ul style="list-style-type: none"> • Minutes Format: It was agreed that the minutes would now contain Governors' initials rather than first names. 	

	<ul style="list-style-type: none"> • Celebrations to boost staff morale: CMS proposed that a Christmas party for all the staff, tutors from Bonas McFarlane and any volunteers should be arranged and Fr Paul has kindly agreed to host this. Governors present agreed to this event being organised by all Governors. • Eid celebration for the parents and staff in the church hall: It was proposed that a celebration of Eid for all the parents, hosted by the Governors and the school, should be added to the school calendar. All Governors present agreed to this in principle and it was agreed that this should be discussed further by the PTA and that arrangements should be confirmed within the next two weeks. • Yearly Events Planner: Governors agreed that it would be helpful to have a yearly event planner highlighting special events taking place at the school throughout the academic year. • Website: Governors would like to see the website kept up to date at all times as a priority both for inspection purposes and for parental information. Governors also expressed concern for the inaccuracies within the Newsletter. SSG agreed to liaise with Gemma Gibson and James Gordon Reed, Pastoral Assistant, to monitor the website and alert the necessary people concerned to updates etc. • CMS agreed to write a formal letter to Mr Tom Brown thanking him for his service to the school as a Governor. • GP thanked the Governors on behalf of the staff for the drinks reception held on Tuesday, 2nd September. • After School Clubs: GP informed Governors that some school clubs would not be allowed to run in the Children’s Centre space and it was agreed that GP would speak further to CMS about this on Thursday, 4th September. SK asked whether external providers of after school clubs could be charged usage of the school facilities. ZB agreed to look at the current contracts in place with external providers. • Nursery places: GP informed Governors that 9 free full time places have been taken up. 3 paying full time places have been taken up. One child was on a part time allocated place but a request was made for her to be full time, but non-paying. This family has been living in the UK illegally, resulting in an investigation. There are no further developments as yet. <p>CMS left the meeting at 6.00pm and SSG as Vice Chair took over the chair of the meeting. Without any further business to discuss, SSG declared the meeting closed and thanked all Governors for their time.</p>	<p>CMS</p> <p>EG, SK</p> <p>GP</p> <p>SSG</p> <p>CMS</p> <p>ZB</p>
	The meeting closed at 6.57pm	

Dated: 25th September 2014

Signed:.....

Chair of Governors