

	<ul style="list-style-type: none"> Item 11: Emergency evacuation procedure – content for sharing with parents. A parent-friendly version of the procedure was approved as presented. Item 11: question to HTs about restorative justice – RP has done some training in this area and so will look into it for the school. Item 11: behaviour, anti-bullying policies agreed at the last meeting. Aligned to 2-year review together. MS advised that a child friendly leaflet is being developed for release during anti-bullying week in November. Item 11: all statutory policies are on the website Item 11: learning outside of classroom – awaiting feedback Item 11: child protection policy – item 12 on this agenda Item 11: pay policy yet to be updated. CI to speak with Schools’ HR regarding the updated policy. Item 12: academy discussion – item 12 on this agenda Item 13: annual planner – item 14 on this agenda 	<p>RP</p> <p>CI</p>
6	<p>To receive notification of any other business for item 14:</p> <ul style="list-style-type: none"> Ofsted Inspection (subject to publication of report) Tesco bags bid Two Confidential items Home-school agreement Harvest festival 	
7	<p>To receive and approve 2016/17 School Development Plan priorities/actions and School’s Evaluation Form:</p> <p><u>SDP:</u></p> <ul style="list-style-type: none"> HTs explained that SLT met together in June/July to review the year and last year’s SDP. They met to give staff the opportunity to explain what went well in their subject areas, and where will they go from here? MS explained that they take inspiration from the Ofsted headings to give a global (360) perspective of the school. Information is then collated, with common threads drawn from it all. As a result, the SDP is created MS explained the four over-arching aims, to keep things clear and to be able to see which way the school is heading Staff came to the meeting with data analysis and information gathered from book scrutiny, learning walks and lesson observations etc. <p>Q: will you record the monitoring of it as previously (handwritten)?</p> <p>A: yes, monitoring will be as previously and recorded in writing.</p> <ul style="list-style-type: none"> MS explained that behind the overall plan are individual plans for different subject areas. There are plans in place to ensure middle leaders have a development plan, curriculum plans, etc. Teachers have until half term to create these plans Governors also have a plan like this – sent by PF via email earlier this week. PF asked governors for feedback over the next two weeks. MS highlighted that governors sit under aim 4 of the SDP CI said that aim 3 was a very good idea <p><u>SEF</u></p> <ul style="list-style-type: none"> PF highlighted the significance of a SEF when faced with an inspection situation HTs wanted to make clear in the SEF the feel for the school and its community, rather than make it a to-do list To be monitored through the SIC 	

8	<p>To receive a presentation on Cornerstones Curriculum (delivered by Joe Pring)</p> <ul style="list-style-type: none"> • Joe played an introductory video through YouTube (link needed) • Joe explained that the children would be taught with cornerstones to enable teachers to meet national curriculum (NC) requirements. Any gaps in cornerstone are filled – teachers ensure not to miss anything in the NC. It will be used to complement the NC • Joe showed governors a science curriculum map – these will be developed for other subjects by staff • Cycle A and B for mixed aged groups, to ensure that children are not taught the same thing twice <p>Q: what would happen if a child moved schools? Would they miss parts of the curriculum?</p> <p>A: Yes, there is that danger, but if pupils progress through St Catherine’s they will learn everything they need to. PF added that if schools are following the NC, transferring students shouldn’t miss out</p> <p>Q: how do you decide which activities to do?</p> <p>A: we look at what wasn’t covered last year, and choose the most engaging content for the children.</p> <ul style="list-style-type: none"> • Joe explained that a curriculum coverage tracker is provided, which tells the user if a gap in the NC has been missed <p>Q: how are the online resources used?</p> <p>A: additional to the topic books, there are more resources online which are kept in one place, saves on having to search the internet.</p> <p>Q: are there any local schools using it?</p> <p>A: Yes. Mandeville, St Joseph’s</p> <ul style="list-style-type: none"> • MS advised core subjects have been covered in topic plans – this is because new teachers have struggled to find what they should be teaching, and when, and what it looks like at St Catherine’s. It is broken down by year group, and is an accessible guide. They can effectively see ‘what does xx look like at our school?’ <p>MF arrived</p> <ul style="list-style-type: none"> • AW advised that reading and science materials have not yet been purchased • The curriculum folder is a key resource for supply or new teachers – they can see exactly what each year group should be working at • Joe highlighted they have been received well by staff • MS advised that it is helping to reduce staff workload • Governors thanked Joe for his presentation 	
9	<p>Committees:</p> <p>DB arrived</p> <ul style="list-style-type: none"> • Agree structure and membership of committees/panels <ul style="list-style-type: none"> ○ Resources and SIC committees • Approve committee terms of reference(s) <ul style="list-style-type: none"> ○ Current members are listed in the terms of reference – it was agreed that memberships are to remain as per the ToRs for the School Improvement Committee (SIC) and the Resources Committee ○ PRC: 3x governors including the FGB Chair. PF explained that the original purpose is to performance manage the HTs, but it also oversees how the school performance manages its other staff. JH can no longer be a member of that committee as he is now a member of staff at the school ○ PF asked governors to let him know if they are interested in joining the PRC – he reminded governors that they cannot be 	

	<p>staff</p> <ul style="list-style-type: none"> ○ PF explained that teacher performance reports are anonymised but they still give an indication of performance ● Agree dates of committee meetings (at least 2 weeks in advance of FGB) <ul style="list-style-type: none"> ○ JR to try and get dates in for the committee meetings for Resource and CI for SIC. Governors agreed mid-November for the Resources Committee and late November for the SIC ● Appoint chairs of committees: <ul style="list-style-type: none"> ○ Governors agreed that the Chairs of each committee will be elected at the next committee meetings. 	
10	<p>To agree Link Governors:</p> <ul style="list-style-type: none"> ● Link governors are in place for key performance areas ● Governors identified a number of areas in need of a link governor including: data, literacy and pupil premium. It was decided that attendance would fall under safeguarding responsibilities (current link governor is CI) ● JH encouraged governors by saying that often the best link governors are those who are not experts in their areas, as they ask the most important questions <p>Q: does every governor need to be a link governor? A: PF explained that areas that need links have been identified, such as safeguarding and health & safety. CI advised that although this is not a statutory requirement, it is a very useful feature to have as a governing body</p> <ul style="list-style-type: none"> ● MS encouraged governors to take on a link role to evenly spread responsibility ● PF will send an email to governors detailing the roles available and inviting volunteers 	PF
11	<p>To receive update on Safeguarding:</p> <ul style="list-style-type: none"> ● Annual Safeguarding Checklist (2016/17) <ul style="list-style-type: none"> ○ CI discussed the recruitment and selection policy (pg8). CI to check with HfL if there is a model policy available <p>Q: clarification around confidentiality on clause 9 A: it means that no promises can be made to child that the staff member will keep their disclosure a secret. AW to make amendment so the statement is clearer in its intention to read along the lines of 'do not promise confidentiality to a child'</p> <ul style="list-style-type: none"> ○ The checklist was agreed by governors with the above brief amendment <p>Annual safeguarding children report (2015/16)</p> <ul style="list-style-type: none"> ● Confidential minutes not for publication. Please refer to Part II minutes. <p>Annual Children Looked After Report (2015/16)</p> <ul style="list-style-type: none"> ● Confidential minutes not for publication. Please refer to Part II minutes. 	CI
12	<p>To approve policies and confirm policies due for review this term:</p> <p>Approve:</p> <ul style="list-style-type: none"> ● Child Protection policy <ul style="list-style-type: none"> ○ Approved with appendix five included (additional information on 'peer to peer support') ● Staff Disciplinary <ul style="list-style-type: none"> ○ Still out for consultation with staff but no comments have been received as of yet 	

	<ul style="list-style-type: none"> ○ CI highlighted changes to the policy ○ Approved in principle – subject to any staff feedback. PF to sign once completed <p>Due for Review: PF reminded governors that the below are a reminder of what is coming up for review (and who's responsibility it is to review) and are not for discussion this evening:</p> <ul style="list-style-type: none"> ● Children Looked After - FGB ● Feedback and Marking – Staff/SIC ● Homework – Staff/SIC ● Learning Outside the Classroom – Staff/SIC ● Pupil Premium - FGB ● Staff personnel policies – SIC (e.g. Grievance; Harassment) ● Pay – Resources ● Teaching and Learning - SIC ● Whistleblowing - SIC 	
13	<p>To discuss updates on Academy status:</p> <ul style="list-style-type: none"> ● PF explained that the school would not join a non-Diocesan MAT ● Governors wanted to wait until after the inspection to determine the course of action – this will happen once the inspection report is published ● PF explained that to join a Diocesan MAT is the only option for St Catherine's as a C of E school ● HTs and PF to attend one of the Diocesan updates to discover what options are available ● PF encouraged governors to keep themselves up to date on the academies programme's developments 	HTs & PF
14	<p>To cover Governor matters:</p> <ul style="list-style-type: none"> ● Receive annual planner** <ul style="list-style-type: none"> ○ Annual planner has been sent to governors already – some actions outstanding but they are relating to committees ○ Governors agreed that VB would deliver a maths presentation at the December FGB ○ Governor open days – PF to send an email to governors asking which dates are suitable for governors to visit the school <p>Q: what happens at a governor open day? A: the governors can come in at any time of a specific 'standard' school day to get a feel for the school. PF added that governors can be invited to school on special occasions too. Governors were reminded that it is not a formal visit, but for governors to get to know the school</p> <ul style="list-style-type: none"> ○ JH suggested governors visit the school during anti-bullying week ○ Planner agreed with CI to make amendments where necessary ● Identify in-house training <ul style="list-style-type: none"> ○ CI advised that the free training on offer to governors must be undertaken by March 2017 ○ Governors agreed that finance training would be undertaken through HfL, and that the HTs would deliver a training session on RAISE Data ○ CI reminded governors that Ben Fuller (HfL) will be delivering an assessment session at the Governor's Conference this year ● Complete pecuniary/business interest forms <ul style="list-style-type: none"> ○ Governors completed the forms. These were signed by PF and HTs and handed to CI for filing 	<p>VB</p> <p>PF</p> <p>CI</p> <p>HTs & Governors</p>

	<ul style="list-style-type: none"> • Review, agree and sign Code of Conduct <ul style="list-style-type: none"> ○ Governors reviewed, agreed and signed the code of conduct ○ Copies were passed to CI to filing • Confirm contact details; identify vacancies and term of office due to expire in academic year <ul style="list-style-type: none"> ○ Closing date 30th September for parent governor nominees – there are more than two candidates and so an election will need to take place. Terms end for both parent governors on 30th September 2016. ○ Both parent governors are standing for re-election. HTs are sending ballot papers to parents next week ○ RP updated governors on the Diocesan representative vacancy – advising that she has a candidate in mind ○ PF confirmed that there are two parent vacancies (as a result of the end of their terms), one diocesan vacancy and a co-opted governor vacancy – PF advised he has a candidate in mind for this position ○ PF and the governing body extended their thanks to the parent governors for their contributions during their terms of office ○ Updated contact details were returned to PF in the meeting. PF is to share this with the Clerk to enable updates on the governor database to take place ○ AW advised that the HTs would like photos of governors for display in the school reception area 	<p style="text-align: center;">HTs</p> <p style="text-align: center;">PF & Clerk</p>
15	<p>To receive any other business as notified in item 6:</p> <ul style="list-style-type: none"> • Ofsted <ul style="list-style-type: none"> ○ The HTs advised that the report relating to the recent inspection will be published in the near future • Tesco bags of help <ul style="list-style-type: none"> ○ CI updated governors regarding the Tesco bag grant, and informed governors that the school had been successful in securing the funding. The exact amount (either £8K, £10K or £12K) will be confirmed soon, but the funding will be used to renovate the nature reserve in school ○ AW requested this news be put into the school newsletter ○ Governors and HTs thanked CI and JT for their efforts in securing this funding • Home school agreement <ul style="list-style-type: none"> ○ The HTs advised that the home-school agreement will be sent to parents within the next couple of weeks ○ AW explained that it is a commitment on a piece of paper between child, parent and staff, to support one another in learning ○ AW informed governors that the Christian ethos of the school had been added to the agreement <p>Q: are parents given the behaviour policy? A: the anti-bullying policy will be distributed. HTs agreed that it would be a good idea to distribute a condensed version of the school behaviour policy to parents</p> <ul style="list-style-type: none"> ○ Governors agreed that the ‘and code of conduct’ line to be removed from home school agreement – this is to be actioned by AW ○ The home-school agreement is to be reviewed every two years. AW to send to Dan for publishing on website. <p>Q: how will you check parents have returned copies?</p>	<p style="text-align: center;">AW</p> <p style="text-align: center;">AW</p> <p style="text-align: center;">AW</p>

	<p>A: it is up to teachers to monitor this for their own classes.</p> <ul style="list-style-type: none"> • Harvest Service <ul style="list-style-type: none"> ○ RP informed governors that the school harvest service is on 10th October, which the Bishop of Hertford will be delivering. The school service will commence at 9.30am at St Catherine’s. The church service takes place the day prior ○ St Catherine’s Day – 25th November – plans to be advised <p>Two confidential items</p> <ul style="list-style-type: none"> • Confidential minutes not for publication. Please refer to Part II minutes. 	
16	<p>To confirm the next meeting date:</p> <ul style="list-style-type: none"> • Next FGB: Tuesday 13th December, 6.30pm instead of 7.00pm <ul style="list-style-type: none"> ○ Maths presentation opening the meeting at 6.30pm 	
17	The Chair closed the meeting with a prayer at 9.25pm	