

St Brigid's School	Governors Meeting Minutes
Thursday 15 <sup>th</sup> May 2014 At 6.30pm	

Chair- Tony Hannigan
Clerk- Mrs S Wheeler

	Attendance	Gov	Apologies/ Absent			Gov	Apologies/ Absent
RJ	Rona Jones	✓		MB	Mary Burrows	✓	
CD	Colleen Davies	✓		TH	Tony Hannigan	✓	
Mha	Maria Hammersley	✓		CBL	Caroline Barr-Lloyd	✓	
Mhe	Markus Hesseling		✓	DM	Darren Millar		✓
GLW	Geraint Lloyd-Williams		✓	SR	Sally Roberts	✓	
KR	Kevin Roberts	✓		TT	Tony Thomas	✓	
DD	Dawn Docx	✓		JB	Head Girl	✓	
JW	Jane Wood	✓		JM	Julian Molloy	✓	
MK	Mick Kumwenda	✓		AR	Avril Robarts	✓	
PM	Philip McGreevy	✓		PEJ	Philip Eyton-Jones	✓	
BJ	Barbara Jemmett	✓		WW	Wayne Wheatley	✓	

#### Issues discussed

- Headteacher appointment
- Safeguarding
- Headteacher's report
- School Improvement plan
- Sub committees
- Policy update
- Governor's training
- Nursery Uniform
- DCC/Bishop's single Faith based Provision

Decisions and recommendations made	By whom	When
TH opened the meeting with a prayer.  Wayne Wheatly was in attendance of the meeting tonight.  Apologies were noted for Mhe, DM, GLW and new head girl  TH welcomed new foundation Governor AR to the meeting tonight.		
<b>3. Ratification of the appointment of a permanent Head Teacher.</b> The job was advertised for a permanent Headteacher. Rona was interviewed and the interview panel would like agreement from the Governors that Rona is appointed.		

<p>Rona left the room and unanimously Governors ratified the appointment. The deputy Headteacher and Assistant Head will now be advertised.</p>		
<p><b>4. Safeguarding update by Wayne.</b> Wayne was welcomed to the meeting tonight. WW is the Safeguarding officer for Denbighshire (based in Education) There is national legislation for Safeguarding Policies, this includes points on safe recruitment and roles and responsibilities. In 2012 a check-list was produced as a benchmark for schools, this also is able to identify gaps and weaknesses, and this is all fed back to LEA. It is important to ensure that quality assurance takes place. Key documents include Safeguarding children in education (2013) Which has important actions within it such as trafficking children. The SIMS system can track children who have left the school- the child can be tracked as 'missing', if the child registers in a new school then they can track where the child is from. Not all schools are using the systems- this could be a training issue, but it is important to learn what potential the systems have. WW can give training on the Safeguarding children in education document. Another document- safeguarding children- allegations on teaching and non-teaching staff was distributed at the meeting. RJ has extra copies if Governors want them. WW advises making reference to this document in our own Safeguarding policy (in the appendix) <b>Action: When Safeguarding policy is updated look at making reference to this document</b></p>	<p>RJ</p>	<p>When needed</p>
<p><b>6. Minutes from meeting 13<sup>th</sup> March</b>  From previous meeting- Governor's training- Dawn Docx has attended a course Sam is awaiting new dates for further Governor's training courses. <b>Action- JM offered to lead with RJ a Data Analysis training session with Governor's in Governor's meeting October 2014</b>  JW asked for amendment on the admissions sub committee section of the minutes. KR and PM happy to sign off minutes once this amendment has taken place. <b>Action: Sam to admend and send to TH</b></p>	<p>JM and RJ          Sam and TH</p>	<p>Oct 2014          ASAP</p>
<p><b>8 Head teacher's report</b> School Improvement plan is being monitored on a regular basis. ICT was red- it is now amber.  Report will go to parents on the Statutory numeracy and literacy tests from the Welsh Government.  Thank you to TT on all the help with the Maths department.  Currently looking at the Timetable for next year- changes have been made to Maths to ensure that it is in the morning. With History and ICT RJ has written to WJEC to request an extension for coursework submission which was granted. RJ has also written to the WJEC for special consideration</p>		



<p>PM explained our current school balance means we are the only school in DCC that has a 5% reserve. Balance will reduce due to staff costs, although we are not under scrutiny from DCC.</p> <p>Due to being classed as a middle school, and the reduction of 6<sup>th</sup> formers in September 2013 (due to uncertainty of school) funds were lost. It is predicted that the number of 6<sup>th</sup> formers will increase in September 2014.</p> <p>PEJ has passed BS information about middle schools.</p> <p><b>b) Admissions</b> Admission policy was published in April's Free Press for next year. The school is currently full, and has a waiting list.</p> <p>Admission's appeals took place last week (one next week)- none have so far been successful.</p> <p>PEJ has received a letter about 2013 admissions- although was previously informed by them that no objections were given. PEJ is working through this objection letter which is asking for information dating back to 1997.</p> <p><b>c) Property</b> Met this week.</p> <p>PEJ has been informed by Rita Price about CRAMP and CRAMP plus+ which are potential funding streams. PEJ is looking into this.</p> <p>The corridor needs rebuilding due to leaks, windows rotten and roof not being supported, PEJ will look at who can fund this and put the job to tender.</p> <p><b>Action- PEJ to update to costs and tender in next meeting</b></p> <p>Denbigh High have kindly offered us a mobile classroom which is in good condition.</p> <p>DCC have obtained prices for increased insulation. This will be followed up.</p> <p>Heating within the different sites of the building are different. DCC have been helpful when dealing with heating issues but in the longer term this needs to be looked at.</p> <p>KR asked whether local technical colleges could be approached to do some low level work. Although this would be the summer holidays this is something that can be looked at.</p> <p>PEJ is still waiting to hear from engineering about Matron's flat- this could be a teaching area.</p>	PEJ	Next meeting
<p><b>11. Governor's training</b> As mentioned above- Sam awaiting training dates</p>		
<p><b>12. Policy update</b> RJ is working with DD on the equality plan</p> <p>All other policies have been ratified</p>	RJ and DD	Ongoing
<p><b>13. Staff discipline.</b> No updates</p>		
<p><b>14. Nursery uniform</b> RJ had sent email to all Governors previous to the meeting. If agreed the nursery would have green polo shirt, red polo shirt, green jogging bottoms and waterproof fleece.</p> <p>KR mentioned the quality of Monkhouse can be low at times and families need to budget in these hard times. RJ confirmed that she has regular discussions with them.</p> <p>Governor's agreed for RJ to send out letters to Nursery parents about this potential change</p>	RJ	ASAP
<p><b>13. Single faith school.</b> Update was given to the Governors.</p>		

<p>KR stated Action Group would update Governors if/when needed.</p>		
<p><b>AOB</b>  Estyn recently changed procedures which mean that inspections could happen prior to the date range (every 6 years) that was originally scheduled for.  JM confirmed that the changes the school are putting in place such as the potential middle management tier shows potential for staff self improvement and a suitable leadership structure (one of the factors Estyn report on)</p> <p>The danger of crossing the road for the school fields was mentioned. Discussion took place about the wide space that was around the school and the field space.  <b>Action: Trustees to look at options</b></p>	<p>Trustees</p>	<p>ASAP</p>

<p>Duration of meeting- 3 hours 10 minutes</p>	<p>Minutes sent to chair- 18<sup>th</sup> May 2014</p>
<p>Next meeting- 3<sup>rd</sup> July 2014</p>	