

St Brigid's School	Governors Meeting Minutes
Thursday 21st July 2016 At 6.30pm	

Chair- Tony Hannigan
Clerk- Mrs S Wheeler

	Attendance	Gov	Apologies/ Absent			Gov	Apologies/A bsent
RJ	Rona Jones	✓		JM	Julian Molloy		✓
HO	Heather Owen	✓		TH	Tony Hannigan	✓	
HM	Hannah McMurray		✓	PQ	Paul Quirk	✓	
Mhe	Markus Hesseling	✓		DM	Darren Millar		✓
GLW	Geraint Lloyd- Williams	✓		SR	Sally Roberts		✓
KR	Kevin Roberts	✓		TT	Tony Thomas	✓	
DD	Dawn Docx	✓			Head Girl		✓
JW	Jane Wood		✓	JR	Jon Rosser	✓	
MK	Mick Kumwenda	✓		PEJ	Philip Eyton-Jones		✓
MH	Maria Hammersley	✓					

#### Issues discussed

- Headteacher's report
- Estyn Inspection update
- Sub committees
- Policy and procedures

Decisions and recommendations made	By whom	When
TH opened the meeting with a prayer. The Eyton-Jones family are in our prayers.		
<b>2. Apologies.</b> Barbara Jemmett and Phil McGreevy have both resigned from the Governing body. We all wish them the best and thank you for their input and hard work. Apologies given for DM, HM, PEJ, JW, SR. TH welcomed Jon Rosser who retired from GWE and is now a foundation Governor.		
<b>3. Minutes from meeting held on the 17<sup>th</sup> March 2016.</b> Point 3- no outcome from workshop. Point 5- Link Governors- Mhe expressed concern that this wasn't in place yet. This was addressed later on in the meeting held 21.7.16. Point 7- on printed copies of the minutes circulated tonight the minutes had a formatting error on. This is to be removed from approved minutes. Point 8- workshop did not take place. <b>Action- KR and RJ to meet and update at next meeting</b> Minutes accepted by DD, seconded by KR.	RJ	Oct meeting
<b>5. School council report</b>		

<p>Nothing to be reported. Head girl to be invited to next meeting.</p>		
<p><b>6. Chairman's report</b> Update on Faith School given by TH.</p> <p>Estyn highlighted requirement for a Annual report from the Governors.</p> <p><b>Action- TH to write Annual report for parents.</b></p>	TH	After results
<p><b>7. Headteacher's report and Estyn Insepection update</b> RJ distributed the inspection report from Estyn which is to be released on the Estyn website from the 27<sup>th</sup> July 2016. The judgements were 5 good, 4 adequate and 1 unsatisfactory.</p> <p>St Brigid's School was the second all through school to be inspected but within the report there is not much focus of any Key Stage below Key Stage 4.</p> <p>RJ drew the Governors attention to many of the points in the inspection report including the self evaluation report which was found to be unsatisfactory. Unfortunately the Inspectors focussed on the shortfalls of the Maths pupils from the previous years, rather than the bigger picture of the school focussing on improving tracked progress and the trends of the core subjects. MK asked RJ whether learnings have taken place since this. RJ informed that moving forward from last year's results, Maths exam was taken early to enable the staff (and pupils) to make informed decisions on sets as well as additional support.</p> <p>TH wrote a letter challenging some of the comments and judgements in the Estyn report. This letter was supported by DCC. Estyn have not taken this on board and the Inspection report stands. RJ expressed her disappointment with some of the judgements.</p> <p>The inspectors were not happy that the Middle Management structure wasn't fully implanted. This was a decision made by the Governors previously to ensure a smooth transition. All agreed that this role needs now to be fully implanted.</p> <p>The Inspectors were concerned about the schools deficit budget, despite this being the case in most Denbighshire schools (due to budget cuts) and despite forecasting this would be the case. 91% of the budget is on staffing (cleaners and catering are included in this) Discussions have already taken place with staff in general re redundancies and this is on the agenda in the staffing and finance committees.</p> <p>Many Governors at the meeting tonight expressed the importance of accepting the Inspection report and learning from it to ensure the school moves forward. But to also ensure that the school focuses on the bigger picture of the school rather than Inspection focused.</p> <p>RJ reflected that learning has taken place from the Inspection. This includes ensuring the paper trail is robust and easy to read. As well as the School Improvement Plan,</p>		

<p>which Governors mentioned is hard to read and follow.</p> <p>Cardiff High is a school in our family who achieve very high results (80%) The school has 1500 children. It was suggested that RJ could visit the school to learn from the school and build relationship with them. <b>Action- RJ to look at visiting Cardiff High.</b></p> <p>Mhe and other Governors reiterated the importance of using the Estyn judgements to incorporate the action plan for the school.</p> <p>A post inspection report needs to be completed within 20 days of the report being published (27<sup>th</sup> July) RJ is unsure whether this is working days (therefore due after September) <b>Action- RJ to find out when post inspection report is due.</b></p> <p>PQ suggested a letter goes out to parents with the report stating 'The Estyn Inspection has been released. We are disappointed at the judgement of adequate on these points.. We will be looking at this and working forward we hope to improve this rating'. <b>Action- Letter to be written when report is released</b></p> <p>The school will be reinspected in 12-18 months. RJ reminded Governors that the deficit of the school will still be in place then.</p> <p>It has become apparent that the school requires a Section 50 inspection to take place. This can be conducted by any organisation the school chooses. <b>Action- RJ to continue to discuss with DCC re Section 50.</b></p> <p>TH thanked all involved in the inspection. RJ shared that the Inspectors were very impressed with the parent and pupil feedback which formed part of the inspection.</p>	<p>RJ</p> <p>RJ</p> <p>TH</p> <p>RJ</p>	<p>When available</p> <p>ASAP</p> <p>For 27<sup>th</sup> July 2016</p> <p>ASAP</p>
<p><b>8. Sub committee reports</b></p> <p><b>Finance</b> Darren Millar has taken the position of chair for the Finance committee. A meeting of this committee needs to take place asap and will feed into the staffing committee. <b>Action- Finance committee to meet re deficit and staffing.</b> <b>Action- Staffing and Finance committee to meet together.</b></p> <p><b>Admissions</b> RJ updated. Induction day was successful. Most of Yr 11 pupils have indicated they will remain into sixth form. Parents of pupils due to sit the entrance exam for intake 2017 will be informed in September 2016 that this requirement is no longer needed.</p> <p>It has become apparent that the criteria for the school admissions needs to be looked into. <b>Action- RJ, TH, admissions committee and the Trust need to look into the Catholic aspect of the criteria.</b></p>	<p>Finance committee</p> <p>Staffing and finance committee</p> <p>RJ, TH, Trust, and admissions committee</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

<p><b>Property</b>  RJ updated. Wheelchair access to be put into library by DCC.  Dial locks on doors to be installed by DCC.  Traffic Management are looking at the field across from the school for a permanent car park area.  RJ is discussing with PEJ the Trust paying for some items rather than the school as this needs to be honoured.</p> <p><b>Staffing</b>  Confidential</p> <p><b>Curriculum</b>  Confidential</p>		
<p><b>9. Link Governors</b>  Concern expressed that this has been an ongoing item on the agenda and no progress has been made.  Document/template has been given to Governors on previous meetings about the role of the Link Governor and the importance of this.  The Governors in attendance were in agreement that TH formats a list of suggested Link Governors and distributes this.  <b>Action- TH to distributes list of Link Governors.</b></p> <p>A discussion took place about middle management members being invited to the next meeting (1 at a time) to have a 10 minute slot on the agenda of the Governors meeting. This is hoped to bridge the gap between Governors and the school, as well as help Governors feel more confident in the Link Governor role.  <b>Action- Middle management to be invited to next meeting. RJ to invite.</b></p>	<p>TH</p> <p>RJ</p>	<p>ASAP</p> <p>October 2016.</p>
<p><b>11. Safeguarding</b>  Mhe and Lyn attended safeguarding training recently. One discussion in this training was about whether DBS checks were required for people visiting the school. Discussion took place on this subject.</p>		
<p><b>12. Policies and procedures</b>  <b>Action- RJ to check website that policies and procedures are up to date.</b>  <b>Action- Strategic policy needs to be updated</b></p>	<p>RJ</p> <p>RJ</p>	<p>To be checked every term.</p>
<p><b>13. AOB</b>  Staff will been receiving 3 hour training on the 2<sup>nd</sup> training day for the next school term. The training will be delivered spokesperson from LGBT organisation.  0 tolerance is in place within the school for any discrimination.</p> <p>Uniform- needs to be reviewed and discussions to take place on updating this.  <b>Action- This is to be placed on agenda for next Gov meeting.</b>  <b>RJ to ensure discussions about uniform take place</b></p> <p>TH thanked RJ, the staff and all the pupils for another successful year. And wished everyone a good summer.</p>	<p>Clerk</p> <p>RJ</p>	<p>October 2016.  Next term</p>

Duration of meeting- 2 hours	Minutes sent to chair and Headteacher- 22.7.16
Next meeting- October 2016	

