



# St Mary's Catholic Primary School

"God gives us growth"

## Minutes of the Full Governing Body Meeting held on Wednesday 17<sup>th</sup> May 2023 At St Mary's RC Primary School, Gosport

### Present:

Lauren O'Connor (HT) Head teacher  
 Carmen Tweed (Chair) Local Authority Governor, Chair of Governors  
 Mary-Anne Gaskin (MG) Foundation Governor (via TEAMS)  
 Darren Gooding (DG) Parent Governor (joined the meeting at 17:25)  
 Kathleen Jones (KJ) Foundation Governor (via TEAMS)  
 Fr Matthew King (MK) Foundation Governor (left the meeting at 17:55)  
 Patrick O'Gorman (PO) Foundation Governor  
 Charlotte Pugh (CP) Foundation Governor (via TEAMS)  
 Debra Scarsbrook (DS) Staff Governor  
 Steve Vernon (SV) Foundation Governor

### In Attendance

Cathy Glendinning (Clerk) Clerk  
 Alison Ternan (AT) DHT/SENCo

### Apologies:

Anne Berger (AB) Foundation Governor

### Absent:

Justine Read (JR) Parent Governor

**The meeting was Quorate.** (10/12 Governors in attendance 83%).  
 The meeting commenced at 17:05.

Item		Actions
	<b>Opening Prayer</b> An opening prayer was said.	
1	<b>Welcome, Apologies for Absence</b> The Chair welcomed Governors to the meeting. Apologies were received from AB.	
2	<b>Agree Urgent Business for Agenda</b> Resources Committee Action – update on quote for building work.  Sale of St Joseph's Church MK reported that St Joseph's Church, which has been vacant and an eyesore for years, is, sadly, being sold. He explained that the car park currently used by the school will also be sold as it is the property of the Diocese rather than the school. Any concerns about this should be addressed to the Diocese.  The Chair and HT stated that they are in favour of the sale of the church and aware of the status of the car park. They will be looking	

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	at alternative parking arrangements, which they will discuss with the Diocese.	
3	<b>Declaration of Pecuniary Interests (not previously declared)</b> No declarations were made in relation to this meeting.	
4	<b>Minutes of the Meeting held 22<sup>nd</sup> March 2023</b> The minutes of the previous FGB meeting on 22 <sup>nd</sup> March 2023 had been circulated prior to the meeting. These were accepted as an accurate record and approved.	
5	<b>Review of Action Log</b> <b>018/22</b> – Complete PI declaration for 2022-23 on Governor Hub - <b>JR</b> <b>019/22</b> – Compose letter to Diocese about energy funding – <b>Resources. This is in hand.</b> <b>020/22</b> – Bring up-to-date training record to FGB – <b>Completed.</b> <b>021/22</b> – Discuss possibility of talking to St Mary's congregation with Fr Matthew – <b>Completed.</b> <b>022/22</b> – See School Business Manager about badges and lanyards – <b>Completed.</b>	<b>JR</b> <b>Chair</b>
6	<b>Head Teacher's Update</b> The HT report had been circulated prior to the meeting. HT also shared the School Evaluation Form (SEF), School Improvement Plan (SIP) for 2022-23 to review, and the SIP for 2023-24.  <b>HT Report</b> HT is still waiting for an Ofsted inspection to take place at the school.  An Oracy consultant from Voice 21, teaching through quality talk, has visited the school. They saw how subject specific oracy in subjects such as history is used to raise learning. The consultant suggested that the school apply for accreditation as a Centre of Excellence. This requires a short action plan and gathering evidence of the impact on pupils. This will be done through pupil conferencing to capture how the Voice 21 oracy project has changed their lives. The application will be made in September 2023 and will be assessed in November. If successful, St Mary's would be the first school on the south coast to have this. There are only 9 schools nationally that are Centres of Excellence.  <b>Q – How will this accreditation improve the school?</b> A – This will mean that St Mary's is advertised in Voice 21 brochures. Other schools on the south coast will be able to come	

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into the school to see how oracy is done here. There are a number of staff members who are now able to coach and mentor other teachers. Oracy helps children to speak clearly and gives them confidence when communicating with others. This will have a positive impact on them throughout the rest of their lives.

Pupil numbers have increased by one. There are now 186 on roll, which is an increase on last year.

Attendance has been similar to last year and above national. However, the aim is to get back to pre-Covid levels.

There have been no staff resignations. Staff are keen to stay at the school for the upcoming Ofsted Inspection as they have been working towards this for a long time.

Recruitment of support staff is needed for one-to-one support of new pupils and the pupil who is a non-attender. Fr Matthew suggested advertising these posts in the Parish Newsletter. HT will follow this up.

One family has been moved to a Child Protection Plan from Child in Need to ensure that they receive appropriate support. There have been 10 inter-agency referrals. One more member of staff has received Designated Safeguarding Lead (DSL) training.

*17:25 DG joined the meeting.*

### **SIP (2022-23)**

#### **Q – Are Achievement Passports still effective?**

A – HT reported that these are still working although it is sometimes difficult to get parents involved. The challenges are planned into the curriculum, for example, to go to the beach. As not all children will get the opportunity to do this at home, this can be done through a school trip. The passport makes parents aware that these are things that are important for children to do. The Achievement Passports will be re-launched and introduced to new parents in YR. Parents have responded well to some challenges such as the bake sale to fund school trips.

#### **Q – What is happening about Priority 3.1, Personal Development, offer a range of clubs and enrichment opportunities beyond the curriculum?**

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<p>A – This will be carried forward to next year. Unfortunately, although music tuition was offered, only one child came forward and it was not viable to do this. The media team did meet but not consistently. This needs to be reviewed and organised differently. Hampshire Music had offered to support the school with the choir and school song but this did not happen. A Makaton choir is planned.</p> <p>A lot of items have been completed and are marked in green. The items marked in yellow have happened but are not quite up to standard yet.</p> <p><b>SEF</b> HT explained that the SEF is a concise document designed to reflect the school and where it is.</p> <p>All areas are currently rated Good and there is strong evidence to support this linked to the Ofsted framework. Areas for development relate to disadvantaged children using positive discrimination. This needs to be more drastic. Half a day will be spent with the LA trouble-shooting what can be done. Work also needs to be done on ensuring opportunities for challenge across all areas of the school.</p> <p><b>Q – Has there been a positive impact from the Orchard Room ?</b> A – Yes, this is working well.</p> <p>HT reported that Behaviour is a strong area as is Personal Development. A lot of work is done beyond the classroom and there is evidence for this.</p> <p>Leadership is also strong with strategic planning. A new Staff Code of Conduct will be produced for September 2023, which will explain the St Mary's way and how to achieve this.</p> <p><b>Draft SIP (2023-24)</b> HT explained that there are still some amendments to be made to the new SIP. The front page sets out the vision – what the aims are for three years' time. The document highlights where governors can check that actions have taken place successfully.</p> <p>What has been done so far for Teaching and Learning has worked and progress has been made.</p> <p>The section on Pupil Premium children, 1.2, identifies different ways to approach this. Currently, this is approached through Quality First</p>	
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	<p>Teaching but this is not having a radical effect for Pupil Premium children.</p> <p>Writing is also a priority. Talk for writing has been successful but work is needed to revise assessment of writing for KS2 to use a two-year framework (Y3-Y4 and Y5-Y6). This will affect how data is reported at the end of Y3 and Y5.</p> <p>For Behaviour and Attitudes, the focus is on strengthening community links and increasing responsibility. There are opportunities to engage in topics such as climate change, which links to Catholic social teaching. Children will be making displays for the parish and giving talks. A lot of ideas for engagement were put forward.</p> <p>It has been useful to have Governor monitoring of this, such as having a presentation from the EARA group. Governors could also conduct a listening walk.</p> <p><i>17:55 MK left the meeting.</i></p> <p><b>Q – Are parents able to access any of the training available in relation to behaviour?</b></p> <p>A – NSPCC training was set up for parents but only one parent took this up. Parents are signposted to agencies.</p> <p>'Stormbreak' mental health training is taking place at a cost of £300 a year. This includes a lot of resources and is overseen by Child and Adult Mental Health Service (CAMHS). It focuses on positive physical movement. Some children in Y4 are currently doing this and this will then be rolled out to the rest. Parents will be able to access this from home and use the different pathways.</p> <p>Pupil conferencing is in place to help with transition. New starters are given buddies from Y6, who are trained to take on this responsibility.</p> <p>For Personal Development, each teacher will be running a club for half a term. There will be school choir next half term. Inter-house competitions are taking place and are good fun. A talent show is also planned and parents will be invited to be in the audience.</p> <p>Governors are invited to the Personal Development Meetings to see how information is shared with staff. HT will send out a timetable of topics.</p>	
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	<p>For Leadership and Management, one priority is for children to take on more of a role in planning key days. It would be useful to plan time for governors to hear what is planned at the start of the year and then review at end of year. This could take place before an FGB meeting.</p> <p>It is also important to ensure succession planning in the Governing Body and the Leadership Team, find opportunities to widen leadership experience and increase school numbers.</p>																					
7	<p><b>Approve budget plan and 3-year financial plan</b> The budget plan for 2023-24 and 3-year financial plan was available on Governor Hub prior to the meeting.</p> <p>The surplus brought forward is £66,282 but there will be an in-year deficit of £33,878. These figures are based on 185 children on roll, although the theoretical maximum would be 210. The Resources Committee have reviewed the budget in detail.</p> <p>There will be a deficit at the end of year 3. However, there are a lot of unknowns before then and a plan to manage this, if necessary, has been discussed with the LA.</p> <p>The Budget for 2023/2024 was confirmed as follows:</p> <table border="0"> <tr> <td><b>Total Expenditure of</b></td> <td style="text-align: right;"><b>£ 1,228,171</b></td> </tr> <tr> <td colspan="2">(one million, two hundred and twenty-eight thousand one hundred and seventy-one pounds)</td> </tr> <tr> <td><b>And an income of</b></td> <td style="text-align: right;"><b>£ 1,194,293</b></td> </tr> <tr> <td colspan="2">(one million, one hundred and ninety-four thousand, two hundred and ninety-three pounds)</td> </tr> <tr> <td><b>Leaving a deficit of</b></td> <td style="text-align: right;"><b>£ 33,878</b></td> </tr> <tr> <td colspan="2">(thirty-three thousand, eight hundred and seventy-eight pounds)</td> </tr> <tr> <td><b>Surplus brought forward</b></td> <td style="text-align: right;"><b>£ 66,282</b></td> </tr> <tr> <td colspan="2">(sixty-six thousand, two hundred and eighty-two pounds)</td> </tr> <tr> <td><b>Surplus carried forward</b></td> <td style="text-align: right;"><b>£ 32,404</b></td> </tr> <tr> <td colspan="2">(thirty-two thousand, four hundred and four pounds)</td> </tr> </table> <p><b>Governors unanimously approved the Budget and 3-year Financial Plan</b></p> <p><i>The Governing Body is aware of the future deficit, as shown on this plan, and will take action to address it.</i></p>	<b>Total Expenditure of</b>	<b>£ 1,228,171</b>	(one million, two hundred and twenty-eight thousand one hundred and seventy-one pounds)		<b>And an income of</b>	<b>£ 1,194,293</b>	(one million, one hundred and ninety-four thousand, two hundred and ninety-three pounds)		<b>Leaving a deficit of</b>	<b>£ 33,878</b>	(thirty-three thousand, eight hundred and seventy-eight pounds)		<b>Surplus brought forward</b>	<b>£ 66,282</b>	(sixty-six thousand, two hundred and eighty-two pounds)		<b>Surplus carried forward</b>	<b>£ 32,404</b>	(thirty-two thousand, four hundred and four pounds)		
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8	<p><b>Resources Committee Update</b></p> <p>The minutes of the Resources Committee meeting were available to governors prior to the meeting.</p> <p>One issue raised was the quote for building work to be discussed under item 11.</p>	
9	<p><b>Policies for Review</b></p> <p>All policies were available to Governors prior to the meeting.</p> <p><u>Anti-bullying Policy</u></p> <p>The main change to this policy is that the advice section for children has been moved to an appendix and re-written in child-friendly language. It includes guidance on online resources and advice for parents and reminds them that the age limit for social media is 13.</p> <p><b>The Anti-bullying Policy was approved.</b></p> <p><u>Computing Policy</u></p> <p>This has been amended to reflect the new teaching scheme for computing.</p> <p><b>Q – Is this working well?</b> A – Yes, it is better because it gives a clear scheme to follow.</p> <p><b>The Computing Policy was approved.</b></p> <p><u>2023-2024 Prospectus</u></p> <p>Governors commented that the new prospectus looks very good. This document does not contain detailed information on the curriculum but it was felt that this was not necessary as it is available on the website. A link to the website or QR code could be included.</p> <p><b>The 2023-2024 Prospectus was approved.</b></p>	
10	<p><b>Governing Body Matters</b></p>	
10.1	<p><b>Governor Vacancies and Membership</b> There are no vacancies.</p>	
10.2	<p><b>Review of Governor Training</b></p> <p>The Chair had reviewed the training record for the GB. She listed the essential training courses for all governors and asked them to check what they still need to do.</p>	

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	The Chair will look at the list of Whole GB training available and discuss this with HT. <b>She will bring suggestions of the most useful topics to the next FGB meeting.</b>	<b>Chair</b>
<b>10.3</b>	<p><b>Governor Updates – Governor in school day</b> Governors who came in for the Governor in school day, reported that they had enjoyed the day. They found that the children were well-behaved and very happy to engage with adults. Children showed HT respect but were confident to talk to her. It was good to see everything that has been talked about in action.</p> <p>HT stated that one area that had not been covered was governors hearing from parents. She will include this in the monitoring plan for next year. One way would be for governors to talk to parents in the playground at the end of the day.</p>	
<b>12</b>	<p><b>Urgent Business (as agreed at Item 2) –</b> Additional quote from builder.</p> <p>The Chair explained that the quotes for the building work from Hampshire-approved builders had been unaffordable. The Resources Committee had asked another builder, not on the Hampshire list but with similar experience of working in schools and good credentials, to quote for the work. This quote will then be used to assess whether the Hampshire quotes are value for money.</p> <p><b>Q – How do we then move forward? Is it possible to get the work done by a builder who is not on the LA list?</b> A – This is something that would have to be investigated. The builder in question does have public liability insurance. A meeting with Rod Constable, the Hampshire Property Manager, is scheduled and this will be discussed. There would also have to be consultation with the Diocese.</p>	
<b>13</b>	<p><b>Date of Next Meeting</b> Curriculum Committee – Wednesday 28<sup>th</sup> June 2023 @1600 Full Governing Body – Wednesday 12<sup>th</sup> July 2023 @1700</p>	
	<p><b>Closing Prayer</b> A closing prayer was said.</p>	

There being no further business, the Chair concluded the meeting at 18:42.

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