



St Mary's Catholic Primary School

"God gives us growth"

Minutes of the Full Governing Body Meeting held on Wednesday 22nd March 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
Anne Berger (AB) Foundation Governor
Kathleen Jones (KJ) Foundation Governor
Charlotte Pugh (CP) Foundation Governor
Steve Vernon (SV) Foundation Governor

In Attendance

Cathy Glendinning (Clerk) Clerk

Apologies:

Darren Gooding (DG) Parent Governor
Patrick O'Gorman (PO) Foundation Governor
Justine Read (JR) Parent Governor
Debra Scarsbrook (DS) Staff Governor

Absent:

Mary-Anne Gaskin (MG) Foundation Governor
Fr Matthew King (MK) Foundation Governor

The meeting was Quorate. (6/12 Governors in attendance 50%).

The meeting commenced at 17:04.

Item		Actions
	Opening Prayer An opening prayer was said.	
1	Welcome, Apologies for Absence The Chair welcomed Governors to the meeting. Apologies were received from DG, PO, JR and DS.	
2	Agree Urgent Business for Agenda HT asked for the following to be added to the agenda: Ofsted and wellbeing.	
3	Declaration of Pecuniary Interests (not previously declared) No declarations were made in relation to this meeting.	
4	Minutes of the Meeting held 25th January 2023 The minutes of the previous FGB meeting on 25 th January 2023 had been circulated prior to the meeting. These were accepted as an accurate record and approved.	

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<p>5</p>	<p>Review of Action Log 012/22 – Contact new governors about completing PI declaration - Completed. The Clerk stated that all but 1 governor has now updated their PI declaration for 2022-2023.</p> <p>Governor to complete PI declaration for 2022-23 on Governor Hub.</p> <p>013/22 – Inform Governor Services of renewal of clerking contract – Completed.</p>	<p>JR</p>
<p>6</p>	<p>Head Teacher's Update The HT report had been circulated prior to the meeting.</p> <p>Contextual Overview HT reported that she is continuing to have meetings every half term with Jane Wilson, the Lead Learning Practitioner (LLP). This supports HT in keeping the school ready for an Ofsted inspection.</p> <p>The School Improvement Plan (SIP) is on track but it has been a difficult term with a lot of staff sickness and absence and some challenging behaviour. However, HT reported that the behaviour issues have improved in the last two weeks.</p> <p>Strikes have meant that the school was fully closed for two days and partially closed for another two.</p> <p>Pupil numbers have gone down as, unfortunately, three families who had a lot of support put in place, have had to leave because of relocation. The numbers for September 2023 are low but may go up. HT has a plan if they continue to be low.</p> <p>Attendance is down to 95.2% but this is still above the national average, 93.5%. Unfortunately, because of illness, it is not back to pre-pandemic levels, 96%.</p> <p>Vacancies for a one-to-one LSA and a lunchtime supervisor role have been filled. Another LSA has resigned and HT is looking at ways to manage this.</p> <p>Leadership and Management HT reported that the number of child protection issues is creeping up; there are two referrals and two on Child-in-need. A lot of safeguarding training is being done. HT has done training on mental health both relating to staff and children.</p>	

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	<p>DHT is booked to do training on sexual behaviour to support the Brooks traffic light system used at the school. She has also done designated teacher training for Looked After Children (LAC). HT reported that the school has a good reputation with the virtual school for LAC.</p> <p>Q – How does the virtual school work? Do they visit schools? A – HT explained that they oversee education of LAC children but do not visit schools.</p> <p>HT reported that a key priority is English as an Additional Language (EAL) and the school is going for an EAL award despite the fact that many of these children have now moved away.</p> <p>Oracy is also a key priority, linked to the curriculum. Recently, all year groups took part in a music quiz, working together in their house groups.</p> <p>Monitoring is ongoing. Moderation has taken place at another one-form primary, where teachers were able to share ideas and see how other schools work. Pupil Progress Meetings (PPM) are also taking place.</p> <p>The Safeguarding Governor has visited the school to look at alternative provision for children who are part-time. They did not have any concerns.</p> <p>HT has used a report from Agile to monitor computer searches being done at the school. There are no issues but it has highlighted the importance of the firewalls and protections.</p> <p>HT is part of a steering group for inclusion and diversity in Fareham and Gosport. As part of this, the children in the Equality and Rights group will be talking to Head Teachers about neurodiversity, learning and behaviour. They have already given an excellent talk at the Resources Committee meeting. DHT is involved in the Gosport SENCo circle and Alver Valley project, which looks at children knowing about their diagnosis of autism. HT is on the board for the SCITT programme and reported that teacher recruitment is difficult.</p> <p>Quality of Education HT reported that the School Evaluation Form (SEF) had been updated in March 2023.</p>	
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	<p>There has been HIAS training for Y6 and Y2 teachers around standardisation. It is anticipated that combined achievement for Y6 will be 52%. Work is being done to fill key gaps through one-to-one and targeted group booster sessions.</p> <p>Q – Is this in one of the subject areas or a mix? A – A lot of work is being done on writing because this is the weakest area. Reading is much stronger and maths is improving. In the spring tests children came out better than indicated in teacher assessments.</p> <p>For reading, once children have mastered phonics, they join reading lessons, which they really enjoy. Assessments show that they are doing really well. Work is being done on fluency.</p> <p>Q – Why is writing such a difficult area? A – This is because there are so many skills involved. Children have to have the ideas, vocabulary and technical skills. It is difficult to master all these. A lot of work has been done on proof reading but more is needed on editing. Children will be going back in summer term to look at writing they did in the autumn term to see if they can improve it. Good texts are a key driver for writing and the children are really enjoying what they are reading.</p> <p>HT explained that the last Ofsted inspection had found that teaching of reading was not joined up. A lot of work has been done on this since then and this is shown by the results. Reading is definitely the strongest area and the children love it.</p> <p>Currently only 30% of Y3 are secure in phonics. This is a difficult cohort and there have been a lot of new children with significant SEN. They are working significantly below but are making great progress. HT is ensuring that there is robust evidence for these children.</p> <p>There has been SEN training and a lot of practical support for support staff including hints and tips for behaviour and examples of strategies to try.</p> <p>The YR team has had Thomas training on autism. DHT has completed a course on cognitive behavioural approaches. Support staff have had training on active listening. Someone will be trained as a therapeutic active listening assistant (Tala).</p>	
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	<p>Personal Development HT's report lists the activities relating to personal development.</p> <p>HT explained that there will be an International Day at the school on 28 April 2023, which will celebrate other cultures and faiths.</p> <p>Behaviour and attitudes Unfortunately, there have been 3.5 days of suspensions relating to two children.</p> <p>Q – Are children being reintegrated into school following suspensions? Do the suspensions relate to issues at home? A – Behaviour is being dealt with consistently at school. It is not always possible to ensure that this happens in the home environment.</p>	
7	<p>Budget and Schools Financial Value Standard (SFVS) The budget is on track. A new budget will be set at the next FGB.</p> <p>The SFVS was reviewed by the Resources Committee. This is completed annually. One area being actioned is ensuring finance training for members of the Resources Committee is up to date.</p> <p>Governors approved the SFVS.</p>	
8	<p>Resources Committee Update The minutes of the Resources Committee meeting were available to governors prior to the meeting.</p> <p>The Chair reported that the Government had paid an additional sum to schools to cover the increased energy costs. However, this money has been paid to the Diocese and has not been passed on to schools. The Resources Committee recommended that the Governing Body write to the Diocese to ask that this money be paid to the school. Other schools have already written to the Diocese about this.</p> <p>It was agreed that the Resources Committee should compose a letter to the Diocese.</p>	Resources Committee
9	<p>Curriculum Committee Update The minutes of the Curriculum Committee meeting were available to governors prior to the meeting.</p>	

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	The Chair reported that the committee had reviewed and discussed the CPOMs safeguarding data.	
10	<p>Policies for Review All policies were available to Governors prior to the meeting.</p> <p><u>SEN Policy and Information Report</u> There has not been much change to this policy.</p> <p>A new governor has expressed an interest in becoming SEN Governor. They will shadow the current SEN Governor for the rest of this academic year and take over next academic year. Both governors will come into school to see how the policy is being implemented.</p> <p>HT will create an accessible voice-over of this policy for parents.</p> <p>The SEN Policy and Information Report was approved.</p> <p><u>Child Protection Policy</u> HT reported that a small amendment has been made to this policy to reflect practice in the school. It will now state that the Deputy DSL will make referrals when the DSL is unavailable. There are no other changes to the content.</p> <p>The Child Protection Policy was approved.</p>	
11	Governing Body Matters	
11.1	Governor Vacancies and Membership There are no vacancies. One Foundation Governor's term of office will end on 1 May 2023.	
11.2	<p>Review of Governor Training One governor has completed the following training: Induction Training, Curriculum Matters – Pupil Wellbeing, Chairs' Workshop and Holding Leaders to Account. They are booked on Understanding Finance in Schools in June 2023. The governor reported that the courses done so far have been interesting and very useful.</p> <p>A governor has started the Diocesan Governor training.</p> <p>All governors present confirmed that they have completed safeguarding training.</p>	

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	The Chair/DTG will bring the up-to-date training report to the next FGB meeting.	Chair
11.3	<p>Governor Updates</p> <p>HT will organise a programme of governor monitoring activities for a Governor in school day on Wednesday 3 May 2023. This will include: book looks, talking to staff, walk round. Governors will be able to come into school for any part of the school day. This is the same day that the Resources Committee will be meeting at 14:00. Governors will be asked to complete a monitoring form following their visit.</p> <p>New governors confirmed that they will attend the following committees: KJ – Curriculum Committee, SV – Resources Committee, CP – both committees.</p>	
12	<p>Urgent Business (as agreed at Item 2) – Ofsted and wellbeing.</p> <p>The Chair made governors aware of the recent suicide of a Head Teacher following an Ofsted decision.</p> <p>Governors stated that they want to support HT in any way they can through what can be a very stressful situation.</p> <p>HT asked governors, as part of the leadership and management of the school, to look at the last Ofsted report.</p> <p>Q – What is the role of governors during an Ofsted inspection? A – HT explained that any available governors will be asked to come in on the first day of the inspection. They will be asked about their role, the school priorities and what they have seen during monitoring visits. Ofsted are looking to see that they have a good understanding of what is happening at the school. They could be asked about HT wellbeing.</p> <p>HT stated that the mental health training has been very useful for staff. One of HT's performance management targets relates to taking time off for her own wellbeing. She stated that she has learned that it is not always a good thing to be a 'rescuer' for others.</p> <p>Q – Could the photographs on the school website be updated as some of the children depicted have now left the school? A – HT reported that a photographer has been in to take new photographs and the website will be updated as soon as these are available.</p>	

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	<p>Q – Why do so few children who attend St Mary's Church go to a Catholic school?</p> <p>A – Governors agreed that more should be done to encourage Catholic children to consider St Mary's School. It was suggested that HT and children from the school could talk to the congregation about the benefits of attending a Catholic school.</p> <p>HT will discuss possibility of talking to St Mary's congregation with Fr Matthew.</p> <p>Some new governors do not yet have governor badges and lanyards for visiting the school.</p> <p>Governors will request badges and lanyards from the School Business Manager.</p>	<p>HT</p> <p>SV, CP, KJ</p>
13	<p>Date of Next Meeting</p> <p>Resources Committee – Wednesday 3rd May 2023 @1400 Full Governing Body – Wednesday 17th May 2023 @1700 Curriculum Committee – Wednesday 28th June 2023 @1600</p>	
	<p>Closing Prayer</p> <p>A closing prayer was said.</p>	

There being no further business, the Chair concluded the meeting at 18:33.

Signed by Chair:

Date: