



St Mary's Catholic Primary School

"God gives us growth"

Minutes of the Full Governing Body Meeting held on Wednesday 25th January 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
 Darren Gooding (DG) Parent Governor
 Kathleen Jones (KJ) Foundation Governor
 Fr Matthew King (MK) Foundation Governor (*Left meeting at 18.00*)
 Charlotte Pugh (CP) Foundation Governor (*Joined meeting at 17.15*)
 Steve Vernon (SV) Foundation Governor

In Attendance

Cathy Glendinning (Clerk) Clerk

Apologies:

Mary-Anne Gaskin (MG) Foundation Governor
 Patrick O'Gorman (PO) Foundation Governor
 Debra Scarsbrook (DS) Staff Governor

Absent:

Justine Read (JR) Parent Governor

The meeting was Quorate. (8/12 Governors in attendance 66%).

The meeting commenced at 17:10.

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 MG, PO and DS.	
2	Agree Urgent Business for Agenda No urgent business.	
3	Declaration of Pecuniary Interests (not previously declared) No declarations were made in relation to this meeting.	
4	Minutes of the Meeting held 23rd November 2022 The minutes of the previous FGB meeting on 23 rd November 2022 had been circulated prior to the meeting. These were accepted as an accurate record and approved. <i>CP joined the meeting.</i>	

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	The Chair welcomed CP to the Governing Body and all present introduced themselves.	
5	<p>Review of Action Log</p> <p>008/22 – Contact new governors about completing PI declaration - Completed. The Clerk stated that all but 3 governors have now updated their PI declaration for 2022-2023.</p> <p>The Clerk will contact three Governors explaining how to complete this declaration on Governor Hub. Governors to complete this.</p> <p>009/22 – Review date for Heads of Terms, Memorandum of Understanding –awaiting agreement from the LA and Diocese.</p> <p>0010/22 – Set up Ofsted folder on Governor Hub - Completed</p> <p>0011/22 – KJ to book induction course on Governor Hub – the DTG will advise KJ on how to do this.</p>	Clerk, KJ, CP, JR
6	<p>Head Teacher's Update</p> <p>The HT report had been circulated prior to the meeting.</p> <p>Contextual Overview</p> <p>HT reported that there continue to be a lot of new starters at the school; number on roll will be up to 205 after half term. The school capacity is 210.</p> <p>Q – What has caused this increase?</p> <p>A – It is unclear. Some children have joined from Nigeria. Other families may have seen the positive comments on social media such as Gosport Aware.</p> <p>Applications for YR are now up to 29, 16 of which are second choice.</p> <p>There are not a significant number of new children with SEND. However, many of the children are new to the country and have no English. The school is receiving a lot of support from the Ethnic Minority and Traveller Achievement Service (EMTAS) to support children with English as an Additional Language (EAL). EMTAS also have helplines in different languages available for parents.</p> <p>Attendance is good and is above national. HT reported that children are happy to come to school. There are still some persistent absentees and letters have been sent out and meetings arranged with families to determine whether absence is due to illness or support is needed for underlying issues.</p>	

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On staffing, a vacancy for a learning support assistant has been advertised. So far, only one candidate will be interviewed. HT has looked at different ways of supporting SEN at the school and has identified five different scenarios, which are being costed. There has been very little turnover of teachers with the most recently recruited teacher joining in 2019.

Leadership and Management

HT stressed how important safeguarding is and how carefully this is monitored and documented at the school. There are very few Child Protection Plans (CPP) at the school. Referrals are being made: five inter agency referrals (IARF); two child and adolescent mental health referrals (CAMHS); and one referral to the mental health support team (MHS). These referrals are taking some time to be processed.

The School Improvement Plan (SIP) is on track. This term work is being done on developing pupil voice with the first edition of the children's newsletter. This is being produced by KS2 children and it is their choice what is included.

The Local Authority monitoring visit on 12 January 2023 went well. This was conducted by the Lead Learning Partner (LLP), Jane Wilson, and HIAS School Improvement Manager, Martyn Beales. Feedback was very complimentary. HT has put the report on Governor Hub. The development point that came out of the visit related to creating a guide for EAL support, as has been done for other topics at the school. This will be available to all staff and will include key strategies. The School Evaluation Form was also reviewed and the LA agreed that the school is good in all areas. For development, HT is now focussing on becoming outstanding in one of the areas. This is a really positive outcome.

Q – Were governors asked if they could attend the monitoring visit?

A – HT stated that, unfortunately, she had not sent this out to governors.

Governors congratulated HT and staff on the positive feedback in the report. They asked for their thanks to be passed on to staff.

Quality of Education

Y6 have made great progress in their assessments. Some pupils are receiving one-to-one tuition and booster classes. After every

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<p>assessment, teachers review who would benefit from this. The sessions address very specific gaps in learning.</p> <p>Data from last year and current scores have been used to determine what can be expected in May. Following mocks in December 2022, projections are looking more positive. HT is hoping to achieve 55% combined achievement (reading, writing and maths). This would be below national but an improvement for the school. The children are working very hard but have to catch up from earlier years and schooling missed during Covid.</p> <p>KS1 achievement will be difficult as a lot of new pupils have joined and this year group has missed a lot of key teaching. Targeted interventions have been put in place.</p> <p>A lot of support has been put in for the Y1 phonics test. The Y1 class has a high proportion of SEN and only achieved 50% Good Level of Development (GLD) last year. Some new pupils have joined but many are significantly below and receiving support.</p> <p>The quality of SEN provision is excellent given the low resources.</p> <p>The Chair commented that the LLP monitoring report suggested that the school should share their SEND practice with other schools.</p> <p>Personal Development There has been a focus on pupil voice, for example, the children's newsletter.</p> <p>Behaviour and attitudes Behaviour is good in and out of school. The school receives positive comments when the children are out and about. There are some pupils with complex needs who need support but there have been no further suspensions. One child has been receiving support from the Primary Behaviour Service but this has not resolved the issues. The child is not endangering themselves or others but is unable to move back to mainstream learning. This means a lot of manpower is needed for one-to-one teaching. HT has raised the issue of what other therapeutic interventions are available with the LA.</p> <p>There has been a problem with EHCPs sent to Hampshire not being processed. HT made a complaint about this and these are now being dealt with.</p>	
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	<p>Voice 21 have been into the school to develop oracy. A great deal has been achieved.</p> <p>Q – How is the Catholic life of the school? A – HT reported that Fr Matthew had been in for a liturgy with KS1 and liturgy visits have been mapped out for the rest of the year. Children are now planning and leading worship themselves using a format which scaffolds this. RE is at a good level. The 'God Matters' curriculum is changing and this will need to be threaded through curriculum planning.</p> <p>Q – What is happening about industrial action? A – Although they did not have to, teachers have told HT that they will be on strike on 1 February 2023. This will affect all classes so the school will be closed. HT is working with the kitchen staff to ensure dinners are supplied for Free School Meal children. There will be some work available for pupils online but this will not be followed up and there will not be a teacher available to discuss this. A letter has been sent out to parents and the LA has been told.</p> <p>Q – What meals are being provided and who will be in school? A – HT is hoping to provide hot meals for those children entitled to free meals. She and DHT will be in school as they are in a different union.</p> <p>Q – Will staff have a day's pay stopped? A – Yes.</p> <p>Q – Are there any future strike days planned? A – Yes, two. One is on World Book Day. HT will try to move Book Day and rearrange the visit from an author.</p>	
7	<p>Pay Committee Update The Chair confirmed that the Pay Committee had met and approved the pay decision for HT.</p>	
8	<p>Governor Services Advice, Support and Training Subscription The Chair explained the benefits of this subscription.</p> <p>Governors agreed to continue subscription to Governor Services Advice, Support and Training.</p>	
9	<p>Clerking Services SLA The Clerk clarified that the clerking contract is currently for 6 FGBs and 6 committee meetings, with each of the two committees</p>	

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	<p>meeting once per term as last year, plus one Pay Committee meeting. The contract will be for a total of 111 hours.</p> <p>Governors agreed to renew subscription to the Clerking Services SLA for 111 hours.</p>	
10	<p>Policies for Review All policies were available to Governors prior to the meeting.</p> <p><u>Admissions Policy</u> Q – Does this policy follow the Diocesan policy A – Yes. The guidelines are only needed if the school is oversubscribed.</p> <p>The Admissions Policy was approved.</p> <p><u>Behaviour Principles and Written Statement</u> This has not been changed. This goes with the Behaviour Policy approved at the last FGB.</p> <p>The Behaviour Principles and Written Statement were approved.</p> <p><u>First Aid Policy</u> A governor pointed out that the policy refers to nine first aiders when sixteen are listed. HT will correct this.</p> <p>Q – If governors are first aiders, should they be included on the policy? A – HT will check this.</p> <p>The First Aid Policy was approved.</p> <p><u>Social Networking Policy</u> It was agreed that this policy should be renamed 'Social Media Policy'. This is a standard policy.</p> <p>Q – When is this given to employees? A – Employees are given this when they join but it is re-issued when appropriate. Some of the detail is also included in the Staff Code of Conduct. Gentle reminders are given at staff meetings and briefings.</p> <p>The Social Media Policy was approved.</p>	

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11	Governing Body Matters	
11.1	<p>Amendment to Instrument of Government</p> <p>The Chair explained that the Diocese charity is being restructured as a charitable incorporated organisation. The Instrument of Government, and all documents relating to the Diocese, must be changed to reflect the new name of the charity as the Catholic Diocese of Portsmouth.</p> <p>Governors agreed the proposed variation to the Instrument of Government.</p> <p>Action: Inform Governor Services of agreement.</p>	Clerk
11.2	Governor Vacancies and Membership There are no vacancies.	
11.3	<p>Review of Governor Training</p> <p>One Governor is still to do induction training. Two Governors have booked to do CASO induction training on 1 February 2023.</p> <p>The Chair reminded governors that they can book themselves on any training offered by Governor Services through Governor Hub.</p> <p>New Governors were asked to consider which committee they would prefer to join. They are invited to attend either or both.</p>	
11.3	<p>Governor Updates</p> <p>A governor has completed an internal audit of petty cash. The next audit will relate to payroll.</p> <p>A Governor has completed a check on the Single Central Record (SCR).</p>	
12	Urgent Business (as agreed at Item 2) None agreed.	
13	<p>Date of Next Meeting</p> <p>Resources Committee – Wednesday 8th March 2023 @1400 Curriculum Committee – Wednesday 8th March 2023 @1600 FGB – Wednesday 22nd March 2023 @1700</p>	
	<p>Closing Prayer</p> <p>A closing prayer was said.</p>	

There being no further business, the Chair concluded the meeting at 18:32.

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