



# St Mary's Catholic Primary School

"God gives us growth"

## Minutes of the Full Governing Body Meeting held on Wednesday 23<sup>rd</sup> November 2022 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  
 Fr Matthew King (MK) Foundation Governor (*Left meeting at 18.05*)  
 Darren Gooding (DG) Parent Governor  
 Patrick O'Gorman (PO) Foundation Governor (*Joined meeting at 17.20*)  
 Debra Scarsbrook (DS) Staff Governor  
 Steve Vernon (SV) Foundation Governor

### In Attendance

Cathy Glendinning (Clerk) Clerk

### Apologies:

Mary-Anne Gaskin (MG) Foundation Governor  
 Charlotte Pugh (CP) Foundation Governor

### Absent:

Justine Read (JR) Parent Governor

**The meeting was Quorate.** (9/12 Governors in attendance 75%).

The meeting commenced at 17:15.

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 Mary-Anne Gaskin and Charlotte Pugh.  There were two new Foundation Governors at the meeting. All Governors introduced themselves.	
2	<b>Agree Urgent Business for Agenda</b> Pupil Premium and Sports Premium Statements to be discussed.	
3	<b>Declaration of Pecuniary Interests (not previously declared)</b> No declarations were made in relation to this meeting.  <b>The Clerk will contact new Governors about completing this declaration on Governor Hub.</b>	<b>Clerk</b>

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4	<p><b>Minutes of the Meeting held 21<sup>st</sup> September 2022</b> The minutes of the previous FGB meeting on 21st September 2022 had been circulated prior to the meeting. These were accepted as an accurate record and approved.</p>	
5	<p><b>Review of Action Log</b>  <b>001/22</b> – Confirm safeguarding training with certificates if appropriate. <b>Completed</b>  <b>002/22</b> – Move review date for Heads of Terms, Memorandum of Understanding to Autumn 2 <b>Completed</b>  <b>003/22</b> – Check Diocesan model policies in relation to MOPP <b>Completed</b>  <b>004/22</b> – Find third governor for Pay Committee <b>Completed</b>  <b>005/22</b> – Set date for HTPM Panel <b>Completed</b></p>	
6	<p><b>Head Teacher's Update</b> The HT report had been circulated prior to the meeting.</p> <p><b>Contextual Overview</b> HT reported that there have been a lot of new starters at the school; number on roll has gone up from 183 to 191 since the last FGB meeting.</p> <p><b>Q – What has caused this increase?</b> A – Children have joined for a range of reasons. Some have heard good reports about the school and like the size of the school and the good relationship with parents.</p> <p>Applications for YR have just opened and, so far, there have been 21 applications, 9 of which are first choice.</p> <p><b>Q – Has the nursery had a positive impact on YR recruitment?</b> A – HT stated that this is not apparent at the moment.</p> <p>HT reported that the school has several student teachers, some from School-Centred Initial Teacher Training (SCITT) and some PGCE.</p> <p><b>Leadership and Management</b> HT reported that there are no children on Child Protection Plans, one child is recorded as Children in Need, two are Early Help. The school is currently supporting four families.</p>	

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<p>There have been two inter-agency referrals, two referrals to Child and Adolescent Mental Health Service CAMHS and one to Mental Health Support Team (MHST), which is a Gosport-specific organisation supporting parents at home.</p> <p>Four members of staff have had Team Teach training on de-escalation strategies. All staff working one-to-one with pupils and HT and DHT are trained.</p> <p>The NSPCC have been in to talk to children and have provided resources. Y5 and Y6 have had workshops with NSPCC volunteers on keeping safe and online safety.</p> <p><b>Quality of Education</b></p> <p>One Key Priority is challenge across the curriculum. HT explained that all lessons are planned using Rosenshein's principles and this mastery approach aims for 80% success rate. The remaining 20% receive next steps and catch-up. The lessons are already challenging and it is important that all the children are able to achieve. Additional challenge will be achieved through questioning to ensure deeper understanding. It is important to ensure that there is evidence of this.</p> <p>The LA representative, Jane Wilson, has visited the school and agrees that the school is on track to achieve Good.</p> <p>The SEF has been updated to reflect the current status. Crib sheets have been created for key areas of school improvement.</p> <p>Another Key Priority was the impact of Teaching and Learning on outcomes for Y6. Mocks have been done and the results are better than last year with pupils already achieving a similar level to what was achieved in April by the previous cohort.</p> <p>The maths leader will work with Y2 to ensure that they are not moving on too quickly and that there is evidence for achievement.</p> <p>SEND provision at the school and good communication with parents is attracting new pupils. A group of children are having English and maths teaching at Y1 level separately. These children are making much more progress than they would in their own classes. There is still work to be done on meeting individual needs and planning breaks.</p> <p><b>Personal Development</b></p>	
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	<p>There have been a lot of activities over the autumn term including: story time with Gosportarians; participation in Search Museum history project; Faith Week visits; and a trip to the Mary Rose. HT informed Governors that Y6 will visit the Isle of Wight next year. Fr Matthew has been in to the school to visit and for the Harvest Mass.</p> <p><b>Behaviour and attitudes</b> HT told Governors that she believes that the school could achieve outstanding for behaviour and attitudes. Behaviour at the school is excellent and is often commented on by visitors. She is focussing on ensuring that there is evidence to support her judgement.</p> <p>There has been a change in terminology relating to exclusions; full-time exclusions are now referred to as suspensions. HT has looked at the history of exclusions at the school and reported that there was a spike in 2019-2020 but that, since then, a level of less than 10 days per year has been maintained. Exclusions at the school are mainly for safety reasons, protecting both children and adults from violence. Her report set out the preventative measures being taken and these are having an impact.</p> <p>A Governor commented that children are able to speak up. HT agreed that children know that their voice is valued. As part of the Christian ethos of the school, children are taught how to support and behave towards each other.</p> <p><b>Q – What is the biggest challenge at the moment?</b> A – HT said that this is a very busy time of year with assessments, pupil and sports premium and ensuring that SEND provision is right for every pupil.</p>	
7	<p><b>Curriculum Committee Update</b> The minutes of the Curriculum Committee had been made available to Governors before the meeting. There were no questions.</p>	
8	<p><b>Resources Committee Update including Budget Review</b> The Chair explained that the Resources Committee had not been able to meet because of Governor commitments.</p> <p>The revised budget had been made available to Governors prior to the meeting.</p> <p>The Chair reported that there will now be an in-year deficit of £21,060. The main changes to the budget on non-staffing</p>	

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expenditure are increased spending on educational supplies and one-to-one SEN support. A lot of work has been done to reduce non-staffing costs over the past few years. Staffing costs take up 80% of the budget and so the pay increase with no additional funding has had a significant impact. This year there will be a surplus of £53,753 carried forward but this is reducing and will lead to a deficit in future years.

HT advised Governors that teachers are currently being balloted on strike action regarding pay. Teachers' pay is now lower than it was in 2010 if inflation is taken into account.

**Q – Has the school received financial help with utility bills?**

A – There has been a contribution of £20,000 but the increased cost of salaries has been £70,000.

**Q – Is the school paying a fixed rate for energy?**

A – The school is doing what it can to mitigate energy costs but the rate paid is negotiated for the school by the LA.

**Q – Are there any initiatives to encourage schools to improve sustainability, such as LED lighting or solar panels?**

A – HT is not aware of any at present.

Governors suggested approaching parents to share their skills to make improvements to the school.

**The Revised Budget for 2022/23 was approved by the governing body and signed by HT and the Chair.**

The figures are:

<b>Total Expenditure of</b>	<b>£1,164,314</b>
(one million, one hundred and sixty-four thousand, three hundred and fourteen pounds)	
<b>Total Income of</b>	<b>£1,143,254</b>
(one million, one hundred and forty-three thousand, two hundred and fifty-four pounds)	
<b>Leaving an in-year deficit of</b>	<b>(£21,060)</b>
(twenty-one thousand and sixty pounds)	
<b>Surplus brought forward of</b>	<b>£74,813</b>
(Seventy-four thousand, eight hundred and thirteen pounds)	
<b>Surplus carried forward of</b>	<b>£53,753</b>
(fifty-three thousand, seven hundred and fifty-three pounds)	

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	<i>The Governing Body is aware of the future deficit, as shown on this plan, and will take action to address it.</i>	
<b>9</b>	<p><b>Pay Committee Update</b> The Chair reported that the committee had met and agreed pay recommendations.</p> <p>The Pay Committee will meet again following this meeting to receive recommendations from the Head Teacher Performance Management (HTPM) Panel.</p>	
<b>10</b>	<p><b>Policies for Review</b> All policies were available to Governors prior to the meeting.</p> <p><u>Behaviour Policy</u> This policy has not been changed.</p> <p>A Governor commented that the policy still includes references to 'bubbles'. These will be removed as they are no longer relevant. With this minor amendment:</p> <p><b>The Behaviour Policy was approved.</b></p> <p><u>Complaints and Procedures Policy</u> This policy has not been changed.</p> <p><b>The Complaints and Procedures Policy was approved.</b></p> <p><u>Designated Teacher for LAC and previously-LAC</u> This policy has not been changed.</p> <p><b>Q – How many LAC and previously-LAC children are at the school?</b> A – There are no LAC children but three children still have Personal Education Plans (PEP).</p> <p><b>The Designated Teacher for LAC and previously-LAC was approved</b></p> <p><u>Exclusions Policy/Exclusions and Suspensions Policy</u> This has been updated to reflect the new terminology relating to suspensions. It was proposed that the policy name be changed to Exclusions and Suspensions Policy to reflect this.</p> <p><b>The Exclusions and Suspensions Policy was approved</b></p>	

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	<p><u>Positive Handling Policy/Restrictive Physical Intervention Policy</u> This policy has been updated to reflect the name change.</p> <p><b>Q – Is this something that teachers often have to do?</b> A – HT explained that it is a way of holding children which does not stop them moving. It enables a teacher to move a child out of the way if, for example, they are throwing things. Training for this is done through Team Teach.</p> <p><b>Q – Are all teachers qualified to do this?</b> A – Only HT and DHT are trained but other teachers can move a child if it is a case of reducing harm to others. After any incidents where a child has been touched in this way, it is recorded on CPOMS and discussed with the parents and the child.</p> <p><b>The Restrictive Physical Intervention Policy was approved</b></p> <p><u>Heads of Terms, Memo of Understanding</u> HT explained that this relates to Squirrels, the nursery on school premises. There is an issue relating to the length of lease which has not yet been resolved by the LA and Diocese. The school cannot finalise this until the Diocese sign this off.</p> <p>This will be carried over to the next FGB.</p> <p><b>Action: Heads of Terms, Memo of Understanding on next FGB agenda</b></p> <p><u>Staff Absence Scheme</u> The Chair explained that this is a Service Level Agreement that the school can sign up for with the LA. If a member of staff is absent through sickness then the school receives some money back towards to cost of cover.</p> <p><b>The Staff Absence Scheme was approved</b></p> <p><u>Best Value Statement</u> The Chair explained that this document sets out how the school is ensuring that it gets best value for money. There have not been any changes to this.</p> <p><b>The Best Value Statement was approved</b></p> <p><u>The Data Protection/Freedom of Information Policy</u></p>	<p>Clerk</p>
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	<p>This is a standard policy, which has not changed.</p> <p><b>The Data Protection/Freedom of Information Policy was approved</b></p> <p><u>The Single Equality Statement (with objectives)</u> The format of this statement has changed. The policy does not need to be reviewed at this time. The objectives were written last year and have been updated to show progress made.</p> <p><b>The Single Equality Statement (with objectives) was approved</b></p> <p><b>Q – Is there a pack of information such as this available for Governors to access easily in case of an inspection.</b> A – The information is all available on Governor Hub but it would be useful to have one folder for Ofsted where all this information could be kept in one place.</p> <p><b>Action: Set up an Ofsted folder on Governor Hub and include all relevant documents.</b></p> <p><b>Q – Does the school have a Uniform Policy as this is not on the school website?</b> A – HT has written a Uniform Policy and will make this available on the school website.</p>	Clerk/HT
<b>11</b>	<b>Governing Body Matters</b>	
<b>11.1</b>	<p><b>Governor vacancies and membership</b> Following the recent appointment of four new Foundation Governors, there are now no Governor vacancies.</p>	
<b>11.2</b>	<p><b>Review of Governor Training</b> Two new Governors have booked induction training. One Governor has still to do this.</p> <p><b>Action: Book Induction Training</b></p>	KJ
<b>11.3</b>	<p><b>Governor Updates</b> Governors reported that the 'Curriculum Roadshow' held prior to this meeting had been very successful. Governors commented that they had been impressed by how passionate and knowledgeable the teachers were. Governors found the information they were given very clear and said that it demonstrated a real sense of community. They were impressed by the teachers' demonstration of a journey and their reflective practice.</p>	

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	<p>A Governor will do a check on the Single Central Record (SCR) in November 2022.</p> <p>A Governor will carry out an internal audit this term.</p>	
<b>12</b>	<p><b>Urgent Business (as agreed at Item 2)</b> <u>Pupil Premium and Sports Premium Statements</u> These statements were available to Governors prior to the meeting. HT explained that there is now a common format for all schools which is easier to update. The statements set out exactly how the funding is being spent and the outcomes of this.</p> <p>Key areas for Pupil Premium are: dealing with catch-up following absences in 2020-21; and, social, emotional and mental health needs. Writing is the weakest area, in particular the technical aspects.</p> <p>Sports funding has gone towards: Real PE Curriculum; swimming lessons; and PE equipment.</p>	
<b>13</b>	<p><b>Date of Next Meeting</b> FGB – Wednesday 25<sup>th</sup> January 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 18:38.

Signed by Chair:

Date: