



St Mary's Catholic Primary School

"God gives us growth"

Minutes of the Full Governing Body Meeting held on Wednesday 21st September 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 (*Left meeting from 17.10 to 17.11*)
 Anne Berger (AB) Foundation Governor
 Darren Gooding (DG) Parent Governor
 Patrick O'Gorman (PO) Foundation Governor (*Left meeting from 17.11 to 17.12*)
 Debra Scarsbrook (DS) Staff Governor

In Attendance

Cathy Glendinning (Clerk) Clerk

Apologies:

Mary-Anne Gaskin (MG) Foundation Governor
 Justine Read (JR) Parent Governor

Absent:

Kathleen Jones (KJ) Foundation Governor

The meeting was Quorate. (6/9 Governors in attendance 66%).

The meeting commenced at 17:07.

Item		Actions
	Opening Prayer An opening prayer was said.	
1	Welcome, Apologies for Absence The Clerk welcomed Governors to the meeting. Apologies were received from Mary-Anne Gaskin and Justine Read.	
2	Agree Urgent Business for Agenda None raised.	
3	Declaration of Pecuniary Interests (not previously declared) The Clerk asked all governors, who have not already done so, to confirm their Pecuniary Interests on Governor Hub. No declarations were made in relation to this meeting.	
4	Election of Chair and Vice Chair There was one nomination for Chair, Carmen Tweed. <i>17:10 Carmen Tweed left the meeting</i>	

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	<p>Governors voted for Carmen Tweed to continue as Chair of Governors.</p> <p><i>17:11 Carmen Tweed re-joined the meeting</i></p> <p>There was one nomination for Vice Chair, Patrick O’Gorman.</p> <p><i>17:11 PO left the meeting</i></p> <p>Governors voted for Patrick O’Gorman to be Vice Chair of Governors</p> <p><i>17:12 PO re-joined the meeting</i></p>	
5	<p>Minutes of the Meeting held 13th July 2022</p> <p>The minutes of the previous FGB meeting on 13th July 2022 had been circulated prior to the meeting. These were accepted as an accurate record and approved.</p>	
6	<p>Review of Action Log</p> <p>019/21 – Book Governor Induction training (KJ). Ongoing</p> <p>020/21 – Complete Safeguarding training (All) Some governors attended the in-school Safeguarding training. Those that didn't should access the Hampshire e-learning or sign up for the NSPCC online training. Some governors have recently done similar training for another role. These governors will forward their certificates to the School Business Manager. Completed</p> <p>Action: Confirm what safeguarding training you have completed, with certificates if appropriate, to School Business Manager</p> <p>021/21 – Move review date for Heads of Terms, Memo of Understanding to Autumn 1 (Clerk). Completed</p> <p>022/21 – Book Induction Training Course (DG). Completed</p> <p>023/21 – Request Whole GB training on SEN and Disability (Chair). Completed</p> <p>024/21 – Update meeting schedule and upload to Governor Hub (Clerk). Completed</p> <p>025/21 – Send out list of Governor Roles prior to first FGB meeting (Clerk). Completed</p>	All govs

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7	<p>Head Teacher's Update The HT report had been circulated prior to the meeting. She had also sent out the School Evaluation Form (SEF), School Improvement Plan (SIP) and Governor Monitoring cycle.</p> <p>Contextual Overview HT reported that as a result of new starters at the school in the last 18 months, there is an increase in Pupil Premium (PP) and Free School Meals (FSM).</p> <p>HT stated that attendance is currently good.</p> <p>HT reported that Fr Pio had visited the school to say goodbye. The children had made him a card.</p> <p>HT shared the staffing plan with governors. There are no new teachers. New support staff have been trained.</p> <p>Leadership and Management On safeguarding, HT reported that there are no Child Protection Plans (CPP) and only one Child in Need (CIN). Two families are in Early help. Some children with Educational Health Care Plans (EHCP) have left so the number of these is lower, but there is one new referral. There is also one new CAMHS referral.</p> <p>HT explained that there has been a focus on online safety, which has been shared with parents. One area of concern is older boys in relation to suicide. This is linked to low self-esteem and work is being done in PSHE on self-worth.</p> <p>HT reported that the whole staff have had refresher safeguarding training. Two teachers have had Team Teach positive handling training.</p> <p>HT explained that she is revisiting the key priorities that were set relating to where the school should be in 3 and 5 years. The language of these reflects Ofsted descriptors.</p> <p>There has been a great improvement in the consistency and quality of teaching and learning. Consistency is at a very good standard. A key priority this year is to make an impact on the data.</p> <p>Work is also continuing on pupil voice to put it at the heart of the school, as would be required for an 'Outstanding' Ofsted judgement. It is important to give children appropriate opportunities.</p>	
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Another key priority is enrichment, both in and out of the school day. Work is being done to encourage pupils to attend after school clubs and a variety of clubs have been planned this year. Parents have been given an overview of the trips that will take place this year to enable them to plan for the cost of these.

It is hoped that more work can be done on community cohesion now that there are fewer restrictions, such as the choir going out into the community to perform.

Q – What do references to Business as Usual mean?

A – HT explained that it is important to continue the good practice that is already in place.

Monitoring has started to ensure that all learning routines are in place right from the start. There has been monitoring on: quality of teaching in lessons; learning behaviours; behaviour of staff and children around the school; lunchtimes and playtimes; liturgies and hymn practice; presentation in books; and coverage.

HT reported that strengths are: behaviour around the school and the way pupils treat each other; learning behaviours in class, which are really good and embedded; and work meeting expectations. Things which need to be re-emphasised are: timing of tasks to make sure playtimes and hymn practices do not run over; making sure challenge is there for all year groups and not just at the end of tasks.

Quality of Education

HT reported that the SEF will be reviewed in October 2022.

For KS2 there will be a focus on reading and writing. The Y6 teacher has had HIAS training on effective writing journeys. All Y6 have completed the 2017 test papers as a baseline test to see where they are. Booster and one-to-one sessions have started.

For KS2 there will be a focus on maths. The two-year programme is now paying off in Y3. The maths co-ordinator is working with Y2 teachers because the plan for last year is not appropriate as that group were catching up.

Phonics tests are being done every six weeks. The next test will be in early October 2022.

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HT reported that the school now has 15.8% SEND pupils in Y1 to Y6, with particularly high numbers in Y3, 22%. A lot has been done for these pupils. A separate classroom is used in the mornings with overlearning starting with work from the end of YR and moving on to Y1. The pupils have settled well and there is a lot of one-to-one support. Planning is overseen by the SENCO.

Q – Has this been set up as a result of COVID?

A – No, this has been necessary because of the need for more SEN provision. Previous provision was inadequate, which led to poor behaviour because pupils' needs were not being met. The school now has a good reputation for SEN provision and, as a result, more SEN pupils have joined the school.

Q – Will these children be able to catch up to the level of other pupils?

A – This is unlikely but they will make good progress, which will be measured by individual milestones. HT is aiming for them to leave St Mary's with the right skills and paperwork to enable them to move on successfully with their education.

HT reported that the children have settled well and have built good relationships. The school now has a sensory room and all children with EHCPs are timetabled to spend time there. It is working well for those with sensory needs and those with high anxiety.

Q – Has the HLTA had additional training for her role with the SEN pupils?

A – She has not had additional training but all support staff had training last year. The HLTA has experience of this type of role and close coaching support from the SENCO. Schemes for writing and oracy have been adapted for these children and they are working on Y1 maths, which is proving to be the right level. The SEN children are still part of a class and go back to this class for prayers, hymn practice, class worship and afternoon teaching.

Q – How do afternoon lessons work if these pupils are working at a lower level?

A – There is one-to-one or one-to-two support in the classroom. In practice, these children do need breaks to avoid cognitive overload. This is done using the sensory room, going to feed the guinea pigs, having a walk or completing a small task. The work is also adapted so that it is more accessible for these pupils.

HT reported that there will be an LLP review on 3rd October 2022.

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	<p>Personal Development HT reported that the ELSA has a full timetable for supervision every afternoon and is running a Service Club for children in military families every Wednesday lunchtime.</p> <p>There are still a lot of children with anxiety and mental health issues and they are having weekly conversations with either the ELSA, HT or DHT.</p> <p>Behaviour and attitudes There has been one exclusion. The pupil in question has been on a reduced hour timetable and working with Portsmouth Behaviour Services (PBS) for the last two years. The school has also been working with the parents and the educational psychologist (EP). PBS have been informed of this issue. HT is working to ensure that the pupil has the right provision in place when they move on to secondary school.</p>	
8	<p>Governors' Code of Conduct The Chair explained that this is based on an example from the National Governor Association and has not changed since last year.</p> <p>Governors approved the Governor Code of Conduct</p>	
9	<p>Instrument of Government</p> <p>Governors approved the Instrument of Government</p>	
10	<p>Terms of Reference Full Governing Body Terms of Reference – Governors approved the FGB Terms of Reference</p> <p>Governor Panel Terms of Reference – Governors approved the Governor Panel Terms of Reference</p>	
11	<p>Policies for Review</p> <p><u>Child Protection Policy</u> and <u>Safeguarding Policy</u> HT reported that these policies are based on the Hampshire model. They have been updated to reflect the changes in Keeping Children Safe in Education (KCSIE)</p> <p>The Child Protection Policy was approved.</p>	

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<p>The Safeguarding Policy was approved.</p> <p><u>E-safety Policy</u> HT stressed the importance of this policy. Online safety is also covered in the Safeguarding Policy.</p> <p>The E-Safety Policy was approved.</p> <p><u>Staff Code of Conduct</u> The Staff Code of Conduct has been updated to include Low Level Concerns.</p> <p>Q – Are staff given this when they join? A – Staff have just been given this again as a reminder. Safeguarding is discussed with all new staff.</p> <p>The Staff Code of Conduct was approved</p> <p><u>Curriculum Policy</u> HT explained that she has updated this following feedback from governors at the previous FGB meeting. Governors agreed that it is now clear for parents.</p> <p>The Chair reminded governors that it is now their responsibility to ensure that what is written in the policy is happening in the school.</p> <p>The Curriculum Policy was approved</p> <p><u>Children with Health Needs not Attending School Policy</u> HT stated that this is currently in use and has not been updated.</p> <p>Q – Does this cover those children who are non-attenders as a result of anxiety? A – HT explained that it does cover these cases. In practice there is a need to get communication happening. HT keeps a timeline of all communications and actions taken. She reported that there is an issue locally as there is no therapeutic intervention available, particularly for mental health issues such as anxiety. She has used resources at a primary school in Titchfield but this means that she is out of school for a whole afternoon. She would like to see local land used for a facility such as a small urban farm for animal therapy but feels that this is not something that St Mary's can set up on their own.</p>	
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	<p>Governors proposed that the school begin fund-raising for such a facility and contact other local schools to see if they would like to become involved.</p> <p>A governor reported that the PTA are planning to start holding car boot sales to raise funds for the school. The school could ask for this money to be put towards a project like this. HT stated that she will talk to other local HTs about this.</p> <p>Governors expressed the opinion that this would also be a way of improving the school's engagement with the local community.</p> <p>The Children with Health Needs not Attending School Policy was approved</p> <p><u>Heads of Terms, Memo of Understanding</u> HT explained that this relates to Squirrels, the nursery on school premises. There is currently an issue with this document in relation to the length of lease, which is 7 years. The LA is happy with the document but the Diocese feel that it needs the additional information that should be included for a lease of over 7 years.</p> <p>This will be carried over to the next FGB.</p> <p>Q – What money does the school receive from the nursery? A – The school is paid for the space used but receives more money if there are more children attending. The nursery benefits the school.</p> <p>Action: Heads of Terms, Memo of Understanding on next FGB agenda</p> <p><u>School Prospectus</u> HT reported that this reflects what is happening at the school.</p> <p>A governor identified some minor inconsistencies, which will be corrected.</p> <p>The School Prospectus was approved</p>	Clerk
12	<p>Governance Manuals The Chair explained that these are LA documents relating to personnel practice and financial practice</p> <p>The Manual of Personnel Practice and any in-year revisions was adopted</p>	

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	<p>The Manual of Financial Practice and Procedures/Scheme of Financial Management and any in-year revisions was adopted</p> <p>HT stated that all policies also go to the Diocese. It is not clear whether there is overlap between the LA documents above and the Diocesan documents.</p> <p>Action: Check whether there is any inconsistency between LA and Diocesan model policies</p>	HT
13	Governing Body Matters	
13.1	<p>Governor vacancies and membership</p> <p>Fr Pio has now resigned from the Governing Body as he is moving to a different parish. His replacement, Fr Matthew has been appointed as a Foundation Governor in his place.</p> <p>There are still two Foundation Governor vacancies.</p>	
13.2	<p>Review of Governor Training</p> <p>The Chair reported that safeguarding training has taken place and was very good.</p> <p>Whole GB training on SEN and disability has also been completed, which governors found useful.</p>	
13.3	<p>Governing Body Roles and Responsibilities</p> <p>Development and Training Governor – Chair Safeguarding – MG SEND – AB Looked after Children (LAC) - AB Pupil Premium – MG Wellbeing (staff) – PO Health & Safety – PO Website – DG Forum Rep – Chair Building Fund Manager – Chair</p> <p>Curriculum Committee: DS, AB, Chair, HT Resources Committee: PO, DG, Chair, HT Chairs of these committees will be appointed at the first meeting.</p> <p>It was agreed that AB would carry out termly internal audits.</p> <p>Pay Committee – DG, Chair and one other. This committee will meet at 14:00 on Tuesday, 18 October 2022.</p>	

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