

St Mary's Catholic Primary School

"God gives us growth"



Full Governing Body Meeting Wednesday 20 March 2024 at 4pm Held in school

MINUTES

Present:

Lauren O'Conner – Headteacher
Charlie Pugh – Foundation Governor
Carmen Tweed – LA Governor
Anne Berger – Foundation Governor
Debra Keefe – Staff Governor
Steven Vernon – Foundation Governor
Nicky Wood – Parent Governor
Alex Cartright – Parent Governor (left at 5.15pm)
Kathleen Jones – Foundation Governor
Patrick O'Gorman – Foundation Governor

In Attendance:

Louisa Trafford – LA Cover Clerk

Apologies:

Fr Matthew King – Foundation Governor

The meeting was quorate.


	Opening Prayer	
1.	<p>Welcome, apologies for absence Chair opened the meeting at 4pm and welcomed AC to the Board.</p> <p>ACTION: Clerk to complete new governor paperwork</p> <p>Apologies were received and accepted from Fr MK.</p>	Clerk
2.	<p>Agree urgent business Chair advised she will be stepping down from the GB at the end of the academic year. AB also stepping down.</p> <p>ACTION: Clerk to contact Cllr regarding upcoming LA vacancy</p> <p>Chair also advised that HT will be leaving at the end of this academic year for a new position. The school are in a really strong place now and this will create new opportunities.</p> <p>LLP and SIM will be coming to talk to governors after the meeting at 6pm to explain the process of HT recruitment. The staffing body and parents will be informed via letter tomorrow morning.</p>	Clerk

Signed.....Date.....1

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3.	<p>Declarations of Pecuniary Interests There were no declarations of pecuniary interest in addition to those already on the register.</p>	 <small>Lat. Deus incrementum</small>
4.	<p>Minutes of the meeting held on 24 January 2024</p> <ul style="list-style-type: none"> - Agree content - Review actions complete <ul style="list-style-type: none"> - <i>Item 6: Clerk to inform HGS regarding clerking requirements and reimbursement. - Completed</i> - <i>Item 10: HT to produce a final draft Parent Code of Conduct to be agreed at the next FGB. – Completed, loaded to HSS and paper copies were available at the meeting.</i> 	
5.	<p>Headteacher Report Circulated, HT advised:</p> <ul style="list-style-type: none"> - Absence; spring one has been better but still a lot of illness in pupils and the staff. It is challenging when staff are absent and it affects morale. The impact has been noted in the newsletter as it has an affect on the ELSA provision, 1:1 support and interventions. - Staffing in Y4; HT and DHT were going to cover the absence in Y4 but it soon became apparent that this wasn't practical. Supply cover was sought short term. After Easter Kaley Gamblin will begin cover. - NOR; 197. Directed to take a child with an EHCP. There are 28 first choices for September in YR, the school hope for 30 as tours are still ongoing. - Attendance; National is 1% higher than SMCP but the school are in line with Hampshire. There has been a lot of sickness across the County and there is an increase in persistent absentees. School Nursing Team held a 'hand-washing' assembly. PA's seem to be around girls with SEMH needs. - Staffing update; advertising for 1:1 SEND support staff. Also welcomed Katie Phillips in YR, settled in and doing really well. <p>Q: Will she provide maternity cover for the whole time? A: It is until 1 July, but she is available until the end of the academic year.</p> <p>Q: Is there an update on the long term absentee? A: We continue to put support in place and have the right provision in place for September when they affectively leave SMCP.</p> <ul style="list-style-type: none"> - Child Protection/Safeguarding; there have been a number of section 17's this year. The threshold for section 47's is high, this is frustrating if the school do not believe a family are getting the support they need. A couple of families on early help support, five families on school support, there are seven interagency referrals and five CAMHs/Mental Health Support Team. The Mental Health Support Team have carried out teacher training and parent coffee mornings. All staff have completed the Prevent refresher and HT and DHT attended the Prevent conference. 	

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	<p>DO advised that the teacher training was in relation to how to recognise things and how to signpost parents.</p> <p>Q: What's the difference between Child in Need and child pro plan? A: Child Pro plan is most severe, it is not voluntary and there are mandatory actions. CIN is similar in terms of the agencies working together, it's in relation to how much social services can enforce on families.</p> <ul style="list-style-type: none"> - Key priorities; writing and EYFS. Writing scheme being trialled in Y3. The school would like both EY teachers to be available for the training in summer two on 13 June. Miss Spears in Y1 will also work alongside. - PP meetings; completed and more outcome focused this time. The staff reviewed as a whole in a staff meeting and were able to share best practice. - Quality of Education; HIAS input highlighted some areas. SMCP are now part of the phonics program, staff absence makes this more difficult. KS1 teachers will be carrying out boosters to support the phonics screening, these will be short sessions after school. Mr Roper has been on the training for KS2 tests with HIAS. HT and DHT have been attending the disadvantage program to ensure the right support is put in place in SMCP. The Y6 attendance is 90%, they are missing a significant amount of the learning. - Predictions; 36% at GDL, this may increase, writing is currently holding them back so the YR teachers are focussing on this. Y1 47 – 57% depending on how the boosters go. Y6 combined is looking like 55%. - SEND; complex needs are on the increase. The school are rarely able to meet need of EHCP pupils in the area, however, they have been directed to take a child and are trying to secure the right 1:1 support. SMCP need to ensure that they are delivering everything they say they are able too without overwhelming staff. - Personal development; listed in the report. The school will continue to work on children leading and designing their own worship. - Behaviour; expectations will be reviewed with the children after Easter to ensure consistency across the school. Suspensions; three across the year for various reasons. PBS open for a child in Y2, EP has been supportive. - Key events; governors are invited and welcome to all/any. SATs week in May is an opportunity to ensure the school are carrying out the tests as per the requirements. <p>Governors in School Day arranged for Wednesday 1 May 2024.</p>	
6.	<p>Approve SFVS Circulated prior to the meeting, chair gave new governors an overview of the purpose of the document.</p>	

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	<p>Finance Committee is referred to throughout but this should be changed to the Resources Committee.</p> <p>Governors agreed the document for submission.</p>	
<p>7.</p>	<p>Policies for Review</p> <ul style="list-style-type: none"> - Child Protection Not required, change review date to September 24. Clerk to amend schedule. - SEND Policy and information report Circulated, minimal changes, governors agreed to ratify. - Parent Code of Conduct Circulated, there has been a level of abuse this year that has not been acceptable, school want the code of conduct in place as a way to hold parents to account and outline the productive ways to voice concerns. Governors agreed to ratify. - Induction for new governors The last review was 2021 but this was difficult as governors were not coming into school due to the pandemic. There was a discussion around tightening up the process. Governors agreed to ratify. 	
<p>8.</p>	<p>Governing Body Matters</p> <ul style="list-style-type: none"> - Vacancies; parent vacancy filled today. There is currently a foundation vacancy. Nothing to discuss on membership. There was a brief discussion regarding succession planning and the process of electing a new chair. The building fund will need a governor to manage as well as a new DTG. - Training; SV has attempted to book H&S training but it is not available until the summer term. Governors were reminded to login into the new HSS systems. <p><i>AC left the meeting at 5.15pm.</i></p> <ul style="list-style-type: none"> - Correspondence; letter from the Catholic Diocese of Portsmouth circulated prior to the meeting regarding the academisation plan that will come into effect on in 2027. Headteachers have been asked what they believe the challenges may be of joining a Diocese MAT. There is concern that SMCP will not be able to access the support services from County via SLA and this could be at a greater financial cost to the school if the Diocese cannot provide comparable services. There was a brief discussion regarding how this may affect the school. The will be an opportunity for Diocese representation to come and talk to governors. <p>Q: Is it an advantage to be part of a MAT? A: The advantages are not yet known. For some schools there may be some financial benefits.</p>	

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	<p>Governors acknowledged that Hampshire are actually a very supportive LA.</p> <p>Q: Do you have to share HT's?</p> <p>A: No, not necessarily, you can choose to if you want but this is not always the best way forward.</p> <ul style="list-style-type: none"> - Helen Cook, governor rights on HSS; The chair requested permission from governors to give School Business Manager governor rights on the HSS system, this will allow her to view and upload documents as necessary. Governors were in agreement to HC having governors rights on HSS. 	
9.	<p>Urgent Business agreed at Item 2</p> <ul style="list-style-type: none"> - Internal Audit carried out by AB, the forms for completion are quite dated. There were no problems and everything was in order. <p>ACTION: CT to produce a list of governor roles for governors to consider going into the next academic year to support succession planning.</p>	CT
10.	<p>Date of next meeting</p> <p>Resources Committee – Wednesday 1 May 2024 at 2pm Governors in School Day – Wednesday 1 May 2024 FGB – Wednesday 15 May 2024 at 4pm Curriculum Committee – Wednesday 26 June 2024 at 4pm FGB – Wednesday 10 July 2024 at 4pm</p> <p>There being no further business, the chair closed the meeting at 5.35pm</p>	
	Closing Prayer	

Action Summary:

1	Clerk to complete new governor paperwork	Clerk
2	Clerk to contact Cllr regarding upcoming LA vacancy	Clerk
9	CT to produce a list of governor roles for governors to consider going into the next academic year to support succession planning.	CT