

St Mary's Catholic Primary School

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Full Governing Body Meeting Wednesday 24 January 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 (left at 5.10pm)
Steven Vernon – Foundation Governor (arrived at 4.40pm)

In Attendance:

Louisa Trafford – LA Cover Clerk

Apologies:

Kathleen Jones – Foundation Governor
Patrick O'Gorman – Foundation Governor
Fr Matthew King – Foundation Governor
Nicky Wood – Parent Governor
Alison Ternan – Deputy Headteacher

The meeting was quorate (6/10)

	Opening Prayer	
1.	Welcome, apologies for absence The chair opened the meeting at 4.10pm, apologies were received and accepted from KJ, PO, Fr.MK, NW and AT. SV was expected at 4.45pm. Despite initial concerns, the meeting was quorate.	
2.	Agree urgent business <ul style="list-style-type: none">- Staffing matter, confidential- Parent code of conduct	
3.	Declarations of Pecuniary Interests There were no declarations of pecuniary interests in addition to those on the register.	
4.	Minutes of the meeting held on 22 November 2023 <ul style="list-style-type: none">- Agree content- Review actions complete – no specific actions from November The minutes of the previous meeting on 22 November 2023 were agreed as a true and accurate record and signed by the chair. No actions to discuss.	

Signed.....date.....1



'Dat. Deus incrementum'

5.

Headteacher Report including LLP Report

HT report circulated prior to the meeting, HT noted the following points:

- LLP visit conducted, report received today. It was a positive visit with lesson observations, focus on writing, review of pupil premium children and discussion around outcomes.

There is nothing of concern at SMCP regarding teaching and interventions, but outcomes are still lower than is ideal, LLP advised the school to take advantage of support from County. Particularly looking at Y6 and the disadvantage project and phonics as areas of focus, there will be an early LLP visit in the autumn term.

The school cannot afford more staff to support further interventions. Vicky Elliot is carrying out intervention at 8am and addressing times tables in Y4. HT and DHT are also carrying out 8am interventions to target reading. Report uploaded today, HT will circulate.

Q: What's driving the lower outcomes?

A: It's part of the legacy, there is also a resistance to doing the booster sessions from some families.

Q: Do we still have volunteers coming in?

A: Some volunteers, not parents anymore but via a charity who supply DBS checked volunteers to listen to readers.

- HT advised that current NOR is 197. There are 27 first choices for YR in September. The school have carried out a lot of tours, the percentage of SEND is not yet known.
- Attendance has been an issue this year, particularly around Persistent Absence. Some families will be referred to County. There has also been a lot of sickness and families taking holidays in the autumn term. Staff are expected to know what their class attendance is.

Q: Y2 and Y6 have lowest attendance, what measures are in place to address this?

A: Teachers are making it known to parents at parent evening if there is an attendance issue, there were some attendance meetings in the autumn term with families. There is special support put in place where needed, however this can become enabling for some families; for example when staff go and collect the children either from the car or from home this can become an expectation. Some families have been referred to the Early Help Hub.

Q: What happens if you refer to legal intervention?

A: They will fine and put measures in place to improve attendance. We also have attendance contracts in place. Completing the referrals has been helpful.

Q: What's on the contract?

A: It will note a specific arrival time and suggested routines in place at home. This is voluntary for parents. There has been impact from a child in Y6 who is a school refuser, they helped to form the contract themselves.

Attendance is in line with the national average but SMCP has not been this low before.

Governors agreed that there has been a shift in mindset to regular school attendance since the pandemic.

The school are willing to help get children to school in the short term but this mustn't become an expectation or part of anyone's routine.

- Staffing; Ms Philips starting after half term, Mrs DeCat leaving. She will be doing four days. Ms Arnold will be returning when she is able.

Q: Where Mrs DeCat going?

A: Alverstoke Junior School.

Q: Is YR in need of any resources?

A: No, the new teacher is a YR specialist, the YR area needs a revamp which she will be able to support. We are going to allow the new teacher and Y1 teacher work on this together.

- One maternity leave, and one going off after February half term, this role has proven difficult to fill, however hope to possibly fill with a long term supply teacher.
- Safeguarding; one child is on a child protection order and there are two Early Help referrals.

HT Key Priorities including absence management for staff. At the INSET day HT shared the impact and cost of staff absence, the school have implemented return to work interviews. It was useful to staff to view how many days of work were missed.

Q: Were there categories or trends in the absence?

A: There is higher absence in support staff with a range of illnesses and reasons for absence. Some staff felt that children were not being sent home after vomiting but this isn't the case.

HT advised staff that the Sickness absence management policy will be strictly followed.

- The school will be reviewing the Behaviour Policy, HT and DHT attended a conference and brought away some ideas for improvement.

Q: What is scaffolding?

A: This is to allow a slightly different approach to the lesson in the classroom to support SEND, this will work better in some classes than others, we are looking at how we can develop in a way that works for us.

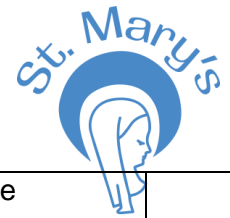
- SMCP is now a centre of excellence for Oracy, Caroline Dinanage, MP, will be visiting on 23 February 2024. There will be a media presence as this is the first school on the south coast to receive this accolade. This means SMCP becomes a point of contact for other schools, they will also be invited to professional conferences and will have parliamentary input.

SV arrived at 4.40pm.

- Carried out mock tests for KS2. At this time of year the school are reviewing those pupils who are 'close to'. See HT report for the data.

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	<p>There are booster and one to one tuition every evening and there are breakfast boosters.</p> <ul style="list-style-type: none"> - KS1 projections included in the report, there is appropriate support in place. - Phonics predictions are currently low, the school have spoken with the LA to put the right support in place. It has been noted that there has been a slow start in YR meaning that the children are not where they should be when they join Y1. This means the staff want to put in interventions in YR now. <p>There is a 40 minute session daily, there are flashcards and a booster in an afternoon in Y1.</p> <ul style="list-style-type: none"> - Pupil Voice have been tasked with creating a pack for new starters to welcome them, they will also be having input into the school news letter. - Zara Hicks, author, will be visiting for World Book Day. - Behaviour; there has been a suspension this half term. Four children on reduced timetables which includes the one non-attender, this is of significant concern now due to the time of absence and the prospective transition to secondary. 	
6.	<p>Agree a decision regarding:</p> <ul style="list-style-type: none"> - Subscription to Governor Support and Training Package - Clerking requirements for 24/25 <p>The HGS support package has increased slightly to £1,600 for the year, governors agreed this is good value and approved the continued subscription.</p> <p>The clerking requirement agreed as: 6 x FGB and 6 x Committee meetings, 6 x admin hours. Pay committee not required, to be reimbursed for last year.</p> <p>ACTION: Clerk to inform HGS regarding clerking requirements and reimbursement.</p>	Clerk
7.	<p>SFVS update This will be brought to the Resources Committee meeting in March for approval.</p>	
8.	<p>Policies for Review</p> <ul style="list-style-type: none"> • Admissions Policy for 2025 The diocese support the admissions round. <p>Q: What is a heritage catholic? A: An unbaptised child with catholic parents.</p> <p>Governors agreed to ratify.</p> <ul style="list-style-type: none"> • Drugs use and misuse Policy No changes. Governors agreed to ratify. • First Aid Policy Governors agreed to ratify. • Equalities statement 2023-2024 Minor amendment added for the autumn review 2023. Governors agreed to ratify. 	

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	<ul style="list-style-type: none"> • Uniform policy 2023-2024 No changes. Governor agreed to ratify. Q: Any issues with uniform? A: Yes, standards have slipped which we try to address as necessary. The school give out items where possible. Q: Are there any requests for wearing ceremonial wear? A: No requests but it is covered in the policy. 	
9.	<p>Governing Body Matters</p> <ul style="list-style-type: none"> - Vacancies (1x parent and 1x foundation) and membership Parent vacancy to be advertised in the school newsletter. AB has a possible lead for the foundation governor. - Training SV has some booked sessions. CP has completed face to face Safeguarding and Prevent training. <p>Governors reminded to book on training via Governor Hub as required.</p>	
10.	<p>Urgent Business agreed at Item 2</p> <ul style="list-style-type: none"> - Parent Code of Conduct HT proposed that a Parent Code of Conduct is introduced as a result of some recent incidents where the HT and other staff have been spoken to in an unprofessional manner. HT has sourced a template, there should be consequences detailed in the policy. It is important to outline the expectations. <p>Governors would also like it to include parents being responsible for their own children when on site picking up or dropping off. HT read out the other points on the template. It is important to have this document as a way of safeguarding the staff, HT asked if the GB could introduce this to which they were in support.</p> <p>ACTION: HT to produce a final draft Parent Code of Conduct to be agreed at the next FGB.</p> <ul style="list-style-type: none"> - Staffing Matter: <i>DK left the meeting at 5.10pm.</i> <p>Recorded separately due to confidential nature.</p>	
11.	<p>Date of next meeting</p> <p>Resources Committee – Wednesday 6 March 2024 at 2pm Curriculum Committee – Wednesday 6 March 2024 at 4pm FGB – Wednesday 20 March 2024 at 4pm</p> <p>Items for the next agenda:</p> <ul style="list-style-type: none"> - SEND Information Report - Agree the Parent Code of Conduct <p>Resources:</p> <ul style="list-style-type: none"> - New server 	

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	There being no further business, the chair closed the meeting at 5.30pm.	<i>'Dat Deus incrementum'</i>
	Closing Prayer	

Action Summary

- Item 6: Clerk to inform HGS regarding clerking requirements and reimbursement.
- Item 10: HT to produce a final draft Parent Code of Conduct to be agreed at the next FGB.