



St Mary's Catholic Primary School

"God gives us growth"

Minutes of the Full Governing Body Meeting held on Wednesday 20th September 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
 Fr Matthew King (MK) Foundation Governor
 Patrick O'Gorman (PO) Foundation Governor
 Charlotte Pugh (CP) Foundation Governor [arr 4.25]
 Debra Scarsbrook (DS) Staff Governor
 Kathleen Jones (KJ) Foundation Governor [virtual arr 4.10pm]
 Darren Gooding (DG) Parent Governor

In Attendance

Bridget Dean (Clerk) Clerk
 Alison Ternan (DHT) Deputy Head

Apologies:

Steve Vernon (SV) Foundation Governor
 Anne Berger (AB) Foundation Governor

The meeting was Quorate. (8/10 Governors in attendance 80%).

The meeting commenced at 4pm

Item		Actions
	Opening Prayer An opening prayer was said.	
1	Welcome, Apologies for Absence The Chair welcomed Governors to the meeting. Apologies were received and accepted from AB and SV. The CoG advised the GB that Mary-Anne Gaskin had resigned as a foundation governor. Thanks were recorded for her contribution as a governor..	
2	Agree Urgent Business for Agenda The HT had an update for the GB.	
3	Declaration of Pecuniary Interests (not previously declared) No declarations were made in relation to this meeting. The Clerk asked all governors, who have not already done so, to confirm their Pecuniary Interests on Governor Hub.	
4	Election of Chair and Vice Chair The CoG passed the Chair to the Clerk. There was one nomination for Chair, Carmen Tweed.	

Signed by Chair:

Date:



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	<p>Governors voted for Carmen Tweed to continue as Chair of Governors.</p> <p>The Clerk returned the chair to the CoG.</p> <p>There was one nomination for Vice Chair, Patrick O’Gorman.</p> <p>Governors voted for Patrick O’Gorman to be Vice Chair of Governors</p>																													
<p>5 [KJ arr 4.10]</p>	<p>Minutes of the Meeting held 12th July 2023 The minutes of the previous FGB meeting on 12th July 2023 had been circulated prior to the meeting. These were accepted as an accurate record and approved.</p>																													
<p>6</p>	<p>Review of Action Log</p> <table border="1" data-bbox="193 925 1345 1377"> <thead> <tr> <th>Action #</th> <th>Date of Action</th> <th>Action</th> <th>Assigned to</th> </tr> </thead> <tbody> <tr> <td>009/22</td> <td>23/11/2022</td> <td>Move review date for Heads of Terms, Memo of Understanding to Spring 1 - <i>done</i></td> <td>Clerk</td> </tr> <tr> <td>015/22</td> <td>08/03/2023</td> <td>Resources - Book Finance training - <i>done</i></td> <td>PO, DG</td> </tr> <tr> <td>017/22</td> <td>08/03/2023</td> <td>Curriculum - Add review of CPP Policy to FGB agenda - <i>done</i></td> <td>Clerk</td> </tr> <tr> <td>019/22</td> <td>22/03/2023</td> <td>Resources - compose letter to Diocese about energy funding <i>delegated to Resources</i></td> <td>Resources Comm</td> </tr> <tr> <td>024/22</td> <td>12/07/2023</td> <td>Use safeguarding checklist from KCSiE when monitoring - <i>done</i></td> <td>Safeguarding Gov</td> </tr> <tr> <td>025/22</td> <td>12/07/2023</td> <td>Parent Governor election required – <i>in progress</i></td> <td>HT</td> </tr> </tbody> </table>	Action #	Date of Action	Action	Assigned to	009/22	23/11/2022	Move review date for Heads of Terms, Memo of Understanding to Spring 1 - <i>done</i>	Clerk	015/22	08/03/2023	Resources - Book Finance training - <i>done</i>	PO, DG	017/22	08/03/2023	Curriculum - Add review of CPP Policy to FGB agenda - <i>done</i>	Clerk	019/22	22/03/2023	Resources - compose letter to Diocese about energy funding <i>delegated to Resources</i>	Resources Comm	024/22	12/07/2023	Use safeguarding checklist from KCSiE when monitoring - <i>done</i>	Safeguarding Gov	025/22	12/07/2023	Parent Governor election required – <i>in progress</i>	HT	
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<p>7</p>	<p>Head Teacher’s Update The HT report was circulated at the meeting as there was an important update that she wanted to give in person.</p> <p>The HT advised the GB that she had been asked to fill the role of Acting EHT to Bedenham & Holbrook for 3 days per week beginning 25th September until Christmas. B&H were conducting interviews that week, so it was expected that the secondment would be time limited. The DHT would be able to fill in for the HT in her absence.</p> <p>Q – Who would backfill for the DHT? A – Brad Page would take over DSL responsibilities, which was an integral part of the role. They would bring in a supply teacher to cover on Mondays to release him for this. The school would receive money for the HT secondment which would cover this.</p> <p>Q – Would the days be fixed? A – No, as the HT had things in her diary already and would need to be flexible to support both schools.</p>																													

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	<p>Q – How did the DHT feel about the situation? A – The DHT assured the GB that they had worked on a hand-over plan. The day-to-day staff management was steady and the DHT looked forward to stepping into more of a strategic leadership role.</p> <p>The Diocese was in full agreement and had discussed the secondment with the CoG when this idea was floated in the summer.</p> <p>6.1 HT Report The HT reported that there had been a smooth start to the term. All staff felt the relief of not having an inspection hanging over them and were much calmer as a consequence. The children had settled in well and made positive starts to the year, including those who had struggled last year.</p> <p>6.2 NOR There were 17 pupils in YrR currently, which meant 190 on roll in total. The HT reminded governors that they had started last year with a low number and this had increased steadily during the year in all year groups. They had already had parents looking at the school.</p> <p>6.3 Attendance They had seen a lot of illness at the start of the term, especially in Yr6. Some families had been delayed getting back from holidays. The HT would be keeping an eye on attendance and send a reminder to parents as needed.</p> <p>6.4 Staff Structure There was one vacancy for support staff, and one teacher would be going on maternity leave in the spring. A full staff structure was provided in the report.</p> <p>6.5 Safeguarding 1. There had been no change to pupils on Child Protection Plans (CP). 2. PO'G, CP, AB and CoG had attended the safeguarding training on the INSET day. MK had completed thorough safeguarding training with the diocese. 3. Staff had undertaken training in cognitive behavioural approaches which had been much appreciated. This gave staff tools to use around re-framing language etc.</p> <p>[CP arr 4.25] 6.6 SIP Key Priorities The HT highlighted the following items: 1. Quality of Teaching around reading was a focus and the HT suggested the governors monitor this; 2. Work on behaviour had seen a step change; 3. Governor monitoring should be aligned to the SIP; 4. SMCP would take part in a local schools project looking at disadvantaged groups and</p>	
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	<p>improving their outcomes at KS2.</p> <p>Q – Was this local Gosport schools? A – Yes. They had been involved in similar things before.</p> <p>5. EYFS – the HT had met with the local LA adviser who will also present their WGBT, picking up the items raised by Ofsted. The school had already been offered support by the LA prior to the Ofsted inspection and staff were very positive about this.</p> <p>6. Provision for SEN would continue as before for each Key Stage;</p> <p>7. The HT was delighted to have a lot of volunteers for the Yr6 booster sessions;</p> <p>8. They were having training on Read Write Inc and expected staff to have a lot of questions about how to tailor it to be more appropriate for the school;</p> <p>9. Behaviour – they had got off to an excellent start. Pupils had settled in well. They had 3 pupils with reduced hours timetables; one of these was a non-attende and they had already started increasing the hours for the other 2.</p> <p>A governor commented that good behaviour had been very much in evidence when they had visited the school, and particularly Yr5 had shown a marked improvement.</p>	
8.	<p>Governor Code of Conduct This had been circulated prior to the meeting and was approved.</p>	
9.	<p>Instrument of Government This had been circulated prior to the meeting and was approved.</p>	
10.	<p>Terms of Reference ToRs for the Governing Body and Governor Panels had been circulated prior to the meeting and was approved.</p> <p>SMCP did not have a collaborative arrangement. If additional governors were require for a governor committee, colleagues would be sought from schools within the Diocese.</p>	
11.	<p>Policies for Review</p> <ul style="list-style-type: none"> • Child Protection - approved • Safeguarding- approved <p>A change had been introduced to the reporting from the wrap-around care. They had moved to paper forms as they were quicker to access and included contact details.</p> <ul style="list-style-type: none"> • E-Safety – approved <p>This had been updated to include advice on filtering and reference to Agile. It was noted that it was the responsibility of parents to manage access to Whatsapp.</p> <ul style="list-style-type: none"> • Staff Code of Conduct- approved <p>Q – When was this given to staff? A – At the September INSET day, along with Safeguarding and Child Protection policies.</p>	

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	<ul style="list-style-type: none"> Curriculum Policy- approved Children with Health Needs not Attending School Policy- approved Heads of Terms, Memo of Understanding for Squirrels – <i>still in progress</i>. 	
12.	Governance Manuals <ul style="list-style-type: none"> Approve adoption of Manual of Personnel Practice and any in-year revisions issued - approved Approve adoption of Manual of Financial Practice and Procedures/Scheme of Financial Management- approved 	
13.	Governing Body Matters	
13.1	Governor Vacancies and Membership <ul style="list-style-type: none"> 1 x Parent vacancy – the election process was in progress. 1 x Foundation – an advert would be placed in the Diocesan newsletter. 	
13.2	Review of Governor Training <ul style="list-style-type: none"> Keeping Children Safe in Education. Governors were reminded to confirm on GovHub that they had read this. 	
13.3	Governing Body Roles and Responsibilities <ul style="list-style-type: none"> DTG – CoG Safeguarding & PP – PO'G SEND – CP Wellbeing – PO'G H&S – DG Website – CP Forum Rep – as available <p>Resources Committee – CoG, DG, SV, PO'G, CP, HT & DHT Curriculum Committee – KJ, CoG, AB, DK, CP, MK, HT & DHT Head Teacher Performance Management – DG, KJ, CP – 8th November @9am Pay Committee – AB, CoG, PO'G – 18th October @3pm</p>	
13.4	Governor Updates The WGBT would be held on 3 rd October.	
14.	Safeguarding Audit This had been completed by PO'G and the HT, who recommended it to the GB and it was circulated with the action plan. This was approved .	
15.	Urgent Business agreed at Item 2 Discussed under item 7	

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16.	Date of next meeting Resources Committee – Wednesday 8 th November 2023 @ 1400 Curriculum Committee – Wednesday 8 th November 2023 @ 1600 FGB – Wednesday 22 nd November 2023 @ 1600 Agenda items for Committees: <ul style="list-style-type: none">• Safeguarding monitoring• Internal controls	
	Closing Prayer	

There being no further business, the Chair concluded the meeting at 1715.

Signed by Chair:

Date: