

# St Mary's Catholic Primary School

*"God gives us growth"*



## Full Governing Body Meeting Wednesday 15 May 2024 at 5pm Held in school

### MINUTES

#### Present:

Lauren O'Conner – Headteacher  
Carmen Tweed – LA Governor  
Debra Keefe – Staff Governor  
Anne Berger – Foundation Governor  
Steven Vernon – Foundation Governor  
Alex Cartright – Parent Governor  
Patrick O'Gorman – Foundation Governor  
Charlie Pugh – Foundation Governor – via MS Teams

#### In Attendance:

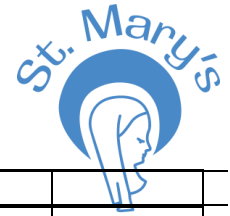
Louisa Trafford – LA Cover Clerk

#### Absent:

Fr Matthew King – Foundation Governor  
Kathleen Jones – Foundation Governor  
Nicky Wood – Parent Governor

The meeting was quorate.

	<b>Opening Prayer</b>	
1.	<b>Welcome, apologies for absence</b> Chair opened the meeting at 5.05pm. No official apologies received, absentees listed above.	
2.	<b>Agree urgent business</b> None	
3.	<b>Declarations of Pecuniary Interests</b> There were no declarations of pecuniary interests in addition to those already on the register.	
4.	<b>Minutes of the meeting held on 20 March 2024</b> The minutes of the meeting held on 20 March 2024 were agreed as a true and accurate record and signed by the chair.	
	1	Clerk to complete new governor paperwork – completed Clerk
	2	Clerk to contact Cllr regarding upcoming LA vacancy – completed Clerk
	9	CT to produce a list of governor roles for governors to consider going into the next academic year to support succession planning. – on the agenda for discussion CT



'Lat. Deus incrementum'

5.

**Finance**

- **Approve budget as recommended by the Resources Committee including 3 year plan and capital spend**

Budget circulated prior to the meeting.

**Q: Why is there a sharp decline on high needs top up and budget share in future years?**

A: It is too soon to know as to what the needs will be at that point and budget share is based on recent census dates.

HT noted that the school are always reviewing to see where savings can be made. The staffing spend at SMCP is lower compared to other schools. One form entry means that resources can be limited.

**Q: Does the budget reflect the HT leaving?**

A: Yes, there may be further changes around this though depending on the outcome of recruitment next week.

The deficit monitoring return was also circulated. The governors acknowledged this and will ensure it is addressed.

The school are owed SEND funding and are chasing. YR should be full next year, and other year groups have increased in numbers.

Children that leave the school is usually because families are moving out of the area.

**Q: Do you have to hand funding back if a child leaves?**

A: No, as the funding is based on the census day numbers.

**Q: How many will be in Y6 next year?**

A: 35 are currently in Y5. We have 28 leaving in Y6 this year and 29 coming into YR.

Governors agreed to approve the budget.

Total Expenditure	1,370,521	One million, three hundred and seventy thousand, five hundred and twenty one pounds
Total Income	1,387,898	One million, three hundred and eighty seven thousand, eight hundred and ninety eight pounds
In Year Surplus/(Deficit)	17,377	Seventeen thousand, three hundred and seventy seven thousand
Surplus/(Deficit) Brought Forward	(455)	(Four hundred and fifty five pounds)
Cumulative Surplus/(Deficit) C/Fwd	16,922	Sixteen thousand, nine hundred and twenty two pounds

- **Agree closure of Building Fund Account proposed by Resources Committee**

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	<p>This account is now almost empty and not being used. Resources Committee proposed transferring the small amount of funds left to the school and closing the account. Governors were in agreement with this.</p> <p><b>ACTION: CT to close building fund account.</b></p>	<p>CT</p>
<p>6.</p>	<p><b>Headteacher Report</b></p> <p>Report circulated prior to the meeting, HT advised that the SEF is outstanding due to headship recruitment.</p> <p>Updates: 29 pupils accepted for YR in September, expected to have seven EHCPs, five are confirmed. Consultations for EHCPs came after the places were offered. Visits to nurseries have started.</p> <p><b>Q: Can we cope with that amount of EHCPs?</b> A: That is hard to answer when we don't know the needs, we could have three pupils to one support staff if needs are not too significant. We are honest if we cannot meet the needs of a pupil, one family are appealing to see if they can get a special school place.</p> <p><b>SEND:</b> Hants SEND team issues include not receiving the funding the school are due. HT is following this up at County, this is a lot of money, and the school cannot afford not to receive it.</p> <p>HT and DHT visited Romsey Primary School to share good practice. They have a similar demographic and had a combined score of 75% last year. They are a two form entry but only have 50 out of 60 places filled due to the cohort size. 80% of their reception cohort comes from their preschool, this gives the school chance meet early years targets sooner. Being a two form entry means more staffing capacity for example a larger leadership team. Small school limited resources means LSAs are deployed in one to one support and not classroom support. Staff absence has impacted the school this year, HT has strategies to address this, partly to ensure that staff are aware of the impact. If there is a teacher off sick supply has to be brought in at a cost. Funding from tuition is stopping next year though it has been impactful on the scaled score in the tests and the school would like to continue this in some capacity, may need to review enrichment clubs.</p> <p>Solent Maths Hub have been in to view Oracy practice along with a number of schools to view lessons. The participants were impressed with the quality of the lessons.</p> <p><b>SATs week:</b> There was a surprise visit this morning to audit the access arrangements and the school are complying with the required standards particularly around security.</p>	

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Lat. Deus incrementum

The inspector observed the whole test.

NOR:

Currently 200, there will be some changes during the summer term.

Attendance is still a focus, currently 1% below the national. The school have been working with the disadvantaged project to understand why.

It seems to be mostly caused by illness.

External agencies are involved with any PA. There is some emotionally based school avoidance, this could be ongoing for a while.

There are a number of reduced hours timetables in KS2. The school have reintegration plans where necessary.

**Q: How has attendance been for SATs?**

A: Good, one absence but they have now caught up.

The SATs have been good, they have been calmer this week, though there was some stress last week. The Y6 teacher also went of paternity leave last week which wasn't expected until after SATs.

Staffing:

No confirmed staffing for September yet due to HT recruitment. There will be seven EHCPs in September and two further within the school so there will be a need for support staff and HLTAs. The school are currently looking at solutions for staff absence and internal cover. There are two staff on long term sick leave at the moment and another on short term sick leave.

Safeguarding:

- Two families on Child Protection; both have emotionally based school avoidance.
- One CIN
- Two families on Early Help
- Four families on school support.

Writing scheme:

Brad Page was trialing a new writing scheme in the spring term which looks at a mastery approach. There was a huge impact in Y3 who are reluctant writers. The school have now ordered the whole scheme for all year groups including the plans and learning journeys, this will be supportive of teacher workload. It will link into the curriculum where appropriate. All teachers are trialing this after term having been trained this month.

**Q: Is this instead of Talk for Writing?**

A: Yes, but those techniques learnt can be used within this. It is a detailed program with support videos and teachers can adjust the approach for their class.

**Q: What is next for Oracy?**

A: We want to look at using this for lunch staff and outside behaviour. Can also look at subject specifics and how to praise the different domains of Oracy.

Oracy is beyond English but feeds into everything we do in school particularly how we have embedded it in behaviour.

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	<p>There is an updated version of the SIP on HSS, it is largely on track.</p> <p><b>Q: What about knowledge specific booklets?</b>  A: We haven't had time to address this, though it hasn't affected what has been taught.  Three priorities for September will include standards, EYFS curriculum and leadership/subject leadership.</p>	<p>Lat. Deus incrementum</p>
7.	<p><b>Policies for Review</b></p> <ul style="list-style-type: none"> <li><b>Pets in school</b></li> </ul> <p>There are no changes, the school only have guinea pigs. There has been talk of having tortoises potentially in the future.</p> <p>Governors agreed to ratify.</p>	
8.	<p><b>Governing Body Matters</b></p> <ul style="list-style-type: none"> <li><b>Proposed process for the election of chair at July meeting</b>  Chair proposed that a new chair could be elected in July to enable some handover time before the end of the year.  Governors asked to let the clerk know if they are interested.  Chair circulated the list of roles and responsibilities and asked governors to consider what they would like to do next year.</li> </ul> <p><b>ACTION: Advise clerk if you are interested in standing for chair or vice chair next academic year. Also consider roles and responsibilities going forward.</b></p> <ul style="list-style-type: none"> <li><b>Vacancies (1x foundation) and membership (DK 22/7)</b>  There is a possibly an interested person to fill the foundation role which AB is following up on.  DK term of office comes to an end in July. Elizabeth Speirs will be the new staff governor and will join the Board in July.</li> <li><b>Training</b>  AC to complete the induction training.  HT recruitment training undertaken today.</li> </ul>	<p>ALL</p>
9.	<p><b>Urgent Business agreed at Item 2</b></p> <p>None agreed.</p>	
10.	<p><b>Date of next meeting</b></p> <p>Interviewing on Monday for HT recruitment. A Board ratification will be required; CT advised this will take place on MS Teams on Monday 19 May at 4.30pm.</p> <p>Curriculum Committee – Wednesday 26 June 2024 at 4pm – CT and CP sent apologies. PO will attend and chair.</p> <p>FGB – Wednesday 10 July 2024 at 4pm.</p> <p>Items for the next agenda:</p> <ul style="list-style-type: none"> <li>Agree meeting dates for next academic year – clerk to draft dates.</li> </ul>	

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	There being no further business to discuss, the chair closed the meeting at 6.10pm.	
	<b>Closing Prayer</b>	

## Action summary

- Item 5 - CT to close building fund account.
- Item 8 - Advise clerk if you are interested in standing for chair or vice chair next academic year. Also consider roles and responsibilities going forward.