

St Mary's Catholic Primary School

"God gives us growth"



Full Governing Body Meeting Wednesday 10 July 2024 at 4pm Held in school

MINUTES

Present:

Lauren O'Conner – Headteacher
Carmen Tweed – LA Governor
Debra Keefe – Staff Governor, outgoing
Elizabeth Speirs – Staff Governor, incoming
Anne Berger – Foundation Governor
Alex Cartwright – Parent Governor (left at 5.10pm)
Patrick O'Gorman – Foundation Governor
Kathleen Jones – Foundation Governor
Nicky Wood – Parent Governor (joined at 5.10pm)

In Attendance:

Alison Ternan – Deputy Headteacher
Louisa Trafford – LA Cover Clerk

Apologies:

Charlie Pugh – Foundation Governor

Absent:

Steven Vernon – Foundation Governor
Fr Matthew King – Foundation Governor

The meeting was quorate.


	Opening Prayer – Spoken by LO.	
1.	Welcome: The chair opened the meeting at 4.10pm and welcomed attendees. Apologies were received and accepted from CP. SV and MK were absent. ES was welcomed as the new staff governor. DK thanked for her support on the Board. Item 2 on the agenda was deferred to later in the meeting in the hope that further governors may arrive.	
3.	Agree urgent business None	
4.	Declarations of Pecuniary Interests There were no declarations of pecuniary interests in addition to those on the register.	

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

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5.	<p>Minutes of the meeting held on 15 May 2024 and EFGB on 20 May 2024. The minutes of the previous meeting were agreed as a true and accurate record and signed by the chair. The minutes of the EFGB on 20 May 2024 were agreed as a true and accurate record, clerk to arrange for a signed copy to be filed in school.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Item 5 – CT to close building fund account. – Outstanding 2. 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 – completed 	 <small>'Deus incrementum'</small>
6.	<p>Approve Safeguarding Audit (submission deadline 30 September) To be completed this week, PO to liaise with LO and AT, to be approved at the September meeting.</p>	
7.	<p>Headteacher Report Circulated via HSS, LO highlighted:</p> <ul style="list-style-type: none"> - Staffing is in place ready for September, the school are interviewing for a couple of support staff roles this week. - NOR is an improving picture, there should be 204 pupils on roll in September. - Attendance is a key priority next year on the SIP. <p>Data:</p> <ul style="list-style-type: none"> - EYFS was a projection of 36% and the school secured 43%, this is obviously good but the school would like further improvement. There have been some transitional issues in this year group. In September there will be a focus on the Y1 provision. Writing is lower with 52% achieved, 71% in word reading and 67% in number, writing will be a focus next year. There will also be Y1 boosters in phonics in readiness for the screening. - The multiplication check has improved, SMCP are now in line with national, a number of children scored 23/24, the pass mark is 25. - SATs; the main issues were in maths at 46% which is low. However, five children were only two marks away from the pass mark. The attendance for this year group is 90% which is 3.5% lower than the rest of the school, this is equal to 10% of their education and half a day a week. The school have put a lot of provision in place for this cohort and couldn't have done more. Reading; 71% which is 10% higher, writing has also increased a significant level. HIAS provided a ready pack for reading which has had an impact. Interestingly boys have done better than the girls, this may be because their attendance is better in this year group. 	

Governors acknowledge the school's disappointment with the results but understand the narrative behind this and can see that the school have worked hard. It is clear attendance needs to be a focus moving forward. The school would like to communicate the importance of good attendance to the parents.

Q: Next year SATs; is the Y5 cohort better?

A: Yes, it is a very different cohort, there are 34 children in the class. With good attendance the school can do more.

Q: Can you see where the children made mistakes?

A: It was minor mistakes, they may have rushed the test and not checked their answers. It was clear from the papers that the lesson had been taught correctly.

Next year the profiles of the classes are very different, Y6 attendance was an issue but so was the SEMH amongst the girls. There have also been a number of new joiners in upper KS2.

Q: How are Y3 catching up from the pandemic issues?

A: The need in this cohort is not as complex as other years but there is a certain amount of trauma amongst some of them.

Governors agreed that the results in writing and reading were very good and showed that the interventions that have been put in place have been impactful.

Q: Why have you made changes to the science curriculum?

A: We have previously worked with the HIAS model however it has been decided to introduce a new scheme after viewing in other schools. This is a one of payment of £250, the package is much more interactive. The staff have had the chance to view it already.

Q: Where are you with the early years' curriculum preparation?

A: We spent a day with Neil Farmer, DHT and EY leaders, he did a walkabout and viewed YR. We wanted to map out autumn and make it purposeful, we ended up mapping out the whole year. We will also ask him to look at the continuous support in Y1. There will be some continued free flow time in YR and Y1 where it is appropriate. It was a good day and Neil Farmer was very inspiring.

Q: Could he come to an inset day for the whole school?

A: He is an Early Years Specialist so it probably wouldn't be appropriate.

Q: Is there clarity around the new curriculum now?

A: Yes, AT is currently writing the curriculum, so it is in line with what the rest of the school is teaching. All the staff are on board with the new curriculum.

Q: What do the colours on the data table indicate?


A: Green means they have achieved the expected standard.

Q: Have you appointed a SENCo?

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	<p>A: Yes, there were two applicants, and one was shortlisted for interview who was successful. The candidate is new to SENCo so she will undertake the accreditation, she will also be providing some cover.</p>	 'Dat Deus incrementum'
<p>8.</p>	<p>Policies for Review</p> <ul style="list-style-type: none"> - RSE Policy Circulated to staff and parents, no comments have been received. This is a model policy from the Diocese. Governors agreed to ratify. - Attendance Policy Circulated prior to the meeting, updated with new legislation as per Hampshire Model. <p>Q: Can you give an example/case study of a particular problem? A: One child who hasn't been in for a week, the school were making contact daily but there was a slightly different story every time. The school therefore carried out a spontaneous home visit as there was a minor safeguarding issue last year, we ascertained that there was an issue with mum's health and she had no way to get the child to school and didn't know there were other options, AT picked up the child today. Severe absence is below 50%, persistent is below 85%, we will look at supportive measures such as reduced hours timetables. However this is difficult as there isn't always the staffing provision to manage this. New document – 'working together to improve school attendance', governors need to be aware of this.</p> <p>Q: Could you show good attendance and the marks that these children can achieve to the parents illustrate your point? A: Yes, we did this last year for boosters, but there are some families who are still reluctant to encourage their child to attend. This could be included in a September newsletter. The school acknowledged that less families are keeping children off for coughs and colds as was the case immediately post pandemic. Governors agreed to ratify.</p> <ul style="list-style-type: none"> - Critical Incident Plan Deferred to September. 	
<p>2.</p>	<p>Elect to office:</p> <ul style="list-style-type: none"> - Chair – expressions of interest from PO and CP - Vice Chair <p>Clerk had received expressions of interest as listed above. Both governors were given the opportunity to present, as CP was unable to attend due to illness, clerk read a written statement from her as follows.</p>	

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	<p><i>I would like to take on the role of chair of governors for St Mary's because I think I am the best person to stand alongside Alison and champion the amazing work being done here, whilst also holding the senior leadership team to account in their quest to ensure that every child flourishes and achieve great things.</i></p> <p><i>In my time as governor I have had the opportunity and pleasure to support the SENCO as SEND Governor and have come to know many of the children in the school who benefit from the school's excellent track record in this area. This year I also had the honour of doing the HT performance management and have led the successful recruitment of a new Head Teacher for St Mary's.</i></p> <p><i>I will promote the Catholic life of the school and will relish the opportunity to lead the board of governors as St Mary's works towards the next step in its journey.</i></p> <p><i>Please vote for me so I can be proud to be chair of governors of St Mary's.</i></p> <p>PO advised he has been on the board for five years and seen his own children come through the school. In this time he has seen various changes and noted what has worked well and what hasn't.</p> <p>He has vast professional experience within his own company and that of the Royal Navy and feels he can bring this to the school and work alongside the Headteacher, leadership team and Board, moving the school forward on its journey. He is passionate about education and gave up a career to pursue further education himself.</p> <p>PO left the room.</p> <p>A secret ballot took place, unfortunately this resulted in a split decision.</p> <p><i>AC left at 5.10pm (leaving his secret ballot with the clerk for a second vote)</i></p> <p><i>NW joined the meeting at 5.10pm</i></p> <p>A second ballot took place.</p> <p>Governors elected CP as chair of governors.</p> <p>PO returned to the room and was advised of the decision. PO advised he would be happy to stand as vice chair and was elected by the GB.</p> <p>CT will write a letter to parents as outgoing chair and introduce the new chair, she will also have a handover with CP before the end of term.</p>	<p>St. Mary's Deus incrementum</p>
<p>9.</p>	<p>Governing Body Matters</p> <ul style="list-style-type: none"> - Roles and responsibilities for 2024/2025 <p>To be agreed in September including committee membership.</p> <ul style="list-style-type: none"> - Vacancies (1x foundation) and membership <p>1 x Foundation plus AB, there will be an LA vacancy to be considered. Clerk emailed the councilor, but they did not have a recommendation.</p> <ul style="list-style-type: none"> - Training <p>ES to complete induction.</p> <ul style="list-style-type: none"> - Agreed meeting dates <p>There was a brief discussion regarding the meeting day and time, this needs to accommodate as many people as possible. AT requested another day of</p>	

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	<p>the week as Wednesdays are now staff meeting days. It was agreed that meetings would be moved to a Tuesday.</p> <p>ACTION: Clerk to redraft and circulate dates</p>	 <small>'Dat. Deus incrementum'</small>
10.	<p>Urgent Business agreed at Item 2 None</p>	
11.	<p>Date of next meeting AB thanked for her hard work on the GB for six years. LO thanked CT for her support on the Board particularly during Ofsted visits, thanks given from the whole school.</p> <p>Tuesday 17 September 2024 at 4pm</p> <p>Items for the next agenda:</p> <ul style="list-style-type: none"> - Approve Safeguarding Audit. - Approve critical incident plan - Roles and responsibilities - Committee membership <p>There being no further business, the chair closed the meeting at 5.35pm</p>	
	<p>Closing Prayer – spoken by LO</p>	

Action Summary:

May: Item 5 – CT to close building fund account. – Outstanding

Item 9 - Clerk to redraft and circulate meeting dates