



St Mary's Catholic Primary School

"God gives us growth"

Full Governing Body Meeting

Tuesday 19 November 2024 at 4pm

MINUTES

Present:

Elizabeth Speirs – Staff Governor (left at 4.50pm)
Alex Cartwright – Parent Governor
Kathleen Jones – Foundation Governor, stand in chair
Alison Ternan – Headteacher
Charlie Pugh – Foundation Governor, Chair of Governors (via MS Teams)
Nicky Wood – Parent Governor
Tom Farrel – LA Governor

In Attendance:

Louisa Trafford – LA Cover Clerk

Apologies:

Patrick O'Gorman – Foundation Governor
Fr Matthew King – Foundation Governor

The meeting was quorate. 7/9

1. Opening prayer

2. Welcome and apologies

KJ volunteered to chair as CP was attending virtually. The meeting opened at 4.10pm. Apologies were received and accepted from PD and Fr MK.

3. Approve new LA Governor – Tom Farrell

TF left the meeting whilst governors agreed to appoint to LA governor position.

ACTION: Clerk to ensure HSS is updated to reflect TF's appointment.

4. Declarations of pecuniary interests

There were no declarations of pecuniary interests in addition to those already on the register.

5. Agree urgent business for discussion not on the agenda

None to discuss.

6. Agree minutes of the previous meeting held on 24 September 2024 and agree actions complete

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

The minutes were agreed as a true and accurate record, the clerk shall file the signed copy in school.

Action Summary:

- Item 5: Clerk to source collaboration agreement template – Completed 1/10/24. AT is in current liaison with St Judes regarding collaboration.
- Item 7: Clerk to ensure SIP and governing monitoring cycle is uploaded/circulated – Completed 2/10/24
- Item 9: Clerk to email appropriate governors for pay committee meeting membership 1/10/24
- Item 13: All governors to be active in their role before the next meeting, this may include supporting HT, booking/attending training, a monitoring visit etc. – ongoing.

HT thanked governors for their support since the last meeting either individually or as part of the committees.

7. Headteacher Verbal Report

HT noted:

- There has been a high staff absence due to sickness in support staff, 95% are one to ones TAs which has impacted the whole staff, they are flexible but it is difficult for teachers to meet objectives if their support is taken away.
- Support staff recruitment continues to be difficult and the school have currently two agency support staff. HT is interviewing three TAs tomorrow, the agency staff are good but costly.
- 205 NOR, movement includes one children transferring to a special school and some house moves etc.
- 94% whole school attendance which is the same as last year.
- SEN is 88% attendance, this is lower than last year, five children are on part time time tables who have significant SEMH needs. There is a lot of interagency work ongoing.

Q: You are doing three interviewees, how many Teaching Assistants do you want?

A: Two ideally, one for maternity cover and we have more children with specific needs, we might end up keeping one of the agency staff on. Due to the intensity of need, some children need one support staff in the morning and someone different in the afternoon. There are currently two on maternity leave, one is returning in February.

HT continued:

- There are no Child Protection orders, there are Children in Need, three early help hubs and a number of referrals to the mental health team.
- HT completed safe recruitment training.
- NSPCC sessions are booked, as are the mental health team training workshops which including anxiety and challenging behaviour (governors invited).
- Key priorities continue to be addressed including quality first teaching and meeting the needs of the children.
- HT's spring focus will be around absence management for staff and how this can be improved eg review the return to work interviews.
- The school is categorised as a 'support' school most likely due to a combination of having a new HT And the SATs results last year. However, this comes with two extras support days for free from HIAS.

Q: What is HIAS?

A: Hampshire and Isle of Wight Advisory Service. Jane Wilson is carrying out six days support for HT as well as the school getting two days maths support.

HT continued:

- Pathways to write has begun strongly.
- Students have been given their leadership/personal development roles and enrichment clubs have begun.
- Behaviour and attitudes have been good this term, significant needs children are in school much more, there have been 2.5 days suspensions.

HT also read out a list of trips and activities that have taken place or are happening this term.

Q: If a parent wants to make a complaint is there a formal process?

A: Yes, this is fully outlined in the school's Complaints Policy which is for approval this evening, once agreed it is displayed on the school's website.

8. DHT Recruitment update – deferred to the end of the meeting

9. Agree budget revision as recommended by Resources Committee

The Resources Committee meet at the end of October and fully scrutinised the budget, questioning the leadership as recorded in the committee minutes. They challenged the school on the deficit and the recovery plan.

The Committee recommended the Board approve the budget to which they were in agreement as below.

Total Expenditure	1,427,284	One million, four hundred and twenty seven thousand, two hundred and eighty four pounds
Total Income	1,447,789	One million, four hundred and forty seven thousand, seven hundred and eighty nine pounds
In Year Surplus	20,505	Twenty thousand, five hundred and five pounds
(Deficit) Brought Forward	(455)	(Four hundred and fifty five pounds)
Cumulative Surplus C/Fwd	20,050	Twenty thousand and fifty pounds

10. Pupil Premium Strategy

HT advised that PP strategy outlines the numbers and challenges of PP children in the school and how the funding is spent.

It is a three year statement covering the milestones for the last two years and what the future plan is, this is a working document and is updated throughout the year.

It also includes the data for the PP children compared to the rest of the school.

ACTION: HT to upload PP strategy to the website

11. Governor Management

- Vacancies – 3 x foundation
- Membership – nothing to update
- Monitoring visits – Governors were reminded to ensure they are carrying out the appropriate monitoring visits in line with the SIP
- Training - The WGB has not yet been booked. The Board agreed that SEND training would be beneficial. To support AC as new DTG, clerk suggested booking the training and sending some DTG role guidance to AC.

ACTION: Clerk to send role guidance to AC and book WGB training on behalf of the Board.

12. Approve Policies

- Complaints Policy
- Designated Teacher Policy
- ECT Policy
- Educational Visits Policy
- Exclusions and Suspensions Policy
- EYFS Policy
- Restrictive Physical Intervention Policy
- Pay Policy (*agreed at committee level*)
- Recruitment Policy (*agreed at committee level*)

Policies circulated prior to the meeting via HSS; minor updates only for all on this occasion, questions invited.

Q: What is Evole in the Educational Visits policy?

A: This is electronic software, we upload information about any trip including risk assessments etc, to make sure staff running the trips have covered everything with specific focus to safeguarding measures.

All agreed to ratify the policies as listed.

13. Suggested items for next agenda

Item requests to be sent to the clerk.

14. Governors impact on school improvement at this meeting

Governors agreed that they had been impactful at this meeting by:

- Approving and welcoming a new but experienced governor to the Board
- Reading and agreeing the school policies ensuring the school are compliant
- Gaining a better understanding of vulnerable children and how they are supported via the PP strategy.
- Identifying training needs in SEND and for the DTG.
- Fully reviewing the HT report to understand the school current position.

ES left at 4.50pm.

15. DHT recruitment update

Recorded separately due to confidentiality.

16. Date of the next meeting:

FGB	Tuesday 21 January 2025	4pm
Resources	Wednesday 26 February 2025	2pm
Curriculum	Tuesday 4 March 2025	4pm
FGB	Tuesday 18 March 2025	4pm

17. Closing Prayer

There being no further business, the chair closed the meeting at 5.15pm with the closing prayer.

Action Summary:

Item 3 - Clerk to ensure HSS is updated to reflect TF's appointment.

Signed.....Date.....4

Item 10 - HT to upload PP strategy to the website

Item 11 - Clerk to send role guidance to AC and book WGB training on behalf of the Board.