



St Mary's Catholic Primary School

"God gives us growth"

Full Governing Body Meeting

Tuesday 15 July 2025 at 4pm

MINUTES

Present:

Elizabeth Speirs	Staff Governor
Alison Ternan	Headteacher
Kathleen Jones	Foundation Governor
Charlie Pugh	Foundation Governor, Chair of Governors
Jessica Bone	Parent Governor
Alex Cartwright	Parent Governor
Monika Zarnecka-McDonagh	Foundation Governor
Fr Matthew King	Foundation Governor

In Attendance:

Louisa Trafford	LA Cover Clerk
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Apologies:

Tom Farrel	LA Governor
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The meeting was quorate. 8/9

1. Opening prayer

2. Welcome and apologies

The chair opened the meeting at 4pm and welcomed attendees. Apologies were received and accepted from TF.

3. Declarations of pecuniary interests including updating the register

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

4. Agree urgent business for discussion not on the agenda

Nothing to discuss.

5. Agree minutes of the previous meeting held on 20 May 2025 and agree actions complete;

The minutes of the previous meeting were agreed as a true and accurate record.

Action Summary:

- Clerk to register JB on HSS - completed
- Clerk to update HSS with new governor roles - completed
- AC to advise governors when WGB training booked. - completed
- Book 'understanding finance in schools' for all governors who haven't yet completed it. - outstanding
- JB and MZ book induction training. – completed.

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- Clerk to draft meeting dates for next year including Governors In School Day – item 11
- HT and AC to meet regarding the annual SG audit. – completed, to meet on 16 September.

6. Headteacher Report including:

- Pupil transition arrangements
- SATs headlines

Reported circulated prior to the meeting, HT highlighted:

- NOR is currently 207. (PP 39%, EAL 27%, SEND2 2%)
- There are 22 accepted places in YR in September.
- Successes for this year include the carol service at the church and the continued good quality teaching and learning in RE.
- Areas to develop; the school intend to introduce prayer and liturgy directory, there is a two year plan to progress this, this has been shared with staff. Religious educational directory needs to be introduced by 2026, the Diocese are in the process of choosing which paths to teach.
- Safeguarding; CPP 2, CIN 2 and Early Help 3 pupils. The school are working with external agencies as appropriate.
- Staff training listed in the report. The school wanted to release staff to conference children about their subject, the school have done a subject shuffle, sending three children from YR to Y6 to the subject lead to carry out the conferencing. This was very productive and it will carry out again in the autumn term. Everyone has learning steps going forward.
- There has been additional professional development including Empowerment Approach (Behaviour) training completed and ongoing, Oracy development Day, RWI development Day, Maths support from HIAS for year 6 teacher and maths lead, Year 6 Data project, New Heads familiarisation training and HT/DHT visited Talavera school.

School Improvement Plan:

Priority one: Establish new leadership team:

- HT and DHT continue to work well together and include SENCo and subject leaders in SLT meeting as appropriate.

Priority two: Outcomes in line with National:

- The school continue to provide a rich and varied curriculum with basis in Oracy.
- DHT has taken on responsibility for PP
- HIAS Support continue for Y6 interventions.

Priority three: Improve attendance:

- 97-98% in the last few weeks which is an increase.
- There are some pupils on reduced provision, some are increasing their time in school.
- Letters continue to be sent to Pas.

Priority four: Understanding the needs of the child:

- SWAN training completed
- The school are pushing the language around the five C's. .
- ECT training continues and going well

Priority five: Establish St Marys as a centre of excellence:

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- Six schools visited this year and ES and HT will be attending a trust next year. There is a date in October to have an open morning where several schools can visit at once to relieve the pressure on staffing time.

Priority six: Implementation of new EYFS curriculum

- A language rich curriculum is used and varies for the needs of the class.
- The environment is more simple but affective, ES worked with the team looking at transition Yr to Y1.

HT continued with main body of report:

- Quality of education; the school are introducing a new scheme for geography.
- Learning and behaviour is good, children are generally respectful and there has only been one half day exclusion this term.
- Pupil voice has been really good this year with roles prioritised and developed.

Q: What is the mood from pupil voice?

A: Very excited

HT referred to the data report and noted:

- 48% EYFS which is better than last year, there is a story behind every class, there is need in the class. The children need to pass 12 of the 18 areas to pass their EYFS expectations.
- Phonics was 53.8% pass. Y2 retakes were 56%. The current Y2 77% passed their phonics, there are a lot of children in this cohort who joined in Y1.
- Y4 multiplication checks 25% scored 100%.
- Y6 Sats were disappointing; conversations with LLP 30% and were expecting 52%. 455 expected for maths and it was 55 %, reading and writing 55%. Only 30% got all three. A couple of the papers were only a mark away and this has been contested. There were a lot of children who have worked hard and achieved highly. Plans are already in place for next year.

Q: Is there anything concrete that could make a difference?

A: Yes, I have already spoken to LLP. If we took out the SEN pupils the results are higher.

Breakdown included in the report

Q: What's the difference between raw score and scaled score?

A: A scaled score is out of 120 and will tell you if you have passed or not.

Governors were advised that there is training available from HGS Understanding Data in Primary Schools.

Q: Does this have an impact when moving to secondary school?

A: They take the SATs information but they retest and reassess the children anyway.

Q: Is this an indicator of future attainment?

A: Yes in part, sets the expectations, secondary schools will have high expectations.

7. Safeguarding Audit – to be agreed and submitted on 30 September

Discussed.

8. Governor Management

- **Vacancies** – 3 x foundation; Governors reminded to consider people who may be suitable, HT to send a wording to Fr MK regarding an advert for the church

newsletter. KJ send day in the life of a governor also, KJ will also speak at mass. SBM has asked for governors to do a piece for the website.

ACTION: Appropriate wording to be sent to Fr MK for newsletter

ACTION: Governors to provide some wording the Mrs Cook to upload to the website.

- **Membership** – No update

- **Training**

AC booked on:

- Effective use of PP
- Essential training for SG governors
- Understanding finance in schools
- Understanding data in primary schools

JB and MZ have completed the induction training and ES has completed Staff Wellbeing.

WGB training is scheduled for 30 September and will be SEND.

- **Monitoring visits**

For the Governors in School day phonics and guided reading were suggested as areas of review.

- **Agree process of electing chair and other roles for September**

Clerk reminded governors of the process; if interested in either post please email before the next meeting.

9. Approve Policies

Pay Policy: minor changes to wording only, County model. Governors agreed to ratify.

There will be a number of policies to agree in September. Governors discussed the process of agreeing policies in future eg splitting them up or doing so as a group.

KCSiE – 3 September inset day, this will be the staff training on safeguarding conducted by an external person at 9.15am

Governors also asked to review the SLA for the outsourced caterers. There will be a price decrease.

Q: Will the staff move over?

A: They are currently employed by County.

Q: What if we are not happy with the new providers?

A: There will be a two year contract but we will be able to give feedback.

10. Suggested items for next agenda

Governors asked to consider link role; including chair and vice chair for committees.

Currently:

Jessica

Alexander

Tom

Kathleen

DTG, Safeguarding, Pupil Premium

Health and Safety

HTPM

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Matthew	Mental Health / Wellbeing
Charlie	SEND, Website, Children in care / Looked after children, HTPM
Elizabeth	Mental Health / Wellbeing
Monika	

11. Governors impact on school improvement at this meeting

Governors had a challenging discussion around data and heard how the school intend to improve next year's results.

The Board has grown in the last 12 months and are becoming more affective and better trained.

Governors asked for thanks to be passed to staff for their hard work this year.

HT advised that Ken Shearsmith came to meet the choir and has invited them to sing in a performance at Holyrood Church in Stubbington at Christmas. This is a good experience for the children.

12. Date of the next meeting:

	MEETING	DATE	TIME
AUTUMN TERM	FGB	Tuesday 30 September 2025 Followed by training	4pm
	Governors In School Day	Tuesday 4 November 2025	From 10am
	Resources	Tuesday 4 November 2025	2pm
	Curriculum	Tuesday 4 November 2025	4pm
	FGB	Tuesday 25 November 2025	4pm
SPRING TERM	FGB	Tuesday 20 January 2026	4pm
	Resources	Tuesday 3 March 2026	2pm
	Curriculum	Tuesday 3 March 2026	4pm
	FGB	Tuesday 24 March 2026	4pm
SUMMER TERM	Resources	Tuesday 5 May 2026	2pm
	FGB	Wednesday 20 May 2026	4pm
	Curriculum	Tuesday 30 June 2026	4pm
	FGB	Tuesday 21 July 2026	4pm

13. Closing Prayer

There being no further business to discuss, chair closed the meeting at 5.15pm.

Action Summary

- Book 'understanding finance in schools' for all governors who haven't yet completed it.
- Appropriate wording to be sent to Fr MK for newsletter
- Governors to provide some wording the Mrs Cook to upload to the website.