



# St Mary's Catholic Primary School

*"God gives us growth"*

## Full Governing Body Meeting

Tuesday 18 March 2025 at 4.30pm

### MINUTES

#### **Present:**

Elizabeth Speirs – Staff Governor  
Alex Cartwright – Parent Governor  
Alison Ternan – Headteacher  
Charlie Pugh – Foundation Governor, Chair of Governors  
Tom Farrel – LA Governor  
Fr Matthew King – Foundation Governor  
Monika Zarnecka-McDonagh

#### **In Attendance:**

Louisa Trafford – LA Cover Clerk

#### **Apologies:**

Kathleen Jones – Foundation Governor  
Nicky Wood – Parent Governor

The meeting was quorate. 7/9

#### **1. Opening prayer**

HT opened with a prayer at 4.30pm.

#### **2. Welcome and apologies**

NW has advised Helen Cook that she would like to stand down, clerk will await written notice.

Apologies received and accepted from KJ.

#### **3. Welcome new member Monika Zarnecka-McDonagh**

MZD approved by the Diocese as a foundation governor.

#### **ACTION: Clerk to register MZD on HSS.**

#### **4. Declarations of pecuniary interests including updating the register**

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**

Discussion Catholic School Inspection data was agreed as an item to be added.

#### **6. Agree minutes of the previous meeting held on 21 January 2025 and agree actions complete;**

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

Action Summary:

- HT and KJ to liaise with regards to applying for funding from Wooden Spoon.  
– Completed; KJ sent link to the Wooden Spoon website and HT has completed an application, it will take up to six weeks to hear if the school are successful.
- Clerk update HSS with KJ new membership – completed.

The minutes of the previous meeting held on 21 January 2025 were agreed as a true and accurate record and signed by the chair.

## 7. Headteacher Verbal Report

HT advised:

- **Staff;** one member of staff is on long term sick leave, the school have one member of staff from agency, another member of staff is on MAT leave and one is returning in June.
- **NOR** is 209; there will be five new starters by Easter.  
There will be 33 children leaving in July in Y6 with only 19 due to start in YR as first choices. This will mean 200 total NOR, there is often movement in YR and the rest of the school is fairly full.
- **Safeguarding;** there have been nine section 17s, this is when someone has been referred to Children Services, a section 17 is an information gathering process. Three families on CIN, three on early help hub, four on mental health support.  
There has been the second of two mental health workshops in school attended by seven families, this shared ideas with parents to try at home.
- **Teaching and Learning;** Pupil Progress meetings have happened, as discussed at Curriculum Committee. Most classes are making good progress.
- **Training and development;** HT completed two sessions with SCITT on EAL. It is enjoyable to work with trainee teachers.  
Key priorities continued to be addressed as per the School Improvement Plan. The school are reviewing the behaviour support post the empowerment training.  
HIAS support continues, HT had four out of six sessions. Maths leadership has been supported.

### Q: Was the HIAS maths support useful?

A: Yes, we were able to really dig down into where we can support the children in readiness for the maths SATs and beyond.

- **Governance;** The governors in school day was completed.
- **SEND** provision continues in the Orchard Room. YR provision is going well, the number of adults are matching the need. SMCP is recommended in the community for children who need additional support, this is good for filling places but can have an impact on the data.
- **Personal Development;** Y5 had sessions with the mental health team CARE (Coping and Resilience Education) . They come in and discuss strategies for supporting their own emotions using the coloured zones.  
Pupil Voice is underway and the children are taking part in enriching activities. Faith Counsel is raising money for charity. Children Librarians are involved in sorting the library.  
There have also been a number of off site visits across the year groups.
- **Behaviour** remains good, no suspensions this term. Four children are on reduced hours provision, there is external agency support including counsellors, therapists etc.
- Read, Write, Ink training was postponed to the summer term.
- HT completed senior mental health lead accreditation and attended a two day conference for New Head's Hampshire.

Signed.....Date.....2

- There are 16 Y6 transitioning onto Catholic secondary schools, this is a new high.

**Q: Who provided the mental health accreditation and what was the cost?**

A: Leeds University, it was online. The school received a grant to pay for this. It was very beneficial and I have already used some of the learnt skills in supporting parents.

**8. LLP report**

The review from the autumn term was circulated prior to the meeting. It noted that a number of outcomes were below national average, maths is a heavy focus throughout the report, the school have already put a lot in place to address this.

Reading was the strongest area. There is a need to refine assessment which is already being addressed.

HT was also advised to refine the SIP, she has a working version for her own monitoring process but also a simplified version to show.

There has been mastery number training for KS1 and YR teachers.

**9. Approve Schools Financial Value Statement (SFVS) return for LA by 31 March**

**Q: Does anyone on the Board have a finance background?**

A: No, this is a skills gap that we need to target during recruitment.

The governors approved the SFVS.

**10. Consider pupil premium, PE sport premium, and SEN funding and the impact of this additional funding**

Sports Premium; funding is spent based on the four indicators. This year this has included training the Play Leaders to a greater depth.

The secondary school MAT offer a number of activities including cheerleading, multi-skills, football matches, swimming competition. This gets SMCP noticed alongside the other Gosport schools.

Pupil Premium; this has been spent on working with children who need the additional support in terms of interventions (report circulated prior to the meeting).

SEN Funding; there has been EHCP top up funding but this doesn't cover the staffing as the school need to pay the first £6,000 per child. Majority of this funding is spent on staffing as most of the EHCP pupils have one to one support. Some has been directed into the Orchard Room provision, the curriculum they are receiving is bespoke.

**11. Governor Management**

- Vacancies – 4 x foundation, 1 x parent.

HT advised that these vacancies have been advertised in the school newsletter.

**Q: Are you able to specifically recruit someone with finance skills?**

A: We would only if a parent had these skills through general conversation, we couldn't specifically ask for this as it could put off others wanting to apply.

Governors asked to continue to consider anyone they know who may be appropriate.

- Membership – No update
- Discuss committee membership and training required:

**Resources: (2pm)**      **Curriculum: (4pm)**  
Alex                              Kathleen

Charlie  
Tom  
Alison

Charlie  
Fr Matthew  
Elizabeth  
Alison

Committee membership as noted above, MZD will attend both in the summer term.

**ACTION: Clerk to send MZD dates of future meetings.**

- Training

TF attended induction training which he found very useful and has signed up for safeguarding training alone with AC.

Governors were asked to book training appropriate to their roles. (see list attached to minutes).

Due to governor resignation there is a need for a link Safeguarding governor, HT gave governors an overview of what is required. TF expressed an interest.

CP completed diocese training on catholic schools inspection.  
MKM required to carry out the HGS induction training.

**ACTION: All governors to book or attend a training session, see list attached to minutes for suggestions.**

- **Discuss proposal to move some meetings on line**

Governors discussed the proposal to take some meetings online, this would be convenient for some but not everyone due to internet accessibility at home. It was agreed that the FGB meeting would continue to be face to face in school but the committee meetings would move to hybrid.

Governors asked to give clerk and HT advance warning if they wish to attend virtually to allow links to be sent and tech set up.

- **Monitoring visits**

Governor in school day was very successful attending by TF, AC, KJ and CP (remotely). The governors met heads of department and took part in a learning walk which included the sensory room.

Governors reviewed maths being taught in all classes, they commented the structure was consistent throughout the school and could be picked up easily by supply staff.

A very positive day and gave the governors a sound perspective of what is happening in school. There was also positive pupil conferencing.

They also saw the Empowerment and Encourage Model in action which is clearly having an impact.

Another Governor in School Day will be offered in Summer two, HT invited governors to consider what they might like to view next time.

It was noted that it may be beneficial to have an RE link governor.

## **12. Approve Policies**

- **Governor Visits Policy**; circulated prior to the meeting, governors ratified.
- **SEND Policy and SEND information report**; circulated prior to the meeting, governors ratified.
- **Parent Code of Conduct**; circulated prior to the meeting, governors ratified.

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

**Agreed further business: Catholic School Inspectorate Report**

This was circulated at the meeting and shows the data from June 2024.

HT noted:

- 199 NOR at that point.
- No children withdrawn from collective worship
- Catholicity of staff; (teachers - there are 4 out of 11), total staff there 54.55%
- 24% pupils are Catholic, this doesn't show the practicing level
- 21% FSM
- EAL 42%
- 36.5% Christian, the school had two Buddhist families for a short while
- 39.2% no religion which is high compared to the rest of the Diocese and national. However, as noted, everyone joins in with collective worship, the faith aspect of the school is integral and this is made clear to parents when they are shown around. SMCP are proud to support a spiritual journey for all children.

This report shows the importance of knowing the families we serve.

**Q: Do we have a sister school to compare?**

A: The inner city schools have a higher percentage of Catholics, we may be more comparable to the outskirts of Southampton.

**13. Suggested items for next agenda**

- Elect a vice chair
- Assign a safeguarding/pupil premium link governor
- Approve the annual budget and three year plan
- HT verbal report

**14. Governors impact on school improvement at this meeting**

Governors have appointed a new governor. They have ensured value for money for the school by approving the SFVS. They have also noted the importance of governor training.

**15. Date of the next meeting:**

Resources – Hybrid	Tuesday 6 May 2025	2pm
FGB – In person	Tuesday 20 May 2025	4pm
Curriculum – Hybrid	Tuesday 24 June 2025	4pm
FGB – In person	Tuesday 15 July 2025	4pm

There being no further business, the chair closed the meeting at 6pm.

**16. Closing Prayer spoken by Fr MK**

**Action Summary:**

- Clerk to register MZD on HSS.
- Clerk to send MZD dates of future meetings.
- All governors to book or attend a training session, see list attached to minutes for suggestions.

## Recommended Courses

Updated: January 2025. All courses are free

Committee	Course
FGB/New Governors	Induction for New Governors <b>MZD</b>
	Effective Questioning
	Holding Leaders to Account <b>ALL GOVS</b>
	Ofsted
	Policies – Evaluating their Impact
	<i>Parents as Governors (E learning)</i>
	<i>Staff as Governors (E Learning)</i>
	<i>Ensuring Effective Governor Visits (E Learning)</i>
Resources	Effective Questioning
	Understanding Finance in Schools <b>AC, TF, CP</b>
	Strategic Finance in Schools <b>AC, TF, CP</b>
	Policies – Evaluating their Impact
	School Buildings
	Understanding Health & Safety
	<i>Introduction to School Finance for Maintained School Governors (E Learning)</i>
Welfare	Effective Questioning
	Safeguarding Children
	Policies – Evaluating their Impact
	Behaviour Management
	Monitoring & Evaluating Safeguarding Culture
	Monitoring, Evaluating & Improving SEND Provision
	Governors' Role in Employment Matters
	Understanding SEN & Disability
	Understanding Personnel Matters in Schools
	Tackling Bullying in Schools
	Effective Use of Pupil Premium
	Improving School Attendance
	Supporting Success for Pupils Experiencing Vulnerability
	Pupil Wellbeing
	Pupil Voice
	Careers Guidance in Secondary Schools
	Staff Wellbeing
	<i>An Introduction to Safeguarding (E Learning)</i>
<i>Understanding SEN (E Learning)</i>	
<i>Developing Careers Provision in Schools (E Learning)</i>	
Curriculum	Effective Questioning <b>MK, KJ, CP, ES</b>
	Data Masterclass for Secondary Schools
	Policies – Evaluating their Impact
	Promoting Equality & Diversity
	Meeting the Needs of all Pupils
	<i>Promoting the Educational Achievement of Children in Care (E Learning)</i>
Pay Review	<i>Dealing with Pay Appeals (E Learning)</i>
Head Teachers Review	Performance Management

Governor Disciplinary Committee	Exclusion Practice & Procedures
	<i>Governors' Disciplinary Committee (E Learning)</i>
Recruitment	Safer Recruitment
General	Exclusion Practice and Procedures Handling & Resolving Complaints <i>Conducting Investigations (E Learning)</i> <i>Governor Hearings on staff matters (E Learning)</i> <i>Complaints Handling (E Learning)</i>

## Link Governor Courses

Link Governor	Course
Safeguarding/Child Protection	Monitoring & Evaluating Safeguarding Culture <i>Safeguarding – the Governors’ Role (E Learning)</i>
SEN/Disadvantaged/Pupil Premium	Monitoring, Evaluating & Improving SEND Provision Supporting Success for Pupils Experiencing Vulnerability Effective Use of Pupil Premium <i>Understanding SEN (E Learning)</i>
Site Management/Health & Safety TF	School Buildings Understanding Health & Safety
Finance Audit	Understanding Finance in Schools Strategic Finance in Schools
Equality & Diversity	Promoting Equality & Diversity
Well Being	Staff Wellbeing Pupil Wellbeing