



St Mary's Catholic Primary School

"God gives us growth"

Full Governing Body Meeting

Tuesday 24 September 2024 at 4pm

MINUTES

Present:

Elizabeth Speirs – Staff Governor
Alex Cartwright – Parent Governor
Patrick O’Gorman – Foundation Governor, vice chair
Kathleen Jones – Foundation Governor
Fr Matthew King – Foundation Governor
Alison Ternan - Headteacher

In Attendance:

Louisa Trafford – LA Cover Clerk

Apologies:

Charlie Pugh – Foundation Governor, chair
Steven Vernon – Foundation Governor
Nicky Wood – Parent Governor

The meeting was quorate. 6/9

1. Opening prayer

An opening prayer was delivered.

2. Welcome and apologies

Vice chair opened the meeting at 4.05pm and welcomed attendees, apologies were received and accepted from CP, NW and SV.

3. Declarations of pecuniary interests including updating the register

A form was circulated during the meeting for governors to complete their updated pecuniary interests for the register, which the clerk will use to update HSS, and confirm they had read KCSiE.

4. Agree urgent business for discussion not on the agenda

None.

5. Agree Board operational documents for 24/25

- FGB and committee Terms of Reference
- Delegated powers
- Governors Code of Conduct
- HCC Governors Good Practice Guide
- Instrument of Government
- Collaboration Agreement

Governors agreed to adopt the documents as listed above. The Board does not currently have a collaboration agreement with another school. It was suggested that St Judes may be a suitable option, clerk to source a template agreement that can be localised.

ACTION: Clerk to source collaboration agreement template.

6. Agree minutes of the previous meeting held on 10 July 2024 and agree actions complete;

- May: Item 5 – CT to close building fund account. – Completed
- Item 9 - Clerk to redraft and circulate meeting dates – Completed, attached to agenda

The minutes of the previous meeting were agreed as a true and accurate, clerk will file a signed copy in school. All actions were agreed as complete.

7. Headteacher verbal report including:

- Present School Improvement Plan
- Advise on HTPM review date

HT report circulated prior to the meeting; HT advised she is currently using previous HT's format which the governors were satisfied with.

HT highlighted:

- There has obviously been a change in the leadership team and this has led to some staff in 'acting' roles temporarily.
- The current NOR is 206 and attendance is improving.
- There are two new support staff but the school are looking to employ a further LSA in YR as the level of need is so great.
- Safeguarding; there have been no referrals made this year, the school are supporting families as necessary.

Q: Are the families requiring support, the same families as last year?

A: Yes.

- The governors monitoring cycle will be circulated via HSS alongside the SIP.
- SEN provision continues.
- Pathways to Write is continuing.
- The school have a new science scheme, the program gives children real life examples of how science is used.
- Pupil voice; student body interviews and applications for school council will be announced in celebration assembly this week.
- Enrichment clubs start this week.
- There are five children on reduced provision (one is not yet five years old).

Q: What are the reasons for reduced provision?

A: Two children are attending mornings only, they both have autism and have SEMH difficulties, one will be going to a special school this term. Another two have extreme anxiety, and the final child is a YR struggling to transition to school.

- HTPM date is not yet known, HT seeing LLP next week and will confirm.

ACTION: Clerk to ensure SIP and governing monitoring cycle is uploaded/circulated.

HT read out the six key priorities of the School Improvement Plan and invited questions.

Q: Which is your primary focus going into this term?

A: They are all in line for primary focus and are all being addressed; leaderships team management is in process, we have a EYFS consultant attending school shorting (Neil Farmer) to meet with the EY team.

We are continuing to improve attendance as mentioned above.

Establishing the school as a centre of excellence is ongoing and continuing the work from last year.

We are reviewing the targets for outcomes and focussing on maths. LLPR outlined the targets.

We are also reviewing SWAN; which is for adapting our approach school wide to children with neurodiversity related needs.

There is a team of people looking at each key priority.

Q: Regarding the acting DHT, when will you recruit?

A: I am meeting with the diocese in October, we hope to have someone in post by Easter depending on the quality of the applications. The current acting DHT cannot be made substantive as the HT and DHT at SMCP must be of the Catholic faith, therefore, he has been given a two term acting contract.

HT will use the term to ascertain what she requires of a deputy going forward as the role has changed since last year, it no longer encompasses the SENCo at present.

Q: Will the recruitment process be external and internal?

A: Yes.

Q: But if you appoint someone internally, will that leave another post open?

A: Yes, but I don't think anyone internally will apply.

The current acting is taking the opportunity to progress his skills.

The DHT and SENCo are now two different roles, those post holders also share a class.

The SENCo is a permanent position, this is too small a school for a non-teaching full time deputy. When the current acting DHT goes back to class permanently, the SENCo will be part time three days a week. A part time deputy role may not attract applicants, I need to consider what this role will look like.

Q: Is there a time limit on how long a person can be in an acting role?

A: Not sure, will ask these questions at the recruitment meeting.

8. Safeguarding

- Approve audit for submission by 30 September,
The audit is complete, HT reviewed with Jane Wilson. Governors agreed to the submission once PO has completed the final review.

- **Board to approve plan for off-site visits 24/25**

Governors approved the residentials as follows:

- Stubbington Study Centre for Y4 on 18 November 2024
- Little Canada on the IOW for Y6 on 16 May 2024
- Overnight stay on school premises for Y3 in June, date to be confirmed.

9. Governor Management

- **Vacancies – 2 x foundation, 1 x local authority**

There was a brief discussion regarding how to recruit new governors.

- **Membership** – nothing to update

- **Monitoring visits**

Governors were unable to attend LLP visit.

As discussed, Clerk to upload the monitoring plan to HSS.

- **Training**

ES & AC booked on the governor induction training.

- **Agree key governor roles, see attachment**

Governors discussed the roles and agreed as follows:

Chair	CP
Vice Chair	PO
Development & Training Governor	AC
Safeguarding/Pupil Premium	PO
SENC/LAC	CP
Staff Wellbeing	FrMK & ES
Health and Safety	SV
Website Compliance	CP
Forum Representative	Open to all
Resources Committee:	AT, PO, SV, CP, AC, NW
Curriculum Committee:	AT, KJ, ES, CP, FrMK, NW
HTPM:	CP, KJ
Pay Committee:	PO, AC, another needed (2pm, online 16 Oct)

ACTION: Clerk to email appropriate governors for pay committee meeting membership.

10. Approve Policies

- Manual of Personnel Practice (MOPP) including statutory policies:
 - Capability Procedure
 - Disciplinary Procedure
 - Resolving Workplace Issues Procedure
 - Pay Policy
 - Performance Management Policy
 - Recruitment Policy
 - Procedure for Request for Flexible Working Hours
 - Whistleblowing Policy
- Child Protection Policy
- Children with Medical Needs not attending school
- Curriculum Policy
- Critical Incident Plan
- E-Safety Policy
- Governor Induction
- Safeguarding Policy

- Recruitment Policy
- Staff Code of Conduct
- Low Level Concerns Policy
- Behaviour Policy

All policies were circulated prior to the meeting via HSS.

Q: Have there been any changes since last year?

A: Child Protection has been brought in line with KCSiE. Children with Medical Needs not in school has had some minor changes.

The Curriculum Policy now includes the changes as previously discussed and E Safety Policy is in line with government changes.

Governors agreed to ratify the policies as listed.

11. Suggested items for next agenda

- Budget revision approval, Resources on 5 November.
- Headteacher verbal report

12. Governors impact on school improvement at this meeting

There followed a discussion regarding general governor presence in school, HT voiced that she would like more contact from them in future, governors apologised that this had not been the case this term and agreed to be more visible going forward.

Governors were also reminded that it is important they are fully prepared for meetings including reading the paperwork circulated with the agenda and considering strategic questions to ask at the meeting. It is also their responsibility to update and attend training relevant to their role in school.

Governors were also asked to remember to send apologies to the clerk if they are not able to attend a meeting, this allows the clerk to ensure the meetings will be quorate.

It was noted that emailing via HSS meant that governors could not easily reply to messages. Clerk agreed to support governors more fully by emailing directly, she also suggested advising them on what they might need to prepare for a meeting.

Governors voiced that they were pleased with the HT appointment and want to offer their full support.

ACTION: All governors to be active in their role before the next meeting, this may include supporting HT, booking/attending training, a monitoring visit etc.

13. Date of the next meeting:

Resources	Tuesday 5 November 2024	2pm
Curriculum	Tuesday 5 November 2024	4pm
FGB	Tuesday 19 November 2024	4pm

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

14. Closing Prayer

A closing prayer was delivered.

Action Summary:

- Item 5: Clerk to source collaboration agreement template.
- Item 7: Clerk to ensure SIP and governing monitoring cycle is uploaded/circulated.
- Item 9: Clerk to email appropriate governors for pay committee meeting membership.
- 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.