St. Joseph's Catholic Primary School, Christchurch
The Governing Body
Chair: Mike Board

Minutes of Full Governing Body Meeting
Wednesday, 1st July 2026 – 5.30pm

Present:

Mike Board	MB	Foundation Governor (Chair)
Peter Doherty	PD	Headteacher
Gerry Curran	GC	Deputy Headteacher
Vick Withey	VW	Foundation Governor (Vice-chair)
Margaret Bond	MBond	Foundation Governor
Pete Hartley	PH	Foundation Governor
Pete Barry	PB	Foundation Governor
Steve Parry	SP	Foundation Governor
Rachel McMillan	RM	Co-Opted Governor
Sinead Cheeseborough	SC	Co-Opted Governor
Andy Webb	AW	LA Governor
Sam James	SJ	Staff Governor
Michelle Adams	MA	Parent Governor
Gemma Stiles	GS	Parent Governor

Attending:
Amanda Flack, Finance Officer (Acting Clerk) - AF

Item		Action
1	**Opening prayer**	
	The meeting was opened with prayers led by PH.	
2	**Welcome & Apologies**	
	The Chair (MB) welcomed all to the meeting. Apologies were received from Andy McLaughlin, Father Paul Obada and Jane Farrell (Clerk); these were formally accepted by the Board.	
3	**Declaration of Business Interests**	
	Declaration of Business Interests: No updates to existing records were required.	
4	**Approval of minutes 29th April 2026 and matters arising**	
	Prior to the Full Governing Board (FGB) meeting, Governors received the minutes of the previous meeting. These were approved as an accurate record and signed by the Chair (MB). MB reviewed the action log and provided the following updates: • Academisation: Comments/questions from governors on the ESCAT (Partnership Agreement) documents were being collated by MB for emailing to the ESCAT CEO.	**MB**

	Although the ESCAT conference on 25th June had been cancelled, the Extraordinary FGB meeting on 7th July would proceed. • Governor Training – governors were reminded to email the Clerk with details of training undertaken. Details of the safeguarding training on the INSET day on 2nd September 2026 to be emailed to governors. • Succession Planning – MBond thanked the governors for the letter sent to her following her resignation. Permission has been granted to extend PH's term of office. PB's decision to extend to be confirmed. • CCTV Policy: In progress – GDPR requirements under consideration. • Safer Recruitment Governor training link to VW – In progress. • Lockdown Procedure – review in progress. Drill planned for September 2026. **Matters Arising:** No additional matters arising. **Action Status:** All other actions from the previous meeting were confirmed as completed.	**GC** **PD/GC** **GC/VW** **PD/GC**
5	**Board membership matters:**	
	Committee Membership: It was confirmed that SP had been appointed as a member of the Admissions Committee. **Governors Link Roles:** The EYFS Governor link role was discussed in terms of key responsibilities and links to the School Development Plan. SP was appointed to take over from MBond with a handover being arranged for September 2026.	**MBond/SP**
6	**Headteacher's Report: School Development Plan & Catholic Life of the School**	
	PD provided a verbal update including: <u>Catholic Life of the School</u> • **RE Curriculum**: Monitoring had taken place on RE teaching (which followed the TEN TEN programme) and class worship. Quality of teaching was good, demonstrating clear routines and very good behaviour from the children. • **Liturgies and Assemblies**: Highlights included the well-attended weekly lunchtime prayer group; the May procession; Mass for Saints Peter and Paul, celebrated by Father Paul; Core Values assemblies; New Ducklings Welcome Liturgy. • **Charitable Giving**: GC had taken a group of 4 children to the Mini Vinnies Festival at St Mary's Poole which celebrated charitable giving. The school had raised an incredible £1952 this year. • **Catholic Social Teaching**: PD provided an overview of the Lighting the Path Curriculum. • **Community Litter Pick**: A small group of children and parents had participated. • **Climate Action Plan**: Work continues in developing the plan. Next steps will be for GC/AF to analyse energy bills. Positive feedback received so far from BCP. • **Parish Links/Wider Community**: A group of Y5 children attended the Catholic Schools Cluster Eastertide Mass; Family Masses continue to be held at St Josephs each month. KS2 attended a weekday Mass. PD explained that he would like the school to have the opportunity to lead the Family Mass at St Joseph's more often. • **School Newsletter**: This continues to celebrate the children's achievements in and outside of school.	

	• **Chaplaincy**: PD expressed the need to develop chaplaincy at the school with the view to getting more children involved. <u>School Development Plan</u> • **SLT** met on 26th June; • **RE Curriculum**: The new scheme is offering a more structured approach. Training webinars for teachers had been booked. • **S48 Validation**: The Diocese has indicated that no validation visits would take place in Autumn 1 2026 due to the introduction of the new curriculum. • **EYFS**: GLD (Good Level of Development) at 63% was up from 50% last year due to close monitoring and consistency of staff. In order to develop this further, at the recommendation of the school improvement partner, the school had recently signed up to the NELI (Language/Communication) programme which included 10 hours on line training for EYFS and Year 1 staff. The school had applied for EYFS Jurassic Maths Funding. EYFS data would be shared at the next Curriculum and Standards Committee meeting. • **Writing**: Recent moderation indicated that, whilst the 'Talk for Writing' programme had an impact on lower to middle ability learners, evidence was lacking for greater depth as it was not challenging enough. This would remain a focus for development. • **Curriculum Leadership**: This term RE had been the focus. Next term emphasis would be on subject leaders having the time for monitoring. • **Part-time Timetables**: Plans were being considered for 4 children, currently on part-time timetables, to access Alternative Provision from September.	
7	**Safeguarding:**	
	GC provided an update. • Whole staff safeguarding training scheduled for the INSET day on 2nd September. • Training is being arranged for the newly appointed safeguarding governors (SJ/MA)	**GC**
8.	**Behaviour, Wellbeing & Suspension/PEX:**	
	A verbal report was given by PD/GC: • **MHST** - The governors were briefed on the report from the Mental Health Schools Team's (MHST) visit to the school and survey of pupils and parents. The main finding was that some children in KS2 felt that their voice was not heard. PD explained that consideration would be given to setting up a school council. Parental engagement in the survey and coffee mornings was not good. Governors asked whether the survey results would be shared with parents. PD responded that they weren't but suggested that we promote the signposting of wellbeing support in our communications with parents. Our school was the first to trial the survey and the MHST have offered to visit again. • **Suspensions** – one suspension this term. Part-time timetables were proving effective in avoiding exclusions. • A letter was sent to a parent regarding their behaviour. • **Behaviour** – although behaviour has improved, PD felt that the policy was not restorative enough. From September, the data would be looked at to identify repeat offenders.	

9.	**SEND**	
	PD explained that plans were in place to commission alternative provision from September for 4 children currently on part-time timetables. Cost was estimated to be £41,000. The governors questioned where this would be funded from. This is to be confirmed. PD explained the need to manage their learning so as to not disrupt the learning of other children and that extra support is already in place including Play Therapy, BCP Outreach etc. However, when not in school, they are not learning at home. The governors asked for a report back on how the alternative provision strategies had impacted the rest of the classes and suggested that a 6 monthly snapshot of wellbeing could be considered.	**PD**
10.	**Academisation**	
	MB provided an update: • ESCAT conference to be rescheduled for the autumn 2026 term. • MB to email governor questions on the Partnership Agreement to Matt Quin (CEO ESCAT). • MB proposed to still hold the Extraordinary FGB (EFGB) via Teams Tuesday, 7th July at 6.30pm. • At the meeting, the Governors would be asked to vote on agreeing to proceed with signing the Partnership Agreement. Partnership Agreements - Edith Stein Catholic Academy Trust https://escat.org.uk/wp-content/uploads/2026/02/conversion-document.pdf	**MB**
11.	**Committee minutes and actions for committees who have met – main headlines:** • **Curriculum & Standards** • **Finance & Resources – minutes issued.** • **Admissions – minutes issued.**	
	<u>Curriculum & Standards Committee</u> Meeting scheduled for 13th July 2026 to look at the SATS and Assessment Data <u>Finance & Resources Committee</u> A verbal report on the draft minutes from the meeting on the 26th June 2026 was given by MB: • **Current Financial Position** – Spending on Supply Teaching to cover staff absences was being closely monitored. • **Quarter 1 Virements** – The governors ratified the following virements which would be included in the Quarter 1 reporting to BCP: I03 Additional EHCP Funding – increase income £22,049; E03 Allocate to Support Staff – increase expenditure £18,000; E19 Allocate to SEND resources – increase expenditure £4,049; I03 Additional Alternative Provision Funding – increase income £12,650; E19 Allocate to AP Tuition – increase expenditure £12,650.	

	• **Procurement** – The governors ratified the Committee's procurement recommendations for Cleaning, Catering and Broadband; contracts to start September 2026. • **Inventory Annual Review** – Annual review complete and write offs reported on. • **BCP Internal Audit Report** – all required recommendations now actioned. • **Human Resources** – see Confidential Minutes. • **Lettings Policy** – The governors agreed to keep the lettings charges for 2026/27 at 2025/26 prices. Policy updated to include a debt management process as per BCP Internal Audit recommendation. Governors asked for the policy to be reviewed to avoid confusion between which parts were relevant to school and community bookings. • **Data Protection Policy** – minor amendments to update DPO contact details. A governors question was raised regarding what encryption was in place on devices taken out of school. GC to ask AUX IT. <u>Admissions Committee</u> The minutes from the meeting on 10th June 2026 had been circulated prior to this meeting. SC provided a verbal update: • **September 2026 Reception Intake** – Of the 24 currently accepted, it is expected that 1 child with an EHCP was very unlikely to start. Home visits have started. • **In Year Applications – to start September 2026** – It is understood that the offers made to Y2 and Y4 siblings for September will not be accepted. An application had been received for Year 5. As space was available in that year group, the governors agreed to offer the place. In addition, PD had shown around a family looking for Year 6 place – again the governors were able to offer a place.	**AF** **GC**
12	**Policies for ratifying:**	
	Prior to the meeting Governors had received a copy of the policies for review: <u>Lettings Policy 2026/27</u> **DECISION – Lettings Charges agreed, however, policy to be reviewed (see Item 11 - F&R)** <u>Data Protection Policy 2026/27</u> **DECISION – Agreed, though question raised on encryption (see Item 11 – F&R)**	
13.	**Governor training update:**	
	Governors reminded to update GC/Clerk on training undertaken. MB reported that he had attended STEM for Disadvantaged Children.	
14	**Correspondence:**	
	See Confidential Minutes.	
15.	**Approval of dates for next academic year:**	
	Issued (C&S to be agreed at meeting on 13th July 2026)	**C&S**

16	**AOB**	
	None Meeting Closed at 7.30pm	
	Summary of Action Points from July for next FGB: **GOVERNORS** ➢ Extraordinary FGB (EFGB) to proceed via Teams Tuesday, 7th July at 6.30pm. **All** ➢ EYFS Governor Link Role - MBond to handover to SP September 2026. **MBond/SP** ➢ Safeguarding training September INSET day; all governors are invited to attend. **All** **CHAIR** ➢ To email governor questions on the Partnership Agreement to Matt Quin (CEO ESCAT). **MB** ➢ Succession Planning for 2026-27 ongoing (clarification on PB's term extension). **MB/PB** **HEADTEACHER/DEPUTY HEADTEACHER** ➢ Details of the INSET safeguarding training on 2nd September 2026 to be emailed to governors. **GC/Clerk** ➢ CCTV Policy: In progress GDPR requirements under consideration. **PD/GC** ➢ Safer Recruitment Governor training link to VW and in progress. **GC/VW** ➢ Lockdown Procedure review in progress. Drill planned for September 2026 **PD/GC** ➢ DHT to arrange training for safeguarding governors (SJ/MA). **GC** ➢ Report for governors on the impact of alternative provision strategies **PD** ➢ Clarification from Aux IT on device encryption (question from governors regarding the Data Protection Policy). **GC** **CLERK/AF** ➢ Review Lettings Policy with AF **Clerk/AF** **DECISIONS AGREED:** ➢ Governors approved the Quarter 1 Virements. ➢ Procurement Decisions agreed for catering, cleaning and broadband. ➢ Lettings Charges agreed (policy subject to review). ➢ Data Protection Policy agreed (subject to clarifying point on device encryption). Approved: …… Date: ……	