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

Minutes of Full Governing Body Meeting
Wednesday, 29th April 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)
Pete Hartley	PH	Foundation Governor
Pete Barry	PB	Foundation Governor
Andy McLaughlin	AMcL	Foundation Governor
Sinead Cheeseborough	SC	Co-Opted Governor
Andy Webb	AW	LA Governor
Sam James	SJ	Staff Governor
Michelle Adams	MA	Parent Governor

Attending:
Amanda Flack, Finance Officer
Jane Farrell, Clerk to the Governing Board

Item		Action
1	**Opening prayer**	
	The meeting was opened with prayers led by PD.	
2	**Welcome & Apologies**	
	The Chair (MB) welcomed all to the meeting. Apologies were received from Rachel McMillan, Steve Parry, Margaret Bond, Gemma Stiles and Father Paul Obada; 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 11th February 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: • CCTV Policy: Drafting remains in progress. • Cycle & Scoot Policy: Insurance liability wording is agreed; the policy is being updated. • Safer Recruitment: Governor training link to be forwarded to VW.	**PD/GC** **PD** **GC**

	• Foundation Governors: Succession planning remains an ongoing action for the board. **Matters Arising:** • **CPOMS Reports:** Removed as a standalone Governor action point. The Headteacher (PD) confirmed that data reports will now provide comprehensive trends and narratives. • **Data Oversight:** PD will provide mid-year and termly data to ensure robust governor oversight. GC advised that Safeguarding Governors may request to review school data at any time. **Action Status:** All other actions from the previous meeting were confirmed as completed.	**MB** **PD**
5	**Board membership matters:** **a) Appointment** **b) Governor linked roles** **c) Registration for The Key & Governor Hub**	
	a) Appointments & Succession Planning • **Welcome:** MB welcomed SP to the St Joseph's Governing Board following their appointment as a new Foundation Governor. • **Recruitment:** Succession planning is ongoing. MB will contact two potential Foundation Governors regarding their applications. If unsuccessful, a parish newsletter advertisement and a church noticeboard flyer have been prepared for circulation in May. • **Expiring Terms:** Governor recruitment remains a strategic priority. Three Foundation Governors have terms expiring on 31 August. • **Diocesan Liaison:** For interim planning, MB will seek permission from the Diocese for a temporary term extension for one Foundation Governor. Long-term plans include discussing the constitution of St Joseph's Terms of Reference for the 2026/27 academic year with the Diocese. **b) Governor Linked Roles** • **Safeguarding:** MB reported that SJ and MA have been appointed as Safeguarding Governors. Relevant training will be undertaken. • **Governor Link Allocation:** Governors discussed and agreed upon the linked roles for the next academic year. The EYFS Governor vacancy (effective September 2026) will be filled upon the appointment of new Governors. **c) Governor Key & Hub registration** • **Platform Access:** MB requested all Governors register via the link issued on 25 March 2026, noting it as an excellent knowledge and training resource. Re-send the registration link to Governors as required.	**MB** **Clerk**
6	**Headteacher's Report: School Development Plan & Catholic Life of the School** **a. Catholic Schools Inspectorate (CSI) survey responses by 1st May 2026**	
	PD expressed gratitude to GC, the Senior Leadership Team (SLT), the staff team and the Governing Board for their support during his first term in post. Governors received and reviewed the Summer 1 2026 Headteacher's Report prior to the meeting. The report featured a strategic Executive Summary focusing on the School Development Plan (SDP) and the Catholic Life of the School. **Spring Term Overview** PD provided an update on Spring Term events, highlighting pupil achievements, enrichment and wider opportunities, including:	

- A congratulatory letter from the Secretary of State for Education regarding the school's work.
- The Year 2 Space Camp.
- High pupil engagement with the Forensic Science workshops and Science Fair.
- The Christchurch, New Zealand pen-pal exchange.
- The Big Lent Walk and the Big Walk & Wheel event, where the school ranked 35th nationally and 1st in the Bournemouth, Christchurch, and Poole (BCP) local authority area.

Admissions

- PD provided an overview of Spring 2026 admissions data, noting that the details would be covered in the Committee update section below.

Behavioural Reports

- PD updated the Board on seven pupil suspensions during the term. It was confirmed that there were zero exclusions.

Safeguarding & Training

- **External Audit:** The Section 175 (S.175) external safeguarding audit has been completed, and all school protocols are up to date.
- **Case Monitoring:** Children on Child Protection (CP) plans continue being closely monitored; noting fewer CP cases currently.
- **Review Meetings:** Designated Safeguarding Leads (DSLs), SLT and the SENDCo continue to meet regularly to update the safeguarding dashboard, assess risks and hold case discussions. GC extended an open invitation for Safeguarding Governors to attend these meetings.

Attendance

- **National Comparison:** PD advised that school attendance for Spring 2026 is aligned with the national average.
- **Interventions:** managed part-time timetables for specific pupils have impacted overall figures. Ongoing plans to review and increase their time in school are expected to have positive impacts moving forward.

SEND Report Spring Term 2026

- PD summarised the comprehensive three-page Special Educational Needs and Disabilities (SEND) report compiled by the SENDCo (SS).

Operational Updates: After-School Clubs, Premises, and Health & Safety

- PD provided an operational update and he outlined the budgetary rationale for establishing an "in-house" forest school provision as a cost-effective alternative to external outsourcing.

<u>Subject Leaders overviews</u>

- **Monitoring Cycle:** PD confirmed that the Subject Leader review is scheduled for a staff meeting in the Summer 1 term to establish clear expectations. A formalised monitoring cycle will be implemented for the next academic year, reporting to the linked Governors.

Governor Challenge: PD addressed queries from Governors regarding his report, briefing the Board on successes and operational challenges. Governors observed that while the report provided an excellent retrospective summary, future reports should include forward-looking "actions and plans" for the upcoming term.

PD

	Catholic Life of the School • **Catholic Social Teaching (CST):** PD summarised the Catholic Life of the School Report. Governors were informed that the school will launch the pillars of CST in Summer 1. The framework has been changed from eight pillars to six, with the school embedding one pillar per half term. • **RE Curriculum:** PD confirmed that the new Religious Education (RE) curriculum and resources from Oxford University Press will be fully implemented by September 2026. • **CSI Survey:** MB reminded governors that the deadline for the Catholic Schools Inspectorate (CSI) survey is 1 May 2026, referencing the link emailed on 13 March 2026. • **Community:** PD advised that the new weekly school newsletter showcases the school's achievements and ethos and shares the theme of Monday morning "Celebration of the Word" assemblies with families.	
7	**Safeguarding:**	
	Covered in PD's Headteacher's Report, additional items advised by GC: • **KCSIE 2025 Updates:** GC advised that the Keeping Children Safe in Education (KCSIE) 2025 guidance (effective September 2025) introduces significant statutory updates. These cover mandatory attendance, artificial intelligence (AI), and digital risks. An external safeguarding trainer has been booked for the upcoming September staff INSET day; all governors are invited to attend. • **Lockdown Procedures:** PD and Governors agreed to implement a lock down rehearsal. • **Audit Outcomes:** GC reported that a meeting is to be scheduled with Safeguarding Governors to review the outcomes and action plan of the Section 175 (S.175) external safeguarding audit which concluded based on the information provided (including next steps within the action plan), St Joseph's is meeting its statutory duties under Section 157 and 175 of the Education Act 2002. In addition, the audit also evidences St Joseph's is meeting the requirements under section 11 of the Children Act 2004 and KCSiE. Full reported provided to governors.	**ALL** **PD/GC** **GC/SJ/ MA**
8.	**Behaviour, Wellbeing & Suspension/PEX:**	
	The board noted that this area was fully covered within the Headteacher's Report; no additional updates were required.	
9.	**SEND**	
	Link Governor Update: VW (Linked Governor for SEND) advised that she contacted the SENDCo (SS) prior to the Full Governing Board (FGB) meeting. VW confirmed that the Headteacher's Report contained all necessary data and no further updates were required.	
10.	**Academisation**	
	MB and PD updated the Board on the outcome of the meeting with Matt Quinn (CEO), Edith Stein Catholic Academy Trust (ESCAT) on 27th March 2026 to discuss the rationale of academisation. MB reported it had been a constructive meeting and Governors agreed the next steps: 1. PD attending HT Diocese briefing on 9th June 2026	

	2. All Governors to read ESCAT documents and comments to MB by 19th June 2026. 3. MB, PD and AF booked to attend the ESCAT Visioning Conference on 25th June 2026. 4. FGB 1st July 2026 5. Extraordinary FGB (EFGB) called via Teams Tuesday, 7th July at 6.30pm. The next step would be for the Governors to sign the Partnership Agreement. Partnership Agreements - Edith Stein Catholic Academy Trust https://escat.org.uk/wp-content/uploads/2026/02/conversion-document.pdf Governors raised the potential requirement for independent legal counsel during the process. MB advised that this option would be formally considered following the next scheduled meeting on 25 June 2026. Teams invite for EFGB Academisation meeting to be sent by Clerk.	**All** **All** **Clerk**
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> • **Local Authority Visit:** PD advised that the Spring term visit from LMcG (BCP Local Authority) provided an opportunity for a strategic review. LMcG conducted an inclusion learning walk alongside the SLT. The resulting 'BCP Annual Review Form – Spring Visit 2026' has been forwarded to Governors. • **Early Years:** An EYFS Pupil Progress meeting was held on 15 April 2026. • **Next Meeting:** The next Committee meeting is scheduled for Monday, 13 July 2026, to review end-of-year pupil data following the publication of Year 6 SATs results. <u>Finance & Resources Committee</u> **SFVS and Minutes:** A copy of the Schools Financial Value Standard (SFVS) and the Committee minutes dated 24 January 2026 were distributed to Governors prior to the meeting. Confidential minutes dated 13 March 2026 were distributed to non-staff Governors at the FGB. The Committee Chair (PH) presented the financial headlines. AF reported that the year-end accounts were successfully submitted to BCP Local Authority by the statutory deadline: • **In-Year Budget Variance:** The year-end carry-forward is higher than originally forecasted. This is due to backdated "high need top-up funding" agreed by BCP in the Spring. • **Financial Outlook:** AF and PH presented the draft budget and 3-year financial plan. AF noted that the financial landscape remains challenging, with shortfalls predicted for future years. • **Governor Challenge:** Governors queried the underlying budget assumptions, specifically questioning pupil number projections and the sustainability of staffing required to support pupils with EHCPs and SEND. • **Enrolment & Income:** Governors agreed that increasing school admission numbers for the October 2026 census is critical, as this data dictates future funding allocations. The	

School Office will continue promote vacancies across local church networks and pre-schools to boost September 2026 enrolment. PD advised that the local authority is planning to introduce a collaborative approach to allocating High Needs and SEND funding with schools working in local clusters.

Decision: The Governing Board approved the budget, the 3-year plan and the SFVS return for formal submission to BCP Local Authority.

Admissions Committee

Committee Chair (SC) verbally updated the board on Committee minutes dated Friday, 24th April 2026:

Current number on roll: 199 with places available in all year groups apart from Reception.

Current Year	On roll as at 28/04/26	Offers Accepted	Places currently available	Waiting List
YR	30	-	-	8
Y1	24	-	6	-
Y2	27	-	3	-
Y3	31	-	1	-
Y4	27	1	4	-
Y5	30	-	2	-
Y6	30	-	2	-
TOTAL	199	1	18	8

In-Year Applications: The committee considered an application for Year 4; Category 9b, SIF received (no evidence of faith provided). Place offered, BCP confirmed to applicant and place accepted.

September 2026 Admissions: 22 expected to join in Reception and 0 in Year 3.

12. **Governor's school monitoring visits – main headlines**

In MBond (EYFS linked Governor) absence, MB summarised the EYFS monitoring visit on 15th April 2026. Visit focus:

- Observe the children during their free play after phonics and a writing lesson.
- To view the data to end of Spring 2 for aspects of learning and phonics.

Number on roll: 30 pupils. One child left the school and another joined (the child who has joined has needs yet to be assessed).

13. Policies for ratifying:

- Financial Procedures 2026/27

	• Allergy • Supporting Children with Medical Conditions • Whistleblowing	
	Prior to the meeting Governors had received a copy of the policies for review: <u>Financial Procedures 2026/27</u> **DECISION – Policy agreed** <u>Allergy</u> **DECISION – Policy agreed (removal of typing error section 6.2)** <u>Supporting Pupils with Medical Conditions</u> **DECISION – Policy agreed** <u>Whistleblowing</u> Governors reviewed and agreed the amendments made to this policy. **DECISION – Policy agreed**	**Clerk**
14	**Governor training update:**	
	Governor training will be completed by end of academic year. Keeping Children Safe in Education (KCSIE) 2025 guidance (effective September 2025) introduces significant statutory updates - mandatory attendance, artificial intelligence (AI) and digital risks. Safeguarding trainer has been booked for September INSET day; all Governors are invited to attend. 'Supporting Improved Attendance; sharing good practice and resolving issues' - MA booked Wednesday 18th March from 6.30 to 7.30pm Ongoing training opportunities to be emailed to Governors and available via The Key/Governor Hub registration.	**All** **All**
15.	**Correspondence**	
	None	
16	**Dates for final meeting this academic year:**	
	1st July 2026	
17	**AOB:**	
	MB shared confidential F&R minutes with non-staff Governors which were approved.	
	Meeting Closed at 7.30 pm	

Summary of Action Points for next FGB:

GOVERNORS

- All Governors to read ESCAT documents and comments to MB by 19th June 2026.
- Extraordinary FGB (EFGB) called via Teams Tuesday, 7th July at 6.30pm.
- Keeping Children Safe in Education (KCSIE) 2025 guidance (effective September 2025) introduces significant statutory updates - mandatory attendance, artificial intelligence (AI), and digital risks. Safeguarding trainer has been booked for September INSET day; all governors are invited to attend.
- Governor training to be completed by the end of academic year.

CHAIR

- Succession planning for Foundation Governors on-going action for Board.
- MB will seek permission from the Diocese for a temporary term extension for one Foundation Governor. Long-term plans include discussing the constitution of St Joseph's Terms of Reference for the 2026/27 academic year with the Diocese.

HEADTEACHER/DEPUTY HEADTEACHER

- Draft a CCTV policy.
- HT Cycle & Scoot Policy: Insurance liability wording is agreed; the policy to be updated.
- DHT Safer Recruitment Governor training link forward to VW.
- Future HT reports to include forward-looking "actions and plans" for the upcoming term.
- HT Data reports to provide trends and narratives mid-year and termly.
- DHT schedule meeting with Safeguarding Governors to review the outcomes and action plan of the Section 175 (S.175) external safeguarding audit
- HT/DHT review of school lockdown procedures be introduced sensitively to pupils.

CLERK

- Allergy policy agreed subject to removal of typing error (section 6.2)
- Teams invite for EFGB Academisation meeting to be sent to all Governors.
- Re-send the registration link to Governors as required.

DECISIONS AGREED:

1. Governors approved budget and 3-year plan and the SFVS for submission to BCP LA.
2. Financial Procedures 2026/27 - Policy agreed
3. Allergy - Policy agreed (subject to removal of typing error section 6.2)
4. Supporting Pupils with Medical Conditions – Policy agreed.
5. Whistleblowing – Policy agreed.

Approved: …… Date: ……