



**St. Joseph's Catholic Primary School, Christchurch**  
**Minutes of Full Governing Body Meeting**  
**Wednesday 1<sup>st</sup> December, 5.30pm**

This meeting was held virtually.

*Governor Monitoring: not applicable at this meeting*

**Present:**

Brigid Hincks (BH) - Chair  
Liz Rippon (LR) - Headteacher  
Pete Hartley (PH) – Vice-Chair  
Sam James (SJ)  
Margaret Bond (MB)  
Rachel McMillan (RMc)  
Mike Board (M Board)  
Nikki Dennison (ND)  
Andy Webb (AW)  
Pete Barry (PB)  
Deacon Hugh Parry (DHP)  
Sinead Cheeseborough (SC)  
Andy McLaughlin (AM)

**Attending:**

Sonia Lomax (SL) - Clerk

| Item |                                                                                                                                                                                                                                                                         | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1    | <b>Opening prayer</b>                                                                                                                                                                                                                                                   |        |
|      | DHP opened the meeting with prayers                                                                                                                                                                                                                                     |        |
| 2    | <b>Welcome &amp; Apologies</b>                                                                                                                                                                                                                                          |        |
|      | Brian Cassidy, Gemma Hinchliffe, Mary Hurl and Nathan Rickard had sent apologies for this meeting, which were accepted. BH welcomed AW to the Governing Body as a new Parent Governor. Governors introduced themselves.                                                 |        |
| 3    | <b>Declaration of Business Interests</b>                                                                                                                                                                                                                                |        |
|      | No business interests were declared.                                                                                                                                                                                                                                    |        |
| 4    | <b>Minutes of previous meeting (20/10/2021) &amp; Matters Arising</b>                                                                                                                                                                                                   |        |
|      | Prior to the meeting, Governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting and were signed by BH.<br><br>All actions had been completed.<br><br>Governors agreed that all Matters Arising were covered in the agenda. |        |
| 5    | <b>Headteacher's Report - verbal</b>                                                                                                                                                                                                                                    |        |

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|            | <p>LR updated Governors on the current levels of COVID in the school – 7 positive cases, all pupils. LR reported that staff had been incredible over this term with the high levels of COVID in school, lots of questions from parents and lots of incidents to be dealt with. Office staff particularly have been working very hard. Governors expressed concern at the levels of stress this was putting on staff, particularly LR and offered help whenever needed.</p> <p>LR reported that there has been a lot of prospective parents wanting to visit the school.</p> <p>The Christmas tree is up and staff are trying to make things as normal and fun for the children as usual at this time of year.</p>                                                                                                  |           |
| <b>6</b>   | <b>Safeguarding</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
|            | <p>BH gave feedback from the Schools and Academies Show that she had attended – nationally there are many concerns over the amount of work from the Government on safeguarding.</p> <p>LR reported that all staff are up-to date with safeguarding training. LR has recently attended Managing Allegations training and GC attended the Safeguarding Forum.</p> <p>Governors asked LR to pass their thanks to Gerry Curran (GC) for the updates that he regularly sends out.</p> <p>LR updated Governors on the Supervision that is taking place in school – Governors asked whether LR feels she personally is receiving adequate supervision – LR reported that this is ongoing and she also attends a very useful local Headteachers group.</p>                                                                 |           |
| <b>7</b>   | <b>Committee Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| <b>7.1</b> | <p>All committee reports had been previously circulated to Governors. Each Chair summarised &amp; updated Governors:</p> <p><u>Admissions</u></p> <ul style="list-style-type: none"> <li>• SC reported that a Yr1 place has just been offered and accepted. That leaves one Yr1 vacancy. September 2022 intake is looking good on the BCP Council website.</li> <li>• BH reported on a request to exceed PAN in Yr6 – refused.</li> <li>• 2023/24 Admissions Policy – BCP Council had requested that some changes were made to the wording. The changes made were agreed as not material so the policy does not need consultation.</li> </ul> <p><b>DECISION - Governors determined the 2023/34 Admissions Policy.</b></p>                                                                                         |           |
| <b>7.2</b> | <p><u>Curriculum</u></p> <p>RM updated on the Curriculum meeting:</p> <ul style="list-style-type: none"> <li>• A survey has been sent out to all Governors to find out specific areas of expertise and/or interest. This will then be used to determine Link Governors</li> <li>• The Diocese has informed us that the Section 48 inspection will take place next term. LR ran through how the inspection will work and informed Governors that this is a very important review. LR also informed Governors that she had been successful in her application to be a S48 Inspector and that she will bring her experiences back into the school. She expects the school to be scored as GOOD.</li> <li>• LR updated on Catholic Social Teaching and the 7 themes – to send further details to Governors.</li> </ul> | <b>LR</b> |
| <b>7.3</b> | <p><u>Finance</u></p> <p>PH updated on the Finance meeting:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |

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|     | <ul style="list-style-type: none"> <li>• Additional staffing due to COVID is likely to impact on the budget</li> <li>• BCP Council has accepted the higher level of carry forward from last year</li> <li>• There is some concern over increasing energy costs, BH confirmed that the school is mid-term in a contract. Also looking at options to replace the boiler</li> <li>• The budget balance is looking healthy this year</li> <li>• Lettings Policy – to review charges for next year</li> <li>• Governors thanked Mandy Flack (MF) for the work she is doing with lots of small amounts of additional money coming into the school.</li> </ul>              |    |
| 7.4 | <p><u>HR &amp; Pay</u></p> <p>M Bond updated on the HR meeting:</p> <ul style="list-style-type: none"> <li>• Governors were pleased to note that attendance is currently at 93%</li> <li>• BCP Council has confirmed that COVID measures will stay in place until the end of term</li> <li>• LR reported that the school has been provided with portable CO2 monitors</li> <li>• Issues with parents Whatsapp groups</li> <li>• Staff have recently undertaken PREVENT training – very good feedback on the trainer. Discussed Governor safeguarding training. SL to check requirements with GC.</li> </ul>                                                          | SL |
| 7.5 | <p><u>Premises</u></p> <p>M Board updated on the Premises meeting:</p> <ul style="list-style-type: none"> <li>• Roger Adams is acting as an advisory member of the premises committee</li> <li>• Had thought that the telephone system was fixed, but now having problems again</li> <li>• Refurbished Ducklings area – Governors thanked SC for the photos</li> <li>• Tree survey – hoping to get a company in to deal with the Risk 1 trees</li> <li>• Final snagging of the new works will take place in January.</li> </ul>                                                                                                                                      |    |
| 7.6 | <p><u>Performance Management</u></p> <p>Nothing to report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |
| 8   | <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |
|     | <p>Governors reviewed the policies that had already been sent to them and agreed by committees:</p> <ul style="list-style-type: none"> <li>• Lettings Policy</li> <li>• Support Staff Pay Policy – Governors requested that page numbers be added</li> <li>• Pay Policy (Teachers)</li> </ul> <p><b>DECISION – Governors agreed unanimously to Ratify the 3 policies</b></p>                                                                                                                                                                                                                                                                                         |    |
| 9   | <b>School Development Plan &amp; SSE Cycle</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |
|     | <p>Governors reviewed the objectives as set out in the School Development Plan:</p> <ul style="list-style-type: none"> <li>• Review RE worship across the school – DHP agreed to assist with this</li> <li>• Deliver a <i>Principles of Instruction</i> strategy across the school – LR introduced the Rosenshine Principles</li> <li>• Phonics and Reading – LR reported that Yr2 were tested this Autumn and 83% passed. Governors discussed the books in school and LR reported that more have just been ordered. LR invited Governors into school to see the excellent work being done in all years in Phonics.</li> <li>• Curriculum</li> <li>• SEND</li> </ul> |    |

|           |                                                                                                                                                                                                                                                           |           |
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|           | <ul style="list-style-type: none"> <li>• CPD</li> <li>• Broader development</li> </ul>                                                                                                                                                                    |           |
| <b>10</b> | <b>Governors – training &amp; monitoring</b>                                                                                                                                                                                                              |           |
|           | SL to resend the BCP Council training dates. Governors are encouraged to attend any training that they would find useful. Governors discussed induction – LR suggested that the 3 new Governors (AM, AW & NR) could meet with more experienced Governors. | <b>SL</b> |
| <b>11</b> | <b>Correspondence</b>                                                                                                                                                                                                                                     |           |
|           | None                                                                                                                                                                                                                                                      |           |
| <b>12</b> | <b>AOB</b>                                                                                                                                                                                                                                                |           |
|           | None                                                                                                                                                                                                                                                      |           |
| <b>13</b> | <b>Date of next meeting – 26/01/2022.</b>                                                                                                                                                                                                                 |           |
|           | Meeting closed at 7.05pm                                                                                                                                                                                                                                  |           |

### **ACTIONS**

LR

- Send briefing on Catholic Social Teaching to Governors

SL

- Check requirements for Governor safeguarding training
- Resend BCP Council training dates