



St. Joseph's Catholic Primary School, Christchurch
Minutes of Full Governing Body Meeting
Wednesday 6th July, 6.15pm

Governor Monitoring: Governors are linked to an SDP target for the year to monitor.

Present:

Brigid Hincks (BH) - Chair
Pete Hartley (PH)
Sam James (SJ)
Mike Board (M Board)
Deacon Hugh Parry (DHP)
Sinead Cheeseborough (SC)
Pete Barry (PB)
Margaret Bond (MB)

Attending:

Gerry Curran (GC) – Deputy Headteacher
Mandy Flack (MF) – Finance Officer
Sonia Lomax (SL) - Clerk

Item		Action
1	Opening prayer	
	DHP opened the meeting with prayers	
2	Welcome & Apologies	
	Liz Rippon, Rachel McMillan, Gemma Hinchliffe, Andy Webb, Andy McLaughlin, Nathan Rickard, Brian Cassidy & Nikki Dennison sent apologies for this meeting, which were accepted. Governors noted that the quorum for a meeting of the governing body and for any vote on any matter at such a meeting, is one half (rounded up to a whole number) of the membership of the governing body. Therefore the meeting was quorate.	
3	Declaration of Business Interests	
	No business interests were declared.	
4	Minutes of previous meeting (27/04/2022) & Matters Arising	
	Prior to the meeting, Governors received a copy of the minutes and the associated confidential minutes (where applicable). These minutes were agreed as an accurate record of the meeting and were signed by BH. All actions had been completed. Governors agreed that all Matters Arising were covered in the agenda.	

5	Headteacher's Report - verbal																
	LR was unable to attend the meeting for medical reasons, but had provided GC with notes: - Staffing - The EYFS teacher went on maternity leave at half term and there has been a smooth transition to the 2 teachers covering this. GC has been covering for LR who hopes to return next week – Governors and LR passed their thanks on to GC. - Jonathan Payne and Judith O'Hare from BCP Council spent a day in school concentrating on subject leadership, with deep dives into Phonics, Maths, Science and Humanities – this was very good CPD for subject leaders. GC reported that they have both since tendered their resignations from BCP Council – Governors expressed concern at the possible impact on the school. - A number of staff visited Kingsleigh Primary School to view their Phonics scheme, <i>Little Wandle</i>. - GC gave feedback on Yrs 5&6 residential trips with other Years' trips coming up. - Jubilee Week was very well attended, including the Deputy Mayor and governors who were invited via letters from the children - Very successful summer fair, sports week and inclusion week. - GC had attended Canford Heath Junior School for information on careers aimed at KS2 pupils. - Yr6 worked on a Science, Technology, Engineering and Maths (STEM) project with BAE systems connected to World Water Day. - Very successful Science Fair was held in the Hall – a pilot event and therefore governors were not invited in for this, although BH had attended and commented how interesting and good it had been. - SJ and SC have been working hard to develop a new garden area, working with Dorset Garden Trust and applying for funding – Governors discussed access to the school to water this over the summer. - Children's Mental Health –many initiatives taking place. Parenting courses have been very well received – planning a SEND themed course for parents next year. Continuing to embed the Stormbreak programme. Governors have been invited in to observe Stormbreak sessions in school. - Statutory Assessments – Yr6 SATS results had just been received. Headline data was reported as: <table border="1"> <thead> <tr> <th></th><th>Expected standard or above</th><th>Greater Depth standard</th></tr> </thead> <tbody> <tr> <td>Reading</td><td>84%</td><td>22%</td></tr> <tr> <td>Writing</td><td>78%</td><td>9%</td></tr> <tr> <td>Maths</td><td>81%</td><td>34%</td></tr> <tr> <td>Spelling, Punctuation & Grammar</td><td>84%</td><td>47%</td></tr> </tbody> </table> - Governors were very pleased with all the results, particularly the very high GDS score in Maths. - Governor monitoring – LR will be informing governors of the governor monitoring cycle for the next academic year and SDP link targets will be reviewed by governors. Governors thanked LR for the report.		Expected standard or above	Greater Depth standard	Reading	84%	22%	Writing	78%	9%	Maths	81%	34%	Spelling, Punctuation & Grammar	84%	47%	LR and All
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6	Catholic Life of the School																

	GC reported that: • The Family & Youth Worker at St Joseph's Church had led sessions in school with each class on serving others. She had also organised the Yr6 retreat day at the church, to reflect on their time at this school and prepare for secondary school. She is planning to develop more links with the church and school next year. • Yr6 Mini-Vinnies attended the annual Diocesan Mass at Portsmouth Cathedral. • The induction liturgy evening for new parents had taken place. • A very successful Section 48 inspection had taken place. The school received 'Good' with 'Outstanding' for the school community. • 2 CAFOD workshops had taken place this year centred on Catholic Social Teaching and Refugees, with more booked for next year. • Governors are invited to the INSET day Mass – 1st September, 12 noon.	ALL
7	Safeguarding	
	The BCP Council "Navigator" is now working in school every Monday morning. The school is still categorised as Bronze. LR had pushed to have a Navigator, which is why we now have one. LR is part of committee reviewing how Navigators are allocated next year. Governors reminded of "Team Around the School" support, where all the appropriate agencies work together. RC and AML participate in these meetings. The school is working on attendance – particularly to track and action lateness and persistent absenteeism.	
8	School Development Plan & SSE Cycle	
	SDP – Progress on all School Development targets. LR will update the Curriculum Committee next week on progress towards each target. LR has drafted the SDP, including governor monitoring for next year. SSE – Lots of monitoring taking place. DHP as RE link governor will make contact with RE lead to discuss the S48 outcome and action plan. The SLT is developing monitoring systems for next year that are manageable whilst still having impact. Plan to start the new RE curriculum in Autumn 2 – awaiting a new planning unit on CST from the Diocese.	DHP
9	Committee Reports	
	Each Chair summarised & updated Governors: 9.1 <u>Admissions</u> MF updated: School is currently full. Reception in September is also full with a waiting list. Have now offered 1 of the 2 additional places in Yr3 in September. 1 child is expected to leave so will then have 1 vacancy. Have received 2 applications recently but both years are full. DECISION – Governors confirmed that they wish to continue the arrangement with BCP School Admissions to administer in year admissions applications on their behalf for 2022/2023. 9.2 <u>Curriculum</u> Meeting next week. 9.3 <u>Finance</u> PH updated on the Finance meeting:	

	• Researching caterers as there are a number of options available. • To date, no notification from BCP Council that the carry forward surplus could be reduced. • Budget is as expected for this time of year. • Energy costs are not currently an issue, as in a contract that is cushioning increases. • Had discussed issues with the After School Club. • Revised lettings charges proposed for 2022/23. • Terms of Reference were reviewed and no changes are proposed. • Chartwells have informed the school that meals are increasing from £2.20 to £2.41. Governors discussed the charge to parents - currently charge £2.45 to cover serving, although most are covered by Government grants. Governors agreed to increase the charge to parents to £2.55 per meal. • 3 year contract for broadband has been signed. DECISION – Revised lettings charges agreed from September 2022. To be reviewed annually. DECISION – Finance committee Terms of Reference agreed for 2022/23. DECISION – School meal charge to parents to increase to £2.55 from September 2022.	
9.4	<u>HR & Pay</u> M Bond updated on the HR meeting: • Safeguarding (as discussed earlier in the meeting) • Attendance – discussed children taken out of school for holidays. Considering charging parents. • Parent survey – findings to be discussed at the next FGB. • Website has been updated. • New Ducklings induction. • Terms of Reference were reviewed and no changes are proposed. DECISION – HR committee Terms of Reference agreed for 2022/23.	LR
9.5	<u>Premises</u> M Board updated on the Premises meeting: • The committee had reviewed the list of outstanding work. • Applying to the Diocese for funding for new fire doors – GC and Governors to compile an in-house fire risk assessment next week (Tue 12th July).	
9.6	<u>Performance Management</u> Nothing to report.	
10	Policies	
10.1	<u>Criminal Records Checking Policy</u> Appendices need reviewing – postponed until next FGB.	MF
10.2	<u>Support Staff Pay Policy</u> Governors reviewed the Support Staff Pay Policy that had already been sent to them. DECISION – Governors agreed unanimously to Ratify the Support Staff Pay Policy.	

11	Confirm powers delegated to the head (including limit for virements)	
	DECISION - Governors agreed that all powers, including virement levels, should remain the same for the next year.	
12	Governors – training & monitoring	
	Governors updated on the training they had completed. GC and the Clerk reminded the specific Governors that need to complete the PREVENT and/or Cyber training and notify GC when done.	ALL informed
13	Correspondence	
	Instruments of Governance had been sent to the Diocese.	
14	AOB	
	Food bank –The school has strong links with the Foodbank: The office allocate foodbank vouchers every school holiday to all vulnerable families. Foodbank collect our staff food donations every 2-3 weeks, the children have artwork up in the Foodbank+, DSLs signpost parents for financial support from the FB plus. TB from the Foodbank, attended an assembly re a competition for the children and leads an assembly when we collect for the Foodbank. LW will organise for Mini Vinnies to be more involved in the FB, if appropriate, as many families use this resource. GOV.Q. (M Board) – How do you identify children that are carers? Register kept by BCP Council – have recently updated the school list from the BCP list.	
15	Date of next meeting –	
	Meeting closed at 9.05pm	

ACTIONS

ALL

- INSET day Mass – 01/09/2022 – Governors invited
- A reminder that each governor was linked to a school development priority at the start of the year and to report back at the next FGB on progress in this area – school priorities will be updated for Autumn 2022.
- Governors invited to attend Learning Mornings – see governor dates
- Governors invited to attend Tom Sherrington INSET on Rosenshine Principles on 14/10/22.
- Governors are informed of fairs at school via invites and the fortnightly school newsletter.

LR

- LR will be sending out an overview of Governor M and E (Governor Monitoring and Evaluation) for 2022-23 academic year to carry out monitoring activities in school.
- Parent survey findings have been shared. LR will share the additional parents survey results from S48 along with the targets from S48 at the next meeting.

DHP

- Meet with RE lead to review S48 findings and to share the S48 targets with governors and discuss progress towards them.

MF

- Amend Criminal Records Checking Policy for next FGB