



St. Joseph's Catholic Primary School, Christchurch

Minutes of Full Governing Body Meeting

Wednesday, 11th September 5.30pm

Present: Liz Rippon (HT) – Headteacher Mike Board (MB) Margaret Bond (MBond) Pete Barry (PB) Andy McLaughlin (AL)	Andy Webb (AW) Rachel McMillan (RM) Gemma Hinchliffe (GH) Sinead Cheeseborough (SC)
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Attending:

Gerry Curran – Deputy Headteacher (DHT)

Jane Farrell - CoG

Item		Action
1	Opening prayer	
	DHT opened the meeting with prayers	
2	Welcome & Apologies	
	FPO, SJ and PH sent apologies for this meeting, which were accepted.	
3	Election of Chair and Vice Chair	
	<u>Election of Chair and Vice-Chair</u> Chair - MB was proposed by SC and seconded by MBond. Elected unanimously. Governors were informed by HT of BH's resignation as Chair of Governors. All Governors expressed their immense gratitude for her dedication to St Joseph's since joining the governing body in 1984. HT proposed a communication from BH to parents and staff notifying them of her decision to resign. Vice-Chair - GH was proposed by MBond and seconded by RM. Elected unanimously <u>Committee Chairs</u> Committee Chairs will be elected at the first meeting of the Committee.	HT/BH
4	Review Committee structures and link Governor roles (Terms of Reference and Scheme of Delegation to be amended and approved at next FGB).	
	Committee structure and meeting dates were circulated to Governors prior to meeting. HT introduced the simplified committee structure: • <u>Curriculum & Standards/Safeguarding and Attendance</u> • <u>Finance and Resources</u> (Premises takes place with school staff only-reporting back to governors).	

	MB advised as the new Chair he is happy to consider any changes to governor roles. Governors requested a list of governor committee roles within the new structure. Terms of Reference and Scheme of Delegation to be amended to reflect the committee changes. To be approved at next FGB.	CoG/ HT CoG/AF
5	Confirm powers to delegated to the Headteacher and virement limits:	
	All governors agreed they required details of the 'powers to delegated to the Headteacher and virement limits' before confirming approval. Full details to be provided.	AF
6	Declaration of Business Interests:	
	No business interests were declared. Governors completed the annual business interests forms at the meeting, remaining forms to be signed and returned to the CoG asap.	All
7	Approval of Minutes of meeting held on 26th June 2024 and matters arising:	
	Prior to the meeting, Governors had received a copy of the minutes. These minutes were agreed as an accurate record of the meeting (MB to be added as an attendee). Minutes to be forwarded to MB to sign off as Chair. All actions had been completed.	CoG
8	Board membership matters – any new appointments, vacancies and expiring terms of service:	
	HT advised prospective new Governor (VW) is interested and paperwork will be forthcoming. In July 2024 ND and NR stepped down from their Governorships, subsequently from September 2024 there are 2 vacancies: 1 vacancy (Foundation – Catholic), 1 vacancy for Local Authority Governor & Special Educational Needs & Disabilities. HT requested clarification of the number of governors required for the governing board. All Governors advised that they were happy with their current role and responsibilities. HT encouraged all governors to attend curriculum meetings whenever possible due to their importance.	CoG All
9	Approval of School Development Plan including Catholic Life of the School	
	All Governors approved the School Development Priorities, including the Catholic Life of the School. Governors will receive detailed School Development Plan to have input on and approve final version. CoG shared that there will be a 'Governor Strategy' that dovetails the School Development Plan. CoG and HT will make a start on this and invite governor input over the next months.	HT CoG/HT

10	Headteachers Report including 2023/24 data – Governors to respond with prepared questions:	
	Prior to the meeting the all Governors received a copy of the HT Report and had been asked for prepared questions, report covered: • World Music Day & Annual Schools’ Mass at Portsmouth Cathedral • Ofsted visit 19th and 20th June • Challenges during the Summer Term • Progress & Attainment • Multiplication Tables Check • Admissions • Behaviour • Pupil Premium • Safeguarding • SENDCo • Attendance • Navigator Programme • Premises • Health & Safety overview Governors raised the following questions: <u>Safeguarding</u> 1. Would we be able to have some comparison data points/additional commentary for the safeguarding data? 2. Are we seeing a rise of specific types of safeguarding? 3. How does it look year on year (trending up/down/about the same)? HT advised DSL will investigate for future reports. <u>Absences</u> 1. Could we get the breakdown of types of absence? 2. A view on whether it is a particular gender or year group. DHT shared - lowest attendance pupils from a mixed background. A breakdown will be provided each half-term. <u>SENDCo report</u> 1. What did the green and yellow coding mean (RAG rating system)? HT explained that green indicates what has been achieved and yellow is for partially/not achieved. <u>Admissions</u> 1. Would the ratio of non-Catholic children on-roll ever affect on the school’s	DSL HT

	Catholic status? HT advised this would have no bearing. <u>Governor suggestion for future Headteacher Reports</u> Governors agreed the report is a good way to signpost what HT is looking to achieve this coming term - not the broad strategy initiatives themselves, but the key activities that will deliver them. HT will explore ways of doing this and liaise with Governors about what they want from the HT report.	
11	Safeguarding: KCSIE 2024 – key changes and Child Protection Policy for approval	
	HT & DHT advised minimal changes made the KCSIE 2024 and Child Protection Policy. HT asked all Governors to read the documents. Safeguarding paperwork form Safeguarding INSET to be issued to all Governors. HT advised bi-annual Safeguarding training has been booked for all staff and all Governors are welcome to attend. DHT advised he will forward links for the following training; he asked once Governors have attended the training to please update DHT and CoG: • Cyber Security • Prevent duty training GH confirmed that she will be in regular contact to monitor attendance and safeguarding as part of her role and will be updating Governors on an on-going basis. <u>Child Protection Policy</u> Governors had received a copy of the updated Child Protection policy prior to the meeting for review: DECISION – Policy agreed	All DHT All All
12	Admissions update	
	HT advised current admission numbers are in flux, Governors will be advised once numbers are confirmed at the end of this week. Initiatives to increase number for this accademic year are on-going, all ideas are welcome. Significant enquiries received for 2025/26 and the Open Evening is scheduled for 16th September 2024. HT to update Governors with admission numbers for 2024/25.	HT

	<i>Admissions update:</i> <table><tr><td><i>Reception:</i></td><td><i>21</i></td></tr><tr><td><i>Year 1</i></td><td><i>27</i></td></tr><tr><td><i>Year 2</i></td><td><i>31</i></td></tr><tr><td><i>Year 3</i></td><td><i>29</i></td></tr><tr><td><i>Year 4</i></td><td><i>30</i></td></tr><tr><td><i>Year 5</i></td><td><i>32</i></td></tr><tr><td><i>Year 6</i></td><td><i>27</i></td></tr></table> <i>Current Enrolment: 197</i>	<i>Reception:</i>	<i>21</i>	<i>Year 1</i>	<i>27</i>	<i>Year 2</i>	<i>31</i>	<i>Year 3</i>	<i>29</i>	<i>Year 4</i>	<i>30</i>	<i>Year 5</i>	<i>32</i>	<i>Year 6</i>	<i>27</i>	
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13	Attendance update – new statutory ‘working together to improve school attendance’:															
	HT advised ‘Working together to improve school attendance’ is now statutory policy and a consistent approach is being adopted in line with our rules and BCP requirements. Two children currently receiving AP.															
14	Governor development – report on any training needs still to be addressed:															
	Governors agreed the new committee structure would be beneficial to governor development aligned with a skills audit for new governors.															
15	Correspondence															
	Letter of resignation received from BH and accepted by the Governing board.															
16	Dates for future meetings:															
	19 th November 2024, 11 th February , 30 th April (budget approval) & 25 th June 2025															
17	AOB															
	MB raised academisation. All Governors agreed that a working group should be formed once they have more information from upcoming meetings with the Edith Stein CAT and the Diocese.															
	Action Points: HT proposed a communication from BH to parents and staff notifying them of her decision to resign. Governors requested a list governor committee roles within the new structure. Terms of Reference and Scheme of Delegation to be amended to reflect the committee	HT/BH HT CoG/AF														

	changes. To be approved at next FGB.	
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	HT requested clarification of the number of governors required for the governing board.	CoG
	HT encouraged all governors to attend curriculum meetings whenever possible due to their importance.	All
	Headteachers report: Safeguarding - investigate data outlined for future reports. Attendance - pupils from a mixed background. A breakdown will be provided each half-term.	DSL
	To read KCSIE 2024 and Child Protection Policy.	All
	Safeguarding paperwork from Safeguarding INSET to be issued to all Governors.	DHT
	Bi-annual Safeguarding training has been booked for all staff. All Governors are welcome to attend.	All
	Cyber Security and Prevent duty training.	All
	Update Governors with admission numbers for 2024/25.	HT