



St. Joseph's Catholic Primary School, Christchurch
Minutes of Full Governing Body Meeting
Thursday 12th October, 6.15pm

Present:

Brigid Hincks (BH) - Chair
 Liz Rippon (LR) - Headteacher
 Pete Hartley (PH)
 Sam James (SJ)
 Mike Board (M Board)
 Sinead Cheeseborough (SC)
 Margaret Bond (MBond)
 Pete Barry (PB)
 Brian Cassidy (BC)
 Gemma Hinchliffe (GH)
 Nikki Dennison (ND)
 Deacon Hugh Parry (DHP)
 Andy McLaughlin (AM)
 Father Paul Obada (FPO)

Attending:

Sonia Lomax – Clerk
 Jane Farrell - shadowing

Item		Action
1	Opening prayer	
	FPO opened the meeting with prayers	
2	Welcome & Apologies	
	Andy Webb and Nathan Rickard sent apologies for this meeting, which were accepted. BH welcomed FPO to his first meeting and the Governors introduced themselves.	
3	Declaration of Business Interests	
	No business interests were declared. BH reminded Governors that they needed to sign and return the annual business interests form asap.	ALL
4	Election of Chair and Vice-Chair	
	<u>Election of Chair and Vice-Chair</u> PH reminded Governors that he is stepping down as Vice-Chair this year and that he, BH and MBond are all in their final term of office. Chair - BH was nominated by PH and seconded by MBoard. Elected unanimously	

	Vice-Chair - MBoard was nominated by DHP and seconded by MBond. Elected unanimously Governors discussed succession planning and shadowing. MBoard has completed Diocesan Foundation training and agreed to shadow BH this year. <u>Committee Chairs</u> Governors agreed that all Committee Chairs will be elected at the first meeting of the Committee. To assist with succession planning in Committees, BH encouraged all Governors to attend other Committee meetings.	
5	Approval of Terms of Reference	
	PB reported that the link to the Governors page in the FGB TOR does not work – Clerk to amend. PB also asked whether all TOR's should define the voting rights of that Committee. Governors agreed that they should, with Finance having consensus voting and the rest majority voting. Clerk to amend TOR's and bring back to the next meeting for final approval.	Clerk Clerk
6	Minutes of previous meeting (28/06/2023) & 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. RM to submit a monitoring form on the curriculum day. LR reported that details on Cultural Capital are on the school website: https://www.stjosephs.dorset.sch.uk/cultural-capital/	RM
7	Headteacher's Report including the Catholic Life of the School	
	LR's written report had been available to Governors prior to the meeting. Areas covered included: • Catholic Life of the School • Quality of Education – Governors reviewed 2022/23 outcomes. LR confirmed that the focus this year will be on Writing. Governors reviewed this year's Baseline data. • Personal Development, including Safeguarding and SEND data. Governors noted the high number of Pupil Premium pupils (29.5%) this year compared to similar schools. LR reported there is also a high level of Speech & Language Therapy (SALT) need. • Pupil Overview • Leadership & Management Governors discussed the expected OFSTED inspection this year – LR confirmed there will be no notice, Governors are preparing for this visit. LR agreed to commission an external person to perform a review of governance and meet with Governors. BH informed Governors there is also useful information for Governors on The Key. Safeguarding - Governors confirmed that they had all read the 2023 changes to Keeping Children Safe in Education. LR reported that the DSLs have compiled a Safeguarding dash board and will meet with GH to discuss this.	LR LR/GH

	Governors were also asked to view the following: https://www.knowsleyclcs.org.uk/wp-content/uploads/2023/09/Governor-Briefing-Sept-2023.pdf	
8	School Development Plan	
	LR reported that the school's new data system (ARBOR) is now live and as expected it has speeded up data collection and improved reporting. LR to ensure that the latest SDP is sent to all Governors and to allocate a section of the SDP to each Governor for monitoring and evaluation.	LR
9	Committee Reports	
9.1	Each Chair summarised & updated Governors: <u>Admissions</u> SC updated: Reception – 2 spaces Yr1 – 1 over PAN due to twins, 4 on waiting list Yr2 - Full Yr3 – 2 spaces, 1 application in progress Yr4 – 1 space Yr5 – Full, 2 on waiting list Yr6 – Full. The school has held an open evening for next year and plans another one. LR has also done a lot of individual tours. BH reported that there are no changes to the Admissions Policy for 2025/26, so no consultation is required. DECISION – Agreed.	
9.2	<u>Curriculum</u> LR updated on the Curriculum meeting: • Governor learning morning – 3/11/23 • Quality of Education • School clubs • Review of performance data • Attendance • SDP • Monitoring & Evaluation etiquette	
9.3	<u>Finance</u> PH updated on the Finance meeting: • Discussed the plans for the carry forward from 2022/23 • Budget was reviewed • Breakfast and After Schools Clubs working well – proving popular and breaking even • Reviewed energy costs	

	- Industrial dishwasher purchase agreed. - Virements recommended. DECISION – Virements agreed. Governors were asked to agree the proposed Teachers Pay Award at 6.5%. DECISION – 2023 Teachers Pay Award agreed.	
9.4	<u>HR & Pay</u> HR meeting will take place next week. LR's recommendations for Teachers 2023 pay progression will go to this meeting then be sent to all Governors by e-mail for approval.	
9.5	<u>Premises</u> M Board updated on the Premises meeting: - A large section of the fence had been cut out, allowing access to the dual carriageway – fence will now be checked daily. - Purchase of security cameras is in progress - Defibrillator is ready to be hung on the wall – training will be organised - Roofing is complete with safety railing for ladder access - Yr5 Air Conditioning is complete - Update on the works to the Phizz lab 2 health & safety incidents in the playground that had to be reported - Site assessment for zebra crossing – awaiting decision but not high priority - RAAC assessment will take place next week Governors asked that their thanks be passed to the Premises team for the amount of work completed last year.	
9.6	<u>Performance Management</u> PH reported that the annual HT appraisal will take place on 1/11/23.	
10	Policies	
10.1	Governors had received copies of the 3 policies prior to the meeting: <u>Suspension and Exclusions Policy</u> DECISION – Policy agreed.	
10.2	<u>Lettings Policy</u> DECISION – Policy agreed.	
10.3	<u>Health & Safety Policy</u> MBoard to clarify the record retention period as detailed in 19.1 DECISION – Policy agreed.	MBoard
11	Monitoring & Evaluation	
	Already covered earlier in the meeting.	
12	Governors – training & monitoring	
	MBond has completed Safer Recruitment training. All Governors were reminded to send details of any training undertaken to the Clerk for recording.	
13	Correspondence	
	BH reported on correspondence received: Amy Dean resignation	

	Diocesan admissions guidance for 2025/26	
14	AOB	
	BH had already requested by e-mail that Rachel McMillan be re-elected as an Associate Governor for a further 4 year term. DECISION – Agreed. Governors requested that all future papers are sent out as Word documents in an e-mail. <i>GOV.Q. (PB) - Do staff take laptops home and if they do, are the laptops encrypted?</i> LR to investigate.	Clerk LR
15	Date of next meeting – 31/1/24	
	Meeting closed at 7.45pm	

ACTIONS

ALL

- Complete and return business interests form

Clerk

- Amend link to school webpage in FGB TOR
- Amend and add TOR's to next FGB agenda
- Send all future papers as Word documents

RM

- Submit monitoring form for curriculum day

MBoard

- Clarify wording in 19.1 of H&S Policy

LR

- Arrange Governor OFSTED training
- Meet with GH re Safeguarding dashboard
- Send SDP and allocate a section to each Governor
- Investigate whether laptops that go off-site are encrypted.