



St. Joseph's Catholic Primary School, Christchurch
Minutes of Full Governing Body Meeting
Wednesday 16th March, 6.15pm

Governor Monitoring: not applicable at this meeting

Present:

Brigid Hincks (BH) - Chair
Liz Rippon (LR) - Headteacher
Pete Hartley (PH)
Sam James (SJ)
Rachel McMillan (RMc)
Mike Board (M Board)
Andy Webb (AW)
Deacon Hugh Parry (DHP)
Sinead Cheeseborough (SC)
Nathan Rickard (NR)

Attending:

Gerry Curran (GC) – Deputy Headteacher
Sonia Lomax (SL) - Clerk

Item		Action
1	Opening prayer	
	DHP opened the meeting with prayers	
2	Welcome & Apologies	
	Brian Cassidy, Pete Barry, Margaret Bond, Nikki Dennison, Andy McLaughlin and Gemma Hinchliffe sent apologies for this meeting, which were accepted.	
3	Declaration of Business Interests	
	No business interests were declared.	
4	Minutes of previous meeting (26/01/2022) & 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 both 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 started her report by updating Governors on the COVID situation in school – number of cases had been steady but have seen an increase in cases this week. The school is prepared for another wave and is sticking to the Government rules. Trying to do “normal things” with the children. - Biggest issues being tackled with the children are Maths and Handwriting.	

	• High level of staff absences has been causing issues – LR reported that thanks to the Teaching team, T/As and supply cover the school has been able to continue running. • DHP has been in school conducting liturgies. • High level of special needs work.	
6	Safeguarding	
	LR reported that she, GC and Rebecca (the DSLs) are meeting regularly. They have drafted the safeguarding audit and will discuss with BC (Safeguarding Governor) next month. Still having a lot of safeguarding issues - liaising with police, social workers and parents is taking up a lot of time, particularly for LR. Governors discussed the BCP “Navigator” who will visit the school for half a day every week from next term, as St Joseph’s has been categorised by BCP Council as a Bronze school. All present were concerned that this level did not reflect the very high number of safeguarding issues in the school. <i>GOV.Q. (BH) – Is it possible to find out what level other local similar sized schools have been categorised as?</i> LR agreed to contact them and ask. <i>GOV.Q. (BH) – Can we appeal the level?</i> GC advised that the level is based on the January census data and BCP will review the level, but it is likely that nothing will change in the short term. LR informed Governors that it will be helpful to have this lower level social worker in school, but they will need to build a rapport with parents – this led to a discussion on the high level of staff turnover in BCP Council and how this could affect the impact of the Navigator.	LR
7	School Development Plan & SSE Cycle	
	<u>School Development Plan (SDP) -</u> GC reported that he had met with M. Board to discuss Primary Futures (https://www.primaryfutures.org/). MB has made contact with someone at Bournemouth University about this and GC will invite them into school to work with upper KS2. GC will arrange to meet with AW to discuss assessment. GC regularly meets with NR to discuss the SDP. LR reported that she is expecting a S.48 inspection after Easter. NR updated Governors on the PE & Sport Policy. He talked through the overview and the 3 strands – PESSPA (Physical Education, School Sports and Physical Activity). Governors discussed the significant amount of ELSA support work in school. <u>School Self Evaluation (SSE) –</u> LR reported that the SLT had met to review the SSE this week and that all is on track. RE monitoring will take place this week.	GC/ AW
8	Committee Reports	
8.1	All committee reports had been previously circulated to Governors. Each Chair summarised & updated Governors: <u>Admissions</u> SC updated: The committee had met to consider and rank the September 2022 intake applications. Parents will be notified on 19/04/2022. SC updated Governors on the in-year applications that had been approved.	

	BH reported that the school will receive funding for 217 children next year, which is higher than the current year.	
8.2	<u>Curriculum</u> RM updated on the Curriculum Committee learning walk around the school. The children were polite, engaged and very keen to talk to Governors and show them the work that they were doing. Governors were impressed by the free reading books that the children had chosen. GC commented that next time it could be useful for Governors to return to a classroom later to see the progress that was being made. <i>GOV.Q. (RM) – Has the school considered setting up a school wish list on Amazon for parents that wish to contribute?</i> GC felt that the PTA were already looking at this. LR reported that the next learning walk will focus on SEN, looking at the lowest 20% of children in Reading – LR will share the date once agreed.	LR
8.3	LR updated Governors on the Phonics accredited system that is being adopted. <u>Finance</u> PH updated on the Finance meeting: • The current financial position is good and the carry forward at year end will be within the allowed 8%. • The committee were concerned about rising energy costs and had looked at last year's spend on energy. The school is investigating green energy, smart meters and any other way of saving energy. Governors were considering holding a reserve in the carry forward to offset the increase. • School Financial Value Standard (SFVS) – the committee had reviewed the draft responses and recommended the submission. DECISION – Governors agreed unanimously to the SFVS submission. • Benchmarking – the committee had reviewed the data comparing against other similar schools. • The committee recommended that the SLAs with Dorset Council continue for another year. DECISION – Governors agreed unanimously to continue the Dorset Council SLAs for 2022/23.	
8.4	<u>HR & Pay</u> LR updated on the HR meeting: • Discussion on the high number of staff absences. • Staff wellbeing – LR is developing staff survey questions for anonymous responses. Governors thanked AW for his help with this. • LR reported that there will be a need for a designated Senior Mental Health Lead – LR to investigate what will be involved and the time needed for this role. • The committee had noted that attendance for last term was lower than usual but in-line with or higher than in other local schools. <i>GOV. Q. (BH) – How does SEND attendance compare to all children attendance?</i> LR to investigate and feedback.	LR
8.5	• Governors discussed making time for LR and the SLT to take time out and think about priorities/the future/an overview of the school (“deck-chair time”). <u>Premises</u> M Board updated on the Premises meeting:	LR

8.6	- The Committee had reviewed the updated premises spreadsheet and thanked GC and Jen Leonard for the work that they had done on this. - Tree work has started and will be completed over Easter. - Receiving quotes for the defibrillator and fire doors. <u>Performance Management</u> Nothing to report.	
9	Policies	
	Governors reviewed the Complaints Procedure that had already been sent to them. DECISION – Governors agreed unanimously to Ratify the Complaints Procedure	
10	Governors – training & monitoring	
	BH and ND had attended the BCP SEND training. BH reported that all Governors need to read Part 4 of the Equality Act: (https://www.legislation.gov.uk/ukpga/2010/15/contents) And Chapter 6 of the SEND Code of Practice: (https://www.gov.uk/government/publications/send-code-of-practice-0-to-25) BH also reminded Governors that they need to read Keeping Children Safe In Education every year: (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf) Please e-mail the Clerk to confirm that you have read these 3 documents.	ALL
12	Correspondence	
	None	
13	AOB	
	BH and LR to consider re-scheduling the 29/06/2022 meeting.	BH/ LR
14	Date of next meeting – 27/04/2022.	
	Meeting closed at 8pm	

ACTIONS

ALL

- Read 3 documents listed and notify Clerk when done.

LR

- Contact local schools to find out their Navigator status
- Inform Governors of date of next learning walk when agreed
- Investigate resources required for the Senior Mental Health Lead
- Investigate and feedback on SEND attendance

LR/BH

- Review date of last FGB of the year

GC

- Arrange meeting with AW to discuss SDP