



St. Joseph's Catholic Primary School, Christchurch

Minutes of Full Governing Body Meeting **Wednesday 17th March 2021, 6.15pm**

Location: Virtual Meeting via Zoom

Governor Monitoring: not applicable at this meeting

Present:

Brigid Hincks (BH) - Chair
Liz Rippon (LR) - Headteacher
Brian Cassidy (BC)
Margaret Bond (MB)
Mike Board (MBoard)
Mary Hurl (MH)
Peter Hartley (PH)
Sam James (SJ)
Vicki Merifield (VM)
Nikki Dennison (ND)
Nick Mills (NM)
Pete Barry (PB)
Deacon Hugh Parry (DHP)
Andy McLaughlin (AL)

Attending:

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

Item		Action
1	Opening prayer	
	DHP opened the meeting with prayers	
2	Welcome & Apologies	
	Sinead Cheeseborough had sent apologies for this meeting, which were accepted. Governors noted that NM's term of office had expired in February and that the vacancy is currently being advertised.	
3	Declaration of Business Interests	
	No business interests were declared.	
4	Minutes of previous meeting (27/01/2021) & Matters Arising	
	Prior to the meeting, Governors received a copy of the minutes & the confidential minutes from the same date. Both sets of minutes were agreed as an accurate record of the meeting and will be signed by BH when restrictions are lifted.	

	Governors agreed that all Matters Arising were covered in the agenda.	
5	Headteacher's Report - verbal	
	LR reported that: - All children had returned to school on 8th March. This went well on the whole but there have been a few behavioural issues. This has been an unsettled period with more anxious parents than normal, but the children seem to be happy. - LR is phasing her return to school. GC plans to be back in the class 2.5 days per week after Easter. - Parents meetings are taking place by telephone next week.	
6	Safeguarding	
	BC reported that his SCR monitoring report had been sent out to Governors. The annual audit has been undertaken - with Julie Murphy from BCP Council. As part of the feedback from this, LR will produce a Lockdown policy for the next meeting.	LR
7	School Improvement Plan & SSE Cycle	
	LR reported that the priorities for the rest of this year will be Phonics, Curriculum, Early Years & RE. We will also be ensuring that children are more active post lockdown. Plan to run summer sports clubs to ensure that children remain active over the summer. BH reported that parents are asking why residential visits cannot go ahead after restrictions are lifted – LR explained that it is too risky to plan these this year. Parents have been told but LR will write again after Easter. <i>GOV Q. (M Board) – Will there be catch up classes running over the summer?</i> – LR explained that Primary Schools are not required to do this unlike Secondary Schools. There are no plans to do this at the moment and the staff need the break. LR will investigate what other schools are offering. Looking at running after school tutoring groups for KS2 next term. <i>HP asked what would happen if the Government changed their minds and summer catch up sessions become a requirement?</i> – LR thought these would need to be run by supply staff. Governors agreed it is essential that all staff have their summer break. Catch Up funding – LR reported that the plan for spending this is on the school website and includes Booster classes, small group work & sessions with ELSAs	
8	Committee Reports	
	All committee reports had been previously circulated to Governors. Each Chair summarised & updated Governors: 8.1 <u>Admissions</u> Admissions policy for 2022/23 has been sent to both BCP Council & the Diocese and is on the school website. In year applications have been received for Years 2, 4, 5 & 6. The Year 2 application has been accepted but the other 3 years are full. There are currently 3 vacancies in Reception. 8.2 <u>Curriculum</u> Governors reviewed the minutes. The meeting had included a very useful update on Geography across the school. 8.3 <u>HR & Pay</u>	

8.4	MB updated on the HR meeting minutes. Will be interviewing next week for a Lunchtime Supervisor. MB & LR will be meeting to review the recruitment process. MB reported on some additional BCP Council funding to help vulnerable families. <u>Premises</u> SJ updated on the premises meeting minutes including updates on health & safety, the building project, roofing works and signage. The new reception desk has been fitted. MF reported that a list of planned work has been sent to the Diocese and they have agreed what could be funded next year. <i>GOV Q. (ND) – Is there Wifi available in the new meeting room now?</i> Yes, have also had a quote of £2.7k for an interactive whiteboard to be fitted in there. Although this seems expensive, the room will also be used for teaching. DECISION – Governors agreed unanimously to approve this spend.	
8.5	<u>Finance</u> PH updated on the finance meeting minutes. The school is in a good financial position at the end of February and is currently showing an underspend at year end in excess of the 8% carry forward allowed. PH confirmed that a number of projects are planned and the money will be committed to. Looked at value for money purchasing for services and agreed to continue using Dorset Council for another year. MF is currently looking at Insurances.	
8.6	<u>Performance Management</u> Plan to meet with LR for her performance management next term.	
9	Policies	
	Governors reviewed the policies that had already been sent to them: • Child Protection – LR to amend dates on front page • Whistleblowing – MF to add the need to get professional advice early in the process • Mobile Phone – LR to add cross references to other policies that include social media • Homework • PREVENT – LR to clarify how the Local Authority is involved in the process • Charging & Remissions • Financial Procedures • Voluntary Funds DECISION – Governors agreed unanimously to Ratify all policies subject to identified amendments	LR MF LR LR
10	Governors – training & monitoring	
	Governors confirmed that no training had taken place since the last meeting.	
11	Correspondence	
	BH reported that she had received an invitation to the Schools & Academies Show Online at the end of April.	
12	AOB	
	• LR passed on the thanks of a teacher to MH for contacting them.	

	• HP reported that Yr6 have recorded prayers for Mass. • LR reported that there had been a fire drill this week, the first time with the new entrance. A few issues had been identified and were discussed, including with the boiler room. GC reported that action is planned. • Governors asked about the FGB minutes being published on the website. Added once approved at the following meeting.	
13	Date of next meeting – 28/04/2021. Budget approval	
	Meeting closed at 7.35pm	

ACTIONS

LR Lockdown policy for next meeting

LR & MF Amend policies as agreed