



St. Joseph's Catholic Primary School, Christchurch

Minutes of Full Governing Body Meeting

Monday, 17th March 5.30pm

Present: Liz Rippon (HT) – Headteacher Mike Board (MB) – Chair Gemma Hinchliffe (GH) – Vice-chair Margaret Bond (MBond) Pete Barry (PB) Andy McLaughlin (AL)	Andy Webb (AW) Rachel McMillan (RM) Pete Hartley (PH) Vick Withey (VW) Sam James (SJ)
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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:	
	Apologies were received and accepted from Sinead Cheeseborough and Father Paul Obada	
3	Declaration of Business Interests:	
	No business interests were declared.	
4	Approval of minutes 19th November 2024 and matters arising:	
	Prior to the meeting, Governors received a copy of the minutes. These minutes were agreed as an accurate record of the meeting and were signed by MB. Actions points & matters arising: DHT has contacted and chased CPOMS regarding reports. Will chase again next week. The new Foundation Governor appointment nomination to be followed up, CoG to forward latest correspondence to HT. All other action points completed.	DHT Clerk
5	School Development Plan & Catholic Life of the School:	
	HT updated: - Recent visit from the Director Education & Skills at BCP Council was successful. The School Development Plan was reviewed and well received; they were impressed with the provision provided. - Key priorities for Spring term include raising outcomes in EYFS across reading, writing and number, progress is being made. In addition, developing a whole school oracy approach by introducing Oracy lessons together with raising standards in writing.	

	• Awaiting new Religious Education scheme. Catholic life of the school continues to be at the forefront: • The Ash Wednesday service at school was a special and spiritual experience for the children. • Holy Communion for our children is taking place at the Holy Redeemer church. • R.E. leads are planning events throughout the year to mark the Jubilee 2025 Pilgrims of Hope. • Community engagement with parental involvement has been a focus.	
6	Headteacher's Report (including Safeguarding):	
	HT summaries latest update: • Maternity cover has been arranged for our Music teacher's period of leave. • Forest school is working well, a local toddler group is participating. • Provision for SEND is a challenge at a national level, continue to raise with BCP. • With an increase in EHCPs staff are receiving training to meet childrens needs. • STEM week was an excellent opportunity for children across the school to participate in STEM activities and hear speakers in the science & technology field. Science leads to be thanked for their hard work organising. • World Book Day was a success, with the children across the school engaging in reading activities. • Safeguarding is an on-going priority.	
7	Committee minutes & actions – main headlines:	
	The Governors received a copy of the Finance & Resources Committee minutes dated 31st January 2025 and Admissions Committee minutes dated 11th February 2025 prior to the meeting (Finance & Resources minutes dated 14th March 2025 were shared at the meeting): <u>Curriculum & Standards Committee – Governors Curriculum Morning Walk</u> Governors reported that the 'Governors Curriculum Morning Walk' had been well attended. It was felt it was a successful morning. During the morning walk Governors were impressed with the swift transition from the start the school day into learning during which they observed excellent Teachers and skilled, targeted support from Teaching Assistants. <u>Finance & Resources Committee</u> Headlines shared. Starlight (breakfast & after-school) club – the grant awarded from BCP will assist with funding the club and help extend the club to more children. First Aid – Governors were satisfied with Incident Report shared with Governors (incidents outside of school premises have been reviewed and are followed up by Dorset Council). CCTV has been installed on outside doors, yet to be linked up and discussions on additional security at the front school gates and reception area are on-going. The budget for the current year is robust, the carry forward is a good number within the threshold of 8%. The reduced numbers in the 2024 census continues to affect the budget for 2025/26. However, pupil number projections for September 2025 are good with an	

	anticipated number of 30 children starting in Reception class, with a total of 59 applications to consider in the Autumn term. SLAs - Governors agreed that the school will continue with the current SLAs. It was approved by the FGB to retain the SLAs we have with Dorset. SFVS - Governors received a copy of the SFVS prior to the meeting. This was approved by the FGB. <u>Admissions update</u> <table><tr><th>Year</th><th>On roll @ 17/03/25</th><th>Confirmed starters</th><th>Expected Leavers - date tbc</th><th>Places currently available</th><th>Offers Pending</th><th>Waiting List</th></tr><tr><td>YR</td><td>24</td><td>-</td><td>-</td><td>6</td><td>-</td><td>-</td></tr><tr><td>Y1</td><td>27</td><td>-</td><td>-</td><td>3</td><td>1</td><td>-</td></tr><tr><td>Y2</td><td>31</td><td>-</td><td>-</td><td>-</td><td>-</td><td>3</td></tr><tr><td>Y3</td><td>30</td><td>1</td><td>-</td><td>1</td><td>-</td><td>-</td></tr><tr><td>Y4</td><td>31</td><td>-</td><td>-</td><td>1</td><td>-</td><td>-</td></tr><tr><td>Y5</td><td>32</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>Y6</td><td>27</td><td>-</td><td>-</td><td>5</td><td>-</td><td>-</td></tr><tr><td>TOTAL</td><td>202</td><td>1</td><td>-</td><td>16</td><td>1</td><td>-</td></tr></table> Three further applications went onto the system on 14th March - siblings in Y1, Y3 and Y4 (not included in figures). For the September intake, we will be offering 30 places in the Reception class and a waiting list will be established. We have received 1 late application and currently, we will be offering one place in Year 3. The HT reinforced her commitment to maintaining the momentum to promote St Joseph’s to new parents and the wider community. Governors acknowledged her efforts and conveyed their thanks. MB advised he had attended the BCP annual review.	Year	On roll @ 17/03/25	Confirmed starters	Expected Leavers - date tbc	Places currently available	Offers Pending	Waiting List	YR	24	-	-	6	-	-	Y1	27	-	-	3	1	-	Y2	31	-	-	-	-	3	Y3	30	1	-	1	-	-	Y4	31	-	-	1	-	-	Y5	32	-	-	-	-	-	Y6	27	-	-	5	-	-	TOTAL	202	1	-	16	1	-	
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8	Governor’s school monitoring visits – main headlines:																																																																
	MBond carried out a half-termly EYFS monitoring visit on 14th February and summarised her monitoring evaluation: She received a tour of the classroom and was overall very impressed. She observed phonics, writing and reading lessons with children working at ARE or ARE+ and WT and the children had an excellent response to the teacher, found the children to be happy in their learning and the boundaries/rules of the classroom were well embedded in their routine. EYFS remains a key focus and the next half-termly visit will focus on phonics progress and data.																																																																

	Governors asked for clarification of their individual 'linked' roles and the specific monitoring area for future governor visits.	HT
9	Policies ratified at FGB:	
	Governors received copies of the six policies prior to the meeting for review: <u>Charging & Remissions policy</u> (no changes requirement to review annually) DECISION – Policy agreed <u>Whistleblowing policy</u> (no changes requirement to review biannually) DECISION - Policy agreed <u>Financial Procedures policy</u> (minor change) DECISION – Policy agreed <u>Teachers' Pay policy 2024-25</u> Pay scales updated to reflect STPCD2024 and also a minor amendment to section 8 (updated) DECISION – Policy agreed <u>Support Staff Pay policy 2024-25</u> - Pay scale updated in Appendix 2 (updated) DECISION – Policy agreed <u>Admissions policy 2026/27</u> DECISION – Policy agreed	
10	Governor Training:	
	Governors attended the staff Safeguarding Inset training on 25th October 2025. DHT and CoG to be notified of on-going training attended by Governors for CPD records. Diocese Governor Spring Briefing on 25th February was attended by MB who advised Academisation was on the agenda.	
11	Correspondence	
	No correspondence reported	
12	Dates for future FGB meetings:	
	5.30pm, 30 th April & 5.30pm 25 th June 025	
13	AOB	
	'Safeguarding' to be listed separately on all future agendas Staff left meeting and confidential minutes were approved by non-staff Governors.	CoG

	<u>Action points:</u> 1. DHT to chase CPOMS regarding reports and update Governors. 2. The new Foundation Governor appointment nomination to be followed up, CoG to forward latest correspondence to HT. 3. Clarification of Governor 'linked' roles and specific monitoring areas. 4. 'Safeguarding' to be listed separately on all future FGB agendas.	DHT CoG HT CoG
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