



## **St. Joseph's Catholic Primary School, Christchurch**

### **Minutes of Full Governing Body Meeting**

**Wednesday 22<sup>nd</sup> March, 6.15pm**

#### **Present:**

Brigid Hincks (BH) - Chair  
Liz Rippon (LR) - Headteacher  
Pete Hartley (PH)  
Sam James (SJ)  
Mike Board (M Board)  
Deacon Hugh Parry (DHP)  
Sinead Cheeseborough (SC)  
Margaret Bond (MBond)  
Andy Webb (AW)  
Nikki Dennison (ND)  
Father Ansel D'Mello (FAD)

#### **Attending:**

Sonia Lomax (SL) – Clerk

| <b>Item</b> |                                                                                                                                                                                                                                                                                                                                      | <b>Action</b> |
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| <b>1</b>    | <b>Opening prayer</b>                                                                                                                                                                                                                                                                                                                |               |
|             | FAD opened the meeting with prayers                                                                                                                                                                                                                                                                                                  |               |
| <b>2</b>    | <b>Welcome &amp; Apologies</b>                                                                                                                                                                                                                                                                                                       |               |
|             | Brian Cassidy, Pete Barry, Andy McLaughlin, Nathan Rickard, Gemma Hinchliffe and Rachel McMillan sent apologies for this meeting, which were accepted.                                                                                                                                                                               |               |
| <b>3</b>    | <b>Declaration of Business Interests</b>                                                                                                                                                                                                                                                                                             |               |
|             | No business interests were declared.                                                                                                                                                                                                                                                                                                 |               |
| <b>4</b>    | <b>Minutes of previous meeting (25/01/2023) &amp; Matters Arising</b>                                                                                                                                                                                                                                                                |               |
|             | 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.<br><br>All actions had been completed.<br><br>Governors agreed that all Matters Arising were covered in the agenda. |               |
| <b>5</b>    | <b>Headteacher's Verbal Report including the Catholic Life of the School</b>                                                                                                                                                                                                                                                         |               |
|             | LR updated Governors including: <ul style="list-style-type: none"><li>• Catholic Life of the School – FAD had visited the school and led an Ash Wednesday service. The children engaged brilliantly and both services were very spiritual.</li></ul>                                                                                 |               |

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|            | <p>CARITAS visited and helped with the garden and sustainability. The Mini Vinnies have been working on the garden with CARITAS, SC and SJ – Governors thanked SC and SJ for their work on the garden and noted that volunteers will be needed to help maintain this over the summer.</p> <ul style="list-style-type: none"> <li>SEF – LR explained that this is a summary and evaluation of the school showing achievements, priorities and areas to develop. It includes behaviour and attitudes with evidence, personal developments and the extra-curricular offer. LR to send the latest update to all Governors.</li> </ul> <p><b>GOV.Q. (AW) - How is this monitored?</b> Baseline assessment, development of a measurable plan with details of what success will look like, benchmarking, regular re-assessments.</p> <p><b>GOV.Q. (MBoard) – How are girls interests in STEM subjects nurtured?</b> The science fair and science quiz had been well attended by girls. LR will liaise with Mrs Walls to explore an extra-curricular club for STEM.</p> <ul style="list-style-type: none"> <li>LR reported that the new project related TLR is working well, having led staff training and leading Oracy across Maths over the last term.</li> <li>Phonics – the Springhill Hub had audited Phonics. LR will distribute the phonics audit to all governors.</li> <li>Astronomy evening – PH gave feedback on this and the Science Fair.</li> </ul> <p>Governors thanked LR for her report.</p> | LR |
| <b>6</b>   | <b>Safeguarding</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |
|            | <p>LR reported that the school continues to follow robust procedures, but the lack of Social Workers in BCP Council is meaning more work in school.</p> <p>BH reported that she had attended the online safeguarding briefing and gave feedback:</p> <ul style="list-style-type: none"> <li>DBS checks do not need to be carried out annually, but can ask Staff &amp; Governors to annually declare that there are no changes that would affect this</li> <li>Supervision – LR confirmed that she has undertaken this recently. LR was asked to encourage GC to access external supervision termly.</li> <li>Casual staff – LR confirmed that all casual staff undertake induction and are DBS checked.</li> <li>BCP Safeguarding Audit – may start charging schools for this in future. Internal safeguarding audit is in progress.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | LR |
| <b>7</b>   | <b>Committee Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| <b>7.1</b> | <p>Each Chair summarised &amp; updated Governors:</p> <p><u>Admissions</u></p> <p>SC updated:</p> <p>September 2023 applications have been categorised and evidence checked. Expect to offer 30 places in Reception, but have had no applicants for the 2 additional places in Yr3. Only 2 Catholic applicants.</p> <p>Dates for appeals are on the school website. 2024/25 Admissions Policy has been sent to BCP Council and the Diocese and is on the school website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| <b>7.2</b> | <p><u>Curriculum</u></p> <p>AW updated on the Governor Learning Morning:</p> <p>Curriculum Vision revisited:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |



- Governors noted that the start of the school day was well organised and learning started promptly.
- Very impressed by the way the TAs support the start to the day.
- Update on Phonics – **AW had asked about the level of challenge for more able readers as Greater Depth has been identified as an area to develop.**
- Ms Whyte presented on History. Governors were able to ask questions and met with Yr6 children, including PP and children with SEND – Governors commented on History knowledge and enthusiasm of the children.

Governors noted the assessment dates for 2024/25 and that KS1 assessments will be optional.

### 7.3

#### Finance

PH updated on the Finance meeting:

- Current financial position – likely to have a surplus at year end
- New School Meals provider has been agreed
- Financial audit – all recommendations in progress
- Starlight Club – performing well although the booking system is challenging. Governors noted that this is still in trial period – LR and AW to meet to review attendance criteria
- Schools Financial Value Statement (SFVS) – MF and AM had completed. The committee reviewed the relevant documents, agreed that the school is compliant and recommended that the FGB sign and submit the return to BCP Council. Governors asked that their thanks be passed to MF for her work on this.

**DECISION – SFVS Agreed. To be submitted to BCP Council.**

#### HR & Pay

### 7.4

M Bond updated on the HR meeting:

- Attendance is slightly lower this term and below target – the committee reviewed the process following an absence.
- Parents meetings for Yr2 and Yr6 were not very well attended – Governors discussed changing these to virtual meetings in future
- Proposal for lunch hours to be 1 hour across the school for consistency each day.
- MBond had reviewed the website and made a number of suggestions – Governors discussed the amount of work involved in updating the website.

#### Premises

### 7.5

M Board updated on the Premises meeting:

- Major roof refurbishment due to start in May
- Boiler issues now completed

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|            | <ul style="list-style-type: none"> <li>• Issues with fire doors</li> <li>• Fob entry now in place</li> <li>• New taps in toilets and a new disabled toilet to be fitted</li> <li>• Kitchen shutter needs replacing</li> <li>• Windows in Yr5 need replacing and air conditioning needed in this room</li> <li>• Security camera and lights to be fitted</li> <li>• Cyber security being updated</li> <li>• Evacuation Policy needed when not due to fire – Governors discussed using the fire alarm for all evacuations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |
| <b>7.6</b> | <u>Performance Management</u><br>Nothing to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |
| <b>8</b>   | <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |
|            | <u>Financial Procedures</u><br>PH reported that this had been considered and was recommended by the Finance Committee<br><b>DECISION – Governors agreed unanimously to Ratify the Financial Procedures</b><br><br><u>Whistleblowing Policy</u><br>PH reported that this had been considered and was recommended by the Finance Committee<br><b>DECISION – Governors agreed unanimously to Ratify the Whistleblowing Policy</b><br><br><u>Purpose of Voluntary Funds</u><br>PH reported that this had been considered and was recommended by the Finance Committee<br><b>DECISION – Governors agreed unanimously to Ratify the Purpose of Voluntary Funds Policy</b><br><br><u>Pay Policy (Teaching Staff)</u><br>MBond reported that this had been considered and was recommended by the HR Committee<br><b>DECISION – Governors agreed unanimously to Ratify the Pay Policy (Teaching Staff)</b><br><br><u>Pay Policy (Support Staff)</u><br>MBond reported that this had been considered and was recommended by the HR Committee<br><b>DECISION – Governors agreed unanimously to Ratify the Pay Policy (Support Staff)</b> |                               |
| <b>9</b>   | <b>Monitoring &amp; Evaluation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |
|            | MBond and RM to submit monitoring forms.<br><br>During the Governor Learning Morning, Governors observed the drop-off of children in the morning, parking and safety around school and how promptly the children start school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>MBond</b><br><br><b>RM</b> |
| <b>10</b>  | <b>Governors – training &amp; monitoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |
|            | MBoard had completed Diocesan training, BH had attended the BCP annual safeguarding update.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |
| <b>11</b>  | <b>Correspondence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |
|            | BH reported on correspondence received: <ul style="list-style-type: none"> <li>• Strike action</li> <li>• Resignation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |

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| <b>12</b> | <b>AOB</b>                                                                                                                                                                                      |            |
|           | Governors discussed the recent headlines on the Headteacher suicide following an Ofsted inspection.<br>Governors were reminded that they all need to sign the Code of Conduct and return to BH. | <b>ALL</b> |
| <b>13</b> | <b>Date of next meeting – Amended to 27/04/2023</b>                                                                                                                                             |            |
|           | Meeting closed at 8.40pm                                                                                                                                                                        |            |

## **ACTIONS**

### **ALL -**

- Sign Code of Conduct and return to BH asap

### **LR -**

- Send SEF to all Governors
- Send Phonics Audit report to Governors
- Meet with GC re termly Supervision
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### **MBond -**

- Complete monitoring report

### **RM -**

- Complete monitoring report