



St. Joseph's Catholic Primary School, Christchurch
Minutes of Full Governing Body Meeting
Wednesday, 24th April 2024, 6.15pm

Present: Brigid Hincks (BH) - Chair Liz Rippon (LR) - Headteacher Pete Hartley (PH) Sinead Cheeseborough (SC) Margaret Bond (MBond) Pete Barry (PB)	Nikki Dennison (ND) Andy Webb (AW) Father Paul Obada (FPO) Rachel McMillan (RM) Mike Board (MB)
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Attending:

Jane Farrell – Clerk

Amanda Flack (AF) – Support Services Manager

Item		Action
1	Opening prayer	
	FPO opened the meeting with prayers.	
2	Welcome & Apologies	
	Sam James, Gemma Hinchliffe, Nathan Rickard and Andy McLaughlin sent apologies for this meeting, which were accepted.	
3	Declaration of Business Interests:	
	No business interests were declared.	
4	Board membership matters: Note any appointments, vacancies and expiring of terms of office. Action:	
	BH advised that paperwork had been sent to one prospective Governor, V Withey, yet to be returned. BH advised following vacancies: Currently 1 vacancy (Foundation). Further vacancy (Local Authority) in September 2024 (Special Educational Needs and Disabilities).	
5	Minutes of meeting held on 31st January 2024 & 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 BH.	

	All actions had been completed. BH advised no expected appeals. Clerk for appeals to be sourced when required. LR to send out a new date for learning morning to all Governors. Governors to continue to familiarise themselves with Ofsted questions. Data Protection Policy to be finalised: paragraph 17, to amend reference to 'Pupil Premium children' to 'all children'.	BH LR All AF
6	Finance Report:	
	PH reported that the School Financial Value Standard (SFVS) had been submitted to BCP by the 31st March deadline after having been reviewed by the Finance Committee and emailed to FGB governors for approval. The Governors received a copy of the Finance Committee minutes and the Proposed Budget for 2024/25 prior to the meeting. PH recommended budget - All Governors approved the budget for the financial year 24/25. LR thanked AF and Finance Committee for their work on the budget. Pupil numbers for September 2024 nationally look lower than previous years. Governors discussed initiatives to generate interest to increase numbers; the October 2024 census will affect budget for 2025/26. BH advised attending Forum meeting in June and will raise the lower numbers. AF reported on the cleaning tender. BCP Procurement are in the process of carrying out final checks and are nearly ready to award a three-year contract to the top supplier based on quality and price. AF and two governors carried out the quality evaluation of the tenders and BCP evaluated and ranked the price submissions. The plan is for the contract to start 1 June 2024. Await go ahead for BCP to award the contract. All Governors agreed to award contract to the top supplier. AF reported on catering contract. No issues with current supplier. AF currently checking extension period for contract (1 or 2 years).	BH AF
7	Admissions:	
	SC updated on admissions: Reception – 3 spaces Yr1 – 1 over PAN due to twins (4 on waiting list) Yr2 – Full (2 on waiting list) Yr3 – 2 spaces Yr4 – 1 space (1 placed offered) Yr5 – Full (3 on waiting list) Yr6 – Full (2 on waiting list)	

	SC reported September intake 18 for Reception and 2 places for Year 3. Numbers look low nationally for September 2024. LR suggested placing a banner on the school fence advertising places available. Agreement by all Governors to place banner on fence facing Waterman's park and at Church. LR has designed a flyer advertising places in September for distribution - to be email to Governors.	LR Clerk
8	Head Teacher's Report including: Catholic Life of the School, Safeguarding, School Development Plan & SSE cycle:	
	All Governors agreed a comprehensive, excellent report. LR asked for questions: Governor queried number of Safeguarding incidents and what kind of incidents were being recorded? LR advised that incidents could relate to the same child, she gave an outline of incidents recorded and advised that these were levelling off. Advised school has a Navigator in place to help with pastoral care and supporting parents, which is proving beneficial. BH asked what kind of incidents are reported to BCP? SC advised medical incidents including head bumps which require the completion of a RIDDOR form.	
9	Arrangements for Summer statutory assessments in Summer Term:	
	LR advised the assessments for Summer Term: • Key Stage 2 SATs week commencing the 13th May 2024 • Phonics Screening in June • Year 4 Times Tables tests (Year 1 SATs are not compulsory and will not take place this year) BH asked for predicted results for Year 6 SATs. LR advised it is above national – GD lower.	
10	HR update Support Staff Increments:	
	Support staff increments approved by all Governors back dated to 1st April 2024.	
11	Policies Governors had received a copy of 1 policy prior to the meeting: <u>Governor Visits policy</u> DECISION – Policy agreed. <u>Data Protection Policy</u> To be finalised.	AF
12	Link Governor reports/reports from Governor monitoring visits in the Spring term:	
	MB reported he had visited Nathan, PE Co-ordinator, advised: • St Joseph's has attained national awards at platinum and gold levels for the schools participation in PE and pupil achievements	

	A drop-off in after-school club attendance, which could impact children's fitness levels. Governors discussed low attendance at after-school clubs. Governor suggested a survey asking parents for their feedback on after-school club provision. LR asked Governors who attended Year 2 Space Camp on 8th February 2024 to complete a Governor Monitoring Form. BH reported she had carried out Year 4 RE monitoring on 23rd April, will be carrying out RE monitoring in Year 6 and will be discussing new RE training with teachers. Wellbeing Governor reported meeting to be arranged with RC. AF to meet Governor on 25th April to discuss Single Centralised Register.	LR LR PB/PH MBond
13	Governor Development:	
	BH advised training on The Key is ongoing. BH asked all Governors to regularly check The Key for training.	All All
14	AOB	
	MB reported all positive in relation to Premises.	
15	Date of Next Meeting:	
	26/06/24	
	<u>ACTIONS</u> ALL - Governors to familiarise themselves with the Ofsted questions. - Governors to regularly check The Key for ongoing Governance training. BH - BH to source Clerk for appeals when required. - To raise low numbers at Forum meeting in June. OFFICE/CLERK - Send out dates of school events to all Governors. - Send out a copy of the school leaflet advertising places in September to all Governors. - Organise banner advertising places in September for school fence and church. LR - Investigate increasing attendance at after-school clubs; conduct parent survey. - Send out dates of next learning morning to all Governors. AF - Data Protection Policy: paragraph 17, to remove reference to Pupil Premium children to all children. - Checking Catering contract extension period.	

	GOVERNORS: - Governors who attended Year 2 Space Camp, 8th February 2024 asked to complete a Governor Monitoring Form. - Wellbeing Governor to arrange a meeting with RC.	
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