



St. Joseph's Catholic Primary School, Christchurch
Minutes of Full Governing Body Meeting
Wednesday 25th January, 6.15pm

Present:

Brigid Hincks (BH) - Chair
Liz Rippon (LR) - Headteacher
Pete Hartley (PH)
Sam James (SJ)
Andy McLaughlin (AM)
Brian Cassidy (BC)
Rachel McMillan (RM)
Nathan Rickard (NR)
Mike Board (M Board)
Deacon Hugh Parry (DHP)
Sinead Cheeseborough (SC)
Pete Barry (PB)
Margaret Bond (MBond)
Gemma Hinchliffe (GH)

Attending:

Sonia Lomax (SL) – Clerk
Father Ansel (FAD)
Gerry Curran (GC)

Item		Action
1	Opening prayer	
	FAD opened the meeting with prayers	
2	Welcome & Apologies	
	Andy Webb and Nikki Dennison sent apologies for this meeting, which were accepted.	
3	Declaration of Business Interests	
	No business interests were declared.	
4	Minutes of previous meeting (30/11/2022) & 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 signed by BH. All actions had been completed. Governors agreed that all Matters Arising were covered in the agenda.	
5	Headteacher's Report including the Catholic Life of the School	

	LR had already sent out her report to Governors for the last term. Governors commented on the format of the report which they found easy to read and understand. Areas covered included: <u>Catholic life of the School</u> • Two open evenings for prospective parents • Hosting teachers from local Catholic Schools to plan RE learning and provide feedback to the Diocese • RE book monitoring • Concentrating on the S48 targets • Feedback on the Masses and Liturgies that had taken place • Christmas play <u>The Quality of Education</u> • INSET training days on the Curriculum and the Rosenshine Principles • Little Wandle training • Peer reviews • Progress on the Ofsted targets from 2018 • Progress and Attainment – Challenges and Strengths. LR reported that the school is focusing on Greater Depth this term. • Data showing current attainment and predictions – LR reported that she is looking at a new data system to reduce the time taken to provide statistics. LR produces the report but many contribute to it. <u>Personal Development</u> • ELSA/HOPE • Mental Health Schools Team • Sports and extra-curricular activities <u>SEND</u> • SEND Register – Governors noted that 16.2% is higher than the national average. • EHCP applications • Attendance <u>Pupil overview</u> • Number on roll – Governors expressed concern at the low number of Catholics in Ducklings. LR reported that this is likely to be the case for next year’s intake as well. Governors discussed some of the many reasons for this and agreed that it should be seen as an opportunity. • Pupil Premium – Governors expressed surprise at the high number of Pupil Premium children in the school at 28%. LR talked through the support that is provided including vouchers, school trips, help with uniform and after school clubs. The Pupil Premium report is published on the website – LR to share with all Governors. • Behaviour – proud to report no exclusions even though there had been some difficult issues • Attendance <u>Leadership & Management</u> • Governor Succession Planning – to be discussed further at the next meeting • Governors Monitoring and Evaluation visits • BCP Council Heads’ meeting • Safeguarding training – Governors asked about support from BCP Children’s Services, LR reported that safeguarding issues are at a more manageable level than	LR SL
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	last year. The Navigator being based at Somerford Hub is working well and she visits the school around once per month. GC gave feedback on the regular Designated Safeguarding Lead (DSL) Forum that he attends. • Parent Engagement • Plans for this term, next term and the future Governors thanked LR for the report.	
6	Safeguarding	
	GC reported that all staff and most Governors have completed the Cyber Security training. He then went on to update Governors on the work that is being done on this. Safeguarding training levels 1 & 2 takes place next Monday at 6pm.	
7	Committee Reports	
7.1	Each Chair summarised & updated Governors: <u>Admissions</u> SC updated - Number on roll: Reception – 30, full with 4 on the waiting list Yr1 – 30, full with 2 on the waiting list Yr2 – 29 Yr3 – 30, 2 spaces Yr4 – 32 Yr5 – 33, over PAN Yr6 – 32, full with 2 on waiting list SC reported 44 applications for Reception next year with 26 as first preference. Governors noted that there may be a few more when the other Local Authority applications are notified. Governors noted that applications are lower this year than previous years across the whole of BCP. There are 2 applications for Yr3 with 1 late application. BH and SC will meet to categorise the applications then arrange for the Admissions Committee to meet before 3/3/23.	BH/SC
7.2	<u>Curriculum</u> RM updated on the curriculum meeting: • Progress towards the School Development Plan (SDP) • Autumn Assessment update • Pupil Premium • School Self-Evaluation update • Presentation on SEND – agreed to carry out an audit across the school prior to the next Committee meeting • INSET days	
7.3	<u>Finance</u>	

	PH updated on the Finance meeting: - Looking at an alternative provider for School Meals - The School Audit has taken place this month – Governors asked that their thanks be passed to Mandy for a great job on this - Wrap round Care (“Starlight”) has started and is getting very good feedback from parents. - The recommended virements were agreed to go to FGB for approval - Budget is expected to be in surplus at year end - Received a £15K grant from the DfE for energy but still waiting to hear from the Diocese how this can be used DECISION – The Virements proposed were agreed.	
7.4	<u>HR & Pay</u> M Bond reported that this Committee had not met this term. M Bond left the meeting.	
7.5	<u>Premises</u> M Board updated on the Premises meeting: - Now have 2 fully functioning boilers but a pump needs replacing – waiting for the Diocese to agree funding - Skylights and the roof is leaking – a survey has found the roof to be in an extremely poor state. Will now be a priority for repair. Will also ask for an assessment of lightning protection to take place - Replacement fire doors have been installed - Governors did an internal walk around the school. - IT infrastructure – Governors discussed which Committee this would sit under and agreed it sits with the Premises Committee.	
7.6	<u>Performance Management</u> Nothing to report – Committee to meet prior to next FGB.	
8	Policies	
	<u>Charging and Remissions Policy</u> DECISION – Governors agreed unanimously to Ratify the Charging and Remissions Policy.	
9	Governor Impact Statement 2021-22	
	Governors reviewed and agreed the draft Governor Impact Statement. It was noted that the only whole governing body training that had taken place was Safeguarding training and that all Governors should notify the Clerk when they complete any governor training. DECISION – The Governor Impact Statement 2021-22 was agreed.	ALL
10	Monitoring & Evaluation	
	GH reported on her review of the Single Central Register (SCR). Governors discussed some resulting questions – Who keeps Foundation Governors references? The Diocese	

