



St. Joseph's Catholic Primary School, Christchurch

Minutes of Full Governing Body Meeting **Wednesday 25th November, 6.15pm**

Location: Virtual Meeting via Zoom

Governor Monitoring: not applicable at this meeting

Present:

Brigid Hincks (BH) - Chair
Liz Rippon (LR) - Headteacher
Margaret Bond (MB)
Brian Cassidy (BC)
Sinead Cheeseborough (SC)
Peter Hartley (PH)
Sam James (SJ)
Rachel McMillan (RMc)
Vicki Merifield (VM)
Nikki Dennison (ND)
Nick Mills (NM)

Attending:

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

Item		Action
1	Opening prayer	
	LR opened the meeting with prayers	
2	Welcome & Apologies	
	Mary Hurl, Mike Board & Pete Barry had sent apologies for this meeting. Governors welcomed SL to the meeting as the newly appointed Clerk. BH took this opportunity to inform Governors that Father John had resigned from the Governing Body, although he will continue to support the school. Governors agreed that FGB minutes will be published on the school website & Father John will still be able to access them.	SL
3	Declaration of Business Interests	
	No business interests were declared.	
4	Minutes of previous meeting (14/10/2020) & 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. BH reported that an application for a new Foundation Governor was in progress.	
5	Headteacher's Report	
	LR presented her report to Governors. Areas covered included: • Safeguarding – LR thanked GC for his work on this while she is working from home. GC reported on the MIT Vulnerable list from BCP Council which is updated fortnightly. BC (as Safeguarding Governor) will carry out a safeguarding audit next term – may need to be remote. • Democracy week • Learning Update – LR reported that a Yr2 phonics assessment has taken place based on 2019 checks – 90% are working at the Expected Standard (EXS). This is significantly above the national average of 82%. Feedback will be sent to parents. Governors asked LR to pass their thanks to staff for an amazing job in getting the children to that level. • SEND – LR reported on the purchase of additional books. • School Self Evaluation (SSE) – parents' evenings by telephone have been monitored and parent feedback is very positive. Due a S.48 inspection – probably spring/summer next year. New RE framework is due to be implemented September 2022. • Google Classroom – Staff have undertaken training & are ready to use this now. • RSHE – new scheme in place. Staff have been trained. Will be writing to parents. • INSET day – this week. Will cover RE & subject leadership. • School Improvement Plan – LR updated Governors on the work that is ongoing. • Enrichment – LR updated on sports clubs; photography competition; planned Christmas activities • Staffing – A work experience student will be in school in January & May for two three-week periods. Next INSET day will be for Subject Leadership and R.S.H.E curriculum development. • COVID update – LR reported good attendance, no cases in children but some in parents, few children have self-isolated and been provided with remote learning, the COVID risk assessment has been updated (LR to send to Governors), information included in the newsletter on support for parents & on the staff wellbeing initiatives that have been introduced.	LR LR
6	Safeguarding	
	Covered in HT report above.	
7	Committee Reports	
	All committee reports had been previously circulated to Governors. Each Chair summarised & updated Governors: 7.1 <u>Admissions</u> Admissions policy for 2022/23 has been agreed by the FGB & Diocese, now waiting for BCP to start consultation. BH reported that an application for Yr5 has been refused as the year is full. An application for Yr1 has been agreed. 7.2 <u>Curriculum</u> LR updated on the curriculum meeting minutes – there were no questions.	

7.3	<u>Finance</u> PH updated on the finance committee minutes. GC reported that there are some issues with missing invoices. DCC are looking at renewing the cleaning contract and have asked if St Joseph's want to be included again – Governors agreed to this as the in-school cleaning team are very good. PH reported that the updated Pupil Premium report has been sent to Governors. PH reported that the Budget is currently healthy. Will be asking the PTA to fund books on diversity.	
7.4	<u>HR & Pay</u> MB updated on staffing, staff sickness, performance management & wellbeing.	
7.5	<u>Premises</u> NM updated on the extension building work that is underway – going well. Will then be looking at repairing roof leaks, starting February half term. Discussed using Sports Premium funding for outdoor gym equipment. Had investigated replacing the hearing loop in Reception – not needed so removed from the accessibility plan. Health & Safety Audit will take place half day on 19/1/2021.	
7.6	<u>Performance Management</u> PH reported on a meeting with Judith O'Hare (BCP) & LR. To present feedback to the next meeting.	
8	Policies	
	The following policies were reviewed: • Religious Education Policy – needs amendment to remove reference to Father John as Governor • Relationship and Sex Education Policy • Staff Wellbeing Policy – LR to share with staff • Positive Handling Policy • Emergency Evacuation Policy • Accessibility Plan 2020-21 DECISION – Governors agreed unanimously to Ratify all policies	
9	School Improvement Plan & SSE cycle	
	Covered under item 5 above.	
10	Governors training & monitoring	
	Training: • MB reported that she had recently attended Safer Recruitment training and found it very informative with lots of safeguarding information – will share with BC. • BH had attended an online schools & academies conference which she found very informative. • BH had attended an online Diocesan briefing on S.48 updates – same briefing will take place next week. SL to forward joining details to Governors. Class monitoring: Agreed that all Governors should send an e-mail to their teacher asking the questions that they would have asked if they were in school. • BH had visited Y2 class and discussed the importance of reading with the children. She spoke with a number of children and also discussed the current Phonics level	MB SL ALL

	with the class teacher. A monitoring report will be submitted in due course.	
11	Correspondence	
	• 2 Requests for compassionate leave – had been agreed. • Information on a new Governance Improvement Network for Chairs from SIGMA – BH will try to attend the next meeting. • BC has been reappointed as a Governor from January.	
12	AOB	
	BH reported that the new Terms of Reference for Governors has now been approved and sent out to Governors – MF to notify BCP Council.	MF
	Date of next meeting – originally scheduled for 20/01/2021 now changed to 27/01/21.	
	Meeting closed at 7.25pm	

ACTIONS

Clerk

- Publish FGB minutes on school website
- Forward meeting details to Governors

LR

- Pass Governors thanks to staff
- Send COVID risk assessment to Governors

MB

- Share safer recruitment training paperwork with BC

MF

- Notify BCP that Governors TOR are in place

ALL

- Undertake class monitoring