



**St. Joseph's Catholic Primary School, Christchurch**  
**Minutes of Full Governing Body Meeting**  
**Wednesday, 26<sup>th</sup> June 2024, 6.15pm**

|                                                                                                                                                 |                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Present:</b><br>Brigid Hincks (BH) - Chair<br>Liz Rippon (LR) - Headteacher<br>Pete Hartley (PH)<br>Margaret Bond (MBond)<br>Pete Barry (PB) | Mike Board (MB)<br>Andy Webb (AW)<br>Father Paul Obada (FPO)<br>Rachel McMillan (RM)<br>Gemma Hinchliffe (GH)<br>Gerry Curran (GC) |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

**Attending:**

Jane Farrell - Clerk

| Item     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>1</b> | <b>Opening prayer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |
|          | FPO opened the meeting with prayers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |
| <b>2</b> | <b>Welcome &amp; Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |
|          | Sam James, Nathan Rickard, Sinead Cheeseborough, Nikki Dennison and Andy McLaughlin 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>Board membership matters: Note any appointments, vacancies and expiring of terms of office. Action:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |
|          | <p>BH advised the prospective new Governor is interested, initial paperwork had not been received, paperwork has been resent. To be followed up.</p> <p>Currently no other applicants – 2 vacancies: <i>1 vacancy (Foundation - Catholic) and further vacancy from September 2024 (Special Educational Needs and Disabilities).</i></p> <p>LR proposed an audit of Governor skills to optimise a range of skills on the board for future Governor appointments and to explore local governance groups for prospector Governors. Governors agreed skills set is an important consideration for future appointments.</p> <p>Governors discussed course of action to fill the vacancies. LR suggested BH request a letter be sent to parents and parishes to encourage Governor applications with the skills needed.</p> | <p><b>Clerk</b></p> <p><b>LR</b></p> |
| <b>5</b> | <b>Minutes of meeting held on 24<sup>th</sup> April 2024 &amp; Matters Arising:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |
|          | <p>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.</p> <ul style="list-style-type: none"> <li>All actions had been completed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                    |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
|   | <ul style="list-style-type: none"> <li>• BH – to raise numbers at the next Forum meeting.</li> <li>• Catering contract on-going.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |
| 6 | Headteacher's verbal report, including Catholic life of the school, Ofsted, safeguarding, outcomes so far:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |
|   | <p>LR read Ofsted's draft report following last week's inspection to the Governors. In summary she said, it was very complimentary and she was very proud of the children and the staff.</p> <p>LR advised staff had received a general debrief and a full breakdown of feedback would be provided on a class by class basis. A celebration is planned for staff and children to say well done.</p> <p>Governors reported their session with the Ofsted inspector had been in-depth and thorough.</p> <p>LR advised PP phonics had made good progress this year.</p> <p>Timestables results were in line with last year's high attainment (top 200 schools in England)</p> <p>EYFS cohort have lower outcomes than last year but all children have made progress from their starting points.</p> <p>In addition to Ofsted's inspection last week, Year 6 was moderated by the LA with excellent results. Samples of Year 6 writing have been selected for the Standards and Testing Agency to use across the country. We await Key Stage 2 SATs' results.</p> <p>LR informed Governors Catholic life of the school continues to be at the forefront and a family mass is planned. Date to follow.</p> <p>Governors commended all staff for their hard work and all conveyed how very proud they were of the Ofsted report.</p> |                                    |
| 7 | <b>Committee and Link Governor reports:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    |
|   | <p>The Governors received a copy of the latest HR Committee (and confidential minutes), Finance Committee and Premises Committee minutes prior to the meeting:</p> <p><u>HR Committee</u></p> <p>Headlines shared</p> <p><u>Finance Committee</u></p> <p>Headlines shared.</p> <p>PH updated Governors, he thanked staff for the establishment of Forest school and the Phiz lab. Extended school provision continues to be under review. The budget for current year is in order, expenditure is in line with budget expectations; October 2024 census will affect the budget for 2025/26.</p> <p><u>Premises Committee</u></p> <p>Headlines shared.</p> <p>MB advised no major works currently. Continual monitoring and inspections ongoing.</p> <p>Health &amp; Safety (inc COSHH) policy to be updated Autumn 2024 with AF.</p> <p><u>Admissions update</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>All</b></p> <p><b>LR</b></p> |

|              | BH advised we have 22 spaces across the school, 10 in Reception and the remaining across the school. The September 2024 Reception intake is 20. One September Y5 place has been offered which would take that year group to 33 if accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MB/AF             |                        |                   |                                 |                  |                                 |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|-------------------|---------------------------------|------------------|---------------------------------|------------------|----------------|---|---|---|----|----|----|----|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|---|---|----|----|----|---|---|---|---|---|-------|-----|----|----|-------|-----|----|---|--|
|              | <table><tr><th>Current Year</th><th>On roll as at 26/06/24</th><th>Leavers summer 24</th><th>Starting autumn 24</th><th>September 2024</th><th>Expected number on roll Sept 24</th><th>Places available</th><th>Offers Pending</th></tr><tr><td>-</td><td>-</td><td>-</td><td>20</td><td>YR</td><td>20</td><td>10</td><td>-</td></tr><tr><td>YR</td><td>27</td><td>-</td><td>-</td><td>Y1</td><td>27</td><td>3</td><td>-</td></tr><tr><td>Y1</td><td>31</td><td>-</td><td>-</td><td>Y2</td><td>31</td><td>-</td><td>-</td></tr><tr><td>Y2</td><td>30</td><td>2</td><td>2</td><td>Y3</td><td>30</td><td>2</td><td>-</td></tr><tr><td>Y3</td><td>29</td><td>-</td><td>-</td><td>Y4</td><td>29</td><td>3</td><td>-</td></tr><tr><td>Y4</td><td>31</td><td>-</td><td>1</td><td>Y5</td><td>32</td><td>-</td><td>1</td></tr><tr><td>Y5</td><td>32</td><td>4</td><td>-</td><td>Y6</td><td>28</td><td>4</td><td>-</td></tr><tr><td>Y6</td><td>32</td><td>32</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>TOTAL</td><td>212</td><td>38</td><td>23</td><td>TOTAL</td><td>197</td><td>22</td><td>1</td></tr></table> | Current Year      | On roll as at 26/06/24 | Leavers summer 24 | Starting autumn 24              | September 2024   | Expected number on roll Sept 24 | Places available | Offers Pending | - | - | - | 20 | YR | 20 | 10 | - | YR | 27 | - | - | Y1 | 27 | 3 | - | Y1 | 31 | - | - | Y2 | 31 | - | - | Y2 | 30 | 2 | 2 | Y3 | 30 | 2 | - | Y3 | 29 | - | - | Y4 | 29 | 3 | - | Y4 | 31 | - | 1 | Y5 | 32 | - | 1 | Y5 | 32 | 4 | - | Y6 | 28 | 4 | - | Y6 | 32 | 32 | - | - | - | - | - | TOTAL | 212 | 38 | 23 | TOTAL | 197 | 22 | 1 |  |
| Current Year | On roll as at 26/06/24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Leavers summer 24 | Starting autumn 24     | September 2024    | Expected number on roll Sept 24 | Places available | Offers Pending                  |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| -            | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | -                 | 20                     | YR                | 20                              | 10               | -                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| YR           | 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                 | -                      | Y1                | 27                              | 3                | -                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| Y1           | 31                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                 | -                      | Y2                | 31                              | -                | -                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| Y2           | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2                 | 2                      | Y3                | 30                              | 2                | -                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| Y3           | 29                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                 | -                      | Y4                | 29                              | 3                | -                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| Y4           | 31                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | -                 | 1                      | Y5                | 32                              | -                | 1                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| Y5           | 32                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4                 | -                      | Y6                | 28                              | 4                | -                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| Y6           | 32                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 32                | -                      | -                 | -                               | -                | -                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| TOTAL        | 212                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 38                | 23                     | TOTAL             | 197                             | 22               | 1                               |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| 8            | <b>Policies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                        |                   |                                 |                  |                                 |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
|              | <p>Governors had received copies of the 6 policies prior to the meeting for review:</p> <p><u>Before &amp; After School policy</u> (updated)<br/><b>DECISION – Policy agreed</b></p> <p><u>ECT policy</u> (new)<br/><b>DECISION - Policy agreed</b></p> <p><u>Criminal Records Checking policy</u> (updated)<br/><b>DECISION AGREED</b></p> <p><u>Data Protection policy</u> (updated)<br/><b>DECISION AGREED</b></p> <p><u>Lettings policy</u> (updated)<br/><b>DECISION AGREED</b></p> <p><u>Resilience Emergency &amp; Business Continuity Plan</u><br/><b>DECISION AGREED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                        |                   |                                 |                  |                                 |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
| 9            | <b>Governor Development and Training:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                        |                   |                                 |                  |                                 |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |
|              | <p>BH asked all Governors to read:</p> <ul style="list-style-type: none"><li>• The Key.</li><li>• The updated DFE ‘Keeping Children Safe in Education’.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | All               |                        |                   |                                 |                  |                                 |                  |                |   |   |   |    |    |    |    |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |   |   |    |    |    |   |   |   |   |   |       |     |    |    |       |     |    |   |  |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <p>Diocese Governor briefing on 4<sup>th</sup> June was attended by GH who advised the briefing contained an update on new RE curriculum.</p> <p>GC will continue to try to source Safeguarding training for Governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>GC</b>                                                                                                                                                    |
| <b>10</b> | <b>Any other urgent business:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                              |
|           | <p>BH read resignation letters for two members of staff. Confidential HR minutes were considered and agreed by all non-staff Governors.</p> <p>BH thanked Governors for providing their completed monitoring reports which were reviewed by Ofsted during the inspection.</p> <p>DfE RHSE consultation closes on 11<sup>th</sup> July 2024 – LR will ask SS to reply on our behalf.</p> <p>GC advised e-Safety Cybersecurity training needs to be completed annually by all staff and Governors and will be forwarded.</p>                                                                                                                                                                                                                                                                                                                                                                       | <b>LR/SS</b><br><br><b>GC/clerk</b>                                                                                                                          |
| <b>11</b> | <b>Dates of next meetings 2024/2025:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                              |
|           | tba                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>LR</b>                                                                                                                                                    |
| <b>12</b> | <p><b>Action Points:</b></p> <ol style="list-style-type: none"> <li>I. Follow up paperwork sent to prospective new Governor.</li> <li>II. Issue letter to parents and parishes to encourage Governor applications.</li> <li>III. Governors to read minutes prior to meetings.</li> <li>IV. Staff well-being survey to be carried out by an independent person to encourage greater participation.</li> <li>V. Health &amp; Safety (inc COSHH) policy to be updated Autumn 2024.</li> <li>VI. Governors to read: <ul style="list-style-type: none"> <li>• The Key.</li> <li>• The updated DfE 'Keeping Children Safe in Education'.</li> </ul> </li> <li>VII. Source Safeguarding training for Governors.</li> <li>VIII. DfE RHSE consultation (closes on 11<sup>th</sup> July 2024) .</li> <li><b>IX.</b> Cybersecurity training to be arranged annually for all staff and Governors.</li> </ol> | <b>Clerk</b><br><br><b>LR</b><br><br><b>All</b><br><br><b>LR</b><br><br><b>MB/AF</b><br><br><b>All</b><br><br><b>GC</b><br><br><b>LR/SS</b><br><br><b>GC</b> |