



St. Joseph's Catholic Primary School, Christchurch

Minutes of Full Governing Body Meeting

Wednesday 28th April, 6.15pm

Location: Virtual Meeting via Zoom

Governor Monitoring: not applicable at this meeting

Present:

Brigid Hincks (BH) - Chair
Liz Rippon (LR) - Headteacher
Brian Cassidy (BC)
Margaret Bond (MB)
Sam James (SJ)
Vicki Merifield (VM)
Nikki Dennison (ND)
Pete Barry (PB)
Deacon Hugh Parry (DHP)
Andy McLaughlin (AL)
Sinead Cheeseborough (SC)

Attending:

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

Item		Action
1	Opening prayer	
	DHP opened the meeting with prayers	
2	Welcome & Apologies	
	Mary Hurll, Mike Board and Peter Hartley had sent apologies for this meeting, which were accepted.	
3	Declaration of Business Interests	
	No business interests were declared.	
4	Minutes of previous meeting (17/03/2021) & Matters Arising	
	Prior to the meeting, Governors received a copy of the minutes. It was noted that SC should not have been on the attendee list. Other than this, the minutes were agreed as an accurate record of the meeting and will be signed by BH when restrictions are lifted. Governors agreed that all Matters Arising were covered in the agenda.	
5	Headteacher's Report	

	LR had already sent out her report to Governors for the last term. Areas covered included: • Challenges and Opportunities • Admissions and Attendance • Staffing, including staff development • Catholic life of the School – whole school assemblies are taking place on Zoom. Hoping to arrange a leavers' Mass. DHP offered his assistance in this. • Quality of Education • Performance & Standards - assessments will take place during the end of this half term and next term. Year 6 will do their full assessment week in June. Each class will then have test data for analysis. Year 4 are opting into the national multiplication tables check. • SEND • Sports Premium grant update • Pupil Premium grant update • Safeguarding • Parental engagement • EYFS • The future Governors thanked LR for the detailed report and she in turn thanked her staff for their input to the report. In addition, Governors discussed: • Summer sports clubs – will run on Mondays and Tuesdays over the holidays and will be subsidised for low income families. Run by a separate company so not school staff. • The support available in school for both children and parents. • COVID – regularly reviewing and tweaking the risk assessment.	
6	Safeguarding	
	BC reported that he and BH had attended a remote safeguarding update from BCP. Governors discussed safeguarding in supervision and the associated training for this. BH asked that the DSL newsletter be forwarded to her in future.	LR
7	School Improvement Plan & SSE Cycle	
	Governors agreed that this had been covered in the Committees. LR reported that Judith O'Hare from BCP is visiting next week and will review the SIP.	
8	Committee Reports	
8.1	All committee reports had been previously circulated to Governors. Each Chair summarised & updated Governors: <u>Admissions</u>	

	30 offers were made for Reception in September – now working on induction packs & provisional plans. Hoping to hold an induction evening on 21/6/21. Since Easter – 2 starters, 1 in Reception & 1 in Yr2. Just 2 vacancies in Reception now. Governors discussed a category 1 application for Yr5 which is full. The child is currently electively home educated. Admission would mean exceeding the PAN for that year – BH to discuss with BCP. LR informed Governors that BCP have asked for a child with an EHCP be admitted to Yr3. Since this year is full and already has a very high SEND profile, BH & LR will meet to consider their response to BCP. <u>Curriculum</u> RM updated on the curriculum meeting minutes. The meeting had included a very useful update on sport across the school. Hoping to run a sports day this year. <u>Finance</u> VM introduced the 2020/21 Schools Financial Value Statement (SFVS). Governors reviewed the document, particularly the tabs for Introduction & Outcomes, Checklist and Dashboard. Governors noted that staff costs are comparatively high due to the high number of SEND children. DECISION – Governors agreed unanimously to approve this return. VM then reported on the three year budget for 2021/22, 22/23 & 23/24. The carry forward for 2021/22 is £157k which is above the 8% allowed - the spend has been planned but delayed due to COVID. <i>GOV Q. (AM) – Is it correct that the Learning Resources expenditure drops significantly after Year 1?</i> This is correct as the first year includes committed carry forward money. DECISION – Governors agreed unanimously to ratify this budget. Governors reviewed the Finance meeting minutes and noted that the contract with Chartwells has been extended until August 2022. <u>HR & Pay</u> MB updated on the HR meeting minutes. Have recently appointed a Lunchtime Supervisor. TAs are working additional hours on Phonics catch up. Governors noted LR's phased return and thanked GC for his work while LR was absent. Reviewed safer recruitment & references. Governors discussed a pregnant member of staff seen moving furniture – GC to discuss this with Funtastic. <u>Premises</u> SC updated on the premises meeting including an external walk around to review the work recently completed & the snagging list. Signage is ongoing. Looked at the EYFS area. Agreed new fence panels. Asbestos & Legionella inspections were done over the holidays & reports have been received. Governors discussed BCP's proposal to build a pond in the park extending onto school grounds – LR to respond to request that this not be built adjacent to the school. <u>Performance Management</u> Plan to meet with LR for her interim performance management meeting this term.	BH BH/LR GC LR
8.2		
8.3		
8.4		
8.5		
8.6		
9	Policies	
	Governors reviewed the policies that had already been sent to them:	

	- Confidentiality Policy - Intimate Care Policy DECISION – Governors agreed unanimously to Ratify both policies	
10	Governors – training & monitoring	
	Training: - BC & BH had attended the BCP safeguarding update. - BH is booked on pan-Dorset training on managing allegations in June - PB to attend a webinar on improving the IT provision in schools. Monitoring: No monitoring had taken place. Discussed Governors attending school - LR reported that procedures are in place.	
11	Correspondence	
	None	
12	AOB	
	DHP asked about the consultation document that had been received from Portsmouth Diocese. This asked for comments on their proposed Diocesan Catholic Schools Strategy. LR & BH had responded & agreed to share the original document & their response with Governors.	BH/LR
13	Date of next meeting – amended to 30/06/2021.	
	Meeting closed at 8pm	

ACTIONS

- LR Ensure that BH has a copy of the DSL newsletter.
 Respond to BCP re. pond in park.
- BH Discuss Yr5 application with BCP.
- BH/LR Meet to discuss Yr3 application.
 Share consultation document & responses with all Governors.
- GC Discuss pregnant employee's H&S with Funtastic.