



St. Joseph's Catholic Primary School, Christchurch
Minutes of Full Governing Body Meeting
30th April 2025 at 5.30pm

Present: Liz Rippon (HT) – Headteacher Mike Board (MB) – Chair Margaret Bond (MBond) Pete Barry (PB) Andy McLaughlin (AL)	Andy Webb (AW) Rachel McMillan (RM) Pete Hartley (PH) Sam James (SJ) Sinead Cheeseborough (SC) Father Paul Obada (FPO)
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Attending:

Gerry Curran – Deputy Headteacher (DHT)
Mandy Flack – Finance (MF)
Jane Farrell – CoG

Item		Action
1	Opening prayer:	
	FPO opened the meeting with prayers	
2	Welcome & Apologies:	
	Apologies were received and accepted from Gemma Hinchliffe and Vick Withey	
3	Declaration of Business Interests:	
	No business interests were declared.	
4	Approval of minutes 17th March 2025 and 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 MB. <u>Actions points & matters arising:</u> DHT will continue to chase CPOMS for reports in an accessible format for Governors. HT will forward 'Governor linked roles'. The Curriculum Morning Walks are working well and will be on-going. All other action points completed.	DHT HT
5	Correspondence:	
	Confidential correspondence discussed – see Confidential Minutes.	

6	Headteacher's Report: School Development Plan & Catholic Life of the School:	
	The Headteacher's Spring 2025 Report was issued to Governors at the meeting and a copy will be emailed tomorrow. The HT report: • Steady progress towards priorities in School Development Plan. • Early Reading Audit with The English Hub carried out informing next steps for improvement. • World Book day was well-attended with Parent/Child reading Café. • New after-school Skateboarding club established and our Choir continues to grows in strength. • SENDCO Report Spring Term 2025 included. • HT and MB met with our local MP to discuss SEND places within BCP. Following the discussion, a working party has been established by the MP, together with other local schools, to explore solutions. Catholic life of the school continues to be at the forefront: • Jubilee Year of Hope launched in January 2025 – events planned throughout year. • Community engagement with parental involvement has been a focus. Efforts to promote community spirit and fundraising; recent car boot sales and successful application for £10,000 nature grant contributed to school improvement initiatives. • Ducklings' Mother's Day Liturgy.	CoG
7	Safeguarding:	
	The Headteacher's Spring Report 2025 categorises the current safeguarding issues and details CPP's in place. The DHT advised: DSLs attend regular SAPT meetings to discuss safeguarding issues and any referrals that may have taken place. He highlighted the training courses attended by DSLs which covered key areas and an overview of their training attendance is included within the HT report. The external October Safeguarding course to all staff has been cancelled due to the forecasted changes not being as wide spread or not taking place. An assembly was delivered internally on Fire Safety in preparation for the summer holiday. Safer Internet Day was celebrated in February and On-line Safety Newsletters continue to be issued to parents, staff and Governors. Inductions are held regularly for all new staff and Safeguarding plays a key role. DSLs attended a significant number of meetings within the school holiday (as required by BCP) due to urgent safeguarding issues. MB asked if members of staff attending meetings during school holidays could be paid over-time. HT advised this	

	was not possible, however, time in-lieu is sometimes granted.																																																									
8	Committee minutes & actions for committees who have met (main headlines):																																																									
	The Governors received a copy of the Finance & Resources Committee minutes dated Friday, 25th April prior to the meeting. <u>Finance & Resources Committee</u> PH reported that the 2024/25 figures had been reported to BCP and that the carry forward balance was within the permitted 8% limit. PH thanked MF for her work producing the budgetary paperwork for BCP and advised the reduced numbers in the October 2024 census continues to significantly affect the funding for 2025/26. However, the carry forward for next year is within the threshold of 8% and pupil numbers for September 2025 are good with 30 children starting in Reception class, with a waiting list. Governors asked how previous models had performed and PH advised they had performed well, the budget would continue to be monitored closely by the Finance Committee and reviewed in October. Governors asked about the refurbishment cost of upgrading computers to Windows 11 and it was confirmed this expenditure has the potential to impact the budget. The Governors approved the ‘Budget 2025-2026 and 3 Year Plan’ for submission to BCP tomorrow. <u>Admissions update</u> SC updated the Governors on the current admission position: <table><tr><th>Current Year</th><th>On roll as at 30/04/25</th><th>Confirmed starters</th><th>Expected Leavers - date tbc</th><th>Places currently available</th><th>Offers Pending</th><th>Waiting List</th></tr><tr><td>YR</td><td>24</td><td>-</td><td>-</td><td>6</td><td>-</td><td>2 in year applications</td></tr><tr><td>Y1</td><td>27</td><td>-</td><td>-</td><td>3</td><td>-</td><td>-</td></tr><tr><td>Y2</td><td>31</td><td>-</td><td>-</td><td>-</td><td>-</td><td>3</td></tr><tr><td>Y3</td><td>30</td><td>-</td><td>-</td><td>2</td><td>-</td><td>2 in year applications</td></tr><tr><td>Y4</td><td>31</td><td>-</td><td>-</td><td>1</td><td>-</td><td>-</td></tr><tr><td>Y5</td><td>32</td><td>-</td><td>-</td><td>-</td><td>-</td><td>1 in year application</td></tr><tr><td>Y6</td><td>27</td><td>-</td><td>-</td><td>5</td><td>-</td><td>-</td></tr></table>	Current Year	On roll as at 30/04/25	Confirmed starters	Expected Leavers - date tbc	Places currently available	Offers Pending	Waiting List	YR	24	-	-	6	-	2 in year applications	Y1	27	-	-	3	-	-	Y2	31	-	-	-	-	3	Y3	30	-	-	2	-	2 in year applications	Y4	31	-	-	1	-	-	Y5	32	-	-	-	-	1 in year application	Y6	27	-	-	5	-	-	MF
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	TOTAL	202	-	-	17	-	-	
	SC advised: • That BCP have asked St Joseph's to consider the five applications listed above. • September 2025 Intake - We have offered 30 for Reception and will have a waiting list. • BCP will advise how many have been accepted by the middle of May. • Two of parents have enquired about appealing. MF and SC raised the need for an Appeals Process as BCP no longer offer this service. HT to talk to other local schools to ascertain who they use and also obtain a timeline for the appeals process.							HT
9	Congratulations: completion of Start Small; Dream Big Careers programme:							
	MB congratulated the DHT for completion of this programme.							
10	Governor Training:							
	MB attended the Diocesan Spring Briefing on Tuesday, 25 February.							
11	Dates for future meetings:							
	5.30pm on 25 th June 2025							
12	AOB							
	MBond summarised her most recent EYFS School Monitoring Visit on 28th March 2025. As before she observed the two groups working at ARE/ARE+ and WT in Phonics and Writing. She also meet with the class teacher and DHT to review 'End of Spring 1' data and track progress. A copy of her Monitoring and Evaluation report will be circulated to the FGB. DHT advised MB's EYFS visit had been extremely beneficial and a schedule for future monitoring visits has been established as EYFS remains a key focus. PH mentioned that two Governors need to resign in July 2026 due to reaching the end of their term, prudent to start succession planning and advertise for new Governors. Governors suggest an advert in the Parish Newsletter as a starting point. HT suggested a Governor Skills Audit to assess the capabilities of the governing board and appoint an individual with complimentary skills to the board. HT and DHT left the meeting for the Governors to discuss confidential matters.							

	<u>Action points:</u> DHT will continue to chase CPOMS for reports in an accessible format for Governors. HT will forward 'Governor 'linked roles'. The Chair (MB) received a letter of resignation from long term member of staff (FA), the Governors expressed their gratitude for her service and commitment to St Joseph's – a letter of thanks to be issued by governing body. The Headteacher's Spring 2025 Report was issued to Governors at the meeting and a copy will be emailed tomorrow. MF and SC raised the need for an Appeals Process as BCP no longer offer this service. HT to talk to other local schools to ascertain who they use and also obtain a timeline MF to submit the approved 'Budget 2025-2026 and 3 Year Plan' to BCP tomorrow.	DHT HT MB CoG HT MF
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