

St. Joseph's Catholic Primary School, Christchurch Minutes of Full Governing Body Meeting Wednesday, 31st January 2024 at 6.15pm

Present:

Brigid Hincks (BH) - Chair Liz Rippon (LR) - Headteacher Pete Hartley (PH) Sam James (SJ) Sinead Cheeseborough (SC) Margaret Bond (MBond) Gemma Hinchliffe (GH)
Nikki Dennison (ND)
Andy Webb (AW)
Father Paul Obada (FPO)
Gerry Curran (GC)
Rachel McMillan (RM)
Nathan Rickard (NR)

Attending:

Jane Farrell - Clerk

Pete Barry (PB)

Item		Action
1	Opening prayer	
	FPO opened the meeting with prayers	
2	Welcome & Apologies	
	Mike Board, Andy McLaughlin and Brian Cassidy sent apologies for this meeting, which were accepted.	
3	Declaration of Business Interests	
	No business interests were declared. All annual business interests forms returned.	
4	Minutes of meeting held on 12 th October 2023 & Matters Arising	
	Minutes approved	
	Terms of Reference confirmed amended - defining voting rights of each committee.	
	Further to Governor Ofsted Training attended in December HT suggested Governors refamiliarise themselves with the slides and handouts. Clerk to re-email to Governors.	Clerk
	SDP issued and section allocated to each Governor.	
	All laptops that go off-site confirmed as encrypted.	
5	Headteacher's Report in Catholic Life of school, Curriculum & Safeguarding	
	All Governors confirmed that they had read the report and it was agreed it gave a good overview of the school.	
	GC gave an update on Safeguarding. Safeguarding training for staff was up to date and ongoing. The Dashboard provided an overview of concerns and monitored trends.	
	BH questioned attendance?	

	LR and JR Jo to add to Dashboard.	LR/JR
	GC advised SCR review had instigated a tightening up on clubs run at school, policies have been refined with the assistance of BCP Safeguarding team.	
	BH advised that GH will be taking over as Safeguarding Governor.	
	GH asked if support staff are up to date on Safeguarding?	
	GC advised all staff are up to date with Safeguarding training including work experience and volunteers.	
	SJ advised all LTS are Safeguarding trained with half termly meetings including Safeguarding.	
	LR advised Monday morning briefings to all staff include weekly pertinent Safeguarding updates.	
	BH asked, "Children who have had exclusions, how has their behaviour changed?"	
	LR reported pupil more settled, EHCP in place.	
	BH asked if there was any news on new RE Curriculum?	
	LR advised this will be 2024/25	
	AW requested comparisons regarding data e.g. How do numbers of Safeguarding incidents compare to last year? LR to action for next report.	
	BH asked has leaflet on Attendance Campaign been issued to parents? LR to check.	LR
	Email to parents on social media usage – Clerk to re-mail to Governors.	LR
-		Clerk
6	Committee Reports	
	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.	
	Human Recourses:	
	MBond updated on HR meeting:	
	 Staff well-being survey will be sent after half term. All Governors linked to Curriculum to attend 2 meetings per year. MB suggested all Governors to attend Curriculum meetings where possible. Attendance slightly below, being monitored. SCR Audit carried out. 	
	<u>Premises</u> :	
	SC updated on the Premises meeting:	
	 EVCP policy pending agreement. Reworded Terms of Reference for next Premises Meeting. GC advised Premises School Audit no concerns, low level actions. Governors to pass on their thanks to Eve, GC and SC for all their hard work. Recommended CCTV instalment as prudent. 	
	Finance:	
	PH updated on Finance meeting:	
	 Continued monitoring Starlight costs. CCTV remit - agreement to be confirmed. 	

	 Cleaning still under discussion. Virements - agreed. Skills audit carried out for Committee. 	
	LR suggested skills audit for each committee.	
	Admissions:	
	SC updated on Admissions Meeting:	
	Reception – 2 spaces	
	Yr1 – 1 over PAN due to twins (4 on waiting list)	
	Yr2 – Full (2 on waiting list)	
	Yr3 – 2 spaces	
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	Yr4 – Full (2 refused)	
	Yr5 – Full (2 on waiting list)	
	Yr6 – Full (2 on waiting list)	
	SC reported numbers for September 2024 look low nationally.	
	SC advised Admission Committee meeting on Monday, 5 th February at 2pm .	ВН
	BH advised BCP Appeals Service withdrawn. If service required BH to investigate sourcing a Clerk.	
	<u>Curriculum</u> :	
	LR reaffirmed all governors be included on Curriculum Committee. LR to send out dates of next learning morning (three a year).	LR
	BH asked if children were on track to meet their data?	
	LR advised all children are making progress, some gaps in Maths, extra support has been put in place, prioritising key learning.	
7	Performance Management	
	PH confirmed LR review completed.	
8	Monitoring & Evaluation	
	Governor Monitoring & Evaluation visits – dates to be sent by LR prior to Easter (section of the SDP allocated to each Governor for monitoring and evaluation).	LR
9	Ofsted Questions for Governors	
	BH asked all Governors to familiarise themselves with the Ofsted questions.	ALL
10	Policies	
	Governors had received copies of the 16 policies prior to the meeting:	
	Staff Disciplinary policy	
	DECISION – Policy agreed.	
	Charging & Remission policy	
	DECISION – Policy agreed.	
	Gifts & Hospitality policy	
	DECISION – Policy agreed.	

Financial Procedures policy	
DECISION – Policy agreed.	
Religious Education Policy	
DECISION – Policy Agreed.	
Teaching & Learning Policy	
DECISON – Policy agreed.	
bedison Toney agreed.	
St Joseph's Catholic Primary School Voluntary Funds	
DECISION – Policy agreed.	
bedision 1 only agreed.	
Lettings Policy	
DECISION – Policy agreed	
bedision 1 only agreed	
School Appraisal Policy & Procedure for Teachers	
DECISION – Policy agreed	
DECISION - Folicy agreed	
School Appraisal Policy & Procedure for Support Staff	
DECISION – Policy agreed	
Decision – Folicy agreed	
Complaints Procedure	
DECISION – Policy agreed	
bedision 1 only agreed	
Teacher's Pay Policy	
DECISION – Policy agreed	
bedision 1 only agreed	
School Support Staff Pay Policy	
DECISION – Policy agreed	
School Capability Policy	
DECISION – Policy agreed	
School Grievance Resolution Policy & Procedure	
DECISION – Policy agreed	
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Data Protection Policy	
DECISION – Policy not approved.	MF
paragraph 17: to remove reference to Pupil Premium children, ensure refers to all children's'	GC
data.	Cl = 1 /2 ==
Paragraph 15 & 17: discuss with AUX IT encrypted security and lock down of USB access.	Clerk/MF
Due to large number of policies for review at this meeting, policies to be reviewed at six-	
month intervals.	
11 Correspondence	
BH reported on correspondence received:	
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Resignations for: Deacon Hugh **Brian Cassidy** Nikki Dennison (end of academic year) Results on voting for industrial action. LR advised letter received from Government on excellent multiplication results - well done staff team. **12 AOB** BH advised nothing to report from CASO Diocese's meeting. Dates for future meetings: 24/04/24 and 26/06/24 **ACTIONS** ALL Governors to familiarise themselves with the Ofsted questions. ВН BH to source Clerk for appeals when required. Clerk Governor Ofsted training slides and handouts - Clerk to re-email. Email letter to parents on social media usage to Governors. Policies to be review at six-month intervals. GC Discuss with AUX IT encrypted security and lock down of USB access. LR LR/JR to add attendance to Dashboard. Add comparative data to Headteacher's report going forward. Attendance initiative has been sent. Send out dates of next learning morning to all Governors. Governor Monitoring & Evaluation visits (dates to be sent prior to Easter). MF Data Protection Policy: paragraph 17, to remove reference to Pupil Premium children to all children.