



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) Pete Barry (PB)	Gemma Hinchliffe (GH) Nikki Dennison (ND) Andy Webb (AW) Father Paul Obada (FPO) Gerry Curran (GC) Rachel McMillan (RM) Nathan Rickard (NR)
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Attending:

Jane Farrell - Clerk

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 12th 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. SDP issued and section allocated to each Governor. All laptops that go off-site confirmed as encrypted.	Clerk
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 on-going. The Dashboard provided an overview of concerns and monitored trends. BH questioned attendance?	

	• Cleaning still under discussion. • Virements - agreed. • Skills audit carried out for Committee. LR suggested skills audit for each committee. <u>Admissions:</u> 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 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, 5th February at 2pm. BH advised BCP Appeals Service withdrawn.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). 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.	BH LR
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: <u>Staff Disciplinary policy</u> DECISION – Policy agreed. <u>Charging & Remission policy</u> DECISION – Policy agreed. <u>Gifts & Hospitality policy</u> DECISION – Policy agreed.	

	<u>Financial Procedures policy</u> DECISION – Policy agreed. <u>Religious Education Policy</u> DECISION – Policy Agreed. <u>Teaching & Learning Policy</u> DECISION – Policy agreed. <u>St Joseph’s Catholic Primary School Voluntary Funds</u> DECISION – Policy agreed. <u>Lettings Policy</u> DECISION – Policy agreed <u>School Appraisal Policy & Procedure for Teachers</u> DECISION – Policy agreed <u>School Appraisal Policy & Procedure for Support Staff</u> DECISION – Policy agreed <u>Complaints Procedure</u> DECISION – Policy agreed <u>Teacher’s Pay Policy</u> DECISION – Policy agreed <u>School Support Staff Pay Policy</u> DECISION – Policy agreed <u>School Capability Policy</u> DECISION – Policy agreed <u>School Grievance Resolution Policy & Procedure</u> DECISION – Policy agreed <u>Data Protection Policy</u> DECISION – Policy not approved. <u>paragraph 17:</u> to remove reference to Pupil Premium children, ensure refers to all children’s’ data. <u>Paragraph 15 & 17:</u> discuss with AUX IT encrypted security and lock down of USB access. Due to large number of policies for review at this meeting, policies to be reviewed at six-month intervals.	MF GC Clerk/MF
	11 Correspondence	
	BH reported on correspondence received:	

	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 <u>ACTIONS</u> ALL • Governors to familiarise themselves with the Ofsted questions. BH • 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.	