



**St. Joseph's Catholic Primary School, Christchurch**  
**Minutes of Full Governing Body Meeting**  
**Wednesday, 24<sup>th</sup> September 5.30pm**

<b>Present:</b> Mike Board (MB) Margaret Bond (MBond) Sam James (SJ) Pete Hartley (PH)	Rachel McMillan (RM) Sinead Cheeseborough (SC) Vick Withey (VW)
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**Attending:**  
Jane Farrell - CoG

Item		Action
<b>1</b>	<b>Opening prayer:</b>	
	PH opened the meeting with prayers.	
<b>2</b>	<b>Welcome &amp; Apologies:</b>	
	Gerry Curran (Acting HT), Andy Webb (AW), Andy McLaughlin (AL), Pete Barry (PB) and Father Paul Obada (FPO) sent apologies for this meeting, which were accepted.	
<b>3</b>	<b>Election of Chair and Vice Chair:</b>	
	<u>Election of Chair and Vice-Chair</u> <b>Chair</b> - MB was proposed by MBond and seconded by SC. Elected unanimously. <b>Vice-Chair</b> - VW was proposed by MB and seconded by RM. Elected unanimously <u>Committee Chairs</u> Committee Chairs will be elected at the first meeting of each committee.	<b>Committee Chairs to be elected</b>
<b>4</b>	<b>Approval of committee structures and linked governor roles (Terms of Reference and Scheme of Delegation - to be amended as required):</b>	
	Meeting dates were circulated to Governors prior to meeting. Agreement by all Governors to continue with existing committee structures: <ul style="list-style-type: none"> <li>• <b><u>Curriculum &amp; Standards/Safeguarding/SEND and Attendance</u></b></li> <li>• <b><u>Finance and Resources</u></b> (inc: Premises)</li> <li>• <b><u>Admissions Committee</u></b></li> <li>• <b><u>HT Performance Management</u></b></li> </ul> MB advised upon appointment the new Parent Governors will be assigned to a committee, allocated a governor linked role and updated committees and linked roles will be distributed.  VW appointed as interim Safeguarding Governor. No amendments required to the existing Terms of Reference and Scheme of Delegation for academic year 2025-26. <b>Approved at FGB and signed by MB.</b>	



	<p>AW has agreed to apply for the LA Governor vacancy. LA Governor application form obtained from BCP to be forwarded to AW for completion.</p> <p>RM is giving consideration to applying for a Foundation Governor position. Forms to be forwarded to RM for completion.</p> <p>Governors raised their expiring terms of service on 31<sup>st</sup> August 2026 (PB, MBond &amp; PH – Foundation Governors) and succession planning to be discussed at future FGB.</p> <p>MB will request SC be re-elected as a Co-Opted Governor for a further 4 year term, to be approved at next FGB.</p>	<p><b>CoG/AW</b></p> <p><b>CoG/RM</b></p> <p><b>MB</b></p> <p><b>CoG/MB</b></p>
<b>9.</b>	<b>Headteacher's Report: School Development Plan and Catholic Life of the School – Governors to respond with prepared questions:</b>	
	<p>Prior to the meeting all Governors received a copy of the HT Report and had been asked for prepared questions.</p> <p>Areas covered included:</p> <ul style="list-style-type: none"> <li>• Catholic Life of the School</li> <li>• Personal Development, including Safeguarding and Safeguarding related training</li> <li>• Summer 2025 End of Key Stage – Summary of Results</li> <li>• SENDCO Report Summer 2025 including SEND data</li> <li>• Attendance</li> <li>• Subject Leaders Overview</li> <li>• After-school clubs, Premises &amp; Health &amp; Safety</li> </ul> <p><b>All governors approved the report.</b></p>	
<b>10.</b>	<b>Up-date on new Headteacher appointment:</b>	
	<p>MB advised the recruitment dates are:</p> <ul style="list-style-type: none"> <li>• Application deadline 29th September 2025</li> <li>• Shortlisting 10am to 12pm* on 1<sup>st</sup> October 2025 (* changed to 12pm to 2pm)</li> <li>• Interview all day 21st October 2025.</li> </ul> <p>FGB agreed shortlisting and interview panel.</p>	
<b>11.</b>	<b>Safeguarding:</b>	
	<ul style="list-style-type: none"> <li>• <b>Safeguarding Governor Appointment</b></li> <li>• <b>KCSIE 2025 – Key Changes &amp; Child Protection Policy 2025/26</b></li> <li>• <b>Governor Safeguarding Training</b></li> </ul> <p>VW appointed as interim Safeguarding Governor</p> <p>Governors asked to read <b>KCSIE 2025 – Key Changes &amp; Child Protection Policy 2025/26</b> and accompanying documents sent to all Governors on 5<sup>th</sup> September 2025 by GC from the Safeguarding Inset:</p> <p>Governor Safeguarding training: <a href="https://lgfl.bookinglive.com/book/add/p/74">https://lgfl.bookinglive.com/book/add/p/74</a></p> <ul style="list-style-type: none"> <li>• Cyber Security training to be completed by 19<sup>th</sup> December by all governors.</li> </ul>	<b>All</b>

12.	SEND																																																									
	SEND Governor (VW) advised that the HT SENDCO Report Summer Term 2025 was a comprehensive report; she provided an update of the latest EHCPs numbers and attendance concerns. She also informed governors that the PINS programme (Partnership for the inclusion of neurodiverse children in schools) started, with a survey being issued to parents.																																																									
13.	<b>Committees – main headlines:</b> <ul style="list-style-type: none"><li>• Curriculum &amp; Standards</li><li>• Finance &amp; Resources</li><li>• Admissions</li></ul>																																																									
	<b><u>Curriculum &amp; Standards</u></b> Governing learning walk 26 <sup>th</sup> September postponed pending new governor appointments.  <b><u>Finance &amp; Resources</u></b> The FGB ratified the pay awards for both Teaching (4%) and Support staff (3.2%). Both were to be implemented for the September 2025 payroll with the Support Staff award being backdated to 1 <sup>st</sup> April 2025. For consideration at the first committee meeting on 10 <sup>th</sup> October 2025 – BCP Quarter 2 Reporting; BCP Internal Audit report and Teachers’ pay recommendations.  <b><u>Admissions</u></b>  Governor updated the governing body:  <b><u>Admissions Policy 2026/27</u></b> CoG advised minor amendments recommended by the Clerk at CASAppeals panel had been made and our amended Admission policy is currently with BCP. All the points raised by CASAppeals can be included without the need to consult as they are ensuring statutory requirements are met rather than changing how the policy functions. CoG to chase BCP and also, forward a copy to the Diocese for their approval. Once amendments agreed she will upload to our website as the BCP School Admissions application site includes a link to the policy.  <b><u>Number on Roll</u></b> - Note that Census Day is 2 <sup>nd</sup> October and the NOR at that date will determine the funding for the 2026/27 financial year. <table><tr><th>Current Year</th><th>On roll as at 24/09/25</th><th>Confirmed starters</th><th>Expected Leavers</th><th>Places currently available</th><th>Offers Pending</th><th>Waiting List</th></tr><tr><td>YR</td><td>30</td><td>-</td><td>-</td><td>-</td><td>-</td><td>11 - including 2 new applications</td></tr><tr><td>Y1</td><td>23</td><td>-</td><td>-</td><td>7</td><td>-</td><td>-</td></tr><tr><td>Y2</td><td>25</td><td>-</td><td>-</td><td>5</td><td>-</td><td>-</td></tr><tr><td>Y3</td><td>32</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr><tr><td>Y4</td><td>30</td><td>-</td><td>-</td><td>2</td><td>-</td><td>1 - new application</td></tr><tr><td>Y5</td><td>30</td><td>-</td><td>-</td><td>2</td><td>-</td><td>-</td></tr><tr><td>Y6</td><td>31</td><td>-</td><td>-</td><td>1</td><td>-</td><td>-</td></tr></table>	Current Year	On roll as at 24/09/25	Confirmed starters	Expected Leavers	Places currently available	Offers Pending	Waiting List	YR	30	-	-	-	-	11 - including 2 new applications	Y1	23	-	-	7	-	-	Y2	25	-	-	5	-	-	Y3	32	-	-	-	-	-	Y4	30	-	-	2	-	1 - new application	Y5	30	-	-	2	-	-	Y6	31	-	-	1	-	-	
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	TOTAL	201	-	-	17	-	-	
	<p><u>In Year Applications</u> - BCP has not asked for any applications to be considered by Governors. It might be that the new applicants on the system will be offered a higher preference school.</p> <p><u>September 26 Intake</u> - In a change to the normal procedure, BCP application sites for next year's Reception and Junior places will open on 01 November 2025. This has changed to give parents more time to decide on the right school for their child before the applications open. The closing date is 15 January 2026.</p> <p><u>In-year coordination 2025/26</u> - The <a href="#">School Admissions Code</a> (2.23 and 2.24) requires admission authorities to inform local authorities whether they wish to be part of in-year coordination for 2025/26 by 1 August 2025. Our intention to continue with this arrangement was confirmed by email to BCP School Admissions in July 2025.</p> <p>Governors raised:</p> <ul style="list-style-type: none"> <li>• Approval for BCP to continue co-ordinating in-year applications.</li> <li>• The Open Evening on 22<sup>nd</sup> September was well attended for September 2026 school places. Showarounds are scheduled for 15<sup>th</sup>, 24<sup>th</sup> and 30<sup>th</sup> September with Stay &amp; Play sessions on 29<sup>th</sup> September, 10<sup>th</sup> November and 1<sup>st</sup> December.</li> <li>• Suggestion to offer prospective parents a support service to help guide them through the admission process.</li> </ul>							
14	<p><b>Policies for ratifying:</b></p> <ul style="list-style-type: none"> <li>• <b>Child protection and safeguarding policy 2025-26</b></li> <li>• <b>On-line Safety Policy 2025-26</b></li> <li>• <b>Staff Code of Conduct 2025-26</b></li> <li>• <b>Supporting Pupils with Medical Conditions</b></li> </ul>							
	<p>Governors had received a copies of the updated policies prior to the meeting for review:</p> <p><u>Child Protection and Safeguarding policy 2025-26</u> DECISION – Policy agreed</p> <p><u>On-line Safety Policy 2025-26</u> DECISION – Policy agreed</p> <p><u>Staff Code of Conduct 2025-26</u> DECISION – Policy agreed</p> <p><u>Supporting Pupils with Medical Conditions</u> DECISION – not agreed further amendments required.</p>							

<b>15</b>	<b>Correspondence:</b>	
	<p>New Diocese DBS process for Foundation governors shared with FGB and revised procedure to be emailed to governors.</p> <p>All Foundation governors have submitted their paperwork for their DBS check; please could copies of all DBS certificates, once received, be passed to AF.</p>	<p><b>CoG</b></p> <p><b>All Foundation Governors</b></p>
<b>16</b>	<b>Dates for future meetings:</b>	
	26th November 2025, 11th February, 29th April & 1st July 2026	
<b>17</b>	<b>AOB:</b>	
	MB to visit the school Friday, 26 <sup>th</sup> September to see acting-HT as Governing Learning Walk postponed pending new governor appointments. Meeting closed 7pm.	
	<p style="text-align: center;"><b>Action Points:</b></p> <ul style="list-style-type: none"> <li>• Committee Chairs will be elected at the first meeting of each committee.</li> <li>• Completion of Declaration of Business Interests</li> <li>• Completion of CES Code of Conduct</li> <li>• Completion of CES Annual Governor Skills Audit</li> <li>• Establishment of procedures and policies to support DSL's in holidays such as 'protected time'.</li> <li>• MB contact the Parent Governor candidates to discuss their appointment subject to DBS checks.</li> <li>• LA Governor Application form obtained from BCP to be forwarded to AW for completion.</li> <li>• Foundation Governor Application forms to be forwarded to RM for completion.</li> <li>• Foundation Governor succession planning to be discussed at future FGBs.</li> <li>• MB will request SC be re-elected as a Co-Opted Governor for a further 4 year term, to be approved at next FGB.</li> <li>• Governors asked to read KCSIE 2025 – Key Changes &amp; Child Protection Policy 2025/26 and accompanying documents sent to all Governors on 5th September 2025 by GC from the Safeguarding Inset:</li> </ul> <p>Governor Safeguarding training: <a href="https://lgfl.bookinglive.com/book/add/p/74">https://lgfl.bookinglive.com/book/add/p/74</a></p> <ul style="list-style-type: none"> <li>• Cyber Security training to be completed by 19th December by all governors</li> <li>• Revised procedure Diocese DBS process for Foundation governors to be emailed to governors.</li> <li>• All Foundation governors to forward copies of their DBS certificate, once received, to AF.</li> </ul>	<p><b>Committee</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>MB</b></p> <p><b>CoG/AW</b></p> <p><b>CoG/RM</b></p> <p><b>All</b></p> <p><b>MB/CoG</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>CoG</b></p> <p><b>Foundation Governors</b></p>