



St. Joseph's Catholic Primary School, Christchurch
The Governing Body
Chair: Mike Board

Minutes of Full Governing Body Meeting
Wednesday, 11th February 2026 – 5.30pm

Present:

Mike Board	MB	Foundation Governor (Chair)
Peter Doherty	PD	Headteacher
Gerry Curran	GC	Deputy Headteacher (Acting Headteacher 2025 Autumn term)
Vick Withey	VW	Foundation Governor (Vice-chair)
Margaret Bond	MBond	Foundation Governor
Pete Barry	PB	Foundation Governor
Father Paul Obada	FPO	Foundation Governor
Andy McLaughlin	AL	Foundation Governor
Sinead Cheeseborough	SC	Co-Opted Governor
Rachel McMillan	RM	Co-Opted Governor
Andy Webb	AW	LA Governor
Sam James	SJ	Staff Governor
Gemma Stiles	GS	Parent Governor

Attending:

Jane Farrell, Clerk to the Governing Board

Item		Action
1	Opening prayer	
	The meeting was opened with prayers led by FPO.	
2	Welcome & Apologies	
	The Chair (MB) welcomed all to the meeting. Apologies were received from Pete Hartley and Michelle Adams; these were formally accepted by the Board.	
3	Declaration of Business Interests	
	Declaration of Business Interests: It was confirmed that all annual business interest forms have been completed and returned. No updates to existing records were required. CES Code of Conduct: All governors have completed and signed the annual CES Code of Conduct. CES Governor Skills Audit: Completed.	
4	Approval of minutes 26th November 2025 and matters arising	
	Prior to the FGB, Governors received a copy of the minutes and these were agreed as an accurate record of the meeting and signed by MB. The minutes were reviewed by MB who provided an update on the following on-going action points:	

	<ul style="list-style-type: none"> • Work continues on CPOMS reports in an accessible format for governor oversight. • Drafting a CCTV policy is underway. • Governors were reminded to complete outstanding Governor Safeguarding training via the LGfl portal https://lgfl.bookinglive.com/book/add/p/74 and the Cyber Security training once the links are re-distributed by email. • Succession planning for Foundation Governors is on-going; a call for volunteers to be included in the parish newsletter. • The wording of the Cycle & Scoot to School policy to be clarified around insurance liability. • On-going work on Climate Action Plan (led by GC and MB, lead Governor) ensuring alignment with Diocese’s overarching strategy. <p>All other actions from the previous meeting were confirmed as completed.</p>	<p>GC GC Clerk</p> <p>MB</p> <p>PD</p> <p>GC/ MB</p>
5	Board membership matters – new appointments, vacancies and expiring terms of service	
	<p>Succession planning is an on-going action point for the Board with expiring terms for three Foundation Governors this year (31/08/26). Application paperwork sent to one prospective new Foundation Governor on 26th January 2026. Recruitment remains a priority via the parish newsletter.</p> <p>The allocation of governor linked roles was discussed and agreed. MB will circulate the finalised list once the new Safeguarding Governor appointment is confirmed. VW to continue as interim Safeguarding Governor.</p>	<p>MB</p> <p>MB</p>
6	Headteacher’s Report: School Development Plan & Catholic Life of the School	
	<p>Governors had received the Autumn 2025 Headteacher Report to review. The report provided a strategic Headteacher Executive Summary focusing on the School Development Plan and Catholic Life of the School including:</p> <ul style="list-style-type: none"> • Safeguarding (inc: Suspensions & Exclusion update) and related staff training. • Attendance • SEND Report Autumn 2025 • Operational updates: After-school clubs, Premises and Health & Safety. • Curriculum: Subject Leaders overviews <p>GC (Acting Headteacher Autumn 2025) addressed queries from Governors regarding the report. PD further briefed the Board on the current Spring term, highlighting specific challenges and the support plans implemented for pupils and staff.</p> <p>Governors raised questions regarding pupil behaviour and staffing. MB requested ‘Behaviour’ to be added as a standing item for future FGB agendas.</p> <p><u>Catholic Life of the School</u></p> <p>MB detailed the CES Model Directives 2025 issued by the Bishop Philip (effective 13th January 2026). The Board discussed the key implications of these Directives, noting that they will form the foundation of the School Development Plan moving forward.</p> <p>PD confirmed that the new RE curriculum, staff training and resources (Oxford University Press) will be in place by Summer 2026. This ensures the school is fully prepared for the curriculum becoming statutory in September 2026.</p>	<p>Clerk</p>

7	Headteacher Performance Management:	
	<p>MB advised LMcG at BCP requires a date to meet for the Headteacher performance management process.</p> <p>9th March 2026 agreed by Board and an email will be circulated to Governors to seek volunteers for HTPM panel.</p>	MB
8.	Safeguarding (inc. suspension & PEX update to governors):	
	<p>GC informed the Board Safeguarding protocols are up to date, highlighting the following:</p> <ul style="list-style-type: none"> • Children on CP plans are monitored and staff continued to be informed to an appropriate level. • DSLs, SLT and SENDCO continue to meet to discuss Safeguarding updates and all concerns are recorded on CPOMs. • Personalised timetables are in place for specific pupils and are subject to ongoing review. • BCP Safeguarding audit has been completed; which will generate a report for governors and training requirements. This will be shared with Governors upon receipt. 	GC
9.	SEND	
	<p>VW (linked Governor for SEND) reported on her recent monitoring visit with the SENDCO. The meeting covered EHCPs, SEND Support, EHCNA's and PINS:</p> <ul style="list-style-type: none"> • Monitoring & Impact: The SENDCO demonstrated the system used to track the progress of pupils with SEND and how the school evaluates the effectiveness of specific interventions. • Key Challenges: VW noted the key challenges; which included the funding deficit and budgetary constraints in meeting the needs. <p>VW advised the Board the 'Parent workshops' had not been well attended, however, recent training attended by the Year 2 teacher had proved useful.</p>	
10.	Academisation	
	<p>MB advised the Board a meeting has been scheduled with the PD, MB and Matt Quinn (CEO) at Edith Stein CAT for Friday, 27th March 2026 to discuss Academisation and form a strategic plan.</p>	
11.	Committee minutes and actions for committees who have met – main headlines:	
	<ul style="list-style-type: none"> • Curriculum & Standards • Finance & Resources – minutes issued. • Admissions – minutes issued. <p><u>Curriculum & Standards Committee</u></p> <p>Governor learning walk - Friday, 23rd January 2026. Focus: Whole school oracy; Governors observed opportunities for oracy in class (KS1 and KS2) across the curriculum.</p> <p>PD will include data in future HT Reports. Data review scheduled 20th March 2026.</p> <p><u>Finance & Resources Committee</u></p> <p>A copy of the Committee minutes dated 16th January 2026 were forwarded to Governors prior to</p>	PD

the meeting (confidential minutes passed to non-staff Governors at FGB):

PB presented the headlines in the Committee Chair's absence:

- Quarter 3 report was sent to BCP by the 14th January deadline.
- Board approval required for proposed virements outlined in minutes of 16th January.
- Governors discussed the shortfall in SEND funding from BCP. It was noted that a formal request for additional funding will be presented to BCP. Governors discussed the financial implications of this on future years.

DECISION – Governors approved virements outlined in minutes of 16th January.

Admissions Committee

A copy Committee minutes dated 17th December 2025, 7th January and 23rd January 2026 were forwarded to Governors prior to the meeting together with a copy of the final draft of the CES Admission Policy for adoption for 2027/28 which included recommendations from BCP on completion of the consultation period (approved by the diocese).

Committee minutes from yesterday's meeting, 10th February, were not yet available, verbal update from Committee Chair (SC):

SC advised that following the completion of the consultation period and having incorporated recommendations from BCP School Admissions, the final policy for 2027/28 was ready to be ratified by the FGB.

DECISION - Policy ratified by Board.

Policy to be uploaded to website by 28th February, copy to BCP and Diocese.

Admissions: current number on roll

YEAR GROUP	N.O.R.	PLACES AVAILABLE	WAITING LIST
YR	29	1	7 – able to offer 1 place
Y1	24	6	-
Y2	26	4	-
Y3	31	1	-
Y4	27	5	-
Y5	30	2	-
Y6	30	2	-
TOTAL	197	21	

Clerk

	<p>SC advised for In-Year Applications: there were no new applications for consideration at the time of the Committee meeting on 10th February 2026 and as a child had left the Reception class, the Governors reviewed the waiting list and agreed to offer a place to the first placed applicant (Category 9b, distance 0.367). However, immediately after the meeting, Finance Officer (MF) was informed that a new application had been submitted to the School Admissions system on the morning of 10th February so should have been included in the waiting list for YR. At the time of the meeting, no SIF had been received; therefore, the application's category was 9b, distance 0.327. This placed the application in the first position on the waiting list. SC asked the board to agree to offer the place to the new applicant.</p> <p>DECISION - Board agreed place would be offered to the new applicant.</p> <p>For September 2026 applications for Reception is 52, for Year 3 is 8 and these had been ranked by category in accordance with the Admission Policy 2026/2027. The number of first preference applications received to date for Reception is currently 22. CASAppeals had requested data on the number of applications for 2026 and the anticipated number of appeals this Summer. The Admissions Committee had provided the information but due to the number of first preferences, no appeals are expected.</p> <p>CASAppeals timetable to be uploaded to the school's website (statutory requirement).</p>	Clerk
12.	Governor's school monitoring visits – main headlines	
	<p>MBond (EYFS linked Governor) summarised her latest EYFS monitoring visit on 21st January 2026. Visit focus was to observe a phonics lesson, writing lesson, review Autumn 2 data, compare with Autumn 1 Baseline data and assess progress.</p> <p>Next visit 15 April 2026 to review results for 2025/26 Spring 1.</p>	
13.	<p>Policies for ratifying:</p> <ul style="list-style-type: none"> • Governor Allowances • Gifts & Hospitality • Admissions 2027/28 with BCP recommended changes (diocese approved) • Staff Wellbeing • Supporting Children with Medical Conditions • Charging & Remissions • Health & Safety 	
	<p>Prior to the meeting Governors had received a copy of the policies for review:</p> <p><u>Governor Allowances Policy</u> DECISION – Policy agreed</p> <p><u>Gifts & Hospitality</u> DECISION – Policy agreed</p> <p><u>Admissions Policy for 2027/28</u> DECISION – Policy agreed</p> <p><u>Staff Wellbeing</u> DECISION – Policy agreed</p>	

Summary of Action Points for next FGB:

GOVERNORS

- Governors to complete outstanding Governor Safeguarding training via the LGfl portal and the Cyber Security training once the links are re-distributed by email.

CHAIR

- Succession planning for Foundation Governors is on-going; call for volunteers in the parish newsletter.
- Circulate the finalised governor linked roles once the new Safeguarding Governor appointment is confirmed.
- Email to Governors to seek volunteers for HTPM panel.

HEADTEACHER/DEPUTY HEADTEACHER

- Draft a CCTV policy.
- The wording of the Cycle & Scoot to School policy to be clarified around insurance liability.
- CPOMS reports in an accessible format for governor oversight.
- On-going work on Climate Action Plan (led by GC and MB, lead Governor) ensuring alignment with Diocese's overarching strategy.
- Forward BCP Safeguarding audit report and training requirements to Governors.
- Data to be included in HT Report.
- Safer Recruitment Governor training link to VW.

CLERK

- Outstanding training items to be re-distributed by email to Governors.
- 'Behaviour' to be added as a standing item for future FGB agendas.
- Admission policy to be uploaded to website by 28th February, copy to BCP and Diocese.
- Return the Supporting Children with Medical Conditions policy to reviewer (SS).
- CASAppeals timetable to be uploaded to the school's website.
- Allocate a named 'reviewer' to school policies (Clerk to work with PD & MB)

DECISIONS AGREED:

- Approval of virements outlined in minutes of 16th January.
- Governor Allowances Policy - Policy agreed
- Gifts & Hospitality - Policy agreed
- Admissions Policy for 2027/28 - Policy agreed
- Staff Wellbeing - Policy agreed
- Charging & Remissions – Policy agreed
- Health & Safety – Policy agreed
- Governors agreed Reception place would be offered to the new applicant.

Approved: Date: