



Minutes

Of a meeting of the **Local Governing Body** of St Mary's Catholic Primary School held in school on

14 July 2025, 6:00pm

Present: Mr S Taylor (Chair, Foundation); Mr D O'Connor (Head); Mrs S Horton (Staff) (Virtual); Mrs E Morgan (Foundation); Mrs P Akin-Olugbade (Elected Parent); Fr. C Davies (Foundation); Mr L Cleeve (Foundation); Mrs E Correia (Foundation); Mrs T Yarker (Foundation); Mr J Thornton (Elected Parent)

In Attendance: Mrs L Hall (Governance Professional); Mrs V Williams (Deputy Head); Mr G Refalo (ex-Governor)

Apologies: Mrs N Henderson-Andrade (Foundation)

The meeting was quorate.

1.	Opening Prayer	Actions
2.	Welcome and Apologies for Absence Welcome to JT at his first meeting of the LGB. Apologies from NH-A.	
3.	Register of Interests SH declared she is a governor at Waddesdon School. Chair declared he is a Foundation Director at Pope Francis Multi Academy Company. EM declared that she is a teacher at Blessed George Napier school.	
4.	Minutes of the last meeting of 12 th May 2025 were declared to be a true record and were signed by Chair. Matters Arising <ol style="list-style-type: none"> 1. PREVENT refresher training on Smartlog is set to three years. To confirm with PFMAC refresher length –Chair has spoken with PFMAC Operations Manager who has said that PFMAC are reviewing their safeguarding training refresher periods, which will be going live in the new academic year. 2. Future dates for learning walks –HT has added windows to the Governor Hub calendar in March, November and June. 3. Number of new Reception intake who are Catholic –We are aware of 11 currently of the 26 registrations. Governors queried how many are Christian; we will not know until they are registered on Arbor. Last year there were 8 Catholics at this time. Chair informed Governors that the number of Catholics across the MAC range from 21-60%, St Mary's is at the upper end of this at 48%. HT reminded Governors that all parents choose to send their Children to St Mary's and have made that choice with awareness of the values and ethos of the school. 4. Draft School Development Plan – 	

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	<p>5. Safeguarding/phones & smart watches –HT has drafted a letter for the first day of term reminding parents that smart watches are treated as mobile phones and need to be handed in at the start of the day. Governors queried if there is a Mobile Phone Policy. HT responded that there isn't a standalone policy as it is included in ESafety, but he will look at producing one.</p> <p>6. Duplication of training - Chair has spoken to PFMAC Operations Manager who has said that if any governors have completed training in the last year he will mark Smartlog as complete.</p> <p>7. Gift register</p>	
5.	<p>Headteacher's Report</p> <p>A Governor asked for clarification on persistent absenteeism. HT explained that this is attendance which falls below 90%.</p> <p>Governors challenged HT on his plan to improve his self-evaluations of overall SEF grade and quality of education as Requires Improvement. HT responded that this is in the actions of the SDP. He has graded as RI because it needs to be consistently good in every classroom, and the school is borderline good but HT is setting a target to achieve Good consistently. This year has been about implementing the English curriculum, the next is to challenge greater depth readers to push further, quality first teaching and every child should be pushed further.</p> <p>Governors discussed the variety of activities in the summary update since last report.</p> <p>FC said that he can help with developing leadership and liturgical confidence of UKS2 and a reinforced understanding of the Mass in LKS2.</p> <p>Governors asked if the school is staffed sufficiently for next year, which HT confirmed. A Governor said that parents have not fully understood the need for mixed year classes. HT said that this has been brought to his attention and he has drafted another letter to explain.</p> <p>HT was questioned if support staff are not being replaced after resignation or retirement. HT explained that the staffing structure was built for ten classes, not the eight that we have currently.</p> <p>Chair added that the PFMAC survey results are being reviewed and that this will be added as an agenda item at the next meeting.</p> <p>Governors discussed the slow but steady improvement in house points/behaviour logs.</p> <p>A governor asked what the recent ESafety incidents were. HT explained that children may stumble upon a website while researching in class which then sends an alert to him via Securus. He was asked if staff have sufficient training for logging behaviour logs and HT responded that there has been an improvement with Teaching Assistants logging incidents as well but more training is required.</p> <p>The number of pupil premium children in extracurricular clubs is steady and HT explained that when we have outside companies into school we always ask for a discounted or free place.</p> <p>EYFS GLD, Year 1 Phonics and KS1 & KS2 outcomes were discussed. They were broken down into SEN and disadvantaged figures.</p>	

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	<p>Early years GLD is 56%. This is a small cohort with a high level of need. Children need to be able to write a sentence to pass and there are SEN children who are academically able but not able to communicate - it is an all or nothing grade.</p> <p>Year 1 phonics are in line with the national average even though 25% of the year group are EAL. A governor asked if it is possible to cut the data by EAL as well as PP and SEN.</p>	
6.	<p>School Development Plan</p> <p>HT pointed Governors towards the summary on pages 3 & 4 saying that most targets are in education and we have already started.</p> <p>Chair asked Governors to look at the new Diocesan mission on page 2 and told them that we will see those words being used more. In school.</p> <p>Governors discussed ways to help children remember the mission, including through song as it was felt that young children would not find it easy.</p> <p>HT asked for feedback, explaining that Catholic Life relates directly to our inspection and quality of education to current Ofsted criteria. Behaviour and attitudes builds on this year and Leadership is about strengthening subject leadership.</p>	
7.	<p>Pastoral Matters</p> <p>HT & FC have discussed sacramental preparation for next year. There will be one Mass so the St Mary's children and other parish children are together. The Archbishop is expected to perform Confirmations in the Spring with certificates given out afterwards at a reception in the John Paul II centre. The family day will be kept but will be integrated with Corpus Christi.</p>	
8.	<p>Reports from Committees</p> <p>a. Finance and Resources Committee</p> <p>Chair updated Governors with a summary of the budget which has been submitted. Since then a pay award of 4% has been awarded to teachers, 3% of which is being funded by the government. Due to academisation we have had to budget three times and it has been a difficult year. There is a copy of the budget and meeting minutes on Governor Hub. Governors were reminded that year 3 is subject to change.</p> <p>b. Admissions</p> <p>Committee has met twice since the last meeting and has accepted a pupil in years 1 and 3 for this year and year 3 and 5 next year. There have been another four applications for year 4 which have not been approved. HT wrote to PFMAC CSEL requesting funding for a teacher for one year so that we can accept more year 4 children. This was refused.</p>	
9.	<p>Safeguarding & Link Governor</p> <p>SENCo and school have done a great job progressing the actions from the last S175. Filtering and monitoring has now been added to the iPads. Governors said that the school really understands the landscape of its children and doing all it can to support them.</p> <p>The new safeguarding governor was introduced to SCR Tracker which he was impressed by. This will be inspected termly.</p>	

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10.	<p>Annual H&S Audit Report</p> <p>Previous action points have all been completed and the audit this year raised no significant findings.</p> <ul style="list-style-type: none"> a. EVC revalidation is booked on 2 October. b. Almost all staff have been first aid trained but we need to add their names on all off-site risk assessments. c. OCC approval process for category C visits is to be raised with PFMAC. Operations manager has received a copy of this letter. d. A risk assessment on glazing will be carried out. 	
11.	<p>Governor's Skills Assessment - update</p> <p>The governors who are leaving/left do not need to complete this. In October training needs will be addressed.</p>	
12.	<p>Any Other Business</p> <p>Attending ex-governor gave his thanks.</p> <p>New elected parent governor said he had a lot of reading to do over the summer and will likely have lots of questions.</p> <p>Foundation governor moving away gave thanks and good luck, adding that the school is heading in the right direction.</p>	
13.	<p>Closing Prayer</p>	
15.	<p>Date of Next Meeting</p> <p>Monday 20 October 2025.</p> <p>Meeting finished at 7:45pm.</p>	

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