



Minutes

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

20 October 2025, 6:00pm

Present: Mr S Taylor (Chair, Foundation); Mr D O'Connor (Head); Mrs S Horton (Staff); Mrs E Morgan (Foundation); Mrs P Akin-Olugbade (Elected Parent); Fr. C Davies (Foundation); Mr L Cleeve (Foundation); Mrs E Correia (Foundation); Mr J Thornton (Elected Parent)

In Attendance: Mrs L Hall (Governance Professional); Mrs V Williams (Deputy Head); Mrs K Riley

Apologies: Mrs O Farmer (Foundation)

The meeting was quorate.

1.	Opening Prayer	Actions
2.	Welcome and Apologies for Absence Chair welcomed Governors to the first meeting of the year and introduced VW and KR, observing. Apologies for absence received from OF.	
3.	Register of Interests Have been completed on GovernorHub. Fr Craig declared he is Director of The John Paul II Centre. SH declared she is a governor at Waddesdon School. EM declared that she is a teacher at Blessed George Napier School. Chair declared he is a Director of PFMAC.	
4.	Minutes of the last meeting of 14 th July 2025 were declared to be a true record and were signed by Chair. Matters Arising <ol style="list-style-type: none"> 1. Mobile Phones Policy - Separate policy not required as mobile phone use is covered within the ESafety Policy. Chair confirmed clarity within the policy. HT reported no issues this year with mobile or smart watch use. This will continue to be monitored. 2. Smartlog training- Chair noted the board is in a good position regarding Smartlog. 3. Learning Masses - To be scheduled before spring/summer term. 4. Stakeholder Survey results – To be discussed as an agenda item later in the meeting. 5. Phonics Data EAL/Non EAL - 56% phonics pass rate for EAL pupils in Year 1 compared with 71% overall. Significant discrepancy noted due to high number of in-year transfers. To be considered in future planning. 6. Glazing risk assessment – To be addressed under committee minutes. 	

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Date.....

	7. Update skills assessment – To be discussed as an agenda item later in the meeting.	
5.	Election of Chair/Vice Chair of Governing Body FrC nominated as Interim Chair – LGB in unanimous agreement LC nominated as interim Vice Chair – LGB in unanimous agreement. <i>(PA-O entered)</i>	
6.	Link Governors and Committee Chair Roles Safeguarding & ESafety Link Governor – LC Early Years Link Governor – EC Pupil and Staff Wellbeing Link Governor – PA-O Pupil Premium Link Governor – New (KR) RE Link Governor – FrC HT Appraisal Link Governor – FrC Onboarding and Development Link Governor – SH SEND Link Governor – Will be the new Foundation Governor Pupil Behaviour, Development & Absence – JT Health & Safety and Estates – LC Quality of Education - OF Finance, Resources and Estates: PA-O (Chair), LC, EC, New Governor Education Standards: SH, OF, New Governor, FrC. Chair to be decided. Admissions: JT (Chair), KR, New Governor	
7.	Headteacher's Report Numbers are down by 9 due to pupil movement; however, interest remains high with three open days and a positive outlook for next year. 10.7% persistent absence. 99% attendance today. Whole school attendance is 96.1% (above national average of 95.5%). Staff absence – one staff member has been very unwell and off for 24 days, plus we have had several bereavements. Other sickness absence is only 4.5 days. Events have been well attended. An ESafety workshop for parents attracted 30 people with a focus on filtering/monitoring. HT is writing to ask what parents want help with (safeguarding etc.) for future sessions. Many activities have links to stewardship – harvest donations to Cafod, Ardley Recycling Centre, food bank visit, retreat day, Pilgrims of Hope. Quality of Education snapshot - HT is working with KS1 to maintain pace in phonics and early reading, and DHT's main focus is on RE and KS2. Governors asked for an explanation of the term 'adaptive teaching'. HT explained that lessons need to be adapted to meet the needs of individual children. Books are marked to evidence when the teacher has spoken to a pupil.	

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	<p>Governors noted presentation and pride in the children’s books.</p> <p>Attendance is excellent but the persistent lateness of some pupils was discussed as they are missing 10 to 15 minutes of learning every day. Assembly has been moved to 9.00am to give more learning time before lunch.</p> <p>There is no analysis of house points available this early in the school year. Pupil voice – Comments from pupils are typed into a Google Form for HT. Year 5 are working with KS1 and Year 6 in Early Years which is having big impact on behaviour.</p> <p>A Governor asked how many pupils are in sacramental preparation. For Reconciliation there are 23 pupils and in Year 6 for Confirmation there are 17. There is a good number this year and we they are going to St Chad’s later this week as part of their preparation.</p> <p>52% of pupils have taken part in clubs this half term.</p> <p>The SCR is checked weekly by HT and is now up to date for staff, a couple of gaps in governors & volunteers. HT will share a SCR Tracker mini demo next meeting.</p> <p>SEN - We have 13 EHCPs, 1 pending, 2 in process (EYFS gap funding). Highest EHCP ratio within the MAC, reflecting school’s inclusive reputation.</p> <p>Health & Safety – 4th in MAC compliance rankings last week. September budget monitoring remains on track for projected spend.</p>	
8.	<p>Pastoral Matters None.</p>	
9.	<p>Reports from Committees:</p> <p>a. Finance, Resources & Estates DoE providing 3% of 4% increase; school covers remaining 1%. School subsidising £30k annually (of £60k total). Discussion held on sustainability; governors noted universal issue across schools. Government plans for FSM expansion to families on Universal Credit from Sept 2026.</p> <p>The school was well prepared for the annual health & safety audit and the actions from the Fire Risk Assessment are being progressed.</p> <p>The kitchen upgrade was discussed. Original £300k plan deemed unaffordable by PFMAC. School proposed alternative layout extending into library; maintaining total square footage by reconfiguring store rooms. Governors questioned long-term adequacy; HT confirmed proposal considers future capacity.</p> <p>b. Admissions</p>	

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	<p>Query raised on KS2 class size caps in KS2. HT responded that any over 30 for Year 6 will have a significant impact on the school and the children. If admission requests over this number are received we will need to discuss more thoroughly and the committee can admit up to this number but any more will need to be presented to the LGB. These will be looked at on a case by case basis in the best interests of the class and the child.</p> <p>Staff governor noted disparity in marking workload between smaller and larger classes.</p> <p>Admission request: Year 1 non-Catholic child approved by LGB (committee not quorate).</p>	
10.	<p>Review of PFMAC/School Survey</p> <p>Results indicate strong relationships and learning environment. Communication is good, and comments have been taken on board. Parents are pleased with the inclusive nature of the school.</p> <p>Response rate low (20%) compared to 80% from previous in-person survey. Governors noted online response bias and proposed:</p> <ul style="list-style-type: none"> • Conducting survey earlier in the year (March). • Distributing PFMAC standardised survey through alternative methods (e.g., in-person on parents' evening). 	
11.	<p>Governance</p> <p>a. Compliance: Declarations, Smartlog, Policy Approval Compliance ranking: 3rd in MAC 100% completion of required checks; 91.5% training completion. No critical policies outstanding.</p> <p>b. Training Plan 2025/26 Suggested areas for development after the Skills Assessment are:</p> <p><u>Governance</u> <i>Aligning PFMAC Strategy with School Improvement Priorities – 02/12/25</i> Focus on SEF, SDP, and alignment with LGB Action Plan.</p> <p><u>People</u> <i>Safer Recruitment (OCC Education Safeguarding Advisory Team) – 06/11/25</i></p> <p><u>Educational Improvement</u> <i>EYFS Framework Updates – 03/11/25</i> Covering curriculum, assessment, and safeguarding changes.</p> <p><u>Governor Recruitment</u> Aim to appoint two Foundation Governors with teaching experience by year end to strengthen educational expertise.</p>	
12.	<p>Any Other Business</p> <p>Thanksgiving Mass planned for Thursday 4th December. EM thanked governors following her resignation after seven years of service. ST also thanked the board for their support. HT expressed appreciation for both governors' contributions, with a formal farewell to follow in December.</p>	

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13.	Closing Prayer	
15.	Date of Next Meeting Monday 9 February 2026 Meeting closed at 7:55pm.	

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