



Minutes

Of a meeting of the **Full Governing Body** of St Mary's Catholic Primary School held on Teams on
25 November 2024, 6:00pm

Present: Mr S Taylor (Chair, Foundation); Mr D O'Connor (Head); Mrs E Correia (Foundation); Mrs T Yarker (Foundation); Mrs N Henderson-Andrade (Foundation); Mr G Refalo (Elected Parent); Mrs S Horton (Staff); Mrs E Morgan (Foundation); Mrs Princess Akin-Olugbade (Elected Parent); Fr. C Davies (Foundation)

In Attendance: Lacey Hall (LH)

Apologies: None

The meeting was quorate.

1.	Opening Prayer	Actions
2.	Welcome and Apologies for Absence	
3.	Register of Interests Nothing new to declare.	
4.	Minutes of the last meeting of 21 st October 2024 were declared to be a true record and were signed by Chair . Matters Arising It was agreed that matters arising would be discussed at the next, regular meeting on 10 February 2025.	
5.	Approval of Final Academisation Documents 1 Purpose of this meeting 1.1 It was noted that on the 26 th June 2023 the Governing Body had resolved to undertake the work necessary to convert St Mary's Catholic Primary School, Bicester (the " School ") to academy status so that it could join Pope Francis Catholic Multi Academy Company (the " Academy Trust "). The proposed date of conversion is 1 st January 2025 ("the Conversion Date ") 1.2 The purpose of this meeting was specifically to consider and, if thought fit, to approve the following: 1.2.1 the conversion of the School to academy status and joining the Academy Trust; and	

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	<p style="text-align: center;">1.2.2 approval of the documentation relating to the School's conversion.</p> <p>2 Consideration of conversion to academy status and joining the Academy Trust</p> <p>Due diligence</p> <p>2.1 Chair set out the outcome of the due diligence exercise that had been undertaken. A working party was established in June 2020 and their report was reviewed in September 2021. There were some points which the FGB felt required some clarification. The Chair, Vice Chair and the Diocese met to clarify these points. In September 2022 a 'roadmap' laid out the pathway to academisation and in May/June 2023 stakeholder meetings were held. In June 2023 the FGB voted unanimously to commence the roadmap. The case for joining the academy had remained unchanged i.e. reduction in LA funding, the benefit of joining a family of Catholic school, evidence of opportunities for staff career development, a central support team and the expectation of the Archbishop. Governors recognised the needs to provide a financial contribution to the academy. Having regard to the information which had been provided, the Governors concluded that conversion to academy status and joining the Academy Trust appeared to be in the best interests of the School.</p> <p>Consultation</p> <p>2.2 It was noted that a consultation with stakeholders regarding the School's conversion to academy status had been carried out from 7th November 2023 to 1st December 2023, during which stakeholders were invited to share views and ask any questions they may have</p> <p>2.3 It was then arranged for two consultation meetings to take place, at school, on Tuesday 5th and Wednesday 6th Dec, one for staff and one for parents. At these meetings there was representation from the PFMAC, School Governors and the school's headteachers, providing further opportunity to discuss and clarify any points that have been raised.</p> <p>2.4 A FAQs document about being an Academy was provided on the school website, There were some people who responded to the consultation. The main themes raised by consultees were 1) Developmental opportunities for staff, 2) Growth of the PFMAC and 3) Finances. Answers to these questions were provided at the consultation meetings and in an updated FAQ sheet linked to the school website</p>	
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	<p>2.5 The consultation feedback was discussed at the FGB meeting on 5th February 2024, with the agreement that no issues of concern had been raised.</p> <p>Impact assessment</p> <p>2.6 The Governors acknowledged their legal obligation to have due regard to the need to:</p> <p>2.6.1 eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;</p> <p>2.6.2 advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it - this includes having due regard to the need to:</p> <p>(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;</p> <p>(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of those who do not share it;</p> <p>(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low; and</p> <p>(d) foster good relations between people who share a relevant protected characteristic and persons who do not share it - this includes having due regard to the need to tackle prejudice;</p> <p>2.6.3 promote understanding with regard to the relevant protected characteristics of age; disability; gender reassignment: pregnancy and maternity; race; religion or belief; sex and sexual orientation.</p> <p>2.7 The Governors considered the likely impact of the conversion to academy status and joining the Academy Trust on equality issues in general, and the matters which they were required to have due regard to, in particular, and concluded that the proposal was unlikely to have any equality impacts.</p>	
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3	<p>Resolution to proceed with conversion to academy status and joining the Academy Trust</p> <p>3.1 Having considered all relevant factors and their duties generally, IT WAS RESOLVED by the Governors to proceed with the conversion of the School to academy status and to join the Academy Trust with effect from the Conversion Date.</p>	
4	<p>Conversion documents for the School</p> <p>4.1 It was noted that with effect from the Conversion Date the Academy Trust would take responsibility for running the School and accordingly it was proposed that:</p> <p style="margin-left: 20px;">4.1.1 the contracts and assets (and liabilities) used (or incurred) in the running of the School are transferred to the Academy Trust under a commercial transfer agreement to be entered into between the Academy Trust, the Council and the Governing Body (the “Commercial Transfer Agreement”), a draft of which was produced to the meeting and which had been agreed by the parties; and</p> <p style="margin-left: 20px;">4.1.2 all employees employed at the School immediately before the conversion will transfer to the Academy Trust on their existing terms and conditions of employment with full continuity of service. In accordance with the TUPE Regulations, the Chair explained that appropriate letters had been circulated to trade union representatives and staff.</p> <p>4.2 It was further noted that the Academy Trust would enter into the following documents relating to the School’s conversion:</p> <p style="margin-left: 20px;">4.2.1 a Supplemental Funding Agreement with the Secretary of State for Education setting out the terms of the funding of the School going forward, the agreed version of which was produced to the meeting;</p> <p style="margin-left: 20px;">4.2.2 a Church Supplemental Agreement for the School in relation to the Diocese owned land and ongoing obligations to maintain the religious ethos of the church school, a draft version of which was produced to the meeting.</p>	

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	<p>4.3 The Governors considered the terms of the Commercial Transfer Agreement and IT WAS RESOLVED that:</p> <p>4.3.1 the conversion be approved;</p> <p>4.3.2 the terms of the Commercial Transfer Agreement be approved;</p> <p>4.3.3 any Governor of the School be authorised to approve any amendments to the Church Supplemental Agreement, Supplemental Funding Agreement and/or Commercial Transfer Agreement;</p> <p>4.3.4 any Governor be authorised to sign the Commercial Transfer Agreement on behalf of the School; and</p> <p>4.3.5 any Governor be authorised to execute any other ancillary documentation in connection with the conversion on behalf of the School.</p>	
6.	<p>Transition to LGB Structure Chair proposed (From Jan 2025 to end of July 2025):</p> <p><u>Committees</u></p> <ul style="list-style-type: none"> ● Finance and Resources Committee Chair: ST <i>Members ST, PAO, EC, TBD</i> ● Education Standards Committee Chair: NHA <i>Member: NHA, SH, GR, TY, EM, PAO</i> ● Admissions Committee Chair: TY <i>Members: NHA, TY, GR</i> <p><u>Link Governors – Proposal</u> (M) Mandatory – these must be in place (S) Suggested – these are suggested for LGBs & can change, as required, on an annual basis to suit the needs of school governance</p> <ul style="list-style-type: none"> ● (M)Safeguarding (including Online Safety) (ST) ● (M)Special Educational Needs and Disabilities (SEND) (EM) ● (M)Pupil Premium (TY) ● (M)Health, Safety & Estates (TBD) ● (M)RE (inc. Catholic Life, Catholic Ethos and Mission) (FrC) ● (M)HT Appraisal (GR) ● (S)Pupil behaviour, absence and exclusions (include behaviour for learning) (GR) ● (S)Quality of Education (NHA) ● (S)Pupil development (including the wider curriculum & extracurricular activities) (EC) ● (S)Pupil and staff wellbeing (PAO) ● (S)Governor Onboarding & Development (SH) 	

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	Chair has uploaded Terms of Reference to Governor Hub and asked for another governor to join the Finance and Resources Committee due to the increased scope and the Admissions Committee. GR agreed to join the Admissions Committee.	
7.	Policies <ul style="list-style-type: none"> a. Complaints Policy Approved by FGB with amendment of term 'clerk of governors' to 'governance professional'. b. E-Safety Policy Approved by FGB with amendment to page 6 'named person' 	LH to update policy and publish DOC to update policy and publish
8.	Any Other Business HT proposed a celebration on Friday 17 th January. It was agreed that a Mass would be held at 9.30 followed by a ribbon cutting and snacks etc. The new academy sign is ready to be fitted.	
9.	Closing Prayer	
10.	Date of Next Meeting 10 February 2025 Meeting finished at 19.00pm	

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