



## Minutes

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

**12 May 2025, 6:00pm**

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

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

**Apologies:** Mrs E Correia (Foundation); Mrs T Yarker (Foundation); Mr G Refalo (Elected Parent);

The meeting was quorate.

1.	<b>Opening Prayer</b>	Actions
2.	<b>Welcome and Apologies for Absence</b> Three apologies for absence. PA-O is on her way to the meeting	
3.	<b>Register of Interests</b> 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. NH-A declared that she is a governor at Blessed George Napier school.	
4.	<b>Minutes of the last meeting</b> of 10 <sup>th</sup> February 2025 were declared to be a true record and were signed by Chair. <b>Matters Arising</b> 1. PREVENT refresher training on Smartlog is set to three years. To confirm with PFMAC refresher length 2. Future dates for learning walks 3. Our subscription to OCC governor training ends in August. 4. PFMAC have requested that governors take ownership of the school's risk assessment. This has been created by the HT using the template provided. There will be some training provided. <i>(PA-O entered)</i>	
5.	<b>Update on Appointment of Chair/Vice-Chair of Governors</b> Over the last months Chair has spoken with Foundation Governors looking for volunteers to run for Chair. At this moment in time current governors do not feel able to stand so Chair spoke with PFMAC Governance Manager and he feels it best to delay elections until September. This brings the election in line with other annual business and also allows time for the recruitment of a new Foundation Governor. Chair's proposal was accepted by the governors.	

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6.	<p><b>Headteacher's Report</b></p> <p>Governors found the summary update and Catholic Life sections very useful as they show how much is going on in school. The impact and next step columns are very clear.</p> <p>Governors were happy to hear that Reception intake next year is anticipated to be 30. They congratulated all staff for their work in recruitment and social media. HT explained that this is part of our marketing strategy. Parents have phoned the office to enquire after school places and tours, saying that they have heard the school is improving. People from every community group invited to be interviewed on Lighthouse Radio share their impressions of the school.</p> <p>Governors queried how many of the new intake are Catholic. There are not a huge amount but HT will include in his next report.</p> <p>HT explained that numbers on roll have dropped by two but we have another two starting in the next few days. Numbers need to reach 240 before we can afford to staff another class.</p> <p>Arbor, the new management system is good for monitoring attendance and measuring against national average.</p> <p>Chair asked if governors are able to read at Lenten and Advent Masses. HT said he was more than happy to open them up to governors and older children.</p> <p>HT explained that the school community raised over £600 for Father Hudson's. The target was £230, so we did incredibly well.</p> <p>PFMAC are now taking all stakeholder surveys. There has been some concern from staff that the surveys are not entirely anonymous as they ask for school name and job area (some only have one or two job roles that could apply).</p> <p>The purpose of stakeholder surveys was discussed as it would be difficult to make direct comparisons between such differing schools, but the purpose may be the sharing of best practice.</p> <p>VW was asked how absence is managed and she described the monitoring system and sending of letters with review by the SENCo for mitigating circumstances.</p> <p>Lateness has improved since letters were sent to parents. DOC explained that persistently late children who miss ten minutes a day are causing disruption and losing fifty minutes of their own learning a week.</p> <p>Governors challenged HT about behaviour reports including racist and eSafety incidents. HT replied that reporting is much better than it was previously and it is better than it was as incidents weren't previously reported publicly.</p> <p>Options for concerns around Year 6 use of WhatsApp were discussed. There has been an increase in the number of disadvantaged children accessing afterschool clubs. Governors asked how this has been achieved. HT responded that we have asked external clubs if they offer any free places, the selection of clubs offered and the fact that teacher-led clubs are free of charge.</p>	
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	<p>Governors discussed HT's review of the first SIP visit under PFMAC. They asked if their feedback is fair and accurate. HT believes it is, and said they want to spend more time in classrooms next time.</p> <p>Governors queried the action 'consider impact of 1:1 TA support on other students.' HT explained that this is suggesting that 1:1 TA's broaden their scope beyond supporting more than one child.</p> <p>Key Stage 2 SATs Predictions 2025  Reading – 84% exp ; 28% GD  Writing – 87% ; 6% GD  Maths – 78% ; 25% GD  EGPS - 84% ;25% GD</p> <p>Key Stage 1 Phonics  84% predicted. Was 80% before 2 pupils left.</p> <p>Key Stage 1 SATs  Reading - 67% ; 7% GD  Writing - 65% ; 5% GD  Maths - 72% ; 5% GD</p> <p>EYFS  GLD – 65% - 23 pupils in total in the class.</p> <p>Children will receive support with writing and HT has worked with class teacher to identify gaps and target children in EYFS. Governors asked why writing is the weaker subject. HT explained that changes have recently been made to the scheme of learning with Pathways to Write which was implemented in the Autumn term. This will take about a year for improvements to be seen in the data.</p>	
7.	<p><b>School Development Plan</b></p> <p>Governors stated that the SDP looks to be on track and asked if HT has any concerns. HT replied that the Forest School is now taking place and Live Simply is in progress working with the Parish committee. Everything is on track and HT asked for governor to contact him with their priorities for next year and he will provide a draft at the next LGB meeting.</p>	
8.	<p><b>Pastoral Matters</b></p> <p>Governors complimented the photographs of the First Holy Communions shared on social media. FC said that the first year in a new parish is always difficult as the children don't know him. A few changes are planned to integrate the school and the parish communities.</p>	
9.	<p><b>Reports from Committees</b></p> <p>a. Finance and Resources Committee</p> <p>The budget for 2025/26 is in progress and demonstrates roughly a 5% cut in overall school funding. The committee will meet to approve the budget on 22 May and then it will be ratified by the LGB at the next meeting in July.</p> <p>Budget monitoring for the current year swings either side of balanced each month Some changes are difficult to predict such as</p>	

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	<p>staffing, and the change in financial year since academisation has led to some invoices falling twice within the same financial year.</p> <p>b. Education Standards Committee Included within HT report.</p> <p>c. Admissions The last committee meeting was on 29 April. Reception – 1 accepted Year 1 – 2 accepted Year 3 – 1 accepted Year 4 – 2 refused as there are 37 in the current cohort with no physical space and staffing considerations.</p>	
10.	<p><b>Committee Terms of Reference</b> PFMAC has shared new committee terms of reference for admissions committees. It was suggested that ToRs should say that the Parish Priest is unable to sit on the committee due to a conflict of interest. LGB agreed to ratify.</p>	
11.	<p><b>Safeguarding &amp; Link Governor Meeting 04.04.25</b> This terms meeting included the annual online safety audit. This is a useful process which generated some actions such as adding safety to the behaviour policy. Mobile phones should be in a box which blocks signals so that they can't communicate with watches. A governor shared that a child in a local school recorded an audio file of a teacher on their smartwatch. This was then shared to WhatsApp after the watch reconnected to the phone.</p>	
12.	<p><b>PFMAC Ways of Working</b></p> <p>a. Smartlog – mandatory training The duplication of training during the transition was discussed.</p> <p>b. SchoolBus – Policy reading/approval There are 12 policies for governors to confirm that they have read. A governor questioned that the 'Gifts, Hospitality and Anti-Bribery Policy' as parents group together to buy end of year gifts for teachers. HT clarified that staff will be asked to report these gifts so that a register may be kept.</p>	
13.	<p><b>Governors Annual Skills Audit</b></p> <p>a. Plan for this year PFMAC provide the form and collate the results.</p>	
14.	<p><b>Review of Policies</b></p> <p>a. PFMAC SEN Policy – governors to read on SchoolBus</p>	
13.	<p><b>Any Other Business</b> Planning a date for an end of year celebration Mass followed by a reception in John Paul II Centre as a longstanding member of staff is retiring. Deputy Head thanked governors for allowing her to observe.</p>	

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14.	<b>Closing Prayer</b>	
15.	<b>Date of Next Meeting</b> Monday 12 May 2025. Meeting finished at 8:00pm.	

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