



Minutes

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

21 October 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)

In Attendance: Lacey Hall (LH)

Apologies: Fr. C Davies (Foundation)

The meeting was quorate.

1.	Opening Prayer	Actions
2.	Welcome and Apologies for Absence Apologies received and accepted from Fr. Craig Davies.	
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. NH-A declared that she is a governor at Blessed George Napier school. GR declared that he is Chair of the PTFA.	
4.	Minutes of the last meeting of 8 th July 2024 were declared to be a true record and were signed by Chair. Matters Arising 1 – Number of Pupil Premium pupils joining after school clubs have been added to the Headteacher’s report. Just under 33% at 8 pupils out of 26 PP children. 2- Behaviour tracking has been added to the Headteacher’s report. 3- Encouraging year 5 and 6 pupils to join the parish youth group – HT will discuss with the new Parish Priest. 4- Data packs have been shared in the Headteacher’s report. 5- Attendance Policy has been uploaded to the website. 6- Skill’s audit – governors have not shared any feedback as yet.	
5.	PFMAC <u>Purpose of this Meeting</u> It was noted that on 26 th June 2023 the Governors had resolved to submit an application to the Department for Education to convert St Mary’s Catholic Primary School, Bicester (the “ School ”) to academy status so that it could join The Pope Francis Catholic Multi Academy Company (the “ MAT ”), an existing	

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	<p>company limited by guarantee established for the purpose of running academy schools. The proposed date of conversion is 1st January 2025 (the “Conversion Date”)</p> <p>The Governors’ application to convert to academy status had been submitted to the Department for Education. The application had been considered by the Headteachers Board of the Regional School Commissioner’s Office on 21 March 2024 and an Academy Order had now been granted.</p> <p>The purpose of this meeting was specifically to consider the following:</p> <ul style="list-style-type: none"> a. the steps required to convert the School to academy status so it can join the MAT <p><u>Conversion of the School to academy status</u></p> <p>It was noted that the following steps would be required to convert the School to academy status so it could join the MAT and it was proposed that work commence on preparing the necessary documentation:</p> <ul style="list-style-type: none"> a. all contracts and assets (and liabilities) used (or incurred) in the running of the School would be transferred to the MAT under a Commercial Transfer Agreement to be entered into between the MAT, the Governing Body and the Council, a draft of which was produced to the meeting; b. the MAT would be required to enter into an agreement with the Secretary of State relating to the funding and operation of the School as an academy, a draft of which was produced to the meeting; c. 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 of which was produced to the meeting. d. all employees employed at the School immediately before the conversion will transfer to the MAT on their existing terms and conditions of employment with full continuity of service. In accordance with the TUPE Regulations, the Chair explained that appropriate consultation would be undertaken with trade union representatives and staff. <p>The draft documents referred to above were considered by the Governors and approved.</p>	
6.	<p>Headteacher’s Report and SDP</p> <p>Governor’s said that the HT report gives a full sense of how busy it is in school.</p> <p>Behaviour tracking was discussed. HT explained that it is becoming evident that specific staff need further training. High level behaviour is tracking down, while low level is becoming more apparent. Since the morning routine was changed pupils are coming into school very calmly and this lasts until lunchtime. However, after their lunchbreak there is ten minutes of</p>	

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	<p>disruption a day. HT explained that routine needs to be embedded. Training is planned for lunchtime supervisors. HT explained that he is spending a lot of time dealing with constant low level behaviours which were previously ignored resulting in increased high level. HT added that behaviour will stay as 'requires improvement' until the afternoon has improved.</p> <p>Regarding quality of education, HT explained that changes required by Ofsted have been implemented but we need to wait six months to see improvement. Once evidence has been seen by governors this can be upgraded to 'good'.</p> <p>HT went on to say that since the last Ofsted inspection several new teachers have been employed. If were to be inspected we would likely be graded 'good' but there is work to be done in support for special needs, a uniformity of approach.</p> <p>Catholic life was discussed. The number of Catholic pupils on roll is down by 7% as the previous year 6 cohort had a very high number of Catholics and the new reception is low in both number of pupils and percentage of Catholics.</p> <p>Governors asked what the percentage of Christians in the school is as they feel this is important for the ethos.</p> <p>Governors discussed the low reception numbers last year and the turnout for Open Morning. There is an Open Evening planned in November to encourage working parents to attend. It was decided that a business plan will be written, including a plan to increase numbers and funding for a nursery. Chair will discuss a child giving a talk at the end of 9am Mass with FC.</p> <p>Governors questioned whether there is a difference in attendance rate between disadvantaged children and other cohorts. HT explained that two children in one family on a reduced timetables and the low number of disadvantaged families mean that each child is a high percentage.</p> <p>The board said that they were impressed by the number of things happening in school on top of the conversion and no deputy headteacher.</p> <p>As committees have looked at the SDP it does not need to be discussed again within the same meeting.</p>)
7.	<p>Pastoral Matters</p> <p>In FC's absence HT told governors that there has been a good start with the relationship of church and school and the children are responding really well to FC. FC was in school today, speaking to year 5 and 6 about the Sacrament of the sick.</p> <p>HT informed governors that he had thanked staff on governors behalf in the briefing this morning for the Thanksgiving Mass in school last week.</p>	
8.	<p>Reports from Committees</p> <p>a. Buildings, Health & Safety and Finance</p> <p>Governors were reminded that an £80,000 overspend had been planned for school improvements. This overspend is currently projecting an additional £76,000 due to the long term absence of a teacher, clawback of two years' worth of SEN funding and a number of payments not invoiced until this year.</p> <p>£38,000 of the £87,000 allocated overspend has not been committed so this can be clawed back straight away, we are identifying opportunities for savings and several EHCP applications are in progress.</p>	

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	<p>Planning of the academy budget has begun, this will run January to August 2025. Governors questioned if there will be less of a budget at the school will join the academy part way through the year. HT confirmed that we would receive 8/12th of the budget.</p> <p>Governor's queried the planned lockdown drill. HT explained that this is a 'stay put policy' and he would be giving an assembly before the drill. We had a fire alarm last week which was not a drill and he was impressed by the calm evacuation.</p> <p>b. Quality of Education</p> <p>There was some discussion about merging the outcomes of education and quality of education link governor roles. However it was agreed that the two governors would meet with HT at the same time but share the SDP objectives.</p> <p>Governors were informed that although writing was below national average last year, it has now improved to above average.</p> <p>The new curriculum has been rolled out and NFER testing is in line with the academy and our SDP. Spelling has a structured program and there are teacher assessments at the end of history and geography topics.</p> <p>HT added that RE will be added to Sonar Tracker but there is room for improvement with Phonics as results are slightly below average. Eight children started at St Mary's just before assessment. There has also been a significant rise of EFL pupils so we need to look at structured interventions.</p> <p>Staff have training booked for Rocket Phonics later in the year. HT stated that there are better systems but this is the one that was already in place. Read, Write Inc. includes an intervention program for EAL new starters.</p> <p>HT also said that he is looking at marking across the school. The monitoring governors for each subject were decided –</p> <p>RE = FC & TY</p> <p>English = EM & NHA</p> <p>Creative curriculum = GR & PAO</p> <p>Terms of Reference were renewed.</p> <p>c. HT Appraisal and Personnel</p> <p>The new HTPM advisor aligns with PFMAC.</p> <p>Terms of Reference were renewed and FC will join the committee.</p> <p>d. Admissions</p> <p>There has been one admissions committee meeting this academic year. One Year 1 child and one EYFS child have been accepted.</p> <p>Governors explained that Catholics are prioritised in the oversubscription criteria so it would be hopeful to know which are Catholic. It is clear on the website that a SIF form should be completed, but if they do not provide one they should be contacted.</p>	
9.	<p>Safeguarding</p> <p>The E-Safety policy is to be agreed by committee and in Spring there will be an online safety review.</p> <p>There are six children who are receiving focused early help (this has been higher in the past). There is lots of activity around mental wellbeing</p>	

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	<p>including an Oxford University research project and ‘Wellbeing Wednesday’ on Lighthouse Radio.</p> <p>Link governor reported that he had checked the SCR for new staff. The SENCo requests that Governors complete their Prevent training.</p>	
10.	<p>Governance</p> <p>The skills audit has highlighted areas to review includes understanding context. Governors were pointed towards the evaluation SEF and SDP on GovernorHub. Bitesize training is available in school strategy, risks and inclusion through OCC.</p> <p>Governors queried if this training is still available after we academise or if PFMAC has an alternative.</p>	
11.	<p>Policies</p> <ul style="list-style-type: none"> a. Safeguarding Policy Approved by FGB. b. Grievance Policy Approved by FGB. c. Sickness and Absence Policy Approved by FGB d. Admissions 2026/27 Approved by FGB. 	
12.	<p>Governor Code of Conduct</p> <p>Governors required to renew their agreements on GovernorHub.</p> <p>Foundation Governors are required to complete a diocese code of conduct in addition.</p>	
13.	<p>Any Other Business</p> <p>A Foundation Governor and Parent Governor will be handing in their notice at the end of the summer term, with the Chair resigning at the end of the May meeting. A succession plan will be created.</p>	
14	<p>Date of Next Meeting</p> <p>25 November 2024</p> <p>Meeting finished at 20:40pm</p>	

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