



Minutes

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

13 May 2024, 6:00pm

Present: Mr S Taylor (Chair, Foundation); Mr D O'Connor (Head); Canon J Batthula (Vice Chair, Foundation); Mrs N Henderson-Andrade (Foundation); Mrs E Correia (Foundation); Mrs T Yarker (Foundation); Mr G Refalo (Elected Parent); Mrs S Horton (Staff); Mr M Doherty (L.A.); Mrs E Morgan (Foundation); Mrs Princess Akin-Olugbade (Elected Parent)

In Attendance: Lacey Hall (LH)

Apologies: None

The meeting was quorate.

1.	Opening Prayer	Actions
2.	Welcome and Apologies for Absence	
3.	<p>Register of Interests CJ declared that is a Foundation Director at Pope Francis Multi Academy Company. NH-A declared she is a governor at Blessed George Napier school. 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.</p>	
4.	<p>Election of Chair of Governors Nominations: Sean Taylor Governors voted in unanimous agreement Election of Vice Chair of Governors Nominations: Canon John Batthula Governors voted in unanimous agreement</p>	
5.	<p>Minutes of the last meeting of 5th February 2024 were declared to be a true record and were signed by Chair. Matters Arising 1. Signage at church promoting the school – HT liaising with CJ. They will be ready before the next meeting 2. New governor to receive safeguarding training – completed. 3. Pupil premium strategy to be uploaded to website – completed. 4. Figures for pupil premium pupils accessing extra-curricular clubs – 24% (5 children). HT explained that we are looking at ways to encourage attendance and have already extended availability to include EYFS and a greater variety (including the introduction of Bright Sparks science clubs). We will now look at timetabling across the key stages to avoid multiple school pick up times.</p>	

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	<p>HT will maintain observation and add these figures to his Headteacher's report going forward.</p> <p>Chair asked if HT could share the SATs predictions. These are provided by Sonar in the Headteacher's Report using a scale score against the national average. Interventions been put into place so these are expected to improve.</p> <p>5. Reviewed policies to be uploaded to Governor Hub – completed.</p>	
6.	<p>Headteacher's Report</p> <p>HT informed governors that Quest for Learning, a charity providing maths and English tuition, has been engaged for KS1. We are using catch up funding supplemented by a grant for eight children.</p> <p>He discussed the embedding of Catholic Social Teaching next term using Caritas in Action as a baseline.</p> <p>There have been nine admissions since January, with another two agreed as of today.</p> <p>Governors questioned behaviour at the school. HT responded that there is work to be done instilling restorative justice, which will take time. There is improvement since Christmas but there is low level behaviour and culture which needs to change.</p> <p>HT explained that attendance is above the national figure and persistent absence is at 9%. There will be a system in place from September.</p> <p>Governors challenged HT's assessment that the school would be 'requires improvement' due to improvements needed to the curriculum and admired his honesty. HT replied that the scale score tests do not lie and justify the changes being made to the curriculum. HT requested that monitoring be more subject led governance with a deep dive from September, a cluster of subjects each term. Governors agreed.</p> <p>HT reported that the Breakfast Club is doing well and we are applying for a grant from OCC to aid the first year. There are two members of staff who are doing well and being provided with the appropriate training (food safety and paediatric first aid).</p> <p>Governors discussed the provided child protection data which is low compared to the national average. HT informed governors that they are able to have access to anonymised data on Sonar and he will give a demonstration at the next meeting.</p> <p>HT explained that his report of catholic life is not a narrative of events (Masses have not been included for example) but show an action, the impact and the next steps.</p> <p>Governors asked if he has a catholic self-evaluation. This will be provided next half term after a deep dive with CJ during three planned visits. HT will give a presentation at the next meeting.</p> <p>Governors said they approved of the interactive elements of collective worship for the children and HT fed back the school council's opinion which was they enjoyed it.</p> <p>Chair asked HT if they could meet to compare the boards vision (which was brainstormed in September) to the school charter.</p> <p>HT said that in addition to his Leadership and Management report, Chair had met with LH to monitor the SCR. He informed governors that this will be digitised once we join the academy.</p> <p>Chair noted that there is currently a deputy headteacher vacancy which will be filled when there is next a teaching vacancy. Governors expressed</p>	

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	<p>concern about HT workload and agreed that they would form a recruitment panel quickly in the event of a vacancy.</p> <p>HT said that he will create a comparative tool so governors could track behaviour trends.</p> <p>A governor reported that parents are surprised by the new emphasis on testing, there is now more pressure and they are not used to it. Staff explained that it was done differently before, the NFER is a more formal approach and a proper diagnostic tool.</p>	
7.	<p>Pastoral Matters</p> <p>Masses are celebrated regularly and the sacramental celebration last Saturday was a celebration of Catholic life. Twelve children from St Mary's made their First Holy Communion, however next week there are twenty-one children from non-Catholic schools.</p> <p>CJ said he would like to discuss promoting the youth group to year 5 and 6 and suggested he speak to non-Catholic staff.</p> <p>Governors discussed building the relationship between church and parish, with HT introducing himself at events such as the International Mass and family day.</p>	
8.	<p>Reports from Committees</p> <p>a. Buildings, Health & Safety and Finance Approved the budget which includes approximately £75,000 investment in building, environment and curriculum. This is a conservative budget at OCC insist on elements we don't think will happen (6% teacher pay increase, nearly 20% utilities increase). A governor questioned why there is one less teacher planned in year 3 and HT explained that OCC wanted to include only the 15 first choice EYFS admissions this year. As this number has already increased year 2 and 3 is speculative, not our plan. On 18th July there will be a safeguarding and health & safety link governor walkabout.</p> <p>b. Admissions The committee has met five times since the FGB in February. There have been twenty-three applications and seventeen places have been offered.</p> <p>c. Curriculum Sonar gives us a clearer picture with gaps identified in writing (which will on the SPD for next year) and grammar, punctuation and spelling. There is a new reading scheme and new homework policy being embedded. Policy reviews have been deferred to next meeting.</p>	
9.	<p>Policies</p> <p>a. Pay Policy for Support Staff/Pay Policy for Teaching Staff – Chair questioned if the expanded scope of the Terms of Reference for the HT Appraisal and Personnel Committee is sufficient. Approved by FGB.</p> <p>b. Complaints Policy – Chair queried if a parent completes a form if they raise an informal concern. HT explained that all concerns are logged on MyConcern. If the parent wants to raise it to a formal complaint they will complete a stage 1 form. Approved by FGB.</p>	

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	<p>c. Driving at Work – Governors discussed the requirement for staff to report accidents to their employer. It was clarified that criminal offences (points/court case must be reported but not insurance claims). Approved by FGB.</p> <p>d. Behaviour Policy – Governors discussed positive behaviour communication to parents. Approved by FGB.</p>	
10.	<p>Staff Wellbeing Survey Thirteen members of staff have responded to the survey. There appears to be one member of staff who has answered very negatively and a second who is fairly negative. All the other responses are positive or neutral. Relationship with colleagues was cited as the most common reason for stress in the workplace, with peer support and supervision from management being the suggested solution. It was also evident that staff need to be signposted to the Stress at Work policy. The HT will give a summary back to staff and the plan for September is to make sure everyone is very clear about what they are doing with an aim for less stress.</p>	
11.	<p>Governor Training and Skills Audit Chair shared that the majority of the skills assessments have been returned so he will feedback at the next meeting and will share what we need as a team. He pointed governors towards available courses via OCC, and reminded them to check when their 3 year safeguarding training is due. HT offered to arrange as he is a level 3 trainer. Chair advised governors to check the catholic Primary Partnership as they may have courses available which are not through OCC.</p>	
12.	<p>Safeguarding Chair informed governors that HT is rewriting the ESafety policy due to changes in requirements. The low level concerns and staff code of conduct policies are also due for review. There will be a safeguarding walkabout and SCR review on 20th July.</p>	
13.	<p>Monitoring reports</p> <p>a. Outcome for Learners Sonar has been amazing, the ability to filter and see data at the click of a button. NFER scores and summative assessments for foundation subjects can also be added. The new curriculum plan is aiming for consistency across the school. HT and SENCo have had pupil progress meetings with class teachers for every single pupil in the school.</p> <p>b. SEN At the time governor met with SENCo there were 230 pupils on roll, 51 SEN support pupils, 12 EHCPs and 6 pupils in need of specialist provision schools but no places available. There are several pupils due to start in EYFS and KS1 who need support. SENCo and HT will be looking at timetables. Staff have been using Put it Right/behaviour sheets and PC Rob Kelly has visited school to do assemblies.</p>	

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	<p>All staff are being trained to do pupil profiles which teachers and parents can access online. The SENCo role will become more advisory over time.</p> <p>Chair asked if SEN children are expected to achieve the same progression as other children. HT replied that we look at the full potential of each child as an individual. The software allows us to ensure that every child is making progress and allows us to intervene with more support as needed.</p> <p>c. Equality The policy will need a review in October and the action plan will be made more specific and related to what we do in school now. There have been racist and homophobic incidents reported, the trend is likely due to lack of reporting in the past. There is some proactive work to be done. This is incorporated in the new behaviour policy.</p> <p>d. Stakeholder Engagement Pupil survey is planned, staff wellbeing survey already discussed. The parent survey has received 131 responses of which at least half are positive. From the open-ended questions communication was flagged as could be improved. Some parents asked for more homework or support with homework, however the survey went out just as the homework policy changed. Wraparound care, club variety and clubs for EYFS were also raised, but all of these have since been introduced so this survey forms a baseline for next year. Parents were also unaware of the parent code of conduct or the role of the governing body. Governors discussed raising their visibility and parent workshops across the school. HT suggested Inspire Workshops for parents and also providing suggestions/web links with homework. A governor asked if spellings would be included with homework and HT replied that this would be decided and in place by September.</p> <p>e. Leadership Chair would like to put a governance dashboard in place to show compliance with statutory requirements. Chair discussed succession planning, identifying future Chairs and committee members/roles/build up skills and experience.</p>	
14.	<p>Academy Chair informed governors that the academy order has been granted and there are regular meetings with the solicitors and DfE. The TUPE meeting with staff is scheduled for 10th June. HT explained that following OCC's survey last week, all land is going over to the academy. Transition is planned for 1st October. It was agreed that there would be a Mass of Thanksgiving and social in October, following the Commitment Mass in September.</p>	
	<p>Any Other Business A governor going to Lourdes next week offered to take any petitions. The radio station installation is planned. A governor gave thanks to HT and staff for all the brilliant things going on in school and open lines of communication.</p>	

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	Date of Next Meeting 8 July 2024 Meeting finished at 20:10pm	
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