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**MINUTES OF THE MEETING OF FULL GOVERNING BODY OF  
ST MARY'S CATHOLIC PRIMARY SCHOOL HELD IN SCHOOL  
ON MONDAY, 6<sup>TH</sup> FEBRUARY 2023 AT 6.00PM**

**PRESENT:** Mr C Hartley (Chair, Foundation); Miss P Pickering (Head); Mr S Taylor (Vice Chair, Foundation); Canon J Batthula (Foundation); Mr M Doherty (L.A.); Mrs J Hurst (Foundation); Mrs E Morgan (Foundation); Mrs N Henderson-Andrade (Elected Parent); Mr P Haley (Elected Parent); Miss L Grant (Staff)

**APOLOGIES:** None

**IN ATTENDANCE:** Mrs L Hall (Clerk)

1. CJ opened meeting with a prayer.
2. Chair welcomed all to the meeting. Meeting was declared quorate.
3. **Register of Interests**
  - a. NH-A declared she is a governor at Blessed George Napier School.
  - b. EM declared she is a staff member at Blessed George Napier School.
4. **Minutes of the full GB meeting** of 17<sup>th</sup> October 2022 were declared to be a true record and were signed by Chair.

**Matters arising**

Chair asked if the agenda does not cover any of the six action points. ST raised action point 6 in which a school display board was placed in Church. He said that PP had put together a good set of materials. CJ noted that quite a few parents had been looking at the board. There was some discussion over a permanent display and where this could be. CJ said that space is always available for a small poster and the Board agreed this should be a permanent fixture.

EM asked if a flyer could be issued at Baptism. CJ suggested that this should be included with the Baptismal form.

5. **Headteacher's Report**

Chair asked if there were any questions regarding the Headteacher's Report. [REDACTED]

[REDACTED]

ST highlighted that there are now two part-time teachers with TLR. PP said that both had joined the Senior Leadership Team due to their experience and the school is already seeing benefits. EM asked if there was an update on staffing in Year 6. PP replied that a letter had been sent out today informing parents that the class would be covered by existing staff, and possibly agency staff. She was confident that the situation is stable for the children.

[REDACTED]

**6. Inspection Data Summary Report (IDSR)**

EM stated that the report is very impressive. ST said he asked for it to be added to the agenda as he felt this was core knowledge for context of the school. He reminded governors that this Year 6 class were in Year 4 when Covid struck, and yet still managed to achieve these progress scores and attainment figures. PP reflected that after Covid, children loved being back in school and they were responsive to positivity and to expectations remaining the same.

EM referred to a Curriculum Committee meeting in which they discussed how the lessons learnt during Covid regarding technology were skills still facilitated for interventions today.

ST added that the SEN support at St Mary's includes an above average number of EHCP's. PP replied that due to this we have employed another Teaching Assistant. She explained that an EHCP entitles the pupil to admission at the named school, whether or not there is room, resources or support available. She said that this has had a massive impact on the school.

EM praised the SENCo for the brilliant job she does at St Mary's.

**7. Draft Ofsted Report**

A paper copy of the draft report was handed out, with a reminder of the strict confidentiality imposed on the contents. CJ asked that the thanks and gratitude of the Board be passed on to all staff. The Board also thanked the Leadership Team.

Governors discussed how the Inspector had written a glowing report, despite the experience of the school staff at the time. PP considered how the Inspector's feedback, following encounters with both staff and pupils was consistently negative, however there was no negativity in the report. She said that the Local Authority are aware of other schools who have had a similar experience and that they are building a picture.

Paper copies were passed to PP for shredding.

**8. Pastoral Matters**

CJ spoke about the children taking a lead. He said that a few Priests complimented them at the Mass for Deceased Clergy as they were very prayerful and the singing was amazing. CJ added that the Carol Service was well attended and prayerfully presented. Recalling the Advent Masses, CJ said that they took a lot of commitment by PP to encourage staff attendance and organise. After twenty-eight years as a Priest in the UK, he said PP is one of the rare headteachers who are at every Mass, showing the importance of Catholic life and the reason behind the Catholic ethos. She also shares her faith while taking classes for Reconciliation and First Holy Communion children. He gave his thanks to both PP and LG.

Upcoming Masses include an Ash Wednesday children's Mass and Lenten Masses. Preparation for the Sacrament of Confirmation continues.

**9. Reports from Committees**

**a. Finance/H&S/Buildings**

Chair gave his thanks to [REDACTED] for thirteen years spent at school and for all her support during that time. He informed the Board that [REDACTED] has been appointed as Finance Officer. PP said that he is settling in with enthusiasm.

There were no questions following the minutes of the last Finance Meeting.

**b. Curriculum**

There were no questions concerning the minutes of the Curriculum meeting.

**10. Policy Review Schedule**

**a. Admissions Policy 2024/25**

Approved by Full Governing Body

**b. Attendance Policy**

Approved by Full Governing Body

**c. Whistleblowing Policy**

Approved by Full Governing Body

**11. Update on Academisation Road Map**

ST informed Governors that the Academisation Road Map had been sent to the Diocese before Christmas as requested. [REDACTED] had replied that he would inform PFMAT of the Road Map and asked that he be kept updated.

Referring to the current vacancies for Foundation Governors and upcoming vacancies for two Parent Governors, ST hoped that the Board would be at full strength by the Full Governing Body meeting in May. PP said that she and LH had looked into Parent Governor recruitment and would be sending out a letter to parents this week.

CJ said he would speak to PP about Foundation Governor recruitment after the half-term break.

#### 12. **Governor Skills Audit**

ST shared the results of the governor skills audit. He said that this should be done on an annual basis and that seven governors had responded this year. The audit identified two areas to focus on: Risk Management and Equality, Diversity & Inclusion.

He proposed that all governors take a training course in at least one of the areas and explained that there are three types of training available. Firstly, a course through Governor Services which is delivered through Teams. Alternatively, there is a Power Point presentation pack or a document from the NGA which is embedded in the audit report. ST reminded governors to inform LH when they complete their training.

#### 13. **Any Other Business**

Chair informed governors that this would be his last meeting as his term finishes on 11<sup>th</sup> February and he had made the decision not to continue after seventeen years. He said that it had been a real privilege as the staff, school and pupils are fantastic. He looked forward to continuing to support the school through accompanying pupils on residential visits to Yenworthy and Manor Adventure.

ST thanked Chair for his dedication and energy.

PH thanked the Board for his time as a parent governor.

CJ thanked Chair for his years of service and generosity with his time both as a governor and as Chair.

Although it hasn't been easy, he said that Chair had done his best faithfully. CJ said that there would be a Mass of Thanksgiving.

He also thanked PH and NH-A for their time as parent governors. CJ then invited all present to a special celebration for the eighty-year anniversary of the Catholic Parish.

JH reported a good meeting with PP approximately ten days ago as RE Governor. She hoped that she could do a learning walk and lesson observation after half-term, and said that she had attended a beautifully prayerful Gospel Assembly in school last week.

NH-A thanked governors for the privilege and honour of being part of the Board as her term as parent governor ends.

ST asked what needed to happen once the Chair's term had ended. PP replied that the Vice-Chair would stand-in until the first meeting following the vacancy when there would be an election.

EM thanked all those who were no longer governors and thanked Chair personally as a parent for his help with the residential visits.

PP presented Chair with a gift, thanking him for his support and kindness which embodies the ethos of the school.

The meeting closed with a prayer at 19:20

LH 07/02/2023