

Archdiocese of Birmingham

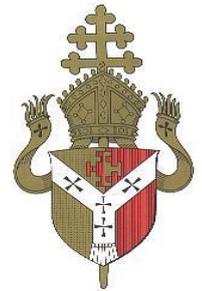
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**MINUTES OF THE MEETING OF FULL GOVERNING BODY OF
ST MARY'S CATHOLIC PRIMARY SCHOOL HELD IN SCHOOL
ON MONDAY, 17TH OCTOBER 2022 AT 6.00PM**

PRESENT: Mr C Hartley (Chair, Foundation); Miss P Pickering (Head); Mr S Taylor (Vice Chair, Foundation); Canon J Bathula (Foundation); Mr M Doherty (L.A.); Mrs J Hurst (Foundation); Mrs E Morgan (Foundation); Mr P Haley (Elected Parent); Miss L Grant (Staff)
Mr M Doherty (L.A.) joined meeting at 19:10

APOLOGIES: Mrs N Henderson-Andrade (Elected Parent); Mrs L Hall (Clerk)

IN ATTENDANCE: None

1. CJ opened meeting with a prayer.
2. Chair welcomed all to the meeting. Meeting was declared quorate.
3. **Election of Chair and Vice Chair**
Only one nomination was received for Chair and Vice-Chair. CH will therefore continue as chair and ST as vice chair. This was agreed by all.
4. **Register of Interests**
 - a. EM declared that she is a staff member at Blessed George Napier School.
5. **Minutes of the full GB meeting** of 5th July 2022 were declared to be a true record and were signed by Chair.

Matters arising

EM questioned her quote regarding academisation and the appointment of the primary lead. She cannot remember the point she made, but does not feel that she was questioning the need for a primary lead as the quote might suggest.

AP1 - Governors sent out a letter to all parents in July.

AP2 – ST said that training needs to be sourced. CJ believes that there is Diocesan data protection training that can be shared, he will share information about this.

AP4 – ST has only had 3 or 4 returns of the governor skills audit. He said that more returns are needed to make this a worthwhile exercise.

AP5 – ST said that NA was coordinating the collation of governors reviews of the Three Year Vision document but has not received much feedback. ST asked for more governors to give their feedback on this. ST asked if OFSTED would want to see the plan. PP said that they would want to know that the governors know about the strategic vision for the school and can talk about where we are heading. CJ said that PP often refers to aspects of the plan in her reports. PP explained that this was more focused on aspects of the SDP rather than the long term vision. ST added that most visions would remain the same but that things such as mental health might be an aspect to be added.

CJ talked about the number of Catholics. PP explained that we are still above average in the Diocese. EM asked that LH emails governors when she puts minutes onto the drive.

JH asked if PP had received a response from her email to the Archbishop. PP had not. CJ explained that it would be Canon Jonathan who would deal with matters school related. PP said that she was emailing on a personal level and found the address on the Diocesan website.

Minutes GB Mtg 17 October 2022

Signed: Date:

6. **Minutes of the Extraordinary Meeting re Academisation of 12th October 2022.**
Matters arising

The road map has been shared with all governors. It has been suggested that new governors who are appointed have a mentor within the governing body. Everyone agreed to the adoption of this road map as a plan going forward. Chair asked if ST would share this document with the Diocese. ST said he is happy to do this. CJ asked for feedback from PP and LG who were not at the meeting. Both agreed that this is a clear plan. Chair and ST agreed that this makes the plan clear. PP thanked ST for working hard to clarify the situation and to produce the roadmap.

7. **Headteacher's Report**

EM said it was lovely to see so many children involved with the visit of the relics. EM asked about the replacement for [REDACTED]. PP explained that we would be replacing her with a class teacher and then hopefully restructuring to distribute her leadership roles. EM asked that thanks be passed on to [REDACTED] for her hard work. ST said it was good that we have had preliminary visits for safeguarding and literacy. PP stated that although they cannot be used as evidence for OFSTED, it was useful for us to see where we are and for governors to have an understanding of what is good. PP explained that [REDACTED] EYFS pupils are Catholic. Although this is low for us, it is still above the Diocesan average. CJ said that the Catholic ethos is being maintained in catholic schools regardless. PP has shown lots of prospective parents around for September 2023, many of these have been Catholic. JH asked when the EYFS deadline for applications is. PP explained that it was January. EM asked if there was an open morning. PP said that individual tours have replaced that and this seems to be more popular with visitors. LG explained that it shows the school in action on a usual day, rather than a set up open morning.

ESAT Review Draft School Development Plan

ST said that all governors should be updating safeguarding training regularly. Chair will let other governors know of training but believes that level 1 training is available on Governor Hub. Chair will update his level 3 training shortly. ST asked if anything came from the Safeguarding audit that governors should be aware of/take action about. Chair and PP both said no, the report was positive and the actions were things we should be aware of. PP explained that Keeping Children Safe in Education is the key document for everyone to be aware of. ST said that the SDP was thorough and asked how governors would best support that work. PP explained that link governors could monitor areas, but we are low on governors.

8. **Pastoral Matters**

Masses have started and many classes have been able to come to Church for Mass. Sacramental preparation has begun and the enrolment Mass for Reconciliation has taken place. CJ explained that these occasions are always an opportunity for parents to reconnect with the church. Numbers for the sacraments look positive. The visit of St. Bernadette's relics was a wonderful occasion for the parish community. CJ said it was wonderful to see the children participate. CJ was especially grateful to the altar servers who were very faithful and committed throughout the visit. CJ thanked PP for the visibility of the school during this event. PP asked if Bishop William Kenney would be confirming, CJ said it would most likely be Canon Paul Fitzpatrick.

9. **Reports from Committees**

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

Minutes have been circulated. PH said that the tender for the electrical work was rejected as funds were not sufficient. Spicers have returned to the Diocese and had the money increased. The work will therefore be carried out. Patricia has arranged for the PTFA to pay for the acoustic panelling. [REDACTED] was thanked for all his hard work over the summer. He and his family have worked tirelessly and care so much about the school. ST praised the committee for the well-structured minutes and the links, this has made things so much clearer for all governors.

b. **Headteacher Appraisal**

CH met with MS and PP. The document will be forwarded to governors on that committee who were unable to make it. Targets were set and agreed.

ST asked if a display board could be placed in Church to advertise the school. CJ said that it would have to be organised properly and it would need to be updated regularly. ST suggested that it would just be put up between October and January whilst parents are choosing schools.

CJ said that it is a good idea. ST volunteered to take this role on. PP agreed to meet with ST to move this forward and would also enlist some staff help.

10. **Pupil Premium Review 2021-22 (School Website)**

EM praised the document and the work that has gone on. EM wanted to thank [REDACTED] for her thoroughness.

MD entered the meeting

Pupil Premium Plan 2022-23 (School website)

11. **Sports Premium Review 2021-22 (School website)**

Sports Premium Plan 2022-23 (School website)

ST said he would hope that parents would view these comprehensive documents. PP said that she didn't believe that such documents are viewed on the website, but that she does try to share the information from these documents in other ways.

12. **Policy Review Schedule**

a. **Safeguarding and Child Protection Policy**

Approved by Full Governing Body

b. **Keeping Children Safe in Education 2022**

13. **Governor Roles**

Chair explained that additional roles would need to be taken on by existing governors whilst we are short of people. RE link governor will now be JH.

Outcomes for learners governor will now be ST.

NH has agreed to chair the curriculum committee.

JH expressed her unhappiness that she had been previously removed from the position of RE governor without consultation.

ST feels that a learning point from this would be greater consultation with all governors when roles are reallocated.

Chair explained that when new governors are appointed, roles can be given to them.

MD asked if PH and NA could remain as governors after their term ends. Chair explained that they could no longer serve as parent governors if they do not have children in school. CJ is responsible for appointing foundation governors. It was explained that there is a set number of each type of governor.

14. **Any Other Business**

PP signposted governors towards Governor Hub for information about OFSTED.

15. **Dates of Following Meetings**

6th February 2023

8th May 2023

3rd July 2023

The meeting closed with a prayer at 19:24.

LG 01/11/2022