



Minutes

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

5 February 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)

In Attendance: Lacey Hall (LH)

Apologies: Mr M Doherty (L.A.); Mrs E Morgan (Foundation); Mrs Princess Akin-Olugbade (Elected Parent). Accepted.

The meeting was quorate.

1.	Opening Prayer	Actions
2.	<p>Welcome and Apologies for Absence Chair welcomed all to the meeting and introduced new Foundation Governor. Three apologies were accepted. Chair formally announced the resignation of JH as Foundation Governor. CJ informed governors that he had applied for a Diocesan Award to be presented at the Whole School Mass on 26th March. There is now one vacancy for a Foundation Governor.</p>	
3.	<p>Register of Interests 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.</p>	
4.	<p>Minutes of the last meeting of 16th October 2023 were declared to be a true record and were signed by Chair. Matters Arising 1. All governors have now signed the declarations of interest on Governor Hub. 2. The St Mary's display in church has been started, but governors are not happy with its visibility. It was suggested that a professional sign is purchased for outside the church. HT confirmed that the school would fund this marketing for St Mary's. 3. Chair explained that he has shared updates with staff, and will provide them with a further update before Easter on the status of the application with the DfE. HT informed governors that the PFMAC have been visiting school in order to perform their due diligence (financial, HR, building, health and safety) and all visitors have introduced themselves to staff. They have been willing to provide assistance to St Mary's. We are currently recruiting in the office and PFMAC have provided some consultancy.</p>	

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	<p>4. The health & safety audit has been reviewed in Committee. DOC and LH are currently working through the actions.</p> <p>5. Pupil Premium review has been drafted.</p> <p>6. HT explained to governors that the Sports Premium document is a working document. At the point it was written swimming was at 50%, this won't be the case at the end of the academic year.</p> <p>7. Governors queried whether pupils are receiving 30 minutes a day of activity and discussed the difficulties of measuring this. A governor queried whether the PTFA could fund equipment. It was explained that they have recently funded football kits and are looking into funding staff PE kits.</p> <p>8. Social Media and Low Level Concerns Policy will be covered in Safeguarding actions. Governors said that it was good to see the school has an active social media presence. HT replied that it is being held back by lack of parental consent. CJ added that the question "are you happy for St Mary's to contact you?" has been added to baptismal forms.</p> <p>9. The code of conduct has been signed by all governors.</p> <p>10. All mandatory safeguarding training has been completed. New governor will complete when training is next available.</p>	
5.	<p>Headteacher's Report</p> <p>Attendance has been creeping up since the report and is now at 95.05%. The monitoring of attendance has been refined with the use of a daily reviewed book. The next step is to send reminder letters, with tracking and tracing. Mass in school last week went well.</p> <p>There are 228 pupils on roll now, with 58% Catholic pupils.</p> <p>There is a new plan, using Provision Mapper, which will account and calculate the expenditure on pupil premium.</p> <p>Governors challenged HT on the actions and impact of Collective Worship. HT explained the new Collective Worship planner, on which there is a form of Collective Worship every day at 9:05am. This is aided by the soft entry process in the morning. Children have been focusing on grammar and punctuation this week, and are then calm and ready for worship. HT explained that he has given some ideas for class Collective Worship in the staff meeting this week and will be dropping into observe classes and give feedback. A3 hardback books have been provided to each class to log prayers, pictures, notes to evidence their Collective Worship. HT leads Collective Worship on Monday and Friday, Hymn Practice is on a Tuesday, and class teachers alternate on Thursday.</p> <p>Governors discussed how the language used by the children as part of their everyday vocabulary demonstrates their new understanding of the Virtues. New Zealand CST resources are being used as it is felt that they are appropriate for primary aged pupils.</p> <p>An experienced teacher is returning on a supply teacher contract, giving SATs support to year 6 on Monday's until Easter, as well as supporting with Sacramental preparation.</p> <p>Governors asked if there are any behaviour concerns. HT responded that school is consulting with parents on the behaviour policy. It is difficult to see patterns in behaviour concerns as they are only now being recorded. HT clarified that it is important not to penalise SEN pupils, and to encourage behaviour in a restorative way. Behaviour has improved, with classes calmer</p>	

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	<p>and positive since January. Now that he can follow through after an incident, the impact is being seen.</p> <p>A governor said that they had been told there were no issues. HT replied that there are systemic behaviour issues at this school, although not a high level, low level behaviour need tackling head on. There has unfortunately been one suspension. Governors questioned if there are Individual Support Plans in place. HT responded that SEN pupils have plans.</p> <p><i>(See Part 2 minutes)</i></p> <p>HT explained that his philosophy is that positivity is first. Teachers will be trained in restorative practice as it is important they have the tools in place. Governors asked if there are any plans for a stakeholder survey. HT replied that he sends a pupil survey and parent survey every year, as well as a year 6 exit survey. A staff survey and wellbeing questionnaire are sent alternate years.</p>	
6.	<p>Pastoral Matters</p> <p>Preparation for the Sacraments continues, with the Confirmation Retreat last Saturday. Pupils were a credit to the school and CJ asked that they be thanked.</p> <p>There are quite a few Lenten Masses planned.</p> <p>HT explained that the school has brought into One Life Worship and has a Retreat Morning on 28th February for the whole school.</p> <p>CJ said that Year 6 will visit the cathedral next year.</p> <p>HT told governors that we have booked Alton Castle for Year 5 next year.</p>	
7.	<p>Reports from Committees</p> <ol style="list-style-type: none"> a. Buildings, Health & Safety and Finance The budget has a slight in year surplus. HT has submitted a bid for the kitchen. The Committee has several policies to update and will meet again in late March to agree the new budget. b. Curriculum SDP – Improve writing attainment and for the planning of all foundation subjects with the same rigor as core subjects. There was some discussion around the feedback of homework. c. Admissions There were 7 applications. 1 withdrew and the committee agreed they would admit 4. HT said that the committee discussed maximum class sizes across the school. If all applicants accept there will be 232 pupils at St Mary’s. The governors discussed that the school is at capacity now but not at PAN so strategic planning is needed to extend the capacity to PAN. 	
8.	<p>Monitoring Reports</p> <ol style="list-style-type: none"> a. Quality of Education HT explained to governors that progress and attainment is being monitored with Sonar Tracker which will provide statistical data across the school, allowing scaled progress for each child. NFER papers have also been ordered. b. Safeguarding The section 175 audit was reviewed during the November meeting. Chair informed governors that it was a good self-analysis with a comprehensive action plan. Safeguarding governor will be meeting with DSL going forward to follow up action points. c. Pupil Premium 	

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	<p>There are 27 PP pupils on roll, including 4 service premium pupils who may have more of a pastoral need. For example, struggling with uncertainty and instability if a parent goes away. The SENCo has a good bank of resources. There was a discussion about pupil premium children needing a good education and to not be differentiated (the teacher needs to know who these children are, the children do not).</p> <p>A governor asked how many Pupil Premium children access extra-curricular activities. Data is not monitored but HT suggested that the register can be checked.</p> <p>d. Sports Premium</p> <p>It was explained that the swimming data provided in the last meeting was live data. Final swimming data can be provided in July. The PE Lead is going to audit all sports equipment in the school.</p>	
9.	<p>Safeguarding</p> <p>Chair reminded governors that the Section 175 Safeguarding Audit is completed annually and gives governors an opportunity to raise questions. He would like to see actions are completed by July.</p>	
10.	<p>PFMAC</p> <p>Consultations were completed in early December, when questions were submitted and answered. These have now been published on the school website, with the presentation. The due diligence process has now begun and Chair is having fortnightly meetings with the Catholic Senior Executive Lead and the Chief Financial Officer.</p> <p>Governance due diligence raised no issues.</p> <p>The application was sent to the DfE at the end of January for them to review before 21st March. They will then issue an academy order and solicitors will be appointed. TUPE consultations will then take place, followed by a transfer of systems plan.</p> <p>It is planned that the FGB meeting in July will be the last meeting as a Voluntary Aided school.</p>	
11.	<p>Inspection Data Summary Report</p> <p>Chair explained that the IDSR is a summary of key aspects and will provide Ofsted with key ideas before an inspection.</p> <p>There was discussion about school stability, i.e. what percentage of reception children are still in the school in Year 6. HT told governors that the closer to PAN a school is, the more stable. The data was taken last July.</p> <p>Governors challenged the persistent absence figure of 16%. HT explained the new system used, a book in the school office which is used to map the reasons as it is important to be aware of genuine reasons for absence. He will be able to report persistent absence by SEN, EAL, PP etc. with the new systems put in place. A governor reminded the board that it is important to remember the effects that a SEN child has on the whole family, including siblings.</p> <p>HT informed governors that he had found persistent lateness, at around 40 late pupils a day. He implemented a soft start and locked gate policy which rapidly reduced instances of lateness to approximately 6 a day. The traffic has also eased.</p>	

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12.	Pupil Data Attainment Review HT explained that this will be more detailed next times and he questioned the validity as there are huge variations. He also told governors that we will be completing KS1 assessments as there is not a good reason to opt out.	
13.	SFVS Signed off by Chair and Governing Body.	
14.	Review of Policies <ul style="list-style-type: none"> a. Admissions – agreed by FGB b. EYFS – agreed by FGB c. Charges and Remissions – agreed by FGB d. Medical Conditions – PFMAC references to be removed e. ECT – agreed by FGB 	
15.	Governor Training and Skills Audit All mandatory training has been completed, as has link governor/committee relevant training. New governor to complete mandatory training. Governors were asked to look on Governor Hub to see if there is any training they can complete. Monitoring governor training is resource intensive, so until we join PFMAC governors are to look at their own training opportunities. Chair requested that all governors complete OCC “Holding schools to account”. Chair told governors that an annual assessment of skills is good practice. He proposed that the NGA audit is recirculated, to be completed by the end of April in time for the May meeting.	
16.	Any Other Business Chair and HT agree that it is good practice to review what has been discussed in the meeting that has had a positive impact on children’s education. The curriculum committee, safeguarding response, governor’s questions about persistent absence and behaviour. Collective Worship was challenged and children demonstrate their knowledge. Governors wished that the staff be thanked and they also thanked HT for the difference he has already made. HT responded that this is a good school, with good staff who have been very busy ironing out actions from last term. Everyone is involved and he predicts this should take 6 months. The curriculum committee members are incorrect on Governor Hub. The HT appraisal needs to be arranged. CJ will be the temporary RE Link Governor following the resignation of Foundation Governor.	
17.	Date of Next Meeting 13 May 2024 Meeting finished at 20:10pm	

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