



**MINUTES OF THE MEETING OF FULL GOVERNING BODY OF
ST MARY'S CATHOLIC PRIMARY SCHOOL HELD VIA ZOOM
ON TUESDAY, 16TH MARCH 2022 AT 6.00PM**

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

APOLOGIES: Mr P Haley (Elected Parent) - approved

IN ATTENDANCE: N/A

1. Chair opened meeting with a prayer.
2. Apologies received and accepted from PH. Meeting was declared quorate.
3. **Register of Interests**
There were no conflicts of interest declared.
4. **Minutes of the full GB meeting** of 7th October 2020 were declared to be a true record and were signed by Chair.

Matters Arising

Admissions policy on Google Drive was approved by Governing Body.

5. **Headteacher's Report** (circulated in advance) **including SDP**

JH asked how the vulnerable children were selected in the school. PP answered that it was those families under social care for a variety of reasons and in addition, any children who through discussion with families, and other agencies, the HT felt were vulnerable if they were not in school.

CJ asked how Lacey had settled. PP answered that despite a very unusual start, she has done fantastically well and has embraced everything that has needed to be done. It is a key position in the school, and she is taking everything on with positivity.

ST asked about [REDACTED] the SIP visiting. PP explained that this was a virtual meeting in December, the plan for the future is that she will come in and visit EYFS and follow up on other actions related to the SDP.

ST asked about the number on roll – this has increased slightly. PP said this is positive but needs to improve further.

CJ asked about how the catch-up money had been spent. LG explained that lots of resources had been looked at. Those we are using have been selected based on their ability to provide what we as a school were looking for as well as how they could give us progress measures. Some money is left, this will be spent once we have established current needs as a result of the latest lockdown.

In addition to her report, PP explained that all staff have been doing Lateral Flow COVID-19 Tests twice weekly since January, this includes regular visitors to school. Parents have also been informed that they can access tests to do at home. This has been very positive for us as other head teachers have found this problematic. PP also reiterated about staff wellbeing. Teaching pupils in school and virtually has been

very demanding. PP said she has relied heavily on the positivity and willingness of all members of staff. PP expressed her gratitude to the staff for their dedication. CJ added the thanks of the governors.

NA asked about the four steps progress for the summer term and how this will be achieved. PP explained that this is a complex plan but there is much in place. Assessments are currently being carried out in all year groups and appropriate interventions will be planned, as previously. PP explained that we must endeavour to make up as much lost learning as we can, hence a very challenging target. PP stressed that we are, however, running parallel with academic improvement, plans to support the wellbeing of every child. Initial signs are that the children are very happy to be back in school which helps in achieving these targets.

ST asked whether the catch up would mean that pupils made up the lost learning from this lockdown. PP explained that at this early stage this is not predictable and would no doubt be different for individual pupils and their capacity to make accelerated progress.

Governors were in agreement with the changes to the revised SDP.

6. Pastoral Matters

In the Autumn Term class Masses were held along with staff Advent Masses and a farewell mass for [REDACTED]. Canon John explained that a Mass would take place via live stream before Easter and would involve the children.

First confessions are currently taking place. Most children have now made their first confession. CJ said that it was disappointing that very few parents have taken up the opportunity to go to confession also. CJ explained that dates are now in place for First Holy Communion and Confirmation and parents have been informed. Proxy sponsors can be used for Confirmation to prevent breaking bubbles. Two Saturdays have been allocated for each Sacrament.

JH asked if there was a Diocesan directive regarding the Sacraments. CJ explained that this was down to Parish Priests and Headteachers.

EM thanks the Church and School for ensuring these took place. EM felt that we should also thank [REDACTED] for their commitment to the parent sessions which has not been easy via Zoom. CJ said that flowers should be presented from the parent body to [REDACTED] and the class teachers.

CJ thanked Patricia and the school leadership for leading the school pastorally at this difficult time.

7. Reports/Updates from Committees

Finance/Health & Safety/Buildings (Report on Governor Drive)

CH explained that a meeting had not taken place but that a report had been written by Patricia and sent to committee members. This is on the Governor Drive.

ST said that he felt a report from the Finance Committee should be provided in order for the full board to understand more about the financial position. CH said that we need to find a way of doing this that does not mean that we are spending too long discussing what has already been agreed. CH felt that the need for sub-committee meetings would come into question if too much information was needed. CH said he is happy to take this forward as an action.

PP explained that the 3 year prediction is never completely accurate, but our school budget advisors at OCC guide us in ensuring that this will balance. The budget is dependent on pupil numbers which have been so variable across Bicester. PP asked that the main focus for St Mary's must be to increase pupil numbers. Staffing is where money would need to be saved as this is the only substantial expenditure. PP explained that we have a high ratio of teachers to pupils, some groups have low numbers and [REDACTED]. CH explained that approximately 85% of the budget is spent on staffing and the budget is being monitored monthly.

EM asked if there was anything else that governors could do to help recruit more pupils. PP explained that this needed to be thought about by governors and that she is open to suggestions. CJ said that he felt that convenience was more of a priority for parents. AMcA asked if the report would be as simple as explaining the deficit and how many children we would need to cover this.

Safeguarding and Child Protection Policy – the Annual Report has been approved by the Governing Body and sent to OSCB.

Curriculum (Report on Governor Drive)

KO'F explained that a meeting did not take place but that a report was written by PP and questions were then asked and answered. Via Google Drive. KO'F expressed thanks from the governing body for all the planned work, responses, and varied activities provided through the remote learning. NA added her thanks for the Google meets which allowed children to interact with each other and their teachers. EM added her thanks and said that the fact staff did everything with a smile was fantastic.

Personnel/Appraisal (Report on Governor Drive)

Appraisal Targets for teachers regarding pupil progress and attainment have been revised and actioned.

8. Review/Approval of Policies (available on Governor Drive)

Policies recently reviewed: Supporting Children with Medical Needs
Managing Allegations against Pupils
Exclusions
Whistle Blowing

All were approved by the Governing Body

9. Academy Working Party Update

The Working Party have gathered data information from different sources. ST thanked the team for their work. Questionnaires have been sent out to staff and governors, they spoken to heads and governors in schools both in and out of the MAC and some dealings with the BDES. Other available data has also been looked at. A summarised report is being prepared. This will include financial implications and governance, historical and future implications. The impact on the school and the vision of the MAC for the future.

ST proposed that an extraordinary meeting be held in the summer term to discuss this.

This would then be followed by a decision in September as to how we move forward. CJ thanked the team for their work.

10. A.O.B.

CJ explained that governors would be given a school email for governor business to tighten up on confidentiality. PP has set the emails up and some governors have started using them.

KO'F asked how often we should be checking these accounts. PP said that checking daily, if possible, would be recommended.

PP proposed that Lacey Hall, our new School Administrator, become Clerk to the Governing Body after appropriate training. All governors agreed to this.

CJ finished by reiterating his thanks to the school for everything.

11. Date of next meeting

TBC

The meeting closed with a prayer at 19:30.