



*Here at St Peter's, we strive to be a joyful, active, Catholic community, belonging to,
and guided by, our Lord, Jesus Christ*

St Peter's Catholic Primary School, Winchester

Full Governing Body

MINUTES

Thursday 27th March at 6.30pm-8.30pm

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| Present: | |
| Mary Alveyn (Vice Chair) Louise Buxton John Paul Foley Harriet Hunt Tim Wootton-Beard Brigid Quest-Ritson Father Mark Hogan Louise Blake | Foundation Governor Headteacher Governor Foundation Governor Parent Governor LA Governor Foundation Governor Foundation Governor Associate Governor |
| In Attendance | |
| Joanne Lawford | LA Clerk |
| Apologies | |
| Kevin Mahony (Chair) Alexis Artaud de La Ferriere Lidia Otero Beth Welsby | Foundation Governor Foundation Governor Parent Governor Staff Governor |

The meeting was quorate throughout.

Questions posed are recorded in blue font, answers/responses are recorded in green font, actions are recorded in red font.

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| 1. | Welcome, Apologies and Opening Prayer MA was acting Chair for this meeting. She announced that LO had stepped back for a while. Apologies are noted above. MH gave an opening prayer. |
| 2. | Declaration of Pecuniary Interests No declarations were made. |
| 3. | Declarations of Business Interests No declarations were made. |
| 4. | Minutes of meeting held on Tuesday 4th February 2025 i. Review of minutes The minutes of 4 th February 2025 were approved. ii. Actions not recorded elsewhere on the agenda There were none, all action items are covered on the agenda. |



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| 5. | <p>Head Teacher's Verbal Report</p> <p>LBU gave a brief verbal update, the following points were noted:</p> <ul style="list-style-type: none">• EHCPs continue rising as is working with the various external agencies• New toilets had been installed for KS2 girls• Some community funding had been approved to top up funds from diocese to do the same for the boys toilets• LLPR report will be shared with Governors and discussed at the next meeting. It was a good report, with good feedback and a couple of targets• Safeguarding came out as being very robust in the LLPR report.• Two members of staff had returned from maternity leave and there had been some juggling of staff to accommodate them for the best interest of the classes.• There had been significant staff absences, particularly linked TA child-care• 2 INSET days had been run, one on dyslexia and one on KIT messenger and good behaviour. MA said she had attended, and it had been a good day. <p>There were no questions.</p> |
| 6. | <p>Policies as per annual review</p> <p>No policies were due for review.</p> |
| 7. | <p>Mission Statement</p> <p><i>'We are a forward looking school, continually seeking ways to build on our successes and further enhance the educational experience of our children.'</i></p> <p>7.1 PAN, 7.2 Budget Review and 7.4 Resource Provision</p> <p>The following items were addressed as one, on receipt of a discussion document submitted by KM prior to the meeting.</p> <p>MA summarised the key points and considerations:</p> <ul style="list-style-type: none">• PAN is currently 60 in KS1, 64 in KS2, Consultation has been submitted to reduce PAN to 45 from Sep 26 and this has been accepted. What is next in this process? The School currently has around 33 first choice applicants.• The budget shows the School is on course to be in deficit in another year's time. How can we reduce our expenditure? MA and LBU had a modelling session with the HCC team and the outcome showed that with all the changes that could be made, the deficit may reduce from circa-£500k to -£125k.• Resource Provision investigations. Introducing a RP would mean making available room to give space to children with SEND(Autism spectrum) we had hoped this would help offset the future deficit but it would only pay for itself and it may negatively impact. Do we proceed? <p>Governors discussed the document in detail and the following points were noted to be of relevance in making a decision:</p> <ul style="list-style-type: none">• The School is aware of reducing application numbers and PANs of other schools• To reduce the PAN to 30 for 2027/28 and to attempt to have it capped, a case would have to be put to the Adjudicator by 15th May and would need Diocese and HCC support. |



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- EFS had told LBU that the School had fully engaged with HCC. A meeting with EFS and EPS was suggested, to look at staffing with a fresh set of eyes. This is not an extra cost as it forms part of the SLA and the output would be a report. The next step would be a meeting with EFS, EPS, Admissions and a Project Manager.
- HCC are keen to have RP at primary school level in Winchester and have said that St Peter's may provide for those on the autistic spectrum.
- There is concern that some local Catholic families have chosen or moved to another School and that introducing a RP would heighten concerns about the School having high SEND.
- Standards – are all the children flourishing? There is a parent perception that there are too many special needs. All parents want to know what is being done for a child who is lower, higher, average etc.
- .If the RP just pays for itself, the only benefit to the School would be an opportunity to provide a community service. Part of the School's mission statement is to serve the poor and the broken. Would the School consider RP if the future budget wasn't going into deficit.
- Reducing the PAN to 30 would give a higher percentage of Catholics and having the RP also supports the poor and needy.
- Two schools with RP were visited and said that they had received lower funding than they had hoped, however both were stable with their staff and had been established with RP for a number of years.

Action: LBU to ascertain if the School would retain its say on PAN if it was part of an academy.

MA shared the opinion of an absent Governor and the following agreements were made:

- Apply to reduce PAN to 30 for 2026/27
- It is too early to decide on RP. Maintain an interest and revisit if plans to reduce PAN to 30 is achieved.
- If the PAN 30 isn't achievable, consideration would be given to having a joint YR/Y1 class. This would need curriculum development and plans for progression etc.

Finally, it was agreed that Governors have a duty to do the best they can for the School and the budget as it currently is. MA we have made the budget better each year through good financial management during the year, and natural wastage. JF said it would be interesting to look at the budget outturn for 2024/25 versus what was predicted. TWB said that he would be happy to be involved in budget and/ or staff discussions. LBU thanked MA and KM for their input and RP visits.

7.3 Parent Governor Project- survey (AF, JF)

JF, AF, and HH met up and discussed the three topics. There were no actions from the working party, relating to behaviour. Most actions are around communication such as increase Governor presence at more official events, get a calendar across the year and sign-up and diarise. The WP liked the idea of a governor having a slot on the newsletter, from whomever wants to chip in, at least 3-4, talking about what we do – once per half term. The WP liked staggered book-looks and said it was nice to engage with what is going on in the class. Consider having a Governor AGM, invite parents and questions to share a bit about our strategy for those that want to engage and are interested. It could be used as a recruitment drive and aide succession planning. MA said it would be an additional meeting, not an FGB where business is discussed, strictly kept to governance and potentially cap parent



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| | <p>numbers to 30. It was agreed that the AGM idea would be added to the next agenda.</p> <p>7.5 Smartphone Free Childhood (HH) HH summarised the documents shared prior to the meeting. The initiative had been founded by a Winchester mum. There are some worrying findings in the survey undertaken with children and HH asked if there is a governor interest in pursuing this to make a change at school, leave it up to parents or SLT. It was noted that some schools are engaging, banning any smartphone use on site, including parents. LBU and LBI said that SLT would be unable to enforce a ban. It was agreed that the School would inform parents of the initiative and say that they support the concept. However, there would be no enforcement.</p> |
| <p>8.</p> | <p>Committees</p> <p>I. Resources Governors received a report from the recent Committee meeting. MA gave an overview of the budget outturn and said that the main item for discussion is the SFVS, the deadline for which is 31st March. MA said that the document was extensively revamped two years ago. Governors were asked to note item 6 <i>“Does the school have a realistic, sustainable and flexible financial strategy in place for at least 3 years, based on realistic assumptions about future funding, pupil numbers and pressures?”</i> where the answer is <i>“in part”</i>. Otherwise, the School is compliant with what is being asked. Governors approved the SFVS document and the budget outturn for 2024/25 for MA to sign-off.</p> <p>II. Admissions Governors received a report from the recent Committee meeting and noted there were no items to discuss or approve.</p> <p>III. Curriculum and Standards Governors received a report from the recent Committee meeting. MA said that new software is being introduced to look at the data and the Committee are happy with the chosen product. The new SIP is in development and will be available at the next meeting.</p> <p>IV. Health & Safety Governors received a report from the recent Committee meeting and JF added the following points:</p> <ul style="list-style-type: none"> • New canopy, funded by the PTA, is being installed in the playground providing a shaded area. • Reception year, the front yard is being astro turfed over the Easter break. • Risk assessments, we set an ambition to get 100% completed by SU1, 75% completed already. We have area owners across the school, and we should be done by end of SU1. • It is 4 months since the last restraint at the school, at one point in time we were having several a week. Perhaps we should review Arbor to identify trends. • HCC H&S report was received with 19 small observations. The observations were RAG-rated, and we are 75% through closing the actions. There were no major red flags. • A SCR check is completed half-termly. |



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| 9. | Governor Training BQR reported that she had undertaken Safeguarding, HCC induction and the first part of the diocesan training. |
| 10. | Correspondence None. |
| 11. | Any Other Business Diocese Update MA reported that there was no change in the Diocese opinion on becoming an academy. There will be an increase in what the school pays to the Diocese per child. Catering Tenders TWB summarised the documents provided before the meeting. The following points were noted: <ul style="list-style-type: none">• The chosen catering company are Aspens and they were selected by 8/10 schools in the group.• From a budgeting perspective, there will be a £60-65k saving per year and the food is significantly better.• Aspens guarantee the price for the 3-year contract.• The cost per meal is reduced from £3.20 to £2.80.• There is an uptake guarantee of 65%, the current uptake is 51-52%. FSM pricing is in line with funding. There is a profit guarantee of £7k.• If the uptake is greater than 65%, the profit will be split 60/40 in favour of the School.• There is a saving of administration time of an hour per day.• Aspens handle all ordering and debt management.• Aspens take over the current catering staff who are looking forward to the change.• Consultancy firm RNC have been very good and constructive and will remain involved (further details below) TWB also pointed out a few issues to be mindful of: <ul style="list-style-type: none">• There is a cap of 10% variation in pupil numbers. The variation this year will be under 10%, however a reduction in PAN will have an impact. Potentially increase cost to parents.• May need to buy a new fridge before the service starts on 24th May.• RNC involvement – a 3 day visit across 3 terms or a 1 day visit. TWB recommended the 3 day visit in the first year, then to drop to 1 visit per year. This will take £3k from the profit.• Equipment maintenance – external options need to be explored.• When do we inform parents?• There is provision in the contract to set up taster sessions ie. at a Parents evening.• Improvement to the lighting in the area amounts to £6.5k Governors agreed to ratify the decision to proceed as recommended by TWB. KM will need to sign the contract. It was agreed that introduction of the new catering plans could be promoted to parents through PTA, Class Reps, Apps, a poster on the uniform shed. TWB said that Aspens will help with promotion and it was suggested that the foyer is used for this to capture parents' attention. It was also suggested that tasking them to cater for the Welcome Liturgy and supper for new parents on |



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| | June 10 th would be a good opportunity. TWB expressed thanks to RF for being a great help with this project. |
| 12. | Closing Prayer FMH closed the meeting with the Lord's Prayer. |

Date of next meeting: 6.30pm-8.30pm, Thursday 15th May, 2025