



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

Tuesday 4th February at 6.30pm-8.30pm

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

1.	Welcome, Apologies and Opening Prayer KM welcomed BQR to the meeting as a new Foundation Governor. BQR gave an overview of her experience in education and Governors reciprocated. Apologies were received and accepted from MH and it was noted that LO would arrive a little late. LB opened the meeting with a 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 25th November



	<p>I. Review of minutes The minutes were approved as an accurate record</p> <p>II. Actions not recorded elsewhere on the agenda</p> <ul style="list-style-type: none"> • KCSiE and CoC had all been signed off • RAG rating of CIS Committee had been undertaken. • Little Fishes wrap around care update - TWB said that a survey of parents had received 36/40 responses with 29 expressing an interest. Its implementation would mean a few changes to staff levels, minor changes to the structure but very little change to salaries. A Deputy is being interviewed on 25th February. Finalising interested parties would take place by the end of the month to be prepared for a September 2025 start. There may need to be some new staff, depending on numbers and interest of existing staff. TWB said that the Breakfast Club will run separately from the school club but the After School Clubs will unite. LB thanked TWB for his involvement. TWB praised the Little Fishes Team. • The Parent Governor Working Party had wrapped up its survey feedback which is reported on this agenda. • Action noted under item 7.10 – a Finance/budget meeting had been convened and reported on this agenda • Action noted under item 7.26 for a project team to be convened to consider the options to change admissions and balance the budget was noted as completed and is reported on this agenda • Action noted under item 10.1 regarding Safeguarding and KCSiE procedures is covered in the HT report. 				
<p>5. Head Teacher's Report</p>	<p><i>To include: Safeguarding update, Looked After Child Update,</i></p> <p>LB had shared a report with Governors prior to the meeting. She advised that there was one amendment on page 15 relating to the finance delegated summary. The accumulated surplus had been written in brackets in error. The delegated budget is not in deficit and the brackets would be removed. LB said that the School's challenges remain constant. She explained that light grey text in the report indicates older information with new text being added in black. LB said that as of today there are 20 EHCPs and a CSI inspection is coming up.</p> <p>Governors were invited to ask any questions regarding the content of the paper, the following were recorded:</p> <table border="1" data-bbox="339 1749 1444 2083"> <thead> <tr> <th data-bbox="339 1749 895 1805">Governor Questions</th> <th data-bbox="895 1749 1444 1805">School Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="339 1805 895 2083"> <p>NOR was 64, 41 children came in which impacted on the October census.</p> </td> <td data-bbox="895 1805 1444 2083"> <p>LB said that within this side of Winchester City, Hants LA have stated St Peter's is the 2nd most popular primary school, but the birth rate is down. LB/MA met with HCC Strategic Officer and a meeting is being arranged with EPS and EFS</p> </td> </tr> </tbody> </table>	Governor Questions	School Response	<p>NOR was 64, 41 children came in which impacted on the October census.</p>	<p>LB said that within this side of Winchester City, Hants LA have stated St Peter's is the 2nd most popular primary school, but the birth rate is down. LB/MA met with HCC Strategic Officer and a meeting is being arranged with EPS and EFS</p>
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With 6 children leaving, is it a feeling that the grass is greener?	We also gained some, the children do move around.
Is St Peter's chosen due to providing good SEN?	Yes, but it is a double-edged sword, we get the numbers but not the funding.
What is the number of Catholics in the school?	2-3 are expected to join in September, whereas the Y6 leavers were 57-58% Catholic and 29% of the new intake last year.
It would be interesting to know if Baptisms are lower.	MA said that this has been looked at and it was found that some children are baptised here, some move in from another area, some go to Ireland. When reviewing Communion numbers, however, most come to St Peter's. LB said that she had seen data previously that showed all Catholic schools have declining baptised numbers. She added that St Peter's is capturing practising Catholics but not those who are baptised and not practicing.
The YR figures on page 6 don't appear to add up.	LB said the numbers reported will be reviewed.
It was noted that PP, as reported on page 7, had increased significantly.	It has doubled in 4-5 years, we continue to use it carefully for the greatest impact.
The increasing SEN needs were noted.	LB said that she has to annually report to Governors regarding Looked After Children (LAC). She confirmed that over the year there has been one child with this status- with others holding Post-LAC and special guardianship status
Does the School have any issues with racism? CPOMS reports bullying.	The use of racist language has increased. The School has joined RADE (Rights and Diversity) which provides advice on how to support and work with parent. We are using their resources in assemblies. We have found that a lot of the children's exposure to racist language is via YouTube and we need to educate the children not to use racist language.
Page 11, Safeguarding and the number of referrals to MASH. Is this the number of referrals each year?	No, new referrals.



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Is there anything we can do to support parents regarding children accessing inappropriate online content, I believe it ties into a lot of the challenges.	KM agreed to add an agenda item to the March FGB.
Are there any external agencies that come into the school to talk about racism etc?	A PCSO comes in to talk about general antisocial behaviour.
Is it appropriate for the police to talk about racism?	He is a community officer and we believe it is good for the children to have a positive interaction with the police, some may have had other experiences, at home for instance.
Budget overview grant number 55%. Budget line No 106. KM expected much higher. To note.	
Non-teaching staff sickness noted on page 17. What measures are taken to manage the levels?	We follow EPS policies and good practice procedures. (Hants LA HR).

KM noted in the budget overview, that budget line number 106 – Grants - had only 55% of it's value shown as being received to date and that he would have expected it to have been higher.

LB had been made aware of three new HCC reporting requirements this term. LB had written a detailed report that would be added to the papers and gave Governors an overview in the interim. There were no questions.

- Cyber Security
- Alternative Provision and Reduced Hour Provision
- Risk Management Framework

6. Policies as per annual review

- Complaints
- Code of Conduct
- Grievance

LB advised that she had undertaken a review of the statutory policies list. She said that Complaints had been reviewed in the summer term and is now part of the cycle review list. There had been no changes. to neither Complaints nor Code of Conduct policies. The Grievance policy is a CES document and its use is supported by EPS.

The three policies listed above were approved.

LB said that two other policies had been rectified by HCC in relation to filtering and DSL:



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	<ul style="list-style-type: none"> • Safeguarding • Child Protection Policy <p>The above two policies were approved.</p> <p>The following policies had been reviewed by Committees and submitted for FGB approval:</p> <ul style="list-style-type: none"> • H&S: Accessibility Plan (updates to SIP) • Resources: Data Protection, taken from The Key (written by solicitors) • Resources: Capability, from CES, no changes were made • CSI: Children with Medical Needs <p>These four policies were approved.</p>
<p>7. 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>I. Parent Governor Project- survey (AF, JF)</p> <p>JF talked through the survey that was an initiative requested by Governors as it was felt that interaction with parents could be stronger. JF said that there needs to be a response, but that Governors are aware that they must be careful to be strategic and not operational and not to increase staff workload. Governors had split into three sub-groups and recognised that there were a few easy wins that would also reduce the operational load.</p> <p>It was suggested that one action from each sub-group is taken forward to be presented to parents as “you said, we listened” via the School newsletter. It was agreed that each proposed action would need to have LB’s approval to proceed. The following steps were agreed with a timeline of 4-6 weeks:</p> <p>Step 1: Governors who are also parents, to meet and prioritise the actions they wish to carry forward.</p> <p>Step 2: LB to receive and agree which actions are achievable.</p> <p>Step 3: Governors who are also parent to form a communication to parents, to be approved by LB prior to distribution.</p> <p>It was also requested that the School Newsletter had a standing section for Governors to feedback to parents.</p> <p>II. PAN (MA)</p> <p>MA said that the Admissions/Deficit Project Group had undertaken a consultation with a view to reduce admissions PAN to 45. At the time of the consultation, there had been few than 30 applications. Since that time, the numbers have increased to 32-33 which means the School must provide two classes for the incoming cohort. The Group had formed some actions, namely, to press for additional SEN funding, discuss the issues more widely</p>



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with the School community and to make parents aware. The Group had also discussed using the freed-up space for Resource Provision (RP) and with that in mind, LB and MA met with the RP team. It is important that the School is aware of what is going on locally i.e. there are low numbers generally in the area and other schools are also looking at RP. The RP team said that there is a big plan to expand special school numbers and there is currently no provision in Winchester for the autism spectrum and the team were supportive that St Peter's could provide this. School facilities and staffing were the main requirements at this stage. MA said it was feasible that a RP could be set up for September 2026 entry for up to twelve places phased in over a few years. Questions were invited.

Governor Questions	School Response
How many EHCPs are for Catholic children?	6/22.
Is there an issue with the School having an empty classroom?	No, there are no sanctions.
What happens if Governors do not sign-off the School budget?	KM said that his understanding is that Governors must sign-off on a balanced budget. If they do not, and are more than 10% in deficit, the LEA can come in and solve the financial problem for the School

III. Budget Review (JF/MA)

JF explained that the budget was reviewed as it was due to go into deficit. This didn't happen but on review some issues were encountered for discussion, as follows:

- Headcount reconciliation – TWB confirmed the numbers in the budget are correct.
- Catering – the change of provider should make a saving. There was due to be a £40k deficit which will not now occur. There could even be a further saving as well as, potentially, a better service.
- Use of short-term temporary staff, need to look at costings of temporary and agency staff.
- HCC SLA subscribed services expenses are large, including caretaking premises maintenance.
- Staff levels relating to TAs – we need to understand what our capacity levels are if we drop to one-form entry, what could we do with staff?

LB said that she had contacted EFS to enquire about the possibility of buying someone in to undertaking some modelling on staff numbers.

KM summarised the options relating to PAN numbers, 30/35/40/45, and RP. He said that FGB needed facts to be able to make a decision and with this in mind KM, MA and LB would be visiting two schools currently providing RP. Feedback would be provided to FGB following the visits. It was agreed to return the budget to



	<p>Resources Committee to discuss and feedback at the next FGB. The PAN numbers are discussed under the Admissions item below.</p>
8. Committees	<p>I. Resources MA summarised the activities of the Committee and informed Governors of the following:</p> <ul style="list-style-type: none">• The Committee needed a Chair – LO agreed to undertake this role• The Community Fund has an automatic annual transferral of £20k to the Delegated Account.• There is an opportunity for some saved funds to be spent to take forward to the next financial year.• We will have an agreement on the catering provider by May.
	<p>II. Admissions MA said that the working party hadn't met recently but would do soon. Now that the formal PAN reduction consultation has taken place, we can put into writing that it will be 45. This must be on the website by 28th February, the LA informed and the Diocese by mid-March for the reduction to be put into place for 2026/27 entry. The next point will be to review if we need to consult and cap at 30 for 2027/28 entry.</p> <p>Following the review and consultation, MA proposed the reduction of the PAN to 45 with no change to the criteria. The impact will be determined by the budget and there would be some mixed classes and changes to the curriculum. The rationale for reducing the PAN is that if the School is asked to take children over that number, they can refuse to do so.</p> <p>FGB agreed and ratified the proposal to reduce the PAN to 45 for the 2026/27 entry.</p>
	<p>III. Curriculum and Standards MA reported that the Committee had reviewed the data presented and it has since been discovered that there were some issues with it, relating to how student progress is tracked. The issue will be returned to the Committee for a discussion on how the data is formed and presented. The new ToR were deferred to the next meeting for approval. Governor monitoring has lapsed since Ofsted and needs to be increased. A plan will be formed whereby monitoring will be aligned with the SIP rather than by subject.</p>
	<p>IV. Health & Safety JF reported the following:</p> <ul style="list-style-type: none">• An asbestos survey had been completed and no obvious exposure had been noted.



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	<ul style="list-style-type: none">• The KS2 girls toilets are being refurbished in the Spring break, funded by the Diocese.• SCR audit is undertaken twice per term and there were no issues.• The HCC site inspection listed 19 actions, all very feasible.
9. Governor Training	MA said that LO and HH are undertaking induction training and BQR's had been booked.
10. Correspondence	KM advised that there was no correspondence for discussion.
11. Any Other Business	Catering TWB said that there hadn't yet been a decision about how much to charge parents for meals with the new catering provider. The current cost is £3.20. It is hoped that the new provision would go live in May and payment would be collected by the Contractor. Contractor's guide price is £2.58 and if a saving is made it is split equally between the Contractor and the School. For further discussion and approval when pricing details are firmed up. KM said that this approval could be managed via email if necessary.
12. Closing Prayer	LB closed the meeting with a prayer.

Dates of next meeting: 6.30pm-8.30pm, Thursday 27th March, 2025