



*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 26<sup>th</sup> November 2024 at 6.30pm**

**Meeting held at the Primary School**

<b>Present:</b>	
Kevin Mahony (Chair) Mary Alveyn (Vice Chair) Louise Buxton Father Mark Hogan Fleur Jackson-Flo John Paul Foley Beth Welsby Alexis Artaud de La Ferriere Lidia Otero Harriet Hunt	Foundation Governor Foundation Governor Headteacher Governor Foundation Governor Foundation Governor Foundation Governor Staff Governor Foundation Governor Parent Governor Parent Governor
<b>In Attendance</b>	
Neil Sherrington Nadine Donnelly Laura Blake	LA Clerk Associate Member Associate Member
<b>Apologies</b>	
Tim Wootton-Beard	LA Governor

The meeting commenced at 6.30pm and finished at 8.17pm. The meeting was quorate throughout.

Items were taken in the order of the agenda as recorded. **Questions posed are recorded in blue font** and **answers/responses are recorded in green font**.

<b>Item</b>		<b>Action</b>
<b>1</b>	<b>Welcome, Apologies and Opening Prayer</b>	
1.1	The meeting opened with a prayer by Father Hogan.	
1.2	The Chair welcomed Lidia Otero and Harriet Hunt (baptised as Alison) as new parent governors. They provided a brief introduction of themselves.	
1.3	Apologies were accepted from Tim Wootton-Beard.	
1.4	Beth Welsby was congratulated on her reappointment as staff governor.	
<b>2</b>	<b>Declaration of Pecuniary Interests</b>	
2.1	A table of Governor Pecuniary Interests has been prepared, circulated and published on the school website. Governors confirmed that their entry was accurate.	
<b>3</b>	<b>Declarations of Business Interests, KCSiE and Governor Code of Conduct</b>	
3.1	No additional interests were declared for today's agenda.	



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3.2	Governors were asked to confirm they had read KCSIE and the Governor Code of Conduct, and signed to say they have done so. The Headteacher will circulate the documents to the new governors.	<b>LB/HH &amp; LO</b>
<b>4</b>	<b>Minutes of meeting held on Thursday 15<sup>th</sup> October 2024.</b>	
4.1	<u>Review of minutes</u>	<b>CSI Cmtee</b>
4.2	In regard to accuracy, under item 5, the question about Phonics should read Key Stage 2 not just Year 2.	
4.3	Under item 5, the response to the question about improving communication with parents should read, parents may have the opportunity to join a class to look at work books.	
4.4	The minutes were agreed as accurate and signed by the Chair.	
4.5	<u>Actions</u> Item 3 – Minutes have been signed – complete. The results of the Policies Working Party are on the agenda – complete. The RAG rating of the Terms of Reference of the CSI committee is in progress – pending.	
4.6	Item 5 – Improving communication with parents is on the agenda – complete. The lead governor provided the following update: The parent's survey identified 3 key points. A governor was assigned to each point and paired with a member of staff to conduct a workshop. This was held today. The result is a list of actions.	
4.7	The first workshop was on Discipline and Behaviour. The resulting themes were about the general philosophy of the school on managing behaviour and moving toward Kit Messenger. It was recognised that it is important to be consistent across the school, and to communicate the vision to parents. A suggestion was to include governors in communicating the vision;	
4.8	The second workshop discussed the idea of secular fairness to both pupils and parents. This is a difficult topic to discuss with children. There are key principles that underpin the whole school, justice should be universal, transparent and consistent. There was a discussion on the children's perceptions. It was noted that whilst the majority of children are doing the right thing, how to make them feel valued is the issue. Every child should feel valued and noticed. The perception of unfairness arises when they don't feel valued and noticed. The action arising is for a discussion to be had with children about what can be done to make them feel valued. To use the ethos of Messenger and move away from consequences.	
4.9	The third workshop was on the need to improve communication with parents about what is going on in the classroom. The school policies also need to be better communicated. The actions arising were to: re-engage with parents in a workshop format. To use some of the inset time on oracy and phonics, possibly after school. A series of problems would be set, solved individually by children and parents, then they would come together to solve the problem jointly; A governors section to the newsletter could include a 'you said – we listened' feature; A padlet of policies and procedures for easier access by parents.	
4.10	JPF advised he would develop the ideas to present to the next FGB. The workshop with parents will require the most development. In the interim, bullet point notes will be written up and circulated. The ideas will be shared with staff.	
4.11	The Headteacher advised where workshops help drive self-improvement time can be made available on inset days. A note of caution, experience shows it is	



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	difficult to keep parents engaged. Whilst time can be made in the evening this has to be balanced with staff wellbeing.	
4.12	The governors noted that there needs to be a strong argument for staff to be asked to work in the evenings, equally, what other work could be dropped to free up time	
4.13	Item 7 – Management of statutory policies. The Headteacher has used the resources provided by The Key. Statutory policies have been identified and who should agree them. An annual policy table has been created and circulated to governors. Admissions policy and Health and Safety should go to the relevant committee first. Otherwise, policies should go to the FGB for agreement. - Complete.	
4.14	Item 8 – CSI terms of reference to be RAG rated – Pending.	<b>CSI Cmttee</b>
4.15	Admissions working party on PAN options – On agenda.	
4.16	Item 11 – In the absence of TWB the Chair reported that work continues on extending the availability of Little Fishes. Consideration has to be given to staffing, salaries and other logistical issues. It appears there will be a positive outcome – pending.	<b>TWB</b>
4.17	<u>Actions not recorded elsewhere on the agenda</u> There were no other actions.	
4.18	<u>Parent Governor Working Party to update on survey feedback communication</u> See previous update under Actions - item 5.	
<b>5</b>	<b>Head teacher's report</b>	
5.1	<u>Safeguarding update</u> The school currently has 1 Designated Safeguarding Lead (DSL), 3 DDSLs and 1 DSL and 2 DDSLs in Little Fishes. The school librarian is training as a DDSL due to the number of children who find the library as a place of refuge/safety.	
5.2	The school Child and Family Support Worker is leaving and won't be replaced due to the budget situation. Therefore, the essential elements of the role will be divided between senior staff. It is recognised the school will no longer be able to offer the same provision.	
5.3	All staff have completed their safeguarding training and signed the policy.	
5.4	Prevent training is up to date.	
5.5	This year there have been 4 Child Protection cases and 5 Children In Need along with a number of referrals and reports. The number of Police Public Notices and cases are increasing.	
5.6	A Stop Domestic Abuse counsellor is working with the children in school.	
5.7	An Anti-Bullying week has seen RSHE and the PCSO feature in assemblies on the impact of bullying.	
5.8	Junior Road Safety Officer and Mrs Sharrock are promoting Be Bright and road safety.	
5.9	The derogatory language annual survey has been conducted.	
5.10	The SENSO online filtering is working well.	



<b>6</b>	<b>Policies</b>	
6.1	Update and recommendations from the working party on the review of policies See update under Actions – item 7.	
6.2	<u>Pay Policy.</u> The Headteacher advised of an amendment to the Pay Policy to request approval for the creation of a TLR 3 for time based project work. The payment is for the school KS2 lead to look at school improvement. The amendment also allows a future request for a Hampshire music lead at the school to be paid at TLR 3. This suggested amendment has been approved by Hampshire Human Resources.	
6.3	The amendment to the Pay Policy was agreed by governors.	
<b>7</b>	<b>Committees</b>	
7.1	<u>Resources Committee (Inform/Consult/Decision)</u>	
7.2	Appoint Chair. MA reported that she chaired the meeting in the absence of Paul Barker. Expressions of interest to become the chair were invited.	<b>All Gvnrs</b>
7.3	Receive report on the current year finances. The revised budget was presented to the committee. It was circulated to governors prior to the meeting. The current year's deficit is bigger than anticipated, but a cumulative surplus remains. However, the five year projection shows the cumulative totals moving into significant deficit. This will require action to address the situation.	
7.4	<b>Q – What options remain after previous FGBs have considered reducing budget spends?</b> A – Reductions in budget spend and means of gaining income are actively being considered. A change to the structure of the school is required to reduce the future deficit, relatively minor changes will not achieve this. The school has done a good job in reducing costs and becoming more efficient, but the challenge is the falling number of children at the school. The school is the second most popular primary school in the Winchester area. It is the falling birth rate that is the problem. Overtime, the staffing profile has changed. The school is looking at a 45 PAN as an option.	
7.5	<b>Q – Will academisation benefit the school?</b> A – This was not considered in the budget due to a lack of information. There maybe some money to meet solicitors fees. However, with a change in Government academisation may not proceed.	
7.6	The intention is to create a project team to identify a way forward.	
7.7	<b>Q – Is there any information available to identify which schools may close increasing demand for others?</b> A – This has been considered before. Better co-ordination is required by Hampshire.	
7.8	Hampshire have indicated a move to a PAN of 45 would be supported, but no lower.	
7.9	<b>Q – Has the budget revision been ruthless enough when looking at staff numbers?</b> A – Natural wastage has occurred. <b>Q – Additional plans and options need to be developed?</b> A – Maybe now is the time for a group of governors to meet with the school and go through line by line to determine where savings can be made for future budgets.	



7.10	Action. A meeting to be convened with Finance to examine the budget lines for future budget setting.	<b>KM/LB</b>										
7.11	Ratify budget revisions. The governing body approved the revised budget.											
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Income</td> <td>£2,516,981 Two million five hundred and sixteen thousand, nine hundred and eighty one pounds.</td> </tr> <tr> <td>Expenditure</td> <td>£2,592,547 Two million five hundred and ninety two thousand, five hundred and forty seven pounds.</td> </tr> <tr> <td>In Year (Deficit)</td> <td>(£75,565) Seventy five thousand five hundred and sixty five pounds</td> </tr> <tr> <td>Surplus (Deficit) Brought Forward</td> <td>£157,621 One hundred and fifty seven thousand, six hundred and twenty one pounds.</td> </tr> <tr> <td>Cumulative Surplus/ (Deficit) C/Fwd</td> <td>£82,056 Eighty two thousand and fifty six pounds.</td> </tr> </table>		Income	£2,516,981 Two million five hundred and sixteen thousand, nine hundred and eighty one pounds.	Expenditure	£2,592,547 Two million five hundred and ninety two thousand, five hundred and forty seven pounds.	In Year (Deficit)	(£75,565) Seventy five thousand five hundred and sixty five pounds	Surplus (Deficit) Brought Forward	£157,621 One hundred and fifty seven thousand, six hundred and twenty one pounds.	Cumulative Surplus/ (Deficit) C/Fwd	£82,056 Eighty two thousand and fifty six pounds.
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7.12	The governing body is aware of the future year deficit as shown on the plan, and will take action to address it.											
7.13	Receive confirmation of the voluntary funds audit (31 <sup>st</sup> December deadline). The account situation has improved. Whilst the number of children is down, an increase is anticipated in the Spring Term. The After School Club manager is leaving for a part time role, her responsibilities will be covered by others without having to employ more people.											
7.14	Hampshire catering provision is being withdrawn. The school has used a consultant to put out a tender, along with 10 other schools, for a catering contract. There is some financial risk associated with maintaining kitchen equipment. All ordering and payment by parents will be managed online.											
7.15	<u>Admissions Committee (Inform/Consult/Decision)</u> NOR is currently 392, a slight increase. There is a waiting list for Year 5. A recent place has been filled. There are vacancies in Year R (40 on roll), Year 2 (49 on roll), and Year 4 (53 on roll). Year 3 is full. When considering reducing numbers to 45 Year 3 will be the cut off.											
7.16	There are, so far, 26 applicants for next year of which 14 have the school as first choice. There are 20 children at Little Fishes, the expectation is that most will come through. There is still the potential for more applicants.											
7.17	Update from Admissions Working Party. A reduction of the PAN to 45 requires consultation with stakeholders. The Diocese have approved, it will not impact provision to Catholic children and they appreciate the budgetary pressures. A conversation has been had with Hampshire and the team looking at birth rates and population movement. A statutory 6 week consultation is required. This will be conducted with parents, the education authority, parishes and other schools. The same process was followed 4 years ago when admissions criteria were changed.											
7.18	The consultation will highlight the changes to mixed year groups and the benefits that follow. The challenge will be to rewrite the curriculum, but it will be a rolling programme to spread the work. Colleagues at other schools and central resources are available to provide support.											
7.19	It was noted there will be a delayed effect on the budget following any change to staff numbers, but the savings will accrue.											
7.20	The consultation deadline is for completion by the end of January. If alternatives are identified in the interim, there is no obligation to proceed.											



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7.21	There is also an option to move to a 1 class entry. This could result in an all Catholic child provision. It would reduce the number of staff and therefore, costs. As a result, this would free up space. A suggestion is that it could be used for resource provision for children with SEND. This would provide more money, but not necessarily balance the budget. Further work is required.	
7.22	A PAN is fixed for the year of entry. It was noted that if classroom numbers exceed 30, an additional teacher is required.	
7.23	It is believed there is no school in Winchester that has a resource provision capacity.	
7.24	Currently, the shortfall in the budget to resource EHCPs is £250,000.	
7.25	Different departments at Hampshire may have conflicting views on the benefits of moving to one form entry with resource provision. Additional research on the costs and benefits is required.	
7.26	Action. MA to convene a project team to consider the options to change admissions and balance the budget. Volunteers were sought.	<b>MA</b>
7.27	The school will be in deficit by March 2026. It was noted that staff costs at the school are only 75% of the budget compared to the benchmark of 80%.	
7.28	<u>Curriculum and Standards Committee (Inform/Consult/Decision)</u>	
7.29	Receive report. The focus this term is Spelling and Grammar. Training has been completed and rolled out through the school.	
7.30	The Prayer and Liturgy Policy was presented and is available to all.	
7.31	The SEND policy is available on the website. The school has a further 2 EHCPs. A virtual noticeboard, a padlet, is available to parents as a resource.	
7.32	The SEND policy was presented to the governors. The FGB approved the policy.	
7.33	EYFS are being assessed, whilst there are no set standards for achievement, 25% of the cohort will require assistance with communication. Behaviour is better than previous years. 27% of the children are Catholic.	
7.34	<u>Health and Safety Committee (Inform/Consult/Decision)</u>	
7.35	JPF reported that the committee RAG audit on the Terms of Reference found 50% were classified as red, although this was due to setting some ambitious targets. The minutes of the committee were circulated.	
7.36	The risk assessment management process requires the most work to close the gap. The process needs to move away from just the caretaker and involve more staff at the school. The intention is to achieve this by Spring term 2.	
7.37	The next SCR inspection will be done next week.	
7.38	An annual site inspection is scheduled for January, governors are invited, a date will be circulated before Christmas.	
<b>8</b>	<b>Governor Training, new governors and terms of office</b>	
8.1	Induction training is required for the new governors. The induction training checklist has been provided.	



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8.2	The current governor vacancy has an expression of interest. This will be progressed.	
8.3	FJF advised of her intention to resign at the end of term. The governors thanked her for contributions over the years.	
<b>9</b>	<b>Correspondence</b>	
9.1	A correspondence summary was circulated prior to the meeting. The governors noted this.	
<b>10</b>	<b>Any other business</b>	
10.1	FJF Q – <i>Where do the lessons learnt through the KCSIE procedures present to the governors?</i> A – Hampshire Safeguarding will be contacted to determine best practise.	<b>LB</b>
10.2	AAdLF Q – <i>Does the school have a view on recording of non-crime hate incidents?</i> A – This has not presented itself as an issue at the school. The children are below the age of criminal responsibility. The Policy on Bullying should cover such issues. Liaison with the PCSO will provide suitable advice.	
10.3	JPF Q <i>When should election of chairs of committees occur in the academic year?</i> A – It was agreed that elections to governing body position should occur at the last FGB of the academic year, i.e. Summer 2.	
10.4	The Headteacher requested a governor be appointed an English as an Additional Language liaison. AAdLF volunteered.	
10.5	FrMH advised that next year is a jubilee year for the Catholic Church, also, in 2026 it is the centenary for St Peter's Church. He asked that governors consider what involvement the school should have.	
<b>11</b>	<b>Closing Prayer</b>	
11.1	The closing prayer was given by Father Mark Hogan.	

Dates of next meeting all from 6.30pm-8.30pm, Tuesday 4<sup>th</sup> February 2025

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....