



St Peter's Catholic Primary School,  
Winchester

Full Governing Body Minutes

Thursday 10<sup>th</sup> October 2024 at 6.30pm

Meeting held at the Primary School

**Present:**

Kevin Mahony (Chair)  
Mary Alveyn (Vice Chair)  
Louise Buxton  
Father Mark Hogan  
Fleur Jackson-Flo  
John Paul Foley  
Beth Welsby  
Tim Wootton-Beard

Foundation Governor  
Foundation Governor  
Headteacher Governor  
Foundation Governor  
Foundation Governor  
Foundation Governor  
Staff Governor  
LA Governor

**In Attendance:**

Clair Cornhill  
Nadine Donnelly  
Louise Blake

LA Clerk  
Associate Member  
Associate Member

**Apologies:**

Alexis Artaud de La Ferriere

Foundation Governor

**Absence:**

Paul Barker

Parent Governor

The meeting commenced at 6.30pm and finished at 8.35pm. The meeting was quorate at all stages.

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.](#)

Item		Action
1	<b>Welcome, Apologies and Absences</b>	
	<p>The Chair welcomed all to the meeting. The opening prayer was given by Father Mark Hogan. Apologies were accepted from Alexi Artaud de La Ferriere. Paul Barker, Parent Governor, was absent for the meeting.</p> <p>The new Assistant Headteachers that were invited to the meeting introduced themselves to the Governing Board.</p> <p>Nadine Donnelly, Assistant Headteacher has been with the school in different capacities for the last 11 years.</p> <p>Louise Blake has transferred to the school from a local Hampshire junior school and was previously Headteacher of an independent school. The Assistant Headteachers were both voted in by the governors to the board in the role of Associate Governors.</p>	

2	<b>Declarations of Interest along with updating declarations for the Code of Conduct and KCSIE</b>	
	John Paul Foley declared an interest as he is the husband of the new Finance Officer Mrs R Foley. The Governors clerk reminded governors of the need to update their declarations, Code of Conduct and KCSIE on the Governors Hub.	
3	<b>Minutes of previous meeting held on Monday 8<sup>th</sup> July 2024</b>	
	The minutes from the previous meeting were approved by the board with the Chair planning on signing a hard copy of the minutes to be retained by the school. <ul style="list-style-type: none"> <li>The list of policies will be reviewed to ensure we are compliant.</li> <li>The Terms of Reference for the CSI Committee are to be RAG rated in the same manner of the Terms of Reference for the Resources Committee and approved at the next Committee meeting</li> </ul>	<b>Chair</b> <b>Policies Working party</b> <b>CSI Committee</b>
4	<b>Election of Chair and Vice Chair</b>	
	Governors were asked for their interest in filling the positions of Chair and Vice Chair of the FGB for this academic year. The present Chair and Vice chair are happy to continue in these positions and were voted in by all governors present.	
5	<b>Head teacher's written report including safeguarding</b>	
	<p><b>Safeguarding</b> The safeguarding audit has been completed with a new action plan being compiled. Further training was completed last week. We have installed an IT filter and additional monitoring for use of computers within school. Governor JPF to review safeguarding half termly. KCSIE needs to be read by all Governors with confirmation of this to be completed on the Governor Hub. The biggest change to KCSIE is the threshold reference and its reference to Peer on Peer, which has been altered to Child on Child.</p> <p>Over the Autumn term 2023 we had 21 physical restraints, however, by the Summer term this had reduced to 2. One child we had on roll has transferred to a Special School, and we saw a related reduction, but we also find we have a higher incidence of restraints within the Autumn term, but with interventions and adaptations these reduce. Following a suspension we work out what interventions are needed and adaptations made to meet the needs on that pupil. The suspension course recently attended by HT due to the high number of suspensions, was productive but is also highlighted that the school is following much good practice.</p> <p>Q. Does CPOMS record incidences of safeguarding concerns? A. Yes, CPOMS is a great tool for the school for noting all incidences and building up a picture of the child.</p> <p><b>SEN Update</b> We have 46 pupils on the SEN register; 18 have already been awarded an EHC Plan and we have 2 applications awaiting assessment. This is lower than the National average. Pupils in reception are not all toilet trained and we are struggling to provide cover for personal care. Two adults are required for safeguarding purposes and this is putting a lot of pressure on the school's teaching staff. There are many strong results and interventions being implement by the school with dysregulation of pupils being minimal. The schools provision is perceived by professionals to be impressive. A task is to make parents aware of this and what we already have in place.</p> <p>Q. How can we improve communication with parents? What are we currently doing? A. Parents have the opportunity to join us in class in the afternoons and look through the children's work books. Parent Governors are together to investigate possible relevant communication to parents.</p> <p>Q. Are the pupils in Reception who are displaying educational needs already known to Social</p>	<b>Parent Governors Working Party</b>

	<p><b>Services before they join us?</b>  A. Not all children are known to Social Services and this is where the CFSW role is invaluable, identifying those pupils in need. It is not always the CIN children that display dysregulation. The Family Help Hub is involved with some families and referrals are made where needed although the referral threshold is very high. CPOMS records are important to give us the bigger picture.</p> <p><b>Admissions</b>  It is interesting to review the amount of Catholic pupils within each year group. The reception year group is now as low as 27 percent and it seems that as you go down through the year groups the percentage gets lower.</p> <p><b>Professional Development</b>  This continues to be developed with an Inset Day tomorrow with external speaker Kit Messenger focusing on SEN and behaviours.</p> <p><b>Catholic Life of the School</b>  The Headteacher reflected that her work within the Catholic Inspectorate highlights to her the excellent support the school receives from Father Mark Hogan. The teachers continue to work on ensuring challenge for all pupils in RE and in implementing the new guidance for prayer and liturgy.</p> <p><b>Schools of Sanctuary</b>  Within this ethos the school is fostering links with local libraries and theatres to publicise the latter's involvement in the Sanctuary awards</p> <p><b>Curriculum</b>  The school is having a drive on Spelling and Grammar with a heavy focus on Key Stage 2. Spelling has a focus daily, with HIASS training suggesting a focus on teaching sounds to make spelling fun. Spelling will be a focus over the whole curriculum.</p> <p><b>Q. Is this change focused on different identified cohorts, or as a reaction to the curriculum?</b>  A. We are tracking progress throughout the year.  As a school we are seeing an increase in EAL pupils. We have six new pupils in year 6 who were identified as EAL which has an impact on the grammar results.</p> <p>We are driving for the Hampshire Silver award in best practice for supporting children with English as an Additional Language.</p> <p><b>Q. Phonics are embedded into the system?</b>  A. Little Wandle reading programme is focussed on teaching and embedding a phonics-based approach to reading.</p> <p><b>Q. If Phonics is not working, will it be left in the curriculum for that individual pupil until year 2?</b>  A. Year 4 was the cut off for alternatives to the phonics programme, but we have introduced this earlier in year 3. The Little Wandle scheme has introduced another element to its programme focused on children who have not yet achieved expected fluency Fluent reading is essential for children to access the curriculum.</p> <p><b>Q. EAL in year groups increased last year, has this caused a concern?</b>  A. No EAL adds a richness to the school and we recognise that certain elements of the curriculum are a challenge for EAL speakers. Staff are working on reducing these barriers.</p> <p><b>Q. Why are we using Teachers to cover the Sports Clubs</b>  A. The Teachers are using their time to cover the Sports Clubs and in return are given extra PPA time within the school day. There is a charge to parents which is reinvested into providing payback cover for the teachers to assist with their work life balance.</p>	
6	<b>Parents Survey</b>	

	<p>Those parents who responded to the survey are active within the school community and will communicate their views to other parents. It is felt that any response to the survey must be communicated to parents within a timely manner, to ensure parents feel their comments have been heard and will be acted upon. A brainstorming sessions will be held by governors who are parents, with feedback to parents within the next 90 days to ensure relevance. HT to be consulted in advance regarding any and all proposed feedback to parents Communication with parents needs to also cover perceptions and not just practical reflections on results and class trips etc. The School Newsletter may not be the place to address this and it is felt that a working party to identify more effective streams of communication is needed.</p> <p>We had 82 responses to the survey, the highest amount of responses being in year 2 and year 4. It was observed that these responses reflect the views of only 20 percent of parents. The responses indicate that we have 3 areas in which we need to further improve.</p> <ol style="list-style-type: none"> <li>1. Behaviour and discipline.</li> <li>2. Communications and support.</li> <li>3. Fairness</li> </ol> <p>It is felt that the survey for the future could be handed to parents at the parents evening by a Governor presence, hopefully ensuring greater responses.</p>	<p><b>Parent Governor Working Party</b></p>
<p><b>7</b></p>	<p><b>Update and recommendations from the working party on the review of policies</b></p>	
	<p>Statutory Policies are in order with the website reflecting those we need to publish. Non Statutory Policies need to be reviewed as some are now overdue. The Annual Planner has a table within the document which shows all policies that are due for review.</p>	<p><b>Headteacher</b></p>
<p><b>8</b></p>	<p><b>Committees</b></p> <p><b>8.1 Resources Committee (Inform/Consult/Decision)</b></p> <p><b>8.2 Admissions Committee (Inform/Consult/Decision)</b></p> <p><b>8.3 Curriculum and Standards Committee (Inform/Consult/Decision)</b></p> <p><b>8.4 Health and Safety Committee (Inform/Consult/Decision)</b></p>	
	<p><b>Review Committee structure including Terms of reference, membership and standing orders.</b></p> <p>The Terms of Reference for CSI committee are to be RAG rated in line with the Resources Terms of Reference</p> <p><b>8.1 Resources Committee</b></p> <p>The new Finance Officer Mrs R Foley needs a Procurement payment card to carry out her role. All Governors able to vote voted in favour of this application. Governor JPF abstained from the vote in recognition of his previous declared personal interest.</p> <p><b>8.2 Admission Committee</b></p> <p>The Admission policy for 2026 admissions needs to be compiled for approval. HCC have indicated that our admissions numbers are doing well compared to others schools in the Winchester area, and we are the second most preferred school in Winchester. Overall though, admissions numbers are reducing in line with the reduced birth rates in the area and HCC would be happy to look at a proposal to reduce class sizes. If we decide this is the right way forward consultations would need to be made with HCC and other schools within the area. We can also consult in an emergency with the adjudicator who can allow us to reduce the PAN per year group to 45.</p>	<p><b>Committees</b></p> <p><b>CSI Committee</b></p>

	<p>Q. To maintain our Catholic applications is it considered that a transport provision is a factor as this may allow a wider area to be covered as catchment?</p> <p>A. It is felt that at this time there is no interest from parents to take up the transport provision. It was agreed that a small working admissions working party, with MEA acting as Chair, would review all options relating to PAN reductions, including possible reductions to 45, or 30. A project plan to be created and interested governors to be invited to join the working party.</p> <p>Q. There is a reluctance to reduce the PAN further, nevertheless would a reduced PAN of 30 be considered?</p> <p>A. The LEA would be reluctant to consider a reduced PAN of 30 at this present time.</p> <p><b>8.3 Curriculum and Standards Committee</b> Governor monitoring remains a priority for Governors. In view of Governors new to their roles this will be easier to accomplish.</p> <p><b>8.4 Health and Safety Committee</b> There is a need for deeper representation from school staff at the committee meetings and this has been discussed with the Assistant Headteachers. Over the Summer holidays bike sheds were erected due to perceived demand, unfortunately their usage has been low and its felt they need to be promoted within the Schools' Cycling Proficiency provision. Further drainage work has been completed over the summer holidays and this appears to have solved the drainage problems experienced in the targeted areas. After a successful improvement to the Key Stage 1 toilets, there is a plan to carry out the same upgrade to the Key Stage 2 toilets - discussions will be held with diocese in order to ensure value for money is achieved.</p>	<b>Admissions Working Party</b>
<b>9</b>	<b>Governor appointments; review Governor recruitment, training and Terms of Office.</b>	
	<p>We have received applications for Parents Governors Vacancies from: Lidia Otero Alison Hunt Governors reviewed these applications and voted to accept them to the Board of Governors.</p> <p>Mary Alveyn, the Governor who was previously responsible for development and training, as well as being Forum Representative; in the absence of other candidates will be happy to continue in these roles. All governors voted for her continuation.</p>	
<b>10</b>	<b>Correspondence</b>	
	None	
<b>11</b>	<b>Any Other Business</b>	
	<p>The Pay Policy has yet to be published, but the LA has asked for it to be accepted by the Governing Body in anticipation. The Pay Policy ensures that the school is in line with HCC Employment regulations and has to be adopted in absence of alternative provision. The School subscribes to the HCC SLA regarding HR. All Governors voted to accept the Pay Policy and its recommendations.</p> <p>Little Fishes has experienced changes in its staffing structure; it is felt that it is advisable to canvas parents regarding the provision offer and potentially extending the provisions hours. TW-B is taking the lead on this and will report progress.</p> <p>Governor JPF wishes to seek Governors approval for his governing voluntary hours to be considered for a voluntary donation by his employers to a good cause within the UK. All Governors are in approval. Matt Quinn, Headteacher of Oaklands Catholic School will be at the next meeting to present the Academisation programme on behalf of the diocese.</p>	TW-B

<b>20</b>	<b>Closing Prayer</b>	
	The closing prayer was given by Father Mark Hogan.	
<b>21</b>	<b>Date of next meeting</b>	
	26 <sup>th</sup> November 2024	

**MINUTES APPROVED**

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

**Key to Acronyms and Abbreviations**

- CPOMS            Child Protection Online Monitoring System
- EAL             English as an Additional Language
- EHCP            Education Health and Care Plan
- FGB-            Full Governing Board
- HCC-            Hampshire County Council
- HIAS            Hampshire Inspection and Advisory Service
- H&S-            Health and Safety
- KS                Key Stage
- LEA              Local Education Authority
- SLA              Service Level Agreement

