



St Peter's Catholic Primary School,  
Winchester Full Governing Body Minutes

Monday 8<sup>th</sup> July 2024 at 6.30pm

Meeting held at the Primary School

**Present:**

Kevin Mahony(Chair)	Foundation Governor
Mary Alveyn (Vice Chair)	Foundation Governor
Louise Buxton	Headteacher Governor
Alexis Artaud de La Ferriere	Foundation Governor
Fleur Jackson-Flo	Foundation Governor
Paul Barker	Parent Governor
John Paul Foley	Foundation Governor
Beth Welsby	Staff Governor
Emma Pugh joined at Agenda item 4	Parent Governor
Tim Wootton-Beard	LA Governor

**In Attendance:**

Clair Cornhill	LA Clerk
Megan Hutchins	Associate Member

**Apologies:**

Father Mark Hogan	Foundation Governor
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The meeting commenced at 6.30pm and finished at 8.00pm. 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
<b>1</b>	<b>Welcome, Apologies and Absences</b>	
	The Chair welcomed all to the meeting. The Headteacher led the opening prayer.	
<b>2</b>	<b>Declarations of Interest.</b>	
	None	
<b>3</b>	<b>Minutes of previous meeting held on Thursday 9th May 2024</b>	

	<p>The minutes from the previous meeting were reviewed the chair will sign the minutes.</p> <p>Follow up actions from the previous minutes:</p> <ul style="list-style-type: none"> <li>• The parent survey questions have been formulated and are ready to be sent out.</li> <li>• The Diocese Building Fund will be promoted in September to inform new parents and remind existing families of its existence and request for voluntary contributions. Promotional fliers and letters will be produced for distribution.</li> <li>• The new parents' meeting was unfortunately cancelled due to the school being in the throes of a norovirus epidemic.</li> </ul>	Chair
4	<p><b>Head teacher's verbal report including safeguarding</b></p>	
	<p><b>Safeguarding</b></p> <p>The safeguarding audit has been completed with a new action plan being compiled. The Headteacher reminds all governors of the need to sign off on the GDPR (General Data Protection Regulation).</p> <p>There has been a recent event relating to Safeguarding which was dealt with in accordance with guidance from HCC. The Health and Safety Governor feels the situation was dealt with in the best possible way with an emphasis on de-escalation of the situation within the community. It is felt that now the situation has passed parents need further information regarding the measures the school has in place to deal with ensuring the event does not re-occur. Within Parents evening it is felt that parents need to be reassured that the situation was dealt with by the school appropriately. The school has approached the Police who are providing education to pupils to ensure an event is not repeated.</p> <p>Q. Are we seeing an escalation of incidences and families in need that would cause a concern?</p> <p>A. The Child and Family Support Worker is seeing more families that need her support. We are seeing more complex problems and more vulnerable families joining our school community.</p> <p><b>The Catholic Life of the School</b></p> <p>The prayer liturgy policies have been tweaked. We have extended our mission ambassadors to year 4 and 5 pupils. We are developing our relationship with a local care home with pupils visiting them and enjoying moments of reflection with the residents. The children treated residents to an afternoon music concert.</p> <p>The school has been successful in its application to become a School of Sanctuary with very complimentary feedback from the inspection team.</p> <p><b>Curriculum</b></p> <p>The NHS Autism and Kit Messenger courses have all started. The school is following the Voice 21 programme to build speaking and listening into the curriculum, teaching and learning and wider school life. Oracy is an important part of English programmes of study.</p> <p>HIASS have been recommending other schools visit our Year 1 to see good practice, especially of continuous provision. This is something Mr Read and his Year 1 team have been working on.</p> <p>The Key Stage 1 results were good and Key Stage 2 results are expected tomorrow.</p> <p><b>Staffing</b></p> <p>We currently have 4 ECT members of staff and following their completion of their year with the school, the moderators from two assessment bodies have stated that the school's support of ECTs is exemplary.</p> <p>The Finance Officer has now left and after the first advertisement for the role provided no appropriate applicants, we have had no further applications following a second advertisement.</p> <p>Q. Following being awarded the Music Lead for the north of Hampshire Primary schools, will we be adding this to our website?</p> <p>A. Yes this will be added to the website alongside an article which is being prepared for the Hampshire Chronicle. We will also include the recent award of School of Sanctuary</p>	



	<p>secure in ARE (Age Related Expectations) and will affect the overall performance figures of the school in our Key Stage 2 results. SEN pupils are having an effect on the capacity of our Teaching Assistants, more time being spent with these pupils and not therefore enhancing the learning with targeted input of other pupils.</p> <p>Q. With a proposed reduction in PAN (Published Admission Numbers) would this affect the amount of SEN pupils allocated to us?</p> <p>A. No the school would still have the same number of SEN pupils. We could also be directed to take a pupil with an EHC Plan which would take us over our PAN for that year group.</p> <p>Q. The Data presented to FGB reflects that the school is not meeting the aspirational targets set. Would this mean they need to be reset?</p> <p>A. The school will keep these aspirational targets at the moment and review them in the Autumn term.</p> <p>The Terms of Reference for the committee will be addressed at the next committee meeting.</p> <p><b>7.4 Health and Safety Committee</b></p> <p>The Terms of Reference will be reviewed at the next committee meeting and will be presented to FGB at the next meeting.</p> <p>A DSL (Designated Safeguarding Lead) meeting has been held with 4 policies reviewed and updated. There has been a Safeguarding audit which shows systems are robust and well managed.</p> <p>Improvement projects that were not completed in the Easter holiday/half term have been scheduled for the Summer holiday period.</p>	CSI Committee
8	<b>Confirm powers delegated to the Headteacher including limits for virements</b>	
	The Headteacher has a delegated limit of £3,000 for individual expenditure before referral to the Resources Committee and governors at FGB, and virtually all expenditure decisions are below this limit. All Governors feel that it this limit is still appropriate and vote to continue with the powers already delegated to the Headteacher.	
9	<b>Correspondence</b>	
	The Parents' survey is to be sent out with collation of the responses being done automatically. The Headteacher wishes to advise governors that the school administrative team have little capacity to take on additional work. The survey will be the same every term to enable correlation of the data. It is important that parents see this process as giving them a voice, encouraging communication in other ways. There has been no other correspondence sent to the chair.	
10	<b>Any Other Business</b>	
	<p>A member of the Academy board for the diocese schools has been invited to join us at the next FGB at his convenience.</p> <p><b>Governor training</b></p> <p>The new governor TWB has completed his induction training and safeguarding. Governor MA attended a recent SEND conference where Kit Messenger presented a programme titled "Rigour without mortice" focussing on Behaviour and Neurodiversity.</p> <p><b>After School Policy</b> reflects a change in the rate approved at Resources Committee. All Governors vote in approval of adoption of the updated policy and change of rate.</p> <p><b>Safeguarding Policy</b> which is a standard policy and reflect minimal changes made by HCC. All Governors vote in approval of adopting this policy.</p> <p><b>Child Protection Policy</b> which is a standard policy with minimal changes made by HCC. All Governors vote in approval of adopting this policy.</p> <p><b>Complaints Policy</b> which reflects a date change with minimal other changes. All Governors voted in approval of adopting this policy.</p> <p>There are Foundation Governors vacancies which need to be filled. Governor ADF knows</p>	

	<p>someone who is interested and will direct them to the diocese for approval. Parent Governor PB has indicated his intention to stand down when his tenure comes up for renewal in November 2024.</p> <p>Governors were asked to increase governor monitoring for the next academic year.</p> <p>The chair thanked all for their hard work over the academic year with thanks to the Headteacher and the Deputy Headteacher. The Deputy Headteacher wished to thank all Governors for their challenges and robust support over her time at the school and expresses her best wishes on her departure from the school.</p>	
<b>20</b>	<b>Closing Prayer</b>	
	The closing prayer was given by the Headteacher.	
<b>21</b>	<b>Date of next meeting</b>	
	10 <sup>th</sup> October 2024	

**MINUTES APPROVED**

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

<b><u>Key to Acronyms and Abbreviations</u></b>	
EHCP	Education Health and Care Plan
FGB-	Full Governing Board
HCC-	Hampshire County Council
H&S-	Health and Safety
KS	Key Stage

