



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Thursday 9th May 2024 at 6.30pm

Meeting held at the Primary School

Present:

Kevin Mahony
Mary Alveyn (Vice Chair)
Louise Buxton
Alexis Artaud de La Ferriere
Fleur Jackson-Flo
Paul Barker
John Paul Foley
Father Mark Hogan
Beth Welsby
Emma Pugh
Tim Wootton-Beard

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

In Attendance:

Clair Cornhill
Megan Hutchins
Grace Foster (left the meeting after her segment within the Headteacher report)

LA Clerk
Associate Member
SENCo

Apologies:

The meeting commenced at 6.30pm and finished at 8.05pm. 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	Welcome, Apologies and Absences • Introduction of candidate for LA Governor vacancy	
	The Chair welcomed all to the meeting. The Headteacher gave the opening prayer. Tim Wootton-Beard introduced himself to the board; he then left the room with the Associate member whilst the Governors voted to elect him to the board of governors. All Governors voted in favour of Tim to join the board.	
2	Declarations of Interest.	
	None	

3	Minutes of previous meeting held on Tuesday 19th March 2024	
	<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"> The parent survey questions have been formulated and are ready to be sent out at an appropriate time. It is decided to issue them in conjunction with parents evening and school reports. It is felt that the Catholic Life of the School needs to be highlighted within the content of the survey. 	Chair
4	Head teacher's written report including safeguarding <ul style="list-style-type: none"> SEN mission presented by SENCo (Guest) 	
	<p>SEN mission</p> <p>The SENCo for the school is shared with Kings School, Winchester. This gives those pupils transitioning into Secondary provision continuity of SEN support. The SENCo provided Governors with a brief powerpoint presentation about Special Educational Needs and identified the areas of need within SEN.</p> <p>There are 50 children in the school who have been identified as needing additional support and are on the SEN register. We also have 19 pupils with an EHC Plan this is a statutory document which details what provision is needed to meet the needs of these pupils. The statutory lead time for an EHC Plan from application to completion is 20 weeks, unfortunately in reality the process at the moment is taking a lot longer.</p> <p>The school is involved with additional provision such as: The Autism Project Voice 21 Oracy Kitt Messenger- Curious not Furious Thrive</p> <p>Q. How do we consult with parents when the child is provided with an EHC Plan? A. The EHCPlan is reviewed at an Annual Review where a meeting is held between the school and parents and all professionals involved with the child including HCC are invited. The provision from the EHC Plan is reviewed at this meeting and if changes are suggested, including a change of placement, these are requested within the Annual Review for HCC SEN to make a decision upon.</p> <p>Q. Is there an area you could identify that Governors could be helping with? A. The SENCO feels that overtime she will be able to identify areas of need but at the moment she would like to concentrate on the introduction of Thrive within the school. Thrive offers a trauma informed whole school approach to improving the mental health and wellbeing of children and young people. She also identified higher SALT needs within reception years; this may be very high as a result of less interaction during Covid19 or reliance on IT. Outreach support is being sourced from Shepherds Down Special School and their outreach provision.</p> <p>Q. Are the families of our pupils doing all they can to support the pupils or is there a need for us to support the family further? A. The school is providing the Children and Families Support Worker whose remit is to support the families.</p> <p>Q. Is it the aim over time to move pupils away from the SEN register? A. Yes that would be the ultimate aim.</p> <p>Q. What are your immediate key priorities? A. Ensuring we receive the appropriate level of funding from HCC and making sure we</p>	

	<p>empower others through training and programmes and where possible identify and celebrate success.</p> <p>Q. What about ADHD and Dyslexia? I noticed they are not specified within the needs you have identified for EHC Plans.</p> <p>A. Both of these are not identified as needing an EHC Plan on their own unless they are affecting other areas of learning. We are receiving funding for Dyslexia from the Hants Dyslexia Association, a charity.</p> <p>Grace Foster left the meeting and the Headteacher discussed the content of her written report.</p> <p>NOR stands at 415</p> <p>The Headteacher has attending training to ensure funding from EHC Plan is sufficient to cover the provision requested within them. If further guidance is required, we will consider engaging SEN legal assistance. The EHC Plan process is subject to many delays and after a complaint from the Headteacher to a senior officer within HCC and apology has been received.</p> <p>Q. Looking at the benchmarking figures from the Headteacher's report it looks like we do have a high percentage of pupils with EHC Plans compared to other schools. Why?</p> <p>A. It is very difficult to refuse a child with an EHC Plan and if parents wish their children to come to the school we need to make provision for them. Our only recourse is physical capacity of the school and if the admission of the child has Health and Safety implications.</p> <p>We failed to recruit a Deputy Headteacher within the last application advertisement so we are now looking to employ 2 Assistant Head Teachers who will support the Headteacher. The Headteacher will need to take on the roles that the current Deputy Headteacher does which the job role of Assistant Headteacher doesn't cover.</p> <p>Governors comment that if we were at full capacity it appears we are unable to cover our costs because of our EHC Plan base and the funds we need to cover provision. It appears we have a shortfall of funds to an amount of £250,000 per annum.</p> <p>The Headteacher gave an update on projects such as Firefly and School of Sanctuary. The School of Sanctuary has been applied for and during the process of the application other schools have been directed to speak with us.</p> <p>Q. It appears we have not spent all our budget on learning resources this year. Does the Headteacher feel we have had a shortage of resources?</p> <p>A. No the learning resources are adequate. It's felt that all applications by teachers for Resource grants are scrutinised and only granted if necessary.</p> <p>Q. Suspensions have also risen, why could this be?</p> <p>A. The headteacher will always suspend if the child's individual behaviour plan has been followed and someone has been hurt or the school has been made unsafe. This allows us to review provision for the child concerned. The headteacher has been on a course provided by HCC to overview the level of suspension and this has reassured us that we are aiming to follow best practice We have seen incidences of derogatory language being used and bullying and this has been addressed.</p>	
5	<p>Committees</p> <p>5.1 Resources Committee (Inform/Consult/Decision)</p> <p>5.2 Admissions Committee (Inform/Consult/Decision)</p> <p>5.3 Curriculum and Standards Committee (Inform/Consult/Decision)</p> <p>5.4 Health and Safety Committee (Inform/Consult/Decision)</p>	
	<p>5.1 Resources Committee</p> <p>Delegated Budget</p> <p>The Resources Committee wishes to propose that the 5 year budget plan be adopted by the FGB and sent to HCC. The plan indicates that there will be a deficit in the account at the end of</p>	

	<p>the next financial year but this will be financed against the surplus we currently hold. The level of admissions is set to fall over the next few years reflecting the low birth rate for the area. If this projection continues it may become apparent that staffing will then need to be reviewed; it is proposed that current levels may not be sustainable over the long term and hopefully reductions may be achieved over time by natural wastage. We may even have to review the PAN and this could be discussed in the Autumn term with HCC as pupil numbers reduce.</p> <p>Q. Is cutting Teaching staff numbers the only way forward? A. We have already cut our budget in the areas we can. If we do not have the pupil numbers then we do not have the need for current staffing levels. Staffing costs equate to 74 percent of our budget.</p> <p>Q. The shortfall in SEN funding how much does this effect the budget? A. The SEN funding is needed to fund the provision listed in the EHC Plan without adequate funding we are supporting from school funds and this is not sustainable. We are currently 15 places short on our Reception intake this equates to £67,000 if this is then reflected in admission numbers next year we will be increasing the deficit.</p> <p>Governors agree to the presentation of the 5 year budget to HCC as recommended by the Resources Committee with concerns noted over the proposed staff reduction.</p> <p>Community Budget The Diocesan Building Fund is not being adequately supported by parents and a shortfall is provided form the community accounts. We need to encourage parents to support the Diocese Building Fund and explain the premise behind it. Q. Could the PTA help support the fund and its collection? A. This will be discussed with the PTA. The Resources Committee recommend the budget proposed by Community and Governors all agree to the recommendations.</p> <p>6.2 Admission Committee Key Stage 2 is full our increase in PAN for KS2 has been successful, although into the next academic year Year 3 will not be full.</p> <p>6.3 Curriculum and Standards Committee Targets within the SIP will be achievable by the end of the year. Academisation has now been included into the SIP.</p> <p>6.4 Health and Safety Committee The Terms of Reference will be reviewed at the next committee meeting and will be presented to FGB at the next meeting.</p>	Headteacher
7	Policies for Approval	
	No policies	
9	Correspondence	
	None	
10	Any Other Business	
	<p>The whole Governor Board Training is to be agreed by Governors. It is proposed to request The Safeguarding Monitoring Programme and confirmation will follow of the attendance details.</p> <p>Governors are needed to assist with the new parent welcoming evening. Last year this involved also the providing and preparation of an evening meal. Governor JF volunteered to help with</p>	Governor JF

	this.	
20	Closing Prayer	
	The closing prayer given by Father Mark.	
21	Date of next meeting	
	8 th July 2024	

MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

Key to Acronyms and Abbreviations

EHCP Education Health and Care Plan
 FGB- Full Governing Board
 HCC- Hampshire County Council
 H&S- Health and Safety
 KS Key Stage

