



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Tuesday 19th March 2024 at 6.30pm

Meeting held at the Primary School

Present:

Mary Alveyn (Vice Chair)
Louise Buxton
Alexis Artaud de La Ferriere
Fleur Jackson-Flo
Paul Barker
John Paul Foley
Father Mark Hogan
Beth Welsby

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

In Attendance:

Clair Cornhill
Megan Hutchins

LA Clerk
Associate Member

Apologies:

Emma Pugh
Kevin Mahony (Chair)

Parent Governor
Foundation Governor

The meeting commenced at 6.30pm and finished at 8.19pm. 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.	
	The Chair welcomed all to the meeting. The Headteacher gave the opening prayer.	
2	Declarations of Interest.	
	Father Mark, Parish Priest and Diocese Trustee declared his interest in the proposal that the school should join a Catholic Diocese Academy Trust	
3	Minutes of previous meeting held on Thursday 8th February 2024	

	<p>The minutes from the previous meeting were reviewed – Mary Alveyn joined at agenda item 4, with this correction, the minutes are agreed as an accurate record. The chair will sign the minutes and the clerk will electronically sign them on the Governor Hub.</p> <p>Follow up actions from the previous minutes:</p> <ul style="list-style-type: none"> • The Staff survey has been completed with feedback given about supervision. This has been actioned and a second survey will be sent out before the end of term. • The deficit in the Diocesan Building Fund will be addressed later in the academic year. This is an ongoing action within the Resources Committee with the Finance Officers making recommendations to the committee. 	Clerk
4	Head teacher’s verbal report including safeguarding (Spring 2)	
	<p>Catholic Life of the School We are entering into a new liturgical season which is a very busy time for Senior Leadership with our RE lead just returned from maternity leave. The Lenten Charity we are supporting is the Firefly charity, which also links into our School of Sanctuary work. Firefly international works in countries affected by war to tackle the devastation it causes for families and children. We are awaiting guidance from the diocese for the new RE Curriculum and prayer directory. The Catholic Self Evaluation Document will be completed next term.</p> <p>Admissions For September 2024 admissions, we have 42 first choice applications with a possible 3 others. Overall applications are down on previous years but the first choice applications remain constant. There is a reduced pool of Reception age pupils within the local area. We had an in year appeal which was rejected and we have been asked by HCC to take 2 pupils with EHC Plan one of which has very high needs requiring 2:1 support. Since September 2023 we have had 41 pupils admitted in year with 12 pupils moving out of the school; 11 of these who moved in were from other countries. We now have 416 pupils on our roll with many pupils having English as an additional language.</p> <p>Attendance Attendance for the school is 94.85percent with the national attendance levels being at 94.3percent. Those receiving free school meals attendance is at 90.4percent with national figures being at 91.9percent. Any pupils with attendance below 90percent receive a letter home. Q. When pupils are accessing Outreach are they marked as being absent? A. These activities are coded differently to normal absence therefore we are not penalised.</p> <p>SEN Update The new SENDCo is settling in well; we share her services with Kings School(3 days/2 days) whereas previously we had the services of a SENDCo for 4 days a week. We have offered a meeting with the SENDCo to all parents with children on the SEN register. There are 46 pupils on the SEN register; 18 with EHC Plans and 2 awaiting assessment. Q. Do the EHC Plans and the provision get reviewed? A. Yes the plans are reviewed once a year through the Annual Review process. For every EHC Plan we are currently in a deficit position amounting to £15,000.00 per EHC Plan. We are sending a letter to HCC highlighting the deficit in the funding and their statutory obligations to provide the correct funding to schools to enable them to meet the statutory requirement of the EHC Plans.</p> <p>Behaviour In year 4 and 5 we saw some instances of challenging behaviour. A lot of support was put into these year groups and this is ongoing.</p>	

	<p>Curriculum</p> <p>On the website we now have links to each year group with information on what parents need to know to support their child through that year's curriculum.</p> <p>Q. Do we have other access for parents?</p> <p>A. Yes, we have curriculum evenings and parent guidance sheets.</p> <p>After School Activities: Parents have been surveyed with 200 responses being received. We propose an after school groups in art, archery, cricket and younger sporting activities. Facilities may be stretched by this addition to the formal After-School Club, especially in inclement weather</p> <p>Q. Could the church be used instead of the school hall?</p> <p>A. This could be investigated. if needed</p> <p>Working with outside agencies</p> <p>We have had a fruitful visit from a Catholic school in Jersey which was suggested through our recent Ofsted.</p> <p>The Local Authority is looking at cross curriculum work.</p> <p>We are looking at links with</p> <ul style="list-style-type: none"> • Voice 21 - an oracy education charity who work with schools to transform the learning and life chances of young people through speech. • NHS Autism in schools - a National Project that aims to improve support for autistic children and young people in mainstream schools. • Kitt Messenger - a recent key-note speaker at Hants SEN Conference will be working with St Peter's and group of other local schools • <p>The draft SIP has been completed. HIASS continue to work with our Lead Practitioner in EYFS. The Keppel Centre has supported the school with SEMH and we have observed their unit to see how they operate.</p> <p>Staffing</p> <p>There are three teachers on maternity leave with one Teaching Assistant and one teacher on long-term sickness. We anticipate employing supply teachers to cover these roles and for the role of the Deputy Headteacher as we have not received appropriate applicants for this role. The supply teachers employed do not always have the same vested interests in the school; fortunately, the current supply teacher does feel invested in the school and is part of our school family.</p> <p>There has been movement within the Teaching Assistant roles. We have seen the part time return of a Teaching Assistant who was previously off sick and we have appointed 2 FTE Teaching Assistants for the school and 1.5 Teaching Assistants within EYFS. We have had one HLTA leave and one of the Teaching Assistant converted to this role; another Teaching Assistant will retire in Easter with a vacancy being advertised.</p> <p>The Office staff are also experiencing shortages with a member of the office team being on long-term absence.</p>	
5	<p>Mission Statement – para 1 and 4 of the Mission Statement</p>	
	<p>Governors divided into 3 groups to review this aspect of the mission statement covering:</p> <ul style="list-style-type: none"> • Catholic Life and Mission • Collective Worship • Religious Education <p>This exercise was part of the Catholic School self-evaluation document. The comments / feedback will be collated, in due course</p>	

6	<p>Committees</p> <p>6.1 Resources Committee (Inform/Consult/Decision)</p> <p>6.2 Admissions Committee (Inform/Consult/Decision)</p> <p>6.3 Curriculum and Standards Committee (Inform/Consult/Decision)</p> <p>6.4 Health and Safety Committee (Inform/Consult/Decision)</p>	
	<p>6.1 Resources Committee</p> <p>Delegated Budget</p> <p>The SFVS had been prepared and agreed in principal by the Resources Committee and is presented to the FGB.</p> <p>Q. Is the word sustainable appropriate within the SFVS in view of the predicted budget deficit and therefore could this be removed?</p> <p>A. Part B section 6, will be amended with a caveat to reflect the deficit. With prudence within the budget and proper funding being received from HCC to cover the statutory provisions within the EHC Plans. sustainability would be achieved.</p> <p>The FGB voted and all agreed to the contents of the SFVS and this will be submitted, at the end of the month, to HCC with a statement from the Governors pertaining to the deficit and the following caveat added.</p> <p>“Governors are aware of the predicted deficit within the SFVS and will make appropriate steps to resolve and reduce the deficit”.</p> <p>Community Budget</p> <p>The funds in the community accounts are to be used for the benefit and improvement of the school and the community.</p> <p>The Headteacher has provided a breakdown of potential projects for this money see appendix</p> <p>Q. Is the financial commitment to cover HLTA and supply teacher(s) to be taken from the delegated budget?</p> <p>A. Yes but when additional funding is required to cover expenses funds can be transferred from the Community Account to the Delegated Account.</p> <p>Governor’s voted and all approved the improvements to the school suggested by the Headteacher as listed on the confidential appendices to these minutes.</p> <p>6.2 Admission Committee</p> <p>We will be informed of the final allocation of pupils offered places for September 2024 on 15th April 2024.</p> <p>6.3 Curriculum and Standards Committee</p> <p>The SIP has been reviewed and RAG rated including targets, which are measurable and achievable. The Fisher Family Trust data is not reliable at present as there is no data for the Covid19 years. The overriding target is to maintain our position in the top 20 percent of schools. The cohorts coming into the school and early years coming through the school are more demanding and there is a need to focus on individuals as reflected in the increase seen in EHC Plans within the school.</p> <p>Q. Are we maintaining our ambitions for all pupils?</p> <p>A. Yes this is evidence by the LLPR and our recent Ofsted.</p> <p>6.4 Health and Safety Committee</p> <p>There are changes to KCSIE and Safeguarding policies which Governors need to be aware of; also there are training courses available which are needed to comply with Health and Safety requirements. Governors also need GDPR awareness.</p>	
7	<p>Policies for Approval</p>	
	<p>No policies</p>	

8	Review Governor Training	
	Governor JPF has completed KCSIE training	
9	Correspondence	
	<p>Academisation The diocese aims to have completed the process of Academisation for all schools by September 2027.</p> <p>Q. Do we wait until the last cohort of schools to complete the academisation or do we go early in the process? A. We are able to go within the first cohort but it may be better to wait until the transition is smoother as lessons are learnt from the first wave schools experience. However leaving it to the very end of the process may limit our influence in the new Trust. As we are going through a period of change with the Deputy Headteacher leaving, it would be best to stabilise our SLT first. Governors all agree that to be part of the middle transitioning school tranche would be the way forward and therefore aim to be scheduled by the diocese for transition within 2026.</p> <p>The Trust Governing body needs additional Governors and they have advertised for individuals to join them from the existing Governor base within schools. There will also be a local Governing Body for individual schools focusing on the curriculum and internal issues within the school. Governors cannot sit on both boards</p> <p>Catherine Hobbs from the diocese will come to meet with the school once a timetable for transition has been agreed upon.</p>	
10	Any Other Business	
	<p>School Inventory This is being added to, and worked on to update it.</p> <p>Parent-Governor Focus Group Governors who are parents of current pupils in school met to discuss a number of issues. They felt a need for greater communication between school, parents and governors They proposed that: Individual Governor Roles may be formalised to become a conduit for parent to raise issues to Governors. Governors should be a more visual presence at school events such as the coming Summer Fayre, parent evenings, concerts and liturgies. A regular survey is to be produced to assess parents' views, timed to coincide with parent's evenings. The survey will incorporate questions from the Catholic School Inspection and Ofsted Parent' Surveys. This will be developed and circulated at the end of the academic year to 2year groups with year groups then staggered over the next few years.</p> <p>The new HCC Governor Hub will be fully in place at the end of March 2024; Governors are asked to ensure they are signed into the new hub and to familiarise themselves with it. If there are any difficulties, please refer to Governors Services or the Governors Clerk for assistance.</p> <p>Dates for attention: Welcoming event for new intake June 11th Summer Fayre 15th June St Peter & Paul (Sports Day) 28th June School Production !7-18th July Governors are requested to assist with invigilating during the SATS week W/c 13/5/24</p>	Governor ADLF
20	Closing Prayer	
	The closing prayer given by Father Mark.	
21	Date of next meeting	
	9 th May 2024 from 6.30pm - 8.30pm	

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
SLA	Service Level Agreement
SLT	Senior Level Teacher

