



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Thursday 8th February 2024 at 6.30pm

Meeting held at the Primary School

Present:

Kevin Mahony (Chair)
Mary Alveyn (Vice Chair)
Louise Buxton
Emma Pugh
Paul Barker
Father Mark Hogan
John Paul Foley joined at agenda item 4
Beth Welsby

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

In Attendance:

Clair Cornhill

LA Clerk

Apologies:

Fleur Jackson-Flo
Alexis Artaud de La Ferriere
Megan Hutchins

Foundation Governor
Foundation Governor
Associate 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 |
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| 1 | Welcome, Apologies and Absences. | |
| | The Chair welcomed all to the meeting. Father Mark gave the opening prayer. | |
| 2 | Declarations of Interest. | |
| | None. | |
| 3 | Minutes of previous meeting held on Tuesday 5th December 2023 | |

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| | <p>The minutes from the previous meeting are agreed as an accurate record of the meeting; 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 Environmental Health and Safety responsibility does lie with the Board of Governors and not HCC as the school is a voluntary aided catholic school. Further investigation is needed by the Headteacher and the chair of the Health and Safety sub-committee to the Board. • The Headteacher and chair are reviewing options for a potential staff satisfaction survey. Once a decision has been made regarding next steps, they will report back to Governors. • The Headteacher explored additional mentoring and welfare support for staff and has engaged a consultant with relevant skill who will visit the school every half term. Currently there have been two visits with some positive feedback from staff. Further feedback will be sought and reviewed. | <p>Clerk</p> <p>Headteacher/ H&S Chair</p> <p>Headteacher/ chair</p> |
| 4 | <p>Head teacher's written report including safeguarding</p> | |
| | <p>Behaviour</p> <p>There are concerns within the board of governors relating to certain pupil behaviour. An issue arising is that it is felt that some pupils would benefit from specialist SEN provision for SEMH, unfortunately places within these provisions are scarce with many pupils on waiting lists until vacancies arise. The school has made targeted interventions to address the above, for example: in break times the school has put in place further support for SEMH pupils' needs in order to mitigate heightened behaviours. It is to be noted however that the behavioural issues discussed are specific to a small number of classes and that overall behaviour within the school is good.</p> <p>The HT reminded the meeting that parents who have complaints regarding behaviour should be directed to the school's behaviour policy and the reporting procedure within (see link below): https://primarysite-prod-sorted.s3.amazonaws.com/st-peters-catholic-primary-school-winchester/UploadedDocument/8ee051f7-cbbd-4916-9de5-12f11d53f5bc/complaints-procedure-july-2021-current-with-covid-10-addendum.pdf</p> <p>Governor JF joins the meeting at this point in the agenda.</p> <p>Governors discussed how to further improve both School/Governor/Parent engagement and access for parents to discuss concerns with both the School and Governors. It was agreed that parent governors would form an informal working group to discuss how parental engagement may be enhanced, including reaching out to parents to seek their opinions. Governor EP suggested to parent governors that they agree a date/time for an initial discussion.</p> <p>Staffing</p> <p>We currently have a number of Early Career Teachers ('ECT') with mentors allocated to them. There is a need to ensure they are appropriately monitored with feedback to their ECT coordinator</p> <p>Q. Does the HT believe that all ECTs are receiving all appropriate support, as required? A. The HT and staff governor BW confirmed that this is the case.</p> <p>We have a number of members of staff on maternity leave, or due to go on maternity leave in the near future. Governors discussed the impact on pupils of a high turnover of staffing, identifying specific year groups where this has been an issue. Is it possible to create a report that would provide Governors with better visibility over classes that are experiencing high rates of teacher turnover?</p> <p>The Headteacher is currently on a local education authority ('LEA') course addressing issues relating to pupils suspensions. It was noted that the school has recently had a higher than</p> | <p>Parent Governors / EP</p> <p>HT</p> |

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| | <p>average suspension rate, when benchmarked against other LEA schools, The HT observed that this fact perhaps highlights that the school finding it a challenge to address the needs of pupils whose needs may be best dealt with by means of special educational provision.</p> <p>Curriculum and Standards The school is committed to applying to be recognised as a “School of Sanctuary”; the application is ready, but to make it comprehensive more work will be undertaken before submitting the application. It is believed that the principals underpinning the ‘School of Sanctuary’ approach align well with the Catholic ethos of the school. It is felt that minority parents within the EMTAS umbrella do not always understand the Education system; it is felt that becoming a “School of Sanctuary” will help support them.</p> <p>Educational, Health and Care Plans We currently have 16 EHC Plans with a short fall between LEA funding and actual costs associated with such EHCPs, of £239,000. Recent research by both the HT and Chair has highlighted the LEA’s legal obligation to provide funding and appropriate resourcing that is better aligned with EHCP pupil’s demands and needs. The HT will use this new information in future EHCP discussions with the LEA in order to ensure that the LEA provides for the school strictly in line with the LEAs legal obligations. Where the LEA refuses to do so, the school will consider taking the LEA to judicial review, using a firm of solicitors that have already been identified. The Headteacher will discuss with the identified legal firm to prepare the ground in case a judicial review is required in the future.</p> | <p>Headteacher</p> <p>Headteacher</p> |
| 5 | Mission Statement – para 1 and 4 of the Mission Statement | |
| | To be reviewed next meeting. | |
| 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 The chair of the committee asked for more governors to join the committee to avoid times when meetings have not been quorate; governor EP volunteered to join the committee as a member. The committee wishes to bring to the attention of the board the Diocese Building Fund which is contributed on a voluntary basis by parents of pupils. It is underfunded by parents with the school funding the shortfall of £9,000 (representing 75 percent of the amount charged to the school) being a significant deduction from the school budget per year; Governors feel that the Diocese Building Fund is under represented to parents and wish for focus on this at the start of the academic year.</p> <p>The Governor Services SLA was agreed in principle by the committee and wishes for the FGB to vote acceptance for the next financial year. The FGB formally agreed to the continuation of the SLA.</p> <p>The Committee also wishes to propose an allocation of funds for a Bursary Fund for the professional personal development of Teaching Assistants (‘TAs’). Teaching Assistants would apply for funding for specific training courses. It was noted that teaching staff already have a training fund for them to draw upon. Governors approved the allocation of a bursary fund of £1500, subject to TAs applying to the fund having to provide a brief document outlining why they would benefit from attending the requested course. The bursary to be reviewed annually.</p> | <p>Chair RC</p> |

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| | <p>The Manual of Personnel Practice is proposed by the committee for acceptance by the FGB. The MOPP covers all HR policies devised by the Education Personnel Service of HCC for maintained schools. The FGB formally accepted the MOPP.</p> <p>6.2 Admission Committee There are 413 pupils on role, which is the highest number we have ever seen. We maintain a waiting list for pupils to join us in our full years. We have 41 parents naming our school as their first choice for the new academic year.</p> <p>Q. Does the waiting list include some Catholic students? A. Yes, it does. Unfortunately, because Key Stage One years are restricted to 30 pupils per class it is not always possible to accommodate all Catholic applicants across these years.</p> <p>Q. How does Little Fishes effect our admission numbers for the next academic year? A. This year Little Fishes is made up of predominantly younger pupils and will effect admission numbers next year as it will take longer for this younger pupil to reach the age when they can apply to join the school.</p> <p>The new Admissions Policy has been presented to the diocese.</p> <p>6.3 Curriculum and Standards Committee We are moving forward to set targets for the next academic year that are realistic and achievable. The committee continues to seek governors input regarding the format in which CSI related data is presented to FGB.</p> <p>6.4 Health and Safety Committee The caretaker is completing courses on site safety and fire training. HCC have recently completed their Safeguarding audit of the school.</p> <ul style="list-style-type: none"> • Family Fridays This is a community sharing incentive additional funding from community funds will help to ensure its sustainability. • Internet Safety Westgate School provided an assembly to the school which covered internet safety. This project with different teachers delivering the topic adds a new dimension for our pupils. • Projects to enhance school premises- Storage Container Bike shed Drainage in field Continued refurbishment | |
| 7 | Correspondence | |
| | <p>The diocese has advised that they have been unable to source an insurance policy for the school and so with effect from 1st April 2024 there will be no insurance cover unless the school can source this independently. The Finance Officer is currently investigating alternatives.</p> <p>Q. Is this a long term or a short term problem being seen by the diocese? A. This is long term problem.</p> | Headteacher |
| 7 | Any Other Business | |
| | <p>Deputy Headteacher recruitment The advertisement has been drafted for a new Deputy Headteacher with interviews scheduled for 6th February 2024, unfortunately no applications were received and the advertisement has been rewritten and reinserted. The salary structure to be offered has been reviewed and modified and MA shared with FGB the nature of the modification. FGB agreed to the salary structure revision with an increase on the leadership scale to a point scale of 9-15. If after further advertisements an applicant is still not appointed, input will be sought from the Leading, Learning Partner and the Diocese.</p> | |

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| | Funded Projects Ideas from governors are needed for consideration for Community Fund spending. The projects considered should add value the school moving forward. | |
| 20 | Closing Prayer | |
| | The closing prayer given by Father Mark. | |
| 21 | Dates of next meeting | |
| | 19 th March 2024 from 6.30pm - 8.30pm | |

MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

Key to Acronyms and Abbreviations

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| 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 |

