



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Tuesday 31<sup>st</sup> October 2023 at 6.30pm

Meeting held at the Primary School

**Present:**

Mary Alveyn (Vice Chair)  
Louise Buxton  
Alexis Artaud de La Ferriere  
Paul Barker  
Father Mark Hogan leaves the meeting at 8.36pm  
Beth Welsby  
Fleur Jackson-Flo  
Emma Pugh

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

**In Attendance:**

Clair Cornhill  
Megan Hutchins

LA Clerk  
Associate Member

**Apologies:**

John Foley  
Kevin Mahony

Foundation Governor  
Foundation Governor

The meeting commenced at 6.35pm and finished at 8.54pm. The meeting was quorate throughout

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>	
	The Chair welcomed all to the meeting. Apologies were accepted from John Foley and Kevin Mahoney; in the absence of the elected Chair the Vice chair conducted the meeting. The opening prayer was given by Father Mark.	
2	<b>Declarations of Interest, code of conduct and KCSIE confirmations.</b>	
	No declarations were recorded. All Governors were reminded to complete the Declarations, Code of Conduct and KCSIE confirmation areas of the Governors Hub	

3	<b>Election of Chair/Vice-chair</b>	
	Kevin Mahoney and Mary Alveyn confirmed they were happy to be re-elected for the new academic year. In his absence Kevin Mahoney was voted in as the Chair of the FGB by all governors. Mary Alveyn left the meeting and in turn was also voted in as Vice-Chair of the FGB. Mary Alveyn recommenced the meeting as chair in Kevin Mahoney's absence.	
4	<b>Minutes of previous meeting held on <u>Monday 10<sup>th</sup> July 2023.</u></b>	
	<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"> <li>• Father Mark has completed conversations re a mother and toddler group within the community room attached to the church. The action links into the work carried out by the Admission Group strategy committee and will be taken forward in due course</li> <li>• Governors continue with conversations regarding transport opportunities for pupil travel to and from school</li> <li>• Additional signage to advertise for admission to the school and Governor Lanyards have been purchased and are now in situ.</li> <li>• Exit interviews for staff leaving the schools employment will be offered in the staff leaver's letter sent by the Headteacher. The Head Teacher will conduct the meeting if requested by the staff leaver</li> </ul>	Clerk  Governor JF
5	<b>Head teacher's report including safeguarding audit</b> • <b>Resource implications and future strategy</b>	
	<p>The Headteacher's report draws on contributions from up to 8 different members of staff becoming a collaborative paper. Governors feel that the report in its present form is easy to read and a good summative record to draw upon. It is felt that the balance between written and verbal reports provided by the Headteacher is a good balance. The summer holidays make the previous Headteacher report appear very distant from current events. This could be rectified by holding the FGB earlier but there are other variables which require the FGB to be held at the selected date. It must be noted that the first FGB for this academic year has been unavoidably delayed. It is felt that the gap between the event and the report being presented to FGB is acceptable as the report is a historical record. The Governors' remit is to be strategic and not reactive to current problems which are dealt with in school by the SLT.</p> <p>Q. Do all members of staff have access to the Headteacher's report? A. No they don't but the Headteacher will ensure all those who contribute see the final report. .</p> <p>The Headteacher highlights that there have been some quite serious situations involving child protection in the school and that our Child and Family Support Worker spends a lot of time working within her safeguarding remit.</p> <p>There is a continued theme regarding the concern on stretched staffing and the exploration of avenues which would relieve the pressures.</p> <p>Q. Is child led worship being overseen by teachers? A. Every three weeks the worship leaders meet with the Headteacher and decisions are made on the topics for worship and liturgy. The leaders then deliver the programme to the rest of the school community. The child worship leadership is to be developed throughout the year groups and be progressive.</p> <p>Q. Governors who were unable to attend the inset day covering the RE directive requested feedback. A. The RE content has not changed dramatically. The document is useful and has simplified the planning of lessons.</p> <p>Q. When is the prayer directory being presented?</p>	

<p>A. It is currently being debated and will be presented once finalised.</p> <p>Q. What were the Foundation subjects which Ofsted identified that needed expansion within the curriculum?</p> <p>A. Science- The vocabulary of science language, different scientists within their specialised fields and subject knowledge.  PSHE- Development of knowledge within the LGBTQIA community  DT- The unit plan within Year 5 and 6 group was too similar in content and skill set.</p> <p>Q. Is science interwoven with Christian faith explored across the curriculum?</p> <p>A. We will explore this further and utilise materials available.</p> <p><b>SEN</b></p> <p>Following discussion with the chair of Governors, the Headteacher presented data to identify the impact of the increasing demands of our enlarging cohort of SEN pupils with/without EHC Plan.</p> <p>We are experiencing difficulty in dealing with HCC regarding our as there is no linked individual for the school at the moment.</p> <p>The Headteacher wishes to identify that where an increase in pupils with EHC Plans exists this may also have an effect on children reaching the ARE targets as support is diverted to cover the statutory support on EHC Plans.</p> <p>Q. Is this in HCC only or nationwide?</p> <p>A. We are unsure but nationwide SEN figures are increasing.</p> <p>It is felt there is an over reliance on schools by Social Services and SEN to deliver the ELSA programme to fill gaps within emotional support. The school feels that the statutory delivery of support within the EHC Plans is diverting resources away from pupils without EHC Plan who may have SEN needs. We have less opportunities to consolidate learning with those pupils who have dropped behind through a “Keep up, Catch up” approach.</p> <p>Q. Do we still have parent reader volunteers?</p> <p>A. Yes we do, we have a team of around 12 parent helpers, and they are being asked to work with pupils with more complex needs.</p> <p>Q. Could we identify these pupils who could benefit from additional learning and enlist parental support at home?</p> <p>A. The Class teachers have conversations where gaps are identified in their children’s learning with parents during our Parent evenings, but we will explore other approaches to engage parents</p> <p>The Governors ask that where children are struggling this is raised sooner than at parents evening to enable parents to assist with gaps in education.</p> <p>Q. Has the school an understanding of how much additional time needs to be spent with those pupils with identified specific needs such as SEMH or SALT?</p> <p>A. This cannot be quantified because a child who may have Speech and Language difficulty may also have social and emotional mental health needs.</p> <p>Q. Does the additional funding received through the EHC Plan change as a reflection of different SEN needs?</p> <p>A. It doesn’t change the funding although there are different levels of funding that can be awarded through the EHC Plan.</p> <p>Q. The EHC plan reflects additional support for 1:1 working and small group. When does it support small group working?</p> <p>A. The 1:1 working established supports the EHC Plan and it is considered that to engage pupils on a 1:1 basis rather than small group working enables the teacher to concentrate on the core teaching to the whole class.</p> <p>The Headteacher requests that the Governors are more involved with the potential admission of pupils with SEN needs with discussion of the impact the admission has on the education of the existing pupils. Governors feel we do have a duty, expressed in our Mission Statement, to support vulnerable pupils with EHC Plans but we also have an obligation to maintain the quality of education for our current pupils.</p>	<p>Headteacher</p>
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	<p>Q. If we had infinite resources hypothetically could we take all pupils with EHC Plans that we are asked to take?</p> <p>A. No, we do have limitations concerning physical capacity within the school. We also have to take account of staffing and ensure staff are appropriately trained to accommodate those pupils with specific needs.</p> <p>Each request from HCC to accept a pupil with an EHC Plan needs to be viewed on an individual basis and we shall work hard to ensure that adequate resources are allocated. Governors ask to be kept informed as such circumstances arise, this will be via Admissions Committee report to FGB.</p>	Headteacher
6	<p><b>Committees(Structure, ToR, membership)</b></p> <p><b>5.1 Resources Committee (Inform/Consult/Decision)</b></p> <p><b>5.2 Admissions Committee (Inform/Consult/Decision)</b></p> <p><b>5.3 Curriculum and Standards Committee (Inform/Consult/Decision)</b></p> <p><b>5.4 Health and Safety Committee (Inform/Consult/Decision)</b></p>	
	<p><b>5.1 Resources Committee</b></p> <p>Governors are presented with the statement of Unofficial Funds; which includes all excess income received by the school. All Governors agree and accept the statement in its entirety.</p> <p>The budget is reflecting a better position than at first thought. In KS2 the increase in PAN has given us the extra income which is commensurate with 8 additional pupils.</p> <p><b>5.2 Admission Committee</b></p> <p>We currently have 410 pupils on roll with pupils in some year groups on our waiting list for a place within the school. Our in year admissions have predominantly arisen from pupils moving in from outside the area. The chair has called for more governors to be on the Admissions Committee to be quorate. Governor EP volunteers to be appointed.</p> <p><b>5.3 Curriculum and Standards Committee</b></p> <p>The statutory end of year results were shared with Governors at the end of the academic year. Additional results were presented to parents and discussed at the recent CSI meeting. New targets for attainment will be set when more national comparator data have been received. Governor PB wishes to congratulate the school on the results for the year.</p> <p><b>5.4 Health and Safety Committee</b></p> <p>Safeguarding filters are to be added to IT equipment as per new requirements of KCSIE. These are at a cost of £2 per station. The filter enables SLT to identify controversial inputs, on a daily basis, that could indicate searches are being made on specific areas; this could include words like bomb etc.</p>	Clerk
7	<p><b>Policies</b></p>	
	<p><b>Safeguarding Policy</b></p> <p>This is the model policy written by HCC. The amendment contained in the policy that requires acceptance by the Governors, concerns photographic permission gained from parents to agree to the school using photos of their children when the pupils leave the school. Governors agree to the adoption of the model HCC policy.</p> <p><b>Behaviour Policy</b></p> <p>There are small amendments for acceptance by Governors to the behaviour policy covering:-</p> <ul style="list-style-type: none"> <li>• replica items which pupils may bring to the school.</li> <li>• an alternative definition to bullying to cover repeated negative behaviour and antisocial behaviour. The Governors question what this encompasses and the Headteacher will investigate further to enable delivery of the policy amendments.</li> </ul> <p>Father Mark leaves the meeting and gives his apologies for his absence at the next FGB meeting.</p>	Headteacher

	<p><b>Code of Conduct</b> This covers whilst pupils are in the care of the teacher. Governors agree to the acceptance of the policy with minor tweaks in the wording.</p> <p><b>Privacy Notices</b> The Privacy notices were drafted with agreement by HCC Privacy Officer. All Governors are in agreement to adopt the existing policies with minor changes to the wording and date.</p> <p><b>Pay Policy</b> This is a HCC lead policy which has no significant amendments. All Governors agree to its adoption.</p>	Clerk																
<b>8</b>	<b>Correspondence</b>																	
	It is agreed that the Headteacher be approved to work for the diocese in inspecting Catholic Schools the academic year and for the following 2 year period.																	
<b>7</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li><b>Review Governor Training, recruitment, terms of office and course attendance</b></li> </ul>																	
	<p>The Chair requests all governors look at the Governor Hub and sign up for any training which could be useful to assist in their roles.</p> <p>We have one Foundation Governor and Local Authority Governor role still vacant with a lack of candidates being offered by our Local Councillor. Further discussion is needed with local councillors to ensure a candidate is procured.</p> <p><b>Governor leads</b></p> <table> <tr> <td>Emma Pugh</td> <td>English, MFL and Geography</td> </tr> <tr> <td>Fleur Jackson-Flo</td> <td>PE, Art, Phonics and Pupil Premium</td> </tr> <tr> <td>Mary Alveyn</td> <td>SEN, EYFS and Music</td> </tr> <tr> <td>Paul Barker</td> <td>STEM-Maths, Science and IT</td> </tr> <tr> <td>Kevin Mahony</td> <td>History</td> </tr> <tr> <td>John Paul Foley</td> <td>Safeguarding, Health and Safety</td> </tr> <tr> <td>Father Mark Hogan</td> <td>RE</td> </tr> <tr> <td>Still unfilled</td> <td>DT and Community activities (LF, After school club etc)</td> </tr> </table> <p>The Community Fund has £224,000 available for an improvement project within the school, suggestions had been drafted by Governor PB additional ideas are welcomed for consideration for its potential use. This will be discussed at Resources Committee.</p>	Emma Pugh	English, MFL and Geography	Fleur Jackson-Flo	PE, Art, Phonics and Pupil Premium	Mary Alveyn	SEN, EYFS and Music	Paul Barker	STEM-Maths, Science and IT	Kevin Mahony	History	John Paul Foley	Safeguarding, Health and Safety	Father Mark Hogan	RE	Still unfilled	DT and Community activities (LF, After school club etc)	Governor MA
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<b>20</b>	<b>Closing Prayer</b>																	
	The closing prayer given by the Headteacher. .																	
<b>21</b>	<b>Dates of next meeting</b>																	
	28 <sup>th</sup> November 2023 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
ELSA	Emotional Literacy Support Assistant
EYFS-	Early Years Foundation Stage
FGB-	Full Governing Board
HCC-	Hampshire County Council
H&S-	Health and Safety
IT	Information Technology
KCSIE	Keeping Children Safe in Education
KS	Key Stage
LGBTQIA	Lesbian Gay Bisexual Transgender Queer Intersex Asexual
MFL	Modern Foreign Language
PE	Physical Education
RE	Religious Education
SEN	Special Educational Needs
SIP	School Improvement Plan
SLA	Service Level Agreement
STEM	