



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Monday 10<sup>th</sup> July 2023 at 6.30pm

Meeting held at the Primary School

**Present:**

Kevin Mahony (Chair)  
Mary Alveyn (Vice Chair)  
Louise Buxton  
Alexis Artaud de La Ferriere  
Paul Barker  
Eleanor Connolly  
John Foley  
Beth Welsby  
Fleur Jackson-Flo  
Emma Pugh joined over video link

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

**In Attendance:**

Clair Cornhill  
Megan Hutchins

LA Clerk  
Associate Member

**Apologies:**

Father Mark Hogan

Foundation Governor

The meeting commenced at 6.34pm and finished at 8.34pm. 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	<b>Welcome, Apologies and Absences.</b>	
	The Chair welcomed all to the meeting. The Headteacher gave the opening prayer.	
2	<b>Declarations of Interest.</b>	
	None.	

3	<b>Minutes of previous meeting held on Thursday <u>11th May 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 continues to hold further conversations to accommodate the mother and toddler group within the community room attached to the church and will continue with this proposal, reporting back at the next FGB.</li> <li>• The proposal to increase the PAN in Key Stage 2 has been approved by the trustees. This change will not be implemented until final sign-off by FGB. The chair asks Governors to vote on its implementation with immediate effect. All Governors are in agreement; HCC will be informed of the change to KS2 PAN. The appeal for a place at the school will no longer take place tomorrow as the place can now be offered in the with the increased PAN.</li> <li>• Subject leads have been allocated to Governors for monitoring purposes. Governor EC has handed over Health and Safety along with Safeguarding roles to JF, but will remain available for further handover where needed. EYFS lead Governor is still to be allocated with EC offering to return to do a handover to whomever takes on the role.</li> <li>• The video footage to add to the website to enhance the prospective admission numbers is to be filmed tomorrow.</li> </ul> <p>EP Governor joined the meeting by video link at this time.</p> <ul style="list-style-type: none"> <li>• The total cost of the printed prospectus is £4,000 which equates to one child place for a year. There will also be an online version made available.</li> <li>• There is a new sign advertising the school located on Romsey Road to attract new admissions with two banners located at the front of St. Peter's church. It is felt that a Little Fishes sign is also needed on the front fence of the school, advertising the Little Fishes provision and its location within the school. The Ofsted grade has yet to appear in the Chronicle advertising the school along with potential promotion within Winchester radio.</li> <li>• The parental organised transport committee is finding it difficult to set a mutually convenient time to meet up. There is an approach to Governors proposed to seek a package of financial support. But this will occur within the next academic year. It would be desirable to seek ideas to resolve the transport to school issue. Governors also suggest that a sentence within the prospectus supporting any future transport provision may be appropriate and attract new families. The Chair suggested to JF that he may wish to contact Mike Slinn, as he has suggested to the Chair that he may have some ideas on the matter.</li> </ul> <p>The Headteacher thanked all who had supported the new families welcome evening which went really well.</p> <ul style="list-style-type: none"> <li>• Governors felt that special coloured lanyards to identify their position within the school may work well for parents enabling an approach</li> </ul>	<p>Clerk</p> <p>Father Mark</p> <p>Headteacher</p> <p>Headteacher</p> <p>Governor JF</p> <p>Headteacher</p>
4	<b>Head teacher's report including safeguarding</b>	
	<p><b>Safeguarding</b></p> <p>The 3 Designated Safeguarding Leaders have updated their training up along with further ongoing Little Fishes training. All Governors are invited to the Inset Day training covering Safeguarding on 21<sup>st</sup> September. Team Teach training will continue and we have Outdoor Education Leader qualification update for members of staff.</p>	

<p><b>Staffing</b></p> <p>We currently have two members of staff on long term absence. We are losing one teacher to maternity leave and we welcomed a new ECT teacher. At the end of term we are also losing two Teaching Assistants and some others are reducing their hours due to family commitments. We are also employing a supply agency worker to assist with a pupil with an EHC Plan, which for a period HCC are supporting financially. Our SENCo will be moving for personal reasons, but will provide cover remotely whilst we secure a replacement for her.</p> <p>Q. We have been successful in recruiting 3 Teacher Assistants. What dynamic changes have enabled this successful recruitment?</p> <p>A. It is still hard to recruit, but it is felt the recent Ofsted and its outcome has made it easier to recruit as there is not the pressure of an Ofsted looming and the positive outcome has attracted applicants.</p> <p>Q. Are exit interviews still happening for staff who are leaving?</p> <p>A. These historically have been held by Governors and they need to be reinstated with invites to staff who are leaving to discuss the implications of their decision. This invite for a governor led exit interview will be covered by including reference to this within the Headteacher's letter acknowledging each staff member's resignation.</p> <p><b>Catholic Life</b></p> <p>Pop in and pray is being extended within the community. The Headteacher has taken part in two CSI inspections which has generated income for the school; this income has been spent on additional religious books/resources for the school. We have taken part in many Masses, feast days and had visits from the Sisters of Sway.</p> <p><b>Quality of Education</b></p> <p>The final end of year figures show our KS2 is on target; but the KS1 reflect lower attainment and this may be as a result of Covid19, or the difficulties experienced within EYFS in previous years which are now resolved. The deputy Headteacher will send an e-mail with initial data. As a school, we are taking pupils on day trips to local educational attractions and welcoming visitors to the school who enrich learning.</p> <p>Q. Were all children in line with expectations?</p> <p>A. There were no surprises on receipt of the data and levels were as expected. Indicators are within KS1 that writing attainment is lower than it has been in the past. Both gross and fine motor skills were delayed after Covid19 and interventions are in place where we have staffing available.</p> <p>Q. How are figures tracked and parents advised?</p> <p>A. Parents have access to the results if requested. Teachers track individual pupils via assessments and interventions. The CSI Committee and the SIP holds the school to account by monitoring attainment and, more importantly progress</p> <p><b>Behaviour</b></p> <p>We have had fixed term suspensions and all the pupils concerned have Behaviour Plans in place. The recent Ofsted complimented the school on its successful use of suspensions as a behaviour tool.</p> <p><b>SEN</b></p> <p>We have seen an increase in pupil numbers on the SEN register and more pupils are involved with outside agencies. We are experiencing poor communication with HCC SEN department with no link person currently in place, as many schools are experiencing.</p> <p><b>Update</b></p> <p>Following a Headteacher briefing within the diocese there has been a request for Governors to consider a proposal for all Catholic Schools to move towards a Multi Academy Trust.</p> <p>Q. Governors ask the question "What keeps you up at night?"</p> <p>A. The Headteacher responds the present concern is the admission numbers to the school and the NOR reduction we are seeing in KS1 along with the predicted decrease in birth rate in Hampshire.</p>	<p><b>Headteacher</b></p>
---	---------------------------

5	<p><b>Committees</b></p> <p><b>5.1 Resources Committee (<i>Inform/Consult/Decision</i>)</b></p> <p><b>5.2 Admissions Committee (<i>Inform/Consult/Decision</i>)</b></p> <p><b>5.3 Curriculum and Standards Committee (<i>Inform/Consult/Decision</i>)</b></p> <p><b>5.4 Health and Safety Committee (<i>Inform/Consult/Decision</i>)</b></p>	
	<p><b>The Committee Terms of Reference were reviewed at Committee level. All Committees are happy for them to continue without amendment. Governors all voted in favour of the continued adoption of the Terms of Reference.</b></p> <p><b>5.1 Resources Committee</b></p> <p>The Resources Committee reports that good progress has been made in reducing the deficit that was predicted earlier in the year. . The Community Fund is reviewing applications and supporting where appropriate the costs of training of staff within the school. The costs of the school were predicted to remain relatively stable over the next 5 years, but the reduction in the number of applicants at Reception level and linked to the fall in birth rate is having an implication on the predicted budget.</p> <p>Q. Can you provide an update on the Little Fishes provision review?</p> <p>A. Admission levels for the start of the year are at 47 percent occupancy. Historically we do see reduced numbers at the beginning of the academic year but these are usually at 60 percent occupancy.</p> <p><b>5.2 Admission Committee</b></p> <p>We are considering an overall reduction to a 1.5 year intake, reducing PAN to 45 rather than the current 60. However the reduction in PAN will take 5 years for any change to take effect. The school's circumstances may be noticeably different in 5 years' time. Any change in PAN would mean staff changes and changes within the curriculum and pedagogy. The Headteacher feels that a 1.5 class year group is not in the best interest of pupils. If we decide on changes now, this would impact on our viability and reputation in the future. It is felt that current circumstances driving the consideration of a 1.5 form entry is a temporary situation, and in the long term we would be more attractive to parents by maintaining the two form year group and weathering the predicted NOR/deficit storm.</p> <p>All Governors voted to maintain the 2 class structure to the yearly intake with no changes.</p> <p><b>5.3 Curriculum and Standards Committee</b></p> <p>The last Curriculum Committee meeting was cancelled. CSI data will be made available as soon as it is published so a review needs to be held in the early Autumn term.</p> <p><b>5.4 Health and Safety Committee</b></p> <p>Governor JF is now lead Governor for the Health and Safety Committee with a handover conducted by retiring Governor EC. A meeting with the Caretaker has been held with a walk around the school planned.</p> <p>The KS1 toilets are hoped to be completed within the Summer holidays. Future projects discussed include:</p> <ul style="list-style-type: none"> <li>• EYFS split level classroom to be improved the split level does not work effectively.</li> <li>• EYFS roof is too noisy with echoing - Improvement in acoustics to classrooms.</li> <li>• Breakout areas are needed</li> </ul>	
6	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• Strategy</li> <li>• Admissions</li> <li>• Finance</li> </ul>	

	<p><b>Mission Statement and Strategy Policy</b></p> <p>The Mission Statement has been circulated and Governors invited to make comment on its content. All agreed it was good and encapsulated the school/Governors ethos. A few changes were discussed such as</p> <p>Q. Does the Mission Statement cover too many areas?</p> <p>A. It is felt that all areas are valued. The Mission Statement needs to be multi-faceted and complex covering the wide Catholic ethos. It is a collective document reflecting the SIP.</p> <p>A governor stated the power of the school is within its community, with the Catholic identity creating a wider community.</p> <p>The chair drew the amendments together and suggested a way forward which Governors voted to accept with the Mission Statement being adopted.</p>	
6	<p><b>Correspondence</b></p>	
	<p><b>Academies</b></p> <p>The Governors have been asked by the diocese to consider their commitment to convert to a Multi Academy Trust. The diocese has produced information which has been sent to all Governors prior to this meeting for their attention.</p> <p>Academies are public funded schools receiving their funding direct from central government. Academies have more freedom over their finances, admissions, the curriculum, length of terms and school days and teachers pay and conditions. Within the diocese a Multi Academy trust is proposed with all Voluntary Aided schools in the Catholic Diocese of Portsmouth expected to convert to academy status by the academic year 2025/26. A letter to all schools will be sent in September 2023 with further information.</p> <p>Q. What has brought this proposition back to the agenda?</p> <p>A. Many other dioceses have moved to academy status. Catholic schools are expected to come into line with the other dioceses. The trust model preserves, protects and develops our schools. By pooling expertise and knowledge, schools can support schools and improvements can be developed with sharing of resources. We will have greater control over the curriculum tailored to the needs of a Catholic School.</p> <p>Q. Will this happen now? Do we have an option to resist?</p> <p>A. It is felt that the proposal will move forward and it will be accepted by all Catholic Schools in the Diocese.</p> <p>A Governor expresses that the proposal feels very corporate and would stifle individualism.</p> <p>Q. Do we now the intended strategy on sharing staff?</p> <p>A. No we do not know what this will look like at the moment. It is anticipated that the main budget will be held by the MAT and devolved to the local trust. The frontline roles need to be protected.</p> <p>Q. Will there be less ability to buy in at local trust level?</p> <p>A. There can still be buying in on a SLA from HCC at local trust level but this will be dependent on central policy. A MAT may give us more buying in power and an ability to negotiate for services in the diocese.</p> <p>Q. What are the next steps?</p> <p>A. We need to register our intentions to convert to an Academy in the minutes of an FGB. Following the meeting in September 2023 when more information will be available to us and we can consider our position then.</p> <p>Q. Will the CEO of the MAT be a paid role?</p> <p>A. The understanding is that it will be a paid role with the post reserved for practising Catholics.</p> <p>Q. Will the Community Fund be protected?</p> <p>A. The level of protection that will be provided to the school's existing community funds is yet to be formally established.</p>	

<b>7</b>	<b>Any Other Business</b>	
	<p><b>PCP SCITT Partnership Agreement.</b>  This is a school centre initiative to train teachers in accordance with the Catholic ethos. Partnership schools are required to sign the agreement and indicate their commitment for the next academic year. The school is required to mentor teachers allocated to the school. Governors are in agreement to continued participation in this venture.</p> <p><b>Q.</b> Following the recent stabbing at a Secondary school could the Headteacher confirm what arrangements are in place for an event of this nature?  <b>A.</b> The staff would follow a lock down procedure. Classes to remain in their classrooms with the office becoming a hub for information. The school would resume its normal function once informed by the office.</p> <p>The Deputy Headteacher wishes to advise the Governors that the Year 6 residential will take place in October next year during the Autumn term and not the Spring term as previously held.</p> <p>The school will in the next academic year have two Governor vacancies. The LA Governor role is still to be filled by HCC and Governor EC will stand down from her role as Governor as her term expires. Thanks were extended from the chair to Governor EC for her diligence to the role. Thanks were also extended to all other Governors and staff with best wishes to all over the summer holidays.</p>	
<b>20</b>	<b>Closing Prayer</b>	
	The closing prayer given by the Headteacher. .	
<b>21</b>	<b>Dates of next meeting</b>	
	12th October 2023 from 6.30pm - 8.30pm	

**MINUTES APPROVED**

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

## **Key to Acronyms and Abbreviations**

ECT	Early Career Teacher
EFS	Education Financial Services
EHCP	Education Health and Care Plan
EYFS-	Early Years Foundation Stage
FGB-	Full Governing Board
HCC-	Hampshire County Council
H&S-	Health and Safety
KS	Key Stage
LLP	Leading Learning Partner
MAT	Multi Academy Trust
NOR	Number on Roll
PAN	Published Admission Numbers
SIP	School Improvement Plan
SLA	Service Level Agreement