



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Thursday 11th May 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 joined the meeting at AOB
Father Mark Hogan
John Foley
Beth Welsby
Fleur Jackson-Flo
Emma Pugh

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:

Eleanor Connolly

Foundation Governor

The meeting commenced at 6.34pm and finished at 8.40pm. The meeting was quorate at all stages.

Items were taken outside 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. The Headteacher gave the opening prayer. Eleanor Connolly sent her apologies for her absence at the meeting. | |
| 2 | Declarations of Interest. | |
| | None. | |

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| 3 | Minutes of previous meeting held on Thursday 23rd March 2023. | |
| | <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"> • 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. • The proposal to increase the PAN in Key Stage 2 has been put before the Vicariate and will now go to the trustees for approval. This change will not be implemented until all diocesan approvals have been obtained, as well as further and final sign-off by FGB. • Governor Services have been approached regarding the approved change of clerking hours within the Governor Services SLA, and the change confirmed. • A skills audit of governors will be completed; the format of which will rest with the vice chair at committee level. • Subject leads have been allocated to Governors for monitoring purposes. Governor EC will review her lead commitments within governor monitoring. | <p>Clerk</p> <p>Father Mark</p> <p>HT</p> <p>Vice Chair</p> <p>EC</p> |
| 4 | Head teacher's report including safeguarding | |
| | <p>The Ofsted report has now been made official and it has been published, with the school receiving the accreditation award of good. There has been a lovely response from parents to this news with many cards and quotes from them in support of the management team and the school. The Peter Post was published before the Headteacher was able to write a review but this will be included in the next publication.</p> <p>Ofsted recommendations for improvement are being looked, at with the guidance from our LLP Nicky Rickman. We will together develop ways to approach these recommendations and address them.</p> <p>Safeguarding at the school was praised by the Ofsted Inspectors within the report. We have recently had a drive on increasing our pupil attendance within school by assisting our most affected families.</p> <p>Q. The drive for attendance of pupils, could this have had the effect of helping our vulnerable families?</p> <p>A. The drive has worked well resulting in increased pupil attendance. We are helping vulnerable pupils from falling into non-attendance - reintroducing them back to school and education can have a lifelong effect on those pupils.</p> <p>Q. Reference the falling roll within Early Years that we are seeing; could the Ofsted report make a difference?</p> <p>A. Parents do look at Ofsted reports in choosing a school and it will attract many, but we are also the local Catholic school and parents will chose us for that reason. Predominantly a recent Good Ofsted rating will attract teachers to apply for our vacancies. The pressure of a looming Ofsted is no longer a deterrent for potential new teachers and it is perceived by teachers that a rating of excellent will bring its own pressures.</p> <p>Q. Are we re-advertising for new members of staff?</p> <p>A. There are 3 advertisements for staffing vacancies going live today through HCC. Two Teacher maternity cover roles and one Teacher Assistant role. The Assistant Headteacher is currently covering the role of a year 6 lead until this maternity vacancy is filled. The Headteacher wished to formally recognise the Assistant HT for her work in covering this role as well as her own.</p> <p>Q. Have we added to the advertisement for these roles a reference to the recent Ofsted report, with quotes from the report?</p> | |

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| | <p>A. No we haven't, but we will pull the roles and rewrite them to include mention of the recent Ofsted.</p> <p>Q. Do we make contact teacher training colleges when we have a vacancy?</p> <p>A. Yes we do and we contact Hampshire Catholic publications to advertise the roles. We do need an experienced teacher in year 6 and may need to re assess the current teacher allocations to individual year groups.</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>The points on the agenda were taken out of order to accommodate the chairs of the committees, with 5.1 on the agenda being discussed after agenda item 7 any other business, but recorded here for continuity.</p> <p>5.1 Resources Committee</p> <p>The Committee meeting of the 4th May was not quorate, therefore items which were discussed and approved in principle by the committee members' present need to come to this meeting of the FGB for ratification.</p> <p>The Forecast Budget for the next 3-5 years is to be presented to HCC. The committee discussed the future forecast of a year on year deficit. The last financial accounts showed an in year deficit of £19,152 which will be offset by the school's surplus balance. The current surplus will be eroded over the next 2 years with the school predicting to be in deficit within the next 18 months unless actions are taken to avoid this. The forecast deficits have arisen because:</p> <ul style="list-style-type: none"> • Staffing costs have risen due to pay rises approved by central government, with no additional funding provided to cover these rises. • Staffing costs are higher than benchmarking indicators due to a reliance on experienced staff with higher employment costs. • A reduced birth rate in the locality with a resulting reduction in prospective students joining schools over the next few years. The local schools are competing for a finite pupil numbers, although we do have a wider catchment area as we are a Catholic Primary School. <p>Q. How could the school reflect on the percentage within the delegated budget for staffing costs?</p> <p>A. EFS suggest we have more experienced staff than average, who are on higher pay scales; such experience provides benefits to the school and pupils, but at a cost.</p> <p>The Resources Committee recommends to the Full Governing body that the Forecasted Accounts as presented are sent to HCC with an acknowledgment of the predicted deficit stating action will be taken to address the forecasted deficits (as required by HCC EFS). The Full Governing Body voted to accept the proposed Forecasted Budget and agree to its submission to HCC with the appropriate statement addressing the FGB's concerns over the predicted deficit.</p> <p>The FGB is also requested to agree to a proposed increase in After School Club session rates. The current rates are £10 per session and £9.50 per session for a sibling. The new rates proposed are £12 and sibling rate £11.</p> <p>Q. Why have we not increased the rates since 2015?</p> | |

A. The rates have been reviewed annually and have been kept low to ensure we are competitive, but now must increase to ensure we are viable.

In addition to an increase in session rates the RC proposed to increase staff pay for the After School Club by 4 percent, which is in line with school staffing salary increases. This is to ensure we retain good quality staff to run the provision.

The Governors present agreed to both proposals as recommended by the Resources Committee.

The Community Finance Officer requested the Committee to approve expenditure of £2,600 from Community Funds to cover the costs of installing a Key Pad system for Little Fishes utilising the same contractor who is replacing the school door security system. This is recommended by the committee and all Governors at FGB approved the expenditure.

Following the recent intense period of preparation for Ofsted and in recognition of the sacrifices staff made over Lent and Easter, Governors agree to an Easter gift of a store voucher to all members of staff to recognise the religious event.

All Governors also agree to the rewording of the After School Club policy to ensure guidance is given to staff when committing to external babysitting requests.

5.2 Admission Committee

The Admissions Committee has not formally met since the last meeting. We now have 50 first choice admissions for September 2023 within the Reception Year group. We can no longer opt to reduce class levels to 1.5 classes as we are now above the required admission numbers of 45 and we cannot refuse to admit pupils on this basis. Parents have until the end of the month to accept the places offered by HCC.

The proposed increase in class sizes and PAN for our Key Stage 2 has been placed before the Vicariate and will now go for discussion to the trustees. This is a measure we have taken to provide us with an option to increase the KS2 PAN if the need arises.

5.3 Curriculum and Standards Committee

Monitoring data was received and reviewed by the committee with ways to improve performance being discussed.

Governor FJF has revised the Governor Monitoring forms and they have been published to all for this meeting, but Governors are invited to pose further ideas for reviewing and amending the document. A review of the document will be made in order to include element of the SIP targets; these will be updated regularly. Governors have taken up the subjects which had been vacant for governor monitoring purposes; the Headteacher extends her thanks for taking on these additional roles.

The Catholic Life of the School and the Catholic Diocese inspection is due in 1.5 years. We are developing our community strategy with an aim to further engage in community life. The church attached to the school will be open to the community for worship every Tuesday morning. The notice advertising this mentions a time of 8.40, this will coincide with pupils being dropped off for school.

5.4 Health and Safety Committee

A meeting was held with the Headteacher, School caretaker, HCC and the diocese to discuss the devolved funding which sits with the control of the diocese. Capital from devolved funding may be approved for the renovation of the pupil toilets within the school.

The gate at the front of the school failed as both hinges had broken; this has been repaired.

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| | <p>Concern was raised over the stability of the trees within the school grounds. Hampshire Highways was consulted and an inspection took place of the areas of concern. The Terroir Law confirms the tree which fell recently belongs to a neighbour of the school who is to carry out remedial work. So presently there is no further action for the school to take.</p> <p>There is to be a Health and Safety walk round of the school taking place on 30th June 2023 all Governors are invite to join the walk round and take part.</p> <p>Q. We have experienced a pupil absconding from the school and its grounds, has this been resolved?</p> <p>A. We are still experiencing a risk of the pupil absconding. We have a good working relationship with the mother of the child and there is an agreed policy in place, for the appropriate action to take should this occur again.</p> <p>Parking in the school and the roads adjacent to the school is causing concern for the safety of pupils in their movement to and from school. We have been advised by HCC that the school cannot use cones on the road to improve safety, as this is not a legal action. We have a 'Walk to School Week' next week and will reinforce with parents' safe parking and safe the use of cars coming to school. School staff use high visibility vests and monitor the use of the road at strategic times of the day. Governors were asked to volunteer their services for the Walk to School Week.</p> <p>Q. Could we ask the PTA to help with monitoring of the roads?</p> <p>A. This would be a challenge as it is difficult to approach a motorist who may be obstructing and could cause offence and would be difficult to implement.</p> <p>Governors suggest a letter from the chair to parents would highlight the safety concern regarding the parking and traffic in the local area.</p> | |
| 6 | Correspondence | |
| | Correspondence has been received concerning strike action by different unions. This has not affected the school to date and we have remained open. | |
| 7 | Any Other Business | |
| | <p>Mission Statement and Strategy Policy</p> <p>There have been two documents circulated. The first document look at the Mission document and strategy in great detail and the second is a concise Mission Statement bringing the details into one paragraph.</p> <p>Q. Who is the mission statement aimed at?</p> <p>A. The Mission Statement acts as a guide for the Governors. It should reflect our higher order objectives/aims/values for the school. It is not a marketing document, albeit it should inform the school's marketing efforts.</p> <p>Governors feel the proposed Mission statement contained formal language and would like it to be more accessible language as it will be highlighted on the school website. Governor FJF offered a revised document which had been written in accessible language which all felt was a favourable version. Further re-writes were invited with the document being added to a Google Docs forum where governors can suggest amendments to achieve an approved acceptable version for the school website. A final edit would be taken by Governor FJF with the collaboration of the school next week with the document presented to the next CSI Committee.</p> <p>Governor PB joins the meeting at this point in the agenda</p> <p>The previously discussed prospectus, alongside the Mission Statement (above), would act as a marketing tool going forwards. Governors feel that or marketing purposes we need to focus on why parents should / would wish to send their children to our school. With a focus on comments arising out of Ofsted from parents and pupils with quotes from the Ofsted report.</p> | |

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| <p>Admission Working Party Governor EC has developed an Action Plan with a focus on increasing admission numbers in the school. The Action plan has been distributed to all. We are focusing on a website upgrade to include a video of the school. This financial outlay has already been approved by the Resources Committee and final quotes will go to the next committee meeting for their approval.</p> | HT |
| <p>The local newspaper The Chronical will be contacted with Ofsted outcome to promote the school to prospective parents with a view to increase future admission numbers.</p> | HT |
| <p>A prospectus aimed at parents for future pupil admissions will be produced to include 10 reasons why the school should be chosen for your children. The chair will assist the Headteacher with the production of the draft prospectus.</p> | Headteacher/Chair of FGB |
| <p>The aim is to market the school at different local events/publications to promote the school. Little Fishes will also be marketed alongside this promotion as pupils attending Little Fishes leads to enrolment at the school. Further ways to market the school will be discussed such as Instagram, Next door platforms, Winchester Parent Groups and Solent and Winchester radio contacts.</p> | HT/Admissions Committee |
| <p>Funds are available from the Community Account to generate higher admission numbers; any areas targeted would need to focus on achieving the biggest impact for minimal expense.</p> | |
| <p>Q. Thoughts from Governors are invited for initiatives that would create the greatest impact?</p> | |
| <p>A.</p> <ul style="list-style-type: none"> • Forest School or a focus on outdoor lessons • A transport to school option for parents • Use of school facilities optimised within the community such as After School Clubs, Holiday camps, use on the school grounds for community events. Governors highlighted that any provision would impact on the schools reputation and we must ensure provisions offered are of high quality. • Baptism visits raising the prospect of enrolling into the pre-school and school for the future. • Messages to Catholic families of children coming of an age for discussion around schooling. • Personal testaments from parents and pupils | JF |
| <p>Governor JF is to lead to working party to investigate the transport to school option and all proposals.</p> | |
| <p>There will be a welcome night arranged for new parents historically the Governors have hosted the event. A presence from Governors would be welcome with a liturgy and supper being provided. The chair apologises for his absence on the night of the event as he is on holiday and out of the country; Governors MA, AADLF and JF volunteer to attend. Governors unable to attend are to offer their services for preparation leading up to the event. Parents of the year 6 leavers will also be present at the event as will volunteer parents involved with the event in the past.</p> | MA,AADLF,JF |
| <p>Discussion now reverts to agenda item 5.1 as recorded above due to the previous absence of the Resources Committee chair at the meeting until the point recorded.</p> | |
| <p>Governor EP suggested Governors meet and greet parents at school masses. Governors are invited to carry out a meet and greet session at the Ascension Mass and also to be an identifiable presence at the school gate each day.</p> | Governor EP |
| <p>The Deputy Headteacher invited the Governors to be a presence to audit the Diversity Project a working party run by HCC. Governor EP volunteered to carry out this role.</p> | Governor FJF |
| <p>The Headteacher's review by Governors is coming due shortly and Governor EC will not be able to carry out the review as before and volunteers are requested to carry out the review process on</p> | |

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| | <p>the 12th June 2023. Governor FJF volunteered to join the Headteachers Performance Management Committee.</p> <p>The Development and training Governor requested that Governors give thought to the topic for training for the next academic year. Topics were provided to Governors previously all Governors vote for the Community Communication topic; the DTG Governor will book the course for the next academic year.</p> | |
| 20 | Closing Prayer | |
| | The closing prayer given by the Father Mark. Father Mark offered his apologies for the next meeting. | |
| 21 | Dates of next meeting | |
| | 10 th July 2023 from 6.30pm - 8.30pm at the school | |

MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

Key to Acronyms and Abbreviations

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| 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 |
| LLP | Leading Learning Partner |