



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Thursday 23rd March 2023 at 6.30pm

Meeting held at the Primary School

Present:

Kevin Mahony (Chair)
Mary Alveyn (Vice Chair)
Eleanor Connolly joined on Microsoft teams
Louise Buxton
Alexis Artaud de La Ferriere
Paul Barker
Father Mark Hogan
John Foley
Beth Welsby
Fleur Jackson-Flo
Emma Pugh

Foundation Governor
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:

The meeting commenced at 6.34pm and finished at 8.30pm. The meeting was quorate at all stages.

Items were taken outside the order of the agenda as recorded to reflect recent items of importance. **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. Father Mark gave the opening prayer. The chair welcomed the new board members; John Foley and Beth Pugh and congratulated Fleur Jackson-Flo on becoming a new Foundation Governor. The new Board members introduced themselves to the board with brief resumes of their careers to date.	
2	Declarations of Interest.	
	None.	
3	Headteacher verbal report and reflection following the recent Ofsted.	

	<p>The Headteacher briefed the Governors with an update from the recent Ofsted This is a confidential reflection given by the Headteacher prior to the official outcome presented by Ofsted within 38 working days of the Ofsted taking place. The information provided is recorded within a separate confidential item of the agenda.</p>	
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4	Minutes of previous meeting held on Tuesday 7th February 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 EYFS Governor requested a sharing of the role this was offered by LS but following her resignation this needs to be revisited. The current EYFS Governor is happy to continue with the role until the end of the academic year at which time would like the role to be passed to a new candidate. • The Vice chair has carried out the Safer Recruiting training which was provided by HCC following vacancies arising on their previously full course. • Father Mark has held initial conversations to accommodate the mother and toddler group within the community room attached to the church and will continue with this proposal. • The new procedures for approval of policies is now in place and will be available for the next policies up for approval. • The interactive spreadsheet document is now available on the Governors Hub and the actions to be carried forward from this meeting will be added to the spreadsheet. • Following the suggestion of a "What's App" group Governor Services have suggested the Notice board on the Governor Hub would be a preferred route for discussions of a general nature. <p>Other actions highlighted in the previous minutes will be covered during agenda item 5 within the individual committee report and Agenda item 6 regarding the Clerking Service SLA.</p>	<p>Clerk</p> <p>Father Mark</p>
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5	Committees	
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	<p>The proposal to increase the schools PAN will have an impact on all committees and therefore was discussed at the beginning of the meeting.</p> <p>The school's predicted in year deficit at the beginning of the financial year was £56,000.00. The cost of living crises and the pay awards received by staff increased the predicted deficit to £120,000.00, but this has been reduced following the receipt of Government additional funding and with other measures the school has taken to reduce outgoings the overall deficit is now £41,000.00. The prediction for next year's deficit is uncertain as admission numbers for September are unclear, but by April we will be in a better position as by then we should know how many children have accepted their places with us.</p> <p>A Governor made a proposal that they were in favour of not taking precipitate action in terms of reducing staff costs, rather, as we are currently running a surplus, we should hold off until we have more clarity regarding the future financial situation. All Governors present expressed general agreement with this point of view, subject to changing circumstances.</p> <p>The Finance Officers are prioritising maintaining staffing numbers as to reduce staffing would impact on the effectiveness of the education being provided.</p> <p>We therefore need to increase our income to mitigate as far as possible the impact of increasing costs. With this in mind governors discussed a proposed increase in the KS2 PAN and how we might reduce our material costs. If we increase the KS2 PAN and as a result our admission numbers increased we would still be in deficit for the next financial year, but a positive impact may be forecast from 2024/5. The credit balance we currently have will cover the predicted deficit for the next financial year and possibly 3 months into year 2 of the 5 year plan</p> <p>Q. How can material costs be further reduced in order to offset any staff reductions?</p> <p>A. The Chair observed that staff costs made up >75% of total costs and of the remaining 25% much of it was defacto fixed cost.</p> <p>The school is at capacity in Key Stage 2, but with the predicted reduction in the birth rate will be</p>	
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	<p>The costs of the school minibus was prohibitive to the school, but Governors are willing to support a parent run initiative which would be attractive to other Catholic families and enable us to serve the Catholic Community, subject to discussion and approval of the details of any such scheme.</p> <p>5.2 Admission Committee</p> <p>Admission numbers need to be increased in KS1 and actions taken to facilitate this include:</p> <ul style="list-style-type: none"> • Improve website with videos and activities being undertaken by pupils. A quote for a video has been given at £2,000 which covers 8-10 shots in video format. Drone footage could also be used to show the schools footplate. • Creation of a school prospectus. • Survey quotes received from pupils and parents could be published within the school website and prospectus to promote the school. • The working party is looking at ways to increase admission numbers will make contact with local pre-schools and invite pupils and families to the school so that they can feel familiar with the school. • Parents are trying to set up a transport network for pupils to get to school. The school is supporting this venture and governors feel it will be attractive to new families. <p>The Governors agree to the costs of a video within reason and for the final financial approval to be devolved to the Resources Committee. The video needs to be commissioned in time to appear on the website for September 2023.</p> <p>5.3 Curriculum and Standards Committee</p> <p>The committee reviewed the SIP/Catholic SEF at the last meeting.</p> <p>The Headteacher, with the Ofsted review completed, feels she will have capacity to take on the RE lead given the current incumbent is leaving for maternity leave.</p> <p>The partition to provide a quieter area for the early year's class was discussed and with financial approval is being built over the Easter holidays.</p> <p>5.4 Health and Safety Committee</p> <p>The new caretaker continues to excel in the role.</p> <p>There will be a health and Safety tour of the school soon and the Chair of the committee invites governors to join her if they are able.</p>	
6	Correspondence	
	None	
7	Any Other Business	
	<p>The Catholic Instrument of Governance has been presented to the FGB for agreement on a small amendment to the change of name. All Governors voted in favour of the new agreement.</p> <p>The Governor Services clerking arrangements for the next year were voted on at the previous meeting and approved with a proposal to remove the clerking hours covering the Admissions Committee. This decision has now been reviewed by the Governors and overturned with the Admissions Committee Clerking hours reinstated. All governors approved this change. HCC will be advised of the change.</p> <p>The DTG Governor requested all governors to please keep the record of training on the Governor Hub up to date. For the purposes of recruitment a skills audit of governors will be completed; the format of which will be discussed further by the vice chair at committee level.</p>	<p>Clerk</p> <p>Governors</p>

	<p>For the new governors we have a few subject lead vacancies- Special Educational Needs, Design and Technology, Geography and Modern Foreign Languages</p> <p>It was agreed that the HT would communicate separately with new governors regarding vacancies for governor monitoring and would work with new governors to agree new monitoring roles.</p> <p>On the expiry of her tenure EK noted that she will not be seeking reinstatement as a Governor therefore her lead subjects will also be vacated. These are EYFS and Maths</p> <p>The strategy session is being progressed by the Vice Chair in consultations with the Chair and feedback will be provided at the next FGB. The chair observed that it would be helpful if the refreshed strategy / mission statement / vision could be completed by the end of the summer terms as this would permit the HT to commence implementation of same for the new academic year.</p> <p>The Governor Forum representative fed back on the recent meeting she attended which reflected on public health, vaping, PSHE and sex education and embedded in Health and Wellbeing. It also reflected on Capital Funding and green energy initiatives for which funds currently rest with the diocese. The Resources Committee chair will discuss the latter further with the Delegated Finance Officer.</p> <p>With the going on maternity leave of Mrs Donnelly the Assistant Headteacher will cover her teaching class in the mornings with an HLTA covering the class in the afternoons.</p> <p>Regarding employment of teaching staff we are experiencing a situation where very few teachers responding to adverts. We will replace the advert for a new teacher and may get an NQT responding to join us in September There may also be a need to employ a supply teacher in the next few months.</p>	<p>Headteacher</p> <p>Chair Resources Committee</p>
20	Closing Prayer	
	The closing prayer given by the Father Mark. The meeting closed at 8.30pm.	
21	Dates of next meeting	
	11th May 2023 from 6.30pm - 8.30pm at the school	

MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

Key to Acronyms and Abbreviations

EHCP	Education Health and Care Plan
EYFS-	Early Years Foundation Stage
FGB-	Full Governing Board
HCC-	Hampshire County Council
H&S-	Health and Safety
PAN	Published Admissions Number
SEF	School Self Evaluation Form
SEN-	Special Educational Needs
SIP-	School Improvement Plan