



St Peters Catholic Primary School, Winchester

Full Governing Body Minutes

Tuesday 7th February 2023 at 6.30pm

Meeting held at the Primary School

Present:

Kevin Mahony (Chair)
Mary Alvin (Vice Chair)
Eleanor Connolly
Louise Buxton
Alexis Artaud de La Ferriere joined via Microsoft Teams
linked failed at agenda item 6
Paul Barker
Father Mark Hogan

Foundation Governor
Foundation Governor
Foundation Governor
Headteacher Governor
Foundation Governor

Parent Governor
Foundation Governor

In Attendance:

Clair Cornhill
Megan Hutchins

LA Clerk
Associate Member

Apologies:

Beth Welsby
Fleur Jackson-Flo

Staff Governor
Parent Governor

The meeting commenced at 6.34pm and finished at 8.43pm. The meeting was quorate at all stages.

Items were taken in the order of the agenda. 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. Fleur Jackson-Flo and Beth Welsby gave apologies for their absence. Elizabeth Slinn, Foundation Governor and Mark Bull, LA Governor have both resigned their position on the board of Governors.	
2	Declarations of Interest.	
	None.	
3	Minutes of previous meeting held on Tuesday 29th November 2022.	

	<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 Head teacher and Deputy Head teacher are qualified in Safer Recruitment but it is considered desirable for a governor to hold this qualification; MA to also undertake Safer Recruiting training which will be provide by the NSPCC as HCC courses are currently full. • KM will now join the admissions Committee following the resignation of ES. • Other actions highlighted in the previous minutes will be covered during agenda item 6 within the individual committee report. 	<p>Clerk</p> <p>MA</p>
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<p>4</p>	<p>Headteachers written report including</p> <ul style="list-style-type: none"> • Report on SEN provision • Update on LLP visit 	
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	<p>The Headteacher confirms with the governors that the report submitted for this meeting is an effective instrument to provide information to them.</p> <p>We currently have 13 EHC Plan's with 2 pending; within those already agreed we have 2 plans which provide support for pupils with physical difficulties, these require 2 adults during transitions. Some pupils are on reduced school hours; the intention is for those pupils to return to full school hours as soon as possible once their anxiety decreases; one other is awaiting a place in a special school.</p> <p>Q. Governors asked how the school is presently addressing those pupils who are not identified for SEN intervention but are working below ARE.</p> <p>A. Pupils are not lost within the system, teachers are aware of their needs and interventions are put in place to address them within the class teaching with adjustments being made to the curriculum to ensure maximum learning and quality first teaching. The school curriculum is a template for teachers to follow but there is flexibility on delivery through collaborations with the Head and Deputy Headteacher, phase leaders and year group teachers to ensure progression on previous learning modules.</p> <p>We have been successful in recruiting 2 TA's to replace staff who have moved on, however we are still operating with reduced staffing. We have little resilience or capacity within staff to cover unexpected absences. We are employing a number of parents within the staff and if their children are sick, this has an impact on teaching resilience. Our staff are entitled to 3 care days for their children under their employment contract. When staff return after sickness they are provided with a fit for work interview.</p> <p>Q. How does the school ensure staff on long term sickness are helped back into the workplace?</p> <p>A. We have one member of staff on long term sickness and Occupational Health are involved with assisting the member of staff back to work.</p> <p>The school is currently working with HIAS and a local pre-school on a project to ensure best practice within communication and language.</p> <p>The Headteacher has qualified as a Catholic School Inspector (Section 48) giving insight into the inspectorate process providing an opportunity to ensure the school is ready for their Catholic School Inspection 2024-25.</p> <p>Q. Does the Governing Body feel that a limit should be imposed on the time the HT spends on Catholic School Inspections?</p> <p>A. The expectation is that there will be 3 completed a year although there is no limit stated within the contract. The chair feels that the HT is to be trusted to prioritise the best interests of St. Peter's and as such there does not need to be a written contractual limitation on the time the HT spends on Catholic School Inspections. However if more than three inspections are</p>	
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	<p>requested, then the Headteacher should consult with the chair for approval to undertake the work. All governors present agreed with this approach.</p> <p>Governors voted in favour of the Headteacher being permitted to carry out duties as a Catholic School Inspector under section 48.</p> <p>The Headteacher along with other local headteachers, Steve Brine MP and HCC are looking at the challenges faced by the local area and what can be done to support and improve community partnership with schools.</p> <p>Q. Can you give governors an update on the outcomes of the working party? A. The Working party meets at the New Life Church and is currently looking at the community and parenting within the community. We are engaging with local youth areas such as the skate park and liaising with the Street Pastors and ASBO monitors. Initially we need to ensure our school's families know what to do regarding anti-social behaviour.</p> <p>The Child and Family Support Worker is holding a workshop for parents of children with additional needs.</p> <p>Q. The CFSW is making a difference within the school; could we extend her capacity? A. At the moment she is covering all we ask of her and we must ensure she has the time she needs to give to families she assists and she is not spread too thinly.</p> <p>Q. At what point do we reach out to the PTA to reach into the community further? A. There are key individuals within the community who can facilitate meetings and can encourage and support others.</p> <p>Q. Could we suggest a more diverse group within the working party? A. We are at the moment meeting to discuss links within the community and parish.</p> <p>Q. How do we engage with those in the community who do not have links to the school? A. We discussed within the admissions committee ideas to assist in increasing our profile within the community such as school fliers and/or a summer fete.</p> <p>We are currently supporting our vulnerable families along with Educational Psychologists as part of a research project funded by the EP service.</p> <p>LLP report The report has been received and will be discussed in depth at the next CSI committee meeting. The report is a good outcome and a morale booster for staff before the impending Ofsted. One of the key points of the report is the school's positive culture.</p>	
5	Behaviour Update	
	<p>The Chair noted that behaviour has been an agenda item for the last few meetings. Notwithstanding that, it is felt that behaviour is being well monitored and managed within the school. This item presents governors with one more opportunity to ask questions of the HT regarding behaviour. A governor has completed a school monitoring visit and the report will follow. The overall message from governors is that it is felt the behaviours seen in school arise predominantly from influences outside of the school community, which the school then goes on to address. All staff are clear and observe the Catholic Life of the school and the school fundamental principles as they relate to behaviour.</p> <p>The school is training additional members of staff in the Team Teach procedure; dealing with de-escalation of behaviour situations. This training is funded from the Community Account.</p>	
6	Committees	
	<p>6.1 Resources Committee</p> <ul style="list-style-type: none"> • Update on the schools current year's finances. <p>The School Inventory is to be compiled by the caretaker and administrative staff during the next few Inset days.</p>	

The school's predicted in year deficit has reduced somewhat following the receipt of Government additional funding and this, alongside other measures the school has taken to reduce outgoings, has reduced the overall deficit. Governors feel that it would help to have an overview of the financial position of other schools to enable a comparison, however it was noted by the HT that the surplus or deficit position of other schools is very hard to come by. It is thought that 70 percent of schools within Hampshire are presenting with a deficit in their accounts. Governors reflect that if this is the case what action will HCC take to resolve the situation?

A consideration for governors is whether further government support will be forthcoming and in light of this, the timing of any further deficit reduction efforts.

Q. We are anticipating a future 5 percent increase in the deficit. Where does this arise?

A. We are predicting a £100,000 overspend in the next financial year; in response we need to consider either reducing our spend over the year or to increase our income. When looking at spend each Teacher Assistant we employ represents a spend of £20,000. For every 10 extra pupils the anticipated additional funds to the school is about £50,000 per annum. We could increase our numbers in classes within Key Stage 2 for the academic year 2024-2025. This would produce additional income and mitigate future deficits. We currently have 5 appeals on admissions and if we are required to admit these pupils we will already be moving towards a class size of 32 within KS2. We must ensure the resources and support are present within these classes to accommodate the additional pupils.

Q. Do we feel comfortable in increasing our PAN for KS2?

A. The school can accommodate 2 additional pupils in KS2 classes without compromising the space and educational support to others within the class. We need to provide a robust plan to reduce the deficit. The chair feels that an increase in KS2 PAN as well as continued careful cost management will go a long way to resolving the schools financial issues prior to our current financial surplus being exhausted.

A governors stated that other schools run over 30 PAN in KS2 classes and that although having a KS2 class PAN of 30 may be desirable, it is not always achievable.

Q. If we increased our class sizes would we then have difficulty if asked to go over numbers to accommodate appeals?

A. We could cope with class numbers of 33 but after that capacity would be difficult and we could fight appeals on this basis. The Headteacher is happy to increase class sizes to 32 and accepts that we may have to increase through being directed by appeal.

If a decision is made to increase the PAN then Governors will need to direct the Headteacher to approach the trustees at the diocese and HCC with a view to implementing a KS2 PAN increase to 32 across the board. This will involve drafting a proposal for such a KS2 PAN increase, to include: future financial projections based upon stated assumptions, a project plan to include key timings and necessary decisions. The school admin to seek input and consult with Resources and CSI Committees. Proposal to be presented at the next FGB for approval.

Q. Do HCC require a financial plan if we reflect a 10 percent increase in deficit in our financial accounts?

A. The RC Chair noted that if a school presents a deficit of 10 percent the school may come under pressure to form an academy.

Governor AAF left the meeting at this point in the agenda.

6.2 Admission Committee

- The committee met formally on the 1st February 2023. We have 44 1st choice applications and with 2nd choice applicants this figure increases to 85.

Admissions chair and Admin Assistant to feedback

Headteacher/ Admin

	<ul style="list-style-type: none"> It has been established that those attending Little Fishes go on to attend the school. Therefore to attract more parents to Little Fishes various proposals have been discussed by the working party. These include the provision of a mother and toddlers group which would ensure local parents consider the school earlier and provide a resource to the community. The group could meet in the community room attached to the church. Father Mark will consider this opportunity. Other proposals for consideration could be the provision of a holiday club or established pre-school visits to the school to encourage preschool links and parental interest. The working party will consider these further and report back at the next FGB. EC indicated that any/all governors are welcome to attend future meetings of the working party. <p>Q. What outcome could we see from the Admissions working party proposals?</p> <p>A. The development of Little Fishes is considered a long-term proposal; the EYFS Governor report will follow. In the short term, we could consider a Forest Pre-school which may get more families involved with the school community.</p> <p>6.3 Curriculum and Standards Committee The Headteacher's report will be discussed at the next meeting with a discussion round the data presented.</p> <p>6.4 Health and Safety Committee Chair reports that the last meeting was very brief with nothing to report to FGB.</p>	<p>FM</p> <p>Working Party: EC</p>
7	Project update	
	The Chair of the FGB feels that all items have been covered with previous agenda discussions.	
8	How can we make the FGB more effective	
	<p>Not less than five days prior to an FGB, policies for approval will be placed in a separate file on the Governors' Hub with a covering page setting out the context and highlighting what changes have been made. Governors are asked to review the policies ready for FGB. If there are any questions raised prior to FGB these should be sent by e-mail to the headteacher who will respond directly. There will then be vote at FGB to adopt the policies that were previously sent round for approval.</p> <p>An interactive document for actions to be taken by governors will be produced and updated after each meeting so governors can take the appropriate action. There is a proposal to use the school IT/Teams for this purpose, but if this does not prove successful governors voted their approval for Google Drive to be used for this purpose. HCC have confirmed this is an acceptable measure where voted upon by the FGB.</p> <p>A "What's App" group has also been suggested for informal updates to governors and this will be checked with Governor Services with regard to the legal position.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
9	Policies due for review	
	<p>Health and Safety Policy Little Fishes' Health and Safety Policy HSS No4 Accident and First Aid Provision HSS No3 Emergency plan Critical Incident Policy Emergency Response Card Condition for Hire Administering medicines Policy Letting Policy</p> <p>The policies for review were voted as accepted by the governors with small alterations requested pertaining to typing errors.</p>	

10	Review Governor Training	
	Development and Training Governor will follow up this meeting with an email to all governors with training available.	DTG
11	Correspondence	
	The chair confirms the only correspondence received has been about the pending strikes. The next strike is intended for the 24 th February at the last strike we had 2 teaching members of that union on strike. We were able to accommodate their classes with alternative activities.	
19	Any Other Business	
	The Governor Services clerking arrangements for the next year were voted on and approved by the governors present. The proposal to remove the Admissions Committee Clerking hours were agreed as these had not been fully utilised over this academic year. The return will be sent to HCC confirming requirements.	Clerk
20	Closing Prayer	
	The closing prayer given by the Headteacher. The meeting closed at 8.36pm.	
21	Dates of next meeting	
	23 rd March 2023 from 6.30pm - 8.30pm at the school	

MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....

Key to Acronyms and Abbreviations

ARE	Ager Related Expectations
EHCP	Education Health and Care Plan
EP	Education Psychologist
EYFS-	Early Years Foundation Stage
FGB-	Full Governing Board
HCC-	Hampshire County Council
HIAS-	Hampshire Inspection and Advisory Service
H&S-	Health and Safety
LLP	Leadership and Learning Partner
NSPCC-	National Society for the Prevention of Cruelty to Children
PAN	Published Admissions Number
SEN-	Special Educational Needs
SIP-	School Improvement Plan