



Here at St Peter's, we strive to be a joyful, active, Catholic community, belonging to, and guided by, our Lord, Jesus Christ

St Peter's Catholic Primary School, Winchester

Full Governing Body

MINUTES

Monday 7th July 2025 at 6.30pm-8.30pm

Meeting held at St Peter's School

Present:	
Kevin Mahony (Chair) Mary Alveyn (Vice Chair) Alexis Artaud de La Ferriere Louise Blake Louise Buxton John Paul Foley Harriet Hunt Emily Prince Brigid Quest-Ritson Beth Welsby	Foundation Governor Foundation Governor Foundation Governor Associate Governor Headteacher Governor Foundation Governor Parent Governor Parent Governor Foundation Governor Staff Governor
In Attendance	
Joanne Lawford	LA Clerk
Apologies	
Fr Mark Hogan Tim Wootten-Beard	Foundation Governor LA Governor

1.	Welcome, Apologies and Opening Prayer KM welcomed EP as the new parent governor and introductions were made around the table. LB gave an opening prayer and then advised that she needed to leave the meeting at 7.10pm which was accepted.
2.	Declaration of interests None.
3.	Minutes of meeting held on 15th May 2025 The minutes were approved and the following outstanding actions discussed: Item 9 H&S – Cyber Security - LB had been advised that the school would close in the event of it being locked out of its computer systems. It was agreed that this should be discussed at SLT and H&S. JF agreed to take it under consideration. Item 10 Governor training – Governors agreed to book WGB training in self-evaluation, aiming for a date in September, if possible. The following outstanding action from March 2025 remains ongoing:



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	<p>Item 7.2 PAN - LBU to ascertain if the School would retain its say on PAN if it was part of an academy. LBU is awaiting response from an email.</p>
4.	<p>Election of following year's FGB Chair and Vice-Chair</p> <p>JL undertook the formalities of the votes for these roles and nominees were asked to leave the meeting whilst discussions and voting took place.</p> <p>The Governing Body voted unanimously for MA to undertake the role of FGB Chair and for AF to undertake the role of VC. The Board congratulated MA and AF.</p> <p>KM thanked everyone for their contribution during his term as FGB Chair, saying that everyone has stepped up, brought expertise, commitment, challenge and humour to their roles. KM thanked LB for her passion for the children and her ability to solve crises that occur and said that she had been an amazing help to him. Thanks were also expressed for BW, SLT, the teachers and all of the support staff, adding that everyone does an amazing job, undertaken with a really big heart and a lot of patience. KM also thanked MA who has been an incredible VC. KM ended by saying that as a Board they had faced lots of challenges, progress had been made, and there was no doubt that the Board will continue to thrive and add positively to the school, wishing good luck to the new Chair and VC.</p>
5.	<p>Head teacher's verbal report including safeguarding</p> <p>LBU said that the Safeguarding Audit had been completed and a new action plan would be coming out. There would be training for governors in AU1. LBU summarised that pastoral checks on children would be undertaken if they were perceived to have been bullied, also monthly checks on CP/CIN. The new KCSiE is not out yet.</p> <p>CSI – LBI talked through the recent CSI review. She explained that the inspection is conducted under three headings, each having three elements. All nine elements were graded outstanding in the provisional report and grading. Praise was given for various areas such as the provision for CLM, the School felt like a family, good leadership and that LBU, as HT, leads with modelling. Suggested targets were – creativity in presenting a message behind the scriptures and pupil evaluation of worship to become more academic. The full and final report would be shared in due course. Governors agreed the initial feedback and grading was incredible.</p> <p>Pay policy (2024-5) KM summarised changes which were primarily HCC and Governors approved it.</p> <p>TLR recognition for staff member – LBU detailed the case and Governors approved the recognition.</p>
6.	<p>Committees</p> <p>6.1 Resources Committee (Inform/Consult/Decision)</p>



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- Election of Committee Chair
TWB was approved to continue as Chair. It was noted that the Committee should have 5 Governors on its membership and it was suggested that EP join the Committee.
- Annual Statements for the Unofficial funds and the Community Account
LBU requested Chair sign-off as recommended by RC and this was duly completed.
- Receive report on the current year finances
TWB had written to the Board to highlight items on the CA, namely a small increase in fees for ASC and 4% increase to staff salaries to keep in line with other staff salaries. There are funds left but there are also plans for other refurbishments. The Board approved

This year's finance – progressing as expected.

LF margin is very low and noted not being increased, almost breaking even. MA said that the numbers are increasing in September and HH noted 43 in pre-school year, which needed to be kept in mind during PAN discussions.

MA said that the VC normally chairs the Pay Committee and that she would be passing this over to AF in due course.

It was noted that an additional Governor would be needed for HTPM and BQR volunteered herself for this.

6.2 Admissions Committee (Inform/Consult/Decision)

- Election of Committee Chair
HH volunteered to Chair this Committee and the Board approved. MA said that she would be an additional Governor on the Committee which needs to approve new admissions applications mid-year. She said that in March they approve the list of children allocated to the school. PAN will continue to be discussed at FGB.

6.3 Curriculum and Standards Committee (Inform/Consult/Decision)

- Election of Committee Chair
No meeting had been held prior to FGB and it was noted that the results would be looked at during the early part of the year. MA said she would Chair the next meeting at which point electing a new chair would be discussed.

6.4 Health and Safety Committee (Inform/Consult/Decision)

- Election of Committee Chair
As a small Committee it JF agreed he was happy to continue as Chair and the Board approved.
- Verbal update
JF said that he had undertaken an SCR audit the previous week, a couple of date inconsistencies were found but nothing major, it was very good. During the H&S audit on ToRs, one issue was ensuring delegating actions do not fall on one person. To prevent this, the School area has been split into zones and risk assessments have been fully done.



	<p>JF reported that LBU had excluded a child for violent behaviour, a risk assessment had been undertaken as a high risk to staff and the action was fully supported by HCC.</p> <p>A Governor asked if the exclusion impacted staff workload It was noted that the child had been removed from the site, not education, so work was taking place until an alternative provision is identified.</p> <p>A Governor asked about the new H&S zones and the risk assessments being shared, given that the CIS had mentioned not adding to staff workload. JF said that the RAs take place twice per year and staff were allocated a familiar site, i.e. their own classroom, which would take three minutes to complete. Previously all RAs were being undertaken by the caretaker and this was a single point of failure.</p>
7.	<p>Confirm powers delegated to the Headteacher (including limit for virements) KM believes these are embedded in the RC ToRs which are currently being reviewed by TWB.</p>
8.	<p>Correspondence</p> <ul style="list-style-type: none">• MAT KM said that an email message would need to be sent to all stakeholders that the School will be becoming part of a MAT and asked where in the process does this School want to be within a 24 month period, first, middle or last.<p>It was agreed to wait until next term and to have someone come and talk the process through with Governors. In particular, Governors would like to know of the impact on the School's PAN.</p>
9.	<p>Any other business</p> <ul style="list-style-type: none">• Review governor training including course attendance Nothing to add. <p>Catholic inspection - Governors asked that their recognition of staff contribution be shared with the outcome.</p>
10.	<p>Dates of next meeting – proposed schedule MA/LBU to discuss, some may change, check with JL before confirming.</p> <p>The final agreed dates are times are attached to this set of minutes for information and invitations would follow in due course.</p>
11.	<p>Closing Prayer MA.</p>



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MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....



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Governors' Committee meeting dates

2025-26

<u>Curriculum</u>	<u>Health & Safety</u>	<u>Resources</u>	<u>FGB</u>
9.30am Thursday 11 th September	7.30am Friday 26 th Sept	Pay Committee – 10-30am Tuesday 23 rd September Dependent on Pay Policy HCC	6.30pm Tuesday 7 th October
9.30am Tuesday 4 th November	7.30am Friday 7 th November	10.30am Tuesday 11 th November	6.30pm Thursday 27 th November (Budget revision - deadline for approval is 30 th November)
9.30am Tuesday 13 th January	7.30am Friday 16 th January	10.30am Monday 19 th January	6.30pm Thursday 5 th February
9.30am Tuesday 3 rd March	7.30am Friday 27 th February	10.30am Tuesday 10 th March	6.30pm Wednesday 25 th March (SFVS – deadline for approval is 31 st March)
9.30am Thursday 23 rd April	7.30am Friday 24 th April	10.30am Tuesday 28 th April (Budget)	6.30pm Monday 11 th May (Budget – deadline for approval is 31 st May)
July – no meeting	7.30am Friday 26 th June	10.30am Monday 22 nd June	6.30pm Monday 6 th July