



*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

Tuesday 7th October 2025 at 6.30pm-8.30pm

Meeting held at St Peter's School

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

1.	Welcome, Apologies and Opening Prayer MA welcomed everyone to the meeting, apologies were noted and accepted as above. LBU opened the meeting with a prayer.					
2.	Declaration of interests <ul style="list-style-type: none"> • Ensure register of business interests are up to date • Governor confirmation of KCSiE updates and the Governors Code of Conduct <p style="color: red;">JL to upload CoC on HSS Absent Governors to sign-off KCSiE Part 2 in office when read Absent Governors to sign-off all documents in office when next visiting.</p>					
3.	Minutes of meeting held on 7th July 2025 <ul style="list-style-type: none"> • Approval - approved • Matters Arising <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">H&S – Cyber Security LB said that the School would close in the event of being locked out of its computer systems</td> <td>Update July: JF agreed to take it under consideration Ongoing</td> </tr> <tr> <td>PAN</td> <td>Update July: LB waiting for response from an email enquiry.</td> </tr> </table>		H&S – Cyber Security LB said that the School would close in the event of being locked out of its computer systems	Update July: JF agreed to take it under consideration Ongoing	PAN	Update July: LB waiting for response from an email enquiry.
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<p>LB to ascertain if the School retains its say on PAN when part of a MAT.</p>	<p>Diocese says nothing changes, we can still apply to change our PAN and the process is the same. Being a MAT makes no difference. Action completed.</p>
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Pay policy – MA said that SLT had left the meeting at this point of the meeting. She advised that as there is no longer any discretionary pay, the Pay Panel is now combined with the Resource Committee. Previously, separate staff decisions were made regarding performance related pay. LBU confirmed that she is still awaiting the pay policy which will go to the next Resources Committee.

Item 8 MAT representative couldn't come today, MA and LBU will re-arrange a visit.

4. Governor safeguarding training and update KCSiE 2025

LBU gave a presentation update on KCSiE relating to safeguarding and governors had an overview of how the School manages safeguarding concerns, from toolkits to speaking to a child, reporting via CPOMS, IARFs.

AP – alternative provision for children, LBU confirmed that safeguarding has to be managed by the school.

5. Head teacher's report to include

- Receipt of HCC Annual Safeguarding Audit
Shared with JF, the action plan was shared with all Governors such as updating policies, for information. This is an ongoing meeting at the H&S
- Safeguarding update – HoT report
- SEN update – HoT report

LBU had shared her report with governors prior to the meeting, and talked through the headlines. SLT agreed that this year, so far, has been very straight forward and the staff are feeling positive.

Questions on the report and other documentation listed above

Question	Response
Do the AP stats affect attendance rates?	No, the child is registered as being at School, it has no effect on attendance data.
What is PPN?	Police Public Notice, notification of domestic incidents, usually over school holidays.
Are "too anxious to go into school" recorded as illnesses?	Yes, anxiety.
What is the general reason for PP absences?	Tend to be sickness,



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LBU said that there is a new tool for monitoring attendance and schools can have DfE training – LBI is undergoing training. It gives a weekly breakdown for the whole school, has filters, and enables comparison with twenty schools, with similar demographics, and gives ideas on what can be done to support and tackle the problem.

A Governor asked if it would be helpful for FGB to be aware of unauthorised holiday absences for PP children – MA will look into this.

6. **Committees**

6.1 Resources Committee (Inform/Consult/Decision)

- Receive Minutes of September meeting
- Receive report on the current year finances

TWB summarised that the delegated budget was on track and the community budget in surplus. RC's attention is on the delegated 5-year plan which needs to sign off in November. He said that next year we will start to eat into the surplus, and that a HCC finance person is coming to work with RF in November when we'll have more of an idea. TWB said that the Committee will look into cleaning and maintenance to determine if any savings could be made. The breakfast club recently became an issue with the providing company closure. The School has selected a bigger company who are now in place and settling in, all going well so far. Regarding Admission No's, the budget is based on a PAN of 45. Next year looks quite promising, lots coming from LF, 33-34. The School is undecided at this time if mixed years will continue going forward. There can be 30 max in one class, so two classes would be needed, number of applications will be known in January and allocated numbers in March. LBU is currently showing parents around and saying we will have to apply a professional judgement once we know how this year's mixed class has worked to decide if we do that again or we run two small YR classes.

There were no questions.

6.2 Admissions Committee (Inform/Consult/Decision)

- Update from an admissions governor

HH reported the numbers per yr group: 34 YR actual, 38 Y1, 57 Y2 now 58, Y3 50 down to 47, Y4 2 x 32, Y5 58 expected down to 57, Y6 64 expected down to 62. HH said that she would meet with MA, TWB and LBU later this term to scenario plan.

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

- Receive Minutes of September meeting

MA summarised the key points of the last meeting: EYFS below Hampshire standard but phonics was good. Y4 Multiplication a concern and is now a target



	<p>for this year, ND talked about the measures being used to improve this year's outcome, lots of adjustments, and a catch up in Y5/6. Most interventions in Y5 are based on multiplication. SIP monitoring is in development.</p>				
	<p>6.4 Health and Safety Committee (Inform/Consult/Decision)</p> <ul style="list-style-type: none"> • Receive verbal update <p>The minutes had been shared with FGB and LBU summarised that the discussions are on safeguarding, SCR, first aid, accident reports, what projects we've had i.e. all pupil toilets now refurbished, fire safety, fire drill, lockdown procedures.</p>				
7.	<p>Correspondence</p> <p>MA said one complaint had been received, investigated and the outcome was that the decision was confirmed as agreed, therefore the complaint was not upheld.</p>				
8.	<p>Any other business</p> <ul style="list-style-type: none"> • Policies updated: LBI said that the policies were based on model policies from Hampshire, and that there were no major changes other than reflecting those in KCSiE: <ul style="list-style-type: none"> - Safeguarding - Child Protection - Low Level Concerns (LLC) – new statutory policy from MOPP <table border="1" data-bbox="312 1290 1386 1411"> <thead> <tr> <th>Question</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>Do staff self raise LLC?</td> <td>We've had one and will be talking to staff as it's a new policy.</td> </tr> </tbody> </table> <p>LBU talked through the Late Collection policy. It's implementation will be notified to parents and is in line with Section 457 of the education act. It was agreed that LF should also have this policy in place. LBU said she will establish if LF have all the policies they need and that some could be shared with those the School already has in place.</p> <p>BQR said she had attended the feedback at the end of the LLP visit on 19 September. Discussion during the visit had been constructive. The LLP said that the school had been quick to identify issues revealed by whole school data 2024-25 and begun to take action, e.g. extra attendance monitoring of groups.</p>	Question	Response	Do staff self raise LLC?	We've had one and will be talking to staff as it's a new policy.
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Do staff self raise LLC?	We've had one and will be talking to staff as it's a new policy.				
9.	Date of next meeting – 27 th November 2025				
10.	<p>Closing Prayer</p> <p>MH gave a closing prayer.</p>				



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MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....