



*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**

**Thursday 27<sup>th</sup> November 2025 6.30pm-8.30pm**

**Meeting held at St Peter's School**

<b>Present:</b>	
Mary Alveyn (Chair) Alexis Artaud de La Ferriere (Vice Chair) Louise Blake Louise Buxton Nadine Donnelly John Paul Foley Fr Mark Hogan Harriet Hunt Emily Prince Brigid Quest-Ritson Tim Wootten-Beard	Foundation Governor Foundation Governor (left at 7.15pm) Associate Governor Headteacher Governor Associate Governor Foundation Governor Foundation Governor Parent Governor Parent Governor Foundation Governor LA Governor
<b>In Attendance</b>	
Joanne Lawford	LA Clerk
<b>Apologies</b>	
Beth Welsby John Foley	Staff Governor Foundation Governor

**1. Welcome, Apologies and Opening Prayer**

LBU opened the meeting with a prayer. MA thanked all those present for attending. Apologies were noted and accepted as above.

**2. Declaration of Pecuniary Interests**

There were no declarations relevant to this agenda.

**3. Update of Governor confirmations**

- KCSiE
- Code of Conduct
- Business Interests

LBU had obtained signatures and data from Governors since the previous FGB. There remained one signature outstanding before the information could be passed to JL to update HSS.

**4. Previous minutes and matters arising**

The minutes of the meeting held 7<sup>th</sup> October 2025 were amended as follows:

Original text	Amended text
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BQR said that she had enjoyed the LLPR visit, and had undertaken attendance monitoring, which she found to be very constructive.	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.
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The minutes were approved with this change.

Discussion ensued regarding if Governors would like to see the minutes before being circulated with the following agenda and/or an action list at an earlier date. Whilst most governors were happy to continue with the current system of circulating the minutes with the agenda, JL said that she would publish a draft version asap after Chair/HT approval and a "for approval" version would be available with the next agenda. JL also offered to create an action list, perhaps using AI, asap after the meeting.

The following matters arising, not included elsewhere in the agenda, were noted:

<b>H&amp;S – Cyber Security.</b> Update July: JF agreed to take it under consideration Update Oct: Ongoing in JF's absence	Refer to committee item. Action completed.
<b>MAT visit</b> MA and LBU to re-arrange a visit.	Refer to AOB. Action completed.
<b>LF policies</b> LBU said she will establish if LF have all the policies they need	LBU has been through the policies with LF and they have a full set. Action completed.

**5. Head teacher's verbal report**

LBU verbally updated Governors with the following points (emailed to JL and copied below for ease of reference):

<p><b>Quality of Education</b></p> <ul style="list-style-type: none"> <li>-HT attending Raising Standards in Y6 with AHT, positive feedback discussing barriers to learning, provision for PP, quick wins as well as long-term best practice such as reading fluency are feeding into the English action plan. Impact has been seen in tightening up of MTC in Y4 however wider impact in KS2 will occur with this. Venn diagram children, which identifies children and which subjects they are not yet meeting ARE/GD clearly identified and interventions in place to close gaps and cross threshold from Below to ARE or ARE to GD.</li> <li>-Sport360 being used to release teachers to provide PP catch-up for those not achieving in Year 4 and 5 as part of forward planning for closing the gap before children get to Year 6. This is categorised as PE curriculum enrichment. Closely managed by SLT.</li> <li>-Maths leader attended Y6 moderation, feedback generally positive</li> <li>-Core book monitoring by SLT- very pleased with samples seen showing a variety of tasks and progression in learning, good feedback given to enhance future learning</li> <li>-AHT and Y6 teacher attending writing course for disadvantaged children, lots of good practice ideas including spelling</li> <li>- 3 schools from Jersey visited to look at our English writing planning as recommended by our Ofsted inspector.</li> <li>-YR/1 visited school recommended by County. For part of the INSET on the 3<sup>rd</sup> November a group of Year R/1 staff went to Kings Somborne after a recommendation from County advisors for a school who were doing mixed Year R/1 successfully.</li> </ul>
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We had time talking to the deputy headteacher who is the Year R/1 teacher as well who talked us through their ethos and reasoning behind doing the mix. It is something they chose to do rather than a Year One/Two split as they believed it matches children's developmental needs better as well as believing that children learn best through play at this age. We then looked at some examples of planning and timetabling.

Then we had some time in their classroom and outside environment to see provision. We saw some excellent examples of how to use the outdoor space well, adult interactions and how they record evidence of children's learning.

As a result of the visit, we made changes to our timetable to allow more time to engage with the children in provision and moved phonics to the start of the day to ensure this important part of the curriculum is done when children are at their freshest. We looked at our planning and made changes to how we teach English and topic. We have also begun planning how to improve our outside area including having a woodworking area.

**Safeguarding**

-HT attended county briefing- very useful, major focus for Alternative Provision in line with expectations KCSIE 25. Usual ongoing working with outside agencies including in supporting a new child who is a flight risk. .

**Behaviour**

-12 key children leaving in Summer '25, SLT are able to focus even more on quality of education. 3 of 4 children have failed within their new specialist provision and LB has written to HCC to highlight the skill set of our staff and the expectations put on mainstream schools.  
-suspensions are down

**Personal Development**

-Y2 and Y5 Heartstart work shop  
-Road Safety  
-NSPCC  
-Anti-Bullying Week

Governors raised the following questions:

Question	Response
On the school newsletter, and thinking about SIP monitoring of parental engagement, the Y4 times table event in newsletter needs a teacher's name assigned to it in the table calendar.	Thank you, we will update it.
There wasn't too much info for parents from the NSPCC visit, we wouldn't want the children to come away feeling concerned about all adults.	ND said that it's more about knowing who they can speak to and added that she saw the Y2 visit and there was no content that could be seen as scary for the children.
With one transfer joining Y6 – is there a concern in terms of statistics, particularly writing focus? If we look at the data one child could affect the statistical outcome.	We don't know until the child starts here, but we will put in the measures that may be needed
There was an incident of bullying taking place out of school, by way of photos being shared. Can the School address is?	We can address bullying even if it takes place out of school on mobile phones- as was the case in this instance. It is our responsibility to address safety issues with the children and parents. This was dealt with promptly and the school followed its Behaviour Policy. Much time was spent by SLT on this and reminders



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	to parents given about the need for parental controls at home.
Has SLT reconsidered managing phone usage on the school site?	The SLT does not want to police the parents use of phones on site as maintaining good relationships is vital.
Is there any sanction for a child who has not handed in their phone at the beginning of school?	The child is spoken to if they are found to be possession of a phone in school.
Do the parents know that children must hand their phones in?	We don't know.

LBu said that morally, she agreed with a smart phone free site and would be happy for Governors to tackle the issue, however the staff don't have the capacity or inclination to do so as maintaining relationships key

MA suggested a reminder on the newsletter. It was agreed that at some point this issue will need addressing, but that at the moment there is a policy that is working in general.

LBu will add a reminder to the next newsletter.

## 6. Committees

### - Resources Committee (Inform/Consult/Decision)

Members had received the most recent minutes and an updated version of the budget revision and commentary from TWB. TWB summarised the process and the current expected small loss this year and advised that there is a concern in years 3-5 with the numbers on roll expecting to drop. The budget has been completed with the HCC accountants. It is the short-medium term aim to try to break-even or even to reach surplus next year. We would need to get £23k back this year and £66k for the 2<sup>nd</sup> year and then we will see the response from HCC and the numbers on roll. It was noted that there will be 31 in LF for YR next year. TAs have been reduced significantly, and some changes were made to the teaching arrangements. Should any senior teachers leave the School, we would replace them at a lower grade. TWB proposed that the budget is agreed as it is and we work hard to break even and wait to see what happens longer-term.

TWB said that Community budget remains in a surplus, ASC numbers have slowed so we have reduced staff and we have stopped the Little Fishes wrap around care as it is not viable to run.

Governors approved the budget reviews.

### - Admissions Committee (Inform/Consult/Decision)

18 first choices, 20 total applicants, for next September so far, applications have been open for 2 weeks. Y4 and Y6 are full

### - Curriculum and Standards Committee (Inform/Consult/Decision)

Members had received the most recent minutes. MA said that the Committee had already heard much in the head's report. Regarding EYF; the YR/1 mix is working well and the children are settled, however, of the YR that have just joined, 30% are PP and a high number are summer-born, both of which could affect progress. The School's EYFS lead is leaving in January, we have



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advertised internally and hope to appoint next week, this leaves a gap in the SLT and a staff structure meeting is due to take place shortly, with HH/RF/MA/LBu, to agree plans going forward.

**- Health and Safety Committee (Inform/Consult/Decision)**

Members had received the most recent minutes. LBU met with JF and the Site Manager and they had reviewed the continuity plan, refer to minutes for full details. There are no major future capital projects and the Committee is currently working on IT cyber security.

For information, the Committee approved the Supervision Policy. The wording of lunchtime supervision was changed to a senior member of SLT (not just LBU).

**7. Governor Training, new governors and terms of office**

**- Training**

BQR said that she had completed two courses, namely Understanding the Curriculum and Understanding the Data. She said the courses had worked really well, candidates worked in groups and had to produce appropriate papers such as policies. She said it was a useful piece of training.

**- WGBT**

Training agreed and set for January.

**- Terms of Office**

JL said she had run a report and noted that AF's was the only term due to expire next year, on the 19<sup>th</sup> September 2026.

**- Vacancies**

There are vacancies for two Foundation Governors and MH said they are still seeking to recruit. An advert went into the summer parish newsletter and will be added again post-Christmas.

**8. Correspondence**

None received.

**9. Policies**

Governors had received the following policies that had been updated. LBU summarised the changes and all of the policies were approved.

- **Health and Safety Policy** (from H&S committee) - HCC model policy, HH noted a typo on page 4 "governors" last item isn't bulleted. It was noted that the designated area for smoking is in the car park and is backward facing, where no child could see.
- **Attendance Policy** - model HCC policy. LBU said she had spent a fair bit of time on this policy to ensure it is what we actually do and advised that they have also adopted the letters.
- **Complaints Policy** – BQR worked on the document which is reviewed annually and wanted to ensure it is most current. It was confirmed that this is a DfE policy used by most local schools. HH said it was helpful to have the changes highlighted in yellow, and had noted a typo on page 4 – whistleblowing, there's an extra box to be removed.
- **SEN and Disability Policy and Information Report** LBU said this is a very important legal policy, updates had been highlighted in yellow, and included terminology updates. The policy had also been looked at in CSI. There were updates on staffing numbers in item 5.9. HH noted that one page 4, at the end of section 1, there was a yellow highlighted change which stated "we cannot overcome differences" which needs clarification. Also, Section 5.9 on page 10, describes the expertise of Grace Foster, perhaps reword so that the timings don't need updating each year.



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- **Pay Policy** – model DfE policy. HH noted a few points, section 23: 25 minute hours, 1.27 asks about TLRs, perhaps roll into our discussion next week, the policy will change in time. Appendix 2 has the Child and Family Support Worker on the staffing structure which should be removed.

**10. Any other business**

- **Academisation**

LBU and MA reported that, with FrMH and JF, they had now met with Matt Quinn, CEO of ESCAT (Edith Stein Academy Trust) which will cover the south of the diocese, and had an interesting discussion about the process. MQ has been invited to January's FGB on the 29<sup>th</sup> (tbc) but prior to that FGB needs to pass a motion that it agrees to progress the idea, in line with the Bishop's letter in the summer without making any commitment to timing at this stage. There were a few points of discussion and clarification:

- The Bishop has wanted to academise for some time
- There are benefits and risks if we don't go down that route
- MQ is happy to answer any questions that we may have.
- If we are in deficit, we cannot join a MAT or we must at least have a plan in place.
- Do we have our own governing body, it will be a smaller unit, finances are centralised, HR payroll utilities etc. but we would have overview of curriculum and its delivery.
- MQ said that several Catholic schools are in the process of joining, one ready to go in April, usual joining times are April and August.
- Joining sooner rather than later offers more of a chance to influence by joining working groups.
- HH our PAN applications wouldn't be affected by joining a MAT.

Governors agreed to proceed with the first steps to explore the idea of joining the MAT, in line with the Bishops request.

**11. Closing prayer**

FrMH closed the meeting with a prayer.

**Date of next meeting: 29<sup>th</sup> January 2026 6.30pm-8.30pm**

MINUTES APPROVED

Signature.....

Minutes signed by (PRINT).....

Position.....

Date.....