

ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECISIONS OF GOVERNING BODY MEETING Tuesday 30TH APRIL 2024 at 5.15p.m.

Name	Email	Tel	Governor Type
Charlotte Gilbert (CG)	Charlotte.Gilbert@st-patricks.wilts.sch.uk		Parent / Chair
Deborah Chebly (DC)	Deborah.Chebly@st-patricks.wilts.sch.uk		Foundation /Vice Chair
David Moore (DM)	David.Moore@st-patricks.wilts.sch.uk		Local Authority
Jane Wragg (JW)	Jane.wragg@st-patricks.wilts.sch.uk		Foundation
Rosie Wilkinson	Rosie.Wilkinson@st-patrick.wilts.sch.uk		Staff
Jennie Courtney (JC)	jennie.courtney@st-patricks.wilts.sch.uk		Head of School
Sharon Gilbert (SG)	clerk@st-patricks.wilts.sch.uk		Clerk to Governors
Apologies /Absent	None		

Welcome & Opening Prayer	The chair opened the meeting. Prayer was led by JC.			
1. Apologies & Absence	None			
2. Pecuniary Interests	No changes reported			
3 Minutes of Last Meeting	Minutes of the previous meeting 27/02/24 were signed off without amendment			
4. Action Point Update		ACTION	DUE DATE	ACTION BY

5. Chairs Update	<p>5.1 Diocese Monitoring Visit 23/4/24-feedback circulated.</p> <p>Anne Barrett visited the school to complete a monitoring visit in preparation for the pending Section 48 Inspection. During the monitoring visit, SDP / RE action plans were reviewed, RE lesson observed, Book Scrutiny completed. Anne Barrett also met with the school Chaplaincy Team, Governors and Fr Michael.</p> <p>The feedback was very positive in all aspects, governors monitoring and subject knowledge was good. Based on what had been seen, Anne Barrett concluded that Grade 2 (Good) with some areas being assessed as Outstanding should be possible.</p> <p>Parish links are being developed with ideas to include working with the wider community and involving children in parish events.</p> <p>Governors congratulated staff on the very positive feedback achieved in readiness for the actual Inspection due.</p>	<i>Info</i>
	<p>5.2 Governors Monitoring Schedule. CG had updated the template to record monitoring visits that had taken place since last meeting and future monitoring visit linked to SDP to be completed. Future visits need to be scheduled in for:</p> <ul style="list-style-type: none"> • Lesson Drop ins • Book reviews • Talking to pupils 	<i>Action</i>

	<p>AP30/4:1 Dates to be confirmed at meeting 16/7. Please bring your diaries</p> <p>5.3. Reciprocal Agreement Following discussion with the Diocese on possible conflict of interests arising due to low governor body membership within the Camino Governing Bodies, a formal arrangement has been proposed for governors to serve on other governing bodies when they are unable to secure enough eligible governors from their own body. This will mainly be for complaints, disciplinary, grievance or appeal panels. Governors agreed to enter the arrangement for the academic year 2024-2026.</p> <p>AP30/4:2 CG to inform chairs of partner governing bodies of approval.</p> <p>5.4 Staffing Governors were updated on upcoming staffing changes for the start of the Academic year in September.</p> <p>5.5 Governor Recruitment. In order to increase our Foundation Governors number, CG has applied for Foundation Governor Status to release a second parent governor vacancy. After much discussion with the Diocese this has been agreed. The official appointment will be made after Bishop Bosco's ordination. Following this agreement, we were able to open up two vacancies for Parent Governors. Following the election process, we successfully recruited two new parent governors. Laura Cadman and Toby Kirkby.</p> <p>5.6 MAT Update. There has been no further communication from the Dunstan Mat or Diocese regarding any further meeting dates since the last one was cancelled (29/2).</p> <p>5.7 Governor Recruitment. In order to increase our Foundation Governors number, CG has applied for Foundation Governor Status to release a second parent governor vacancy. After much discussion with the Diocese this has been agreed. The official appointment will be made after Bishop Bosco's ordination. Following this agreement, we were able to open up two vacancies for Parent Governors. Following the election process, we successfully recruited two new parent governors. Laura Cadman and Toby Kirkby.</p> <p>5.7 Pupil Survey A family RE based survey will be issued in term 1 (Sept)</p> <p>5.8 Staff Survey DC to liaise with Kate Solomon for issue Term 6 (July)</p> <p>AP30/4:3 DC to liaise with KS on staff survey for issue Term 6</p> <p>5.9 Pupil Conferencing DC visited all classes. She found that the children were happy to talk and gave a real flavour of what was happening in their classes, showed understanding of subjects and links to other areas.</p>	<p>AP30/4:1</p> <p><i>Decision</i></p> <p>AP30/4:2</p> <p><i>info</i></p> <p><i>info</i></p> <p><i>Info</i></p> <p><i>Action</i></p> <p>AP30/4:3</p> <p><i>info</i></p>
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<p>6. Head Teacher Report</p>	<p>6.1 Heads Report (previously circulated) The report covered:</p> <ul style="list-style-type: none"> • Attendance –From September, the DFE has announced big changes to attendance strategy, including fines for absence. Wiltshire LA will provide information to schools as soon as available • Pupil Admissions • Staffing & Recruitment • Standards <ul style="list-style-type: none"> - SIA visit 3 (Jess Caunter) due on 1/5 which will focus on SDP and new targets. - SAT’s week, (Governor volunteers to invigilate needed) • Safeguarding – 10/7 Health Check meeting with Helen Schwartz (safety & effectiveness advisor LEA. Will work with DSL’s & CG (safeguarding governor). • RE Monitoring Visit (5.1) • School trips & sports day arrangements • Catholic life of the school. Year 5 & 6 have attended Mass at St Patricks Church. • Ordination of Bishop. Canon Bosco Driscoll will be ordained as the 10th Bishop of Clifton on 8th May. 	<p><i>Info</i></p>
<p>7. Finance</p>	<p>7. Finance 7.1 The Budget for 24/25 (circulated previously) was discussed. The Budget includes negative salary from 1/9/24, which governors may need to consider implementing dependant on the budget reviews (I&E reports) end September and December, to ensure we do not end the year in deficit. Governors agreed to approve and submit the budget template to the LA.</p> <p>7.2 Premises <u>SCA Bids</u> - Works to remove the old sheds (KS2) pathway, tarmac the area and finish secure fencing & gate installation (KS1 area) will take place during the May half term.</p> <p><u>Refurbishment</u> - Y2 classroom, the library and entrance area have been refurbished.</p>	<p><i>Decision</i></p> <p><i>info</i></p>
<p>8. Governors Visits & Monitoring</p>	<p>8. Governors Visits & Monitoring Reports (circulated)</p> <ul style="list-style-type: none"> • DM – Science Monitoring of SDP point 2 DM met with Libby Osborne (science co-ordinator). Workbooks were reviewed and demonstrated a wide range of learning experiences. Science week activities were discussed. Clear evidence seen of a curriculum plan / map for science with key objectives. Conclusion: Very informative visit, with clear evidence on progress in working towards the SDP points. Staff CPD in using the assessment tool has taken place. 	
<p>9. Policies</p>	<p>9. Policies for sign off - None</p>	
<p>10. Next Meeting Date</p>	<p>Date of NEXT meeting - Tuesday 16th July 5. 15p.m (Management Room)</p>	

<p>10. Rag Rating <i>Red – Immediate danger requiring immediate action.</i> <i>Amber – Possible danger requiring strategies to avert.</i> <i>Green – Positive no current danger</i></p>	<p>10. Rag Rating <i>Staffing-Amber</i> <i>Pupil Vulnerability / Behaviour – Green</i> <i>Mat Application – Amber</i> <i>Safeguarding – Green</i> <i>Curriculum & Standards – Green</i> <i>Attendance - Green</i> -</p> <p><i>Premises - Green</i> <i>Finance – Amber</i> <i>GDPR – Green</i></p> <table border="1" data-bbox="336 667 1310 972"> <thead> <tr> <th>ACTION POINTS</th> <th>BY WHOM</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>AP30/4:1</td> <td>All Governors</td> <td>Diaries for Monitoring & visit dates</td> </tr> <tr> <td>AP30/4:2</td> <td>CG</td> <td>Confirm GB approval re Reciprocal Agreement</td> </tr> <tr> <td>AP30/4:3</td> <td>DC</td> <td>Staff Survey Term 6</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	ACTION POINTS	BY WHOM	ACTION	AP30/4:1	All Governors	Diaries for Monitoring & visit dates	AP30/4:2	CG	Confirm GB approval re Reciprocal Agreement	AP30/4:3	DC	Staff Survey Term 6										
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