

ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECISIONS OF GOVERNING BODY MEETING Tuesday 27TH FEBRUARY 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. Charlotte Minty (Deputy Head) was welcomed to the meeting as an Associate Governor.				
1. Apologies & Absence	None				
2. Pecuniary Interests	No changes reported				
3 Minutes of Last Meeting	Minutes of the previous meeting 22/11/23 were signed off without amendment				
4. Action Point Update		ACTION	DUE DATE	ACTION BY	STATUS
AP22/11:1		Governor Monitoring Schedule	immediate	CG	Cleared. Circulated to GB. Agenda item 5.2
AP22/11:2		School Mission Statement	immediate	JC	Cleared. Agenda item 5.4.
AP22/11:3		SIA Documentation of review points for GB	immediate	JC	Cleared. Documentation circulated.
AP22/11:4		Pay Policy 23/24	immediate	CG	Cleared. Agenda item 9.2. Amendments completed following FGB approval 22/11/23.

5. Chairs Update	5.1 SEND Annual Report-review of 22-23. The report had been previously circulated. The report showed that the % of SEN support provided at the school was above the Wiltshire and National percentages. ECHP (funded) support was below the national average. The report covered information on Areas of Need, progress, achievement and attendance of SEND pupils. Impact of funding and how it was spent was highlighted.	<i>Info</i>
	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.	<i>Info</i>
	5.3 SFVS The Finance Governor had completed the 'School Financial Statement for 23/24. Governors had previously reviewed the statement and agreed to sign off and submit to the LA.	<i>Action</i>

<p>6. Head Teacher Report</p>	<p>5.4 Scheme of Delegation. The 23/24 Framework was reviewed. Amendments were made to update ‘area of responsibilities’ to reflect current GB set up.</p>	<p>Action</p>
	<p>5.5 School Mission Statement. The Mission Statement has now been published.</p>	<p>Info</p>
	<p>5.6 Governor Recruitment. The recruitment process for new parent governors has commenced. Parents/carers interested in applying have been asked to submit their self-nomination by the 27th February. The aim is to hold a \parent Governor election after the Easter break.</p>	<p>Info</p>
	<p>5.7 MAT Update. Since the initial MAT presentation and our agreement in principle to join the Dunstan MAT, there has been little communication or information on progress / time scales. An agenda for a (keeping in touch) meeting due on 29th Feb, led by the Diocese, had led to us and other primaries submitting additional questions to be added to the agenda as many questions have been unanswered. The Diocese has now cancelled this meeting and we await a new date.</p>	<p>Action</p>
	<p>5.8 Governors Skills Audit. Governors had been asked to complete and return to the clerk an updated skills audit before the end of this term.</p>	<p>Decision</p>
	<p>5.9 In-Year Admissions – The Diocese has been asked by Wiltshire Local Authority to reconsider their position regarding being part of the LA In-Year co-ordination scheme (all applications would be processed via the LA, but still submitted to schools who would decide the outcome of the application). At present these applications are sent to the schools direct and fully processed by the schools. Schools have been asked to submit their preference to the Diocese, before they respond to the request. Any change would not come into effect until 26-27 at the earliest. At present, governors agreed its preference to continue with processing In-Year Admissions direct.</p>	<p>Info</p>
	<p>5.10 School Web Site – requires updating which is being actioned. <u>DM</u> will take on responsibility to monitor the website for compliance</p>	<p>Info</p>
	<p>6.1 Heads Report (previously circulated) The report covered:</p> <ul style="list-style-type: none"> • attendance which had improved on last terms figures. • Current Admissions and Leavers. Staffing & recruitment • SAT’s week dates 13-16th May – Governors who can volunteer, please contact JC. • Safeguarding. The 23-24 audit completed. Actions are to amend the PSHE and SEN policy to include references back to the Safeguarding Policy. CG will complete CLA training as safeguarding governor, and annual reporting will be implemented for governors. • Parent evening for YR in February, Mid-Year reports being issued in March with parent drop being available for any parent who wishes to discuss a report. • Catholic Life of the School/Community. <ul style="list-style-type: none"> - Kilve Y5 residential was enjoyed by all. - Arts week ending with an Arts Exhibition on Saturday 16th March, displaying children’s work and work of local artist that will also be for sale. - Fr Michael visit to EYFS and KS1 and KS2 visits to the church to 	

<p>7. Finance</p> <p>10. Next Meeting Date</p>	<p>attend Mass are enjoyed by the pupils.</p> <ul style="list-style-type: none"> - Sadly, Frank Harvey has passed, he was well known and he did much for the school and parish. • Parent Survey. Results were all very positive, with very few negative responses. A pupil survey is ongoing and a staff survey is being prepared. <p>7. Finance</p> <p>7.1 I&E Dec 23 (Income &Expenditure Report (previously circulated) The report predicted that we would have a small roll over at year end. Governors signed off the report for the LA The pre-closedown visit had been completed and all was found in order.</p> <p>7.2 Premises <u>SCA Bids</u>– two of the four bids submitted have been successful. During this term we hope to complete the security fencing at the rear of the school and create a wider pathway around the KS2 entrance to the rear of the school, repair and repaint the driveway entrance and move and replace the sheds. <u>Refurbishment</u> - During the Easter break, Y2 and the library will be refurbished and new entrance matting laid.</p> <p>8. Governors Monitoring/ Visits/Training Reports The following reports were circulated.</p> <ul style="list-style-type: none"> • 13/9/23 - The New RE Curriculum – Training JW • 6/10-19/12 - RE Observation Visits – JW • 15/01/24 - Book Scrutiny (SDP priority 3) – CG • 16/01/24 – RE Link Gov- Catholic Life of the School - JW • 24/01/24 - Finance Visit – DC • 24/01/24 – DL Network Training - CG • 24/01/24- Safeguarding Visit -CG • 01/02/24 -Section 48 training report- DC & CG & power point • 21/02/24- Monitoring off PP Strategy/Analysis of Attainment Data for PP <p>9. Policies for sign off - <u>The following updated policies were approved</u></p> <p>9.1 Admission Policy 25/26 Agreed amendments to the approved 25/26 Policy have been completed.</p> <p>9.2 Pay Policy 23/24 Agreed amendments following approval on 22/11/23 have been completed.</p> <p>9.3 Unofficial School Fund Policy 23/24</p> <p>9.4 Health & Safety Policy and Statement 23/24</p> <p>9.5 Business Continuity Plan 23/24 – amendments made to update. Form 5-DC queried the statement of 1 SLT on site at all times. JC advised that if a member of SLT not on site, there would be a designated contactable lead.</p> <p>9.6 Attendance Policy 22/24 – highlighted amendments made to update current practices.</p> <p>9.7 Charges and Remissions Policy 23/24</p> <p>Date of NEXT meetings</p> <ul style="list-style-type: none"> - Tuesday 30th April 5.15 p.m. - Tuesday 16th July 5.15 p.m. 	<p><i>Action</i></p> <p><i>Info</i></p> <p><i>Info</i></p> <p><i>Actions</i></p> <p><i>Decision</i></p>
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<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 – Red</i> <i>Premises - Green</i> <i>Safeguarding – Green</i> <i>Finance – Amber</i> <i>Curriculum & Standards – Green</i> <i>GDPR – Green</i> <i>Attendance - Green</i> -</p> <table border="1" data-bbox="336 633 1310 880"> <thead> <tr> <th>ACTION POINTS</th> <th>BY WHOM</th> <th>ACTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </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> <tr><td> </td><td> </td><td> </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																									
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