



**CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL  
THE GOVERNING BODY  
Chair: Anna Murphy-Sullivan**

Minutes of School Full Governing Body Meeting  
Monday 13th December 2021 - 6.30pm

*This meeting was held virtually*

**Present:**

Anna Murphy-Sullivan	AMS	Foundation Governor
Neville Conn	NC	Foundation Governor
Father Adrian Howell	FAH	Foundation Governor
Simon Lennon	SL	Headteacher
Ade Bamboye	AB	Parent Governor
Jenna Lucas	JL	Staff Governor
Hayley Upton	HU	LA Governor
Sister Margaret Scott	SMS	Associate Member

**In attendance:**

Eithne Boyce, Deputy Head	EB
Sonia Lomax, Clerk	Clerk
Kevin Ward	KW

Item		Action
1.0	<b>Welcome &amp; prayers.</b> EB led the prayers.	
2.0	<b>Apologies</b> Rachael Cox and Joanna Hooper	
3.0	<b>Pecuniary Interests</b> No updates to the existing record were required.	

<b>4.0 &amp; 5.0</b>	<b>Minutes of Previous Meeting (6<sup>th</sup> September 2021) &amp; Matters Arising</b>	
	<p>Prior to the meeting, governors received a copy of the minutes from the previous FGB meeting. The minutes were agreed as an accurate record of the meeting and will be signed by AMS.</p> <p>AMS reminded Governors to complete and return the NGA skills audit.</p> <p>AMS reported that the Code of Conduct for Governors is in progress and will be sent out for approval in January.</p>	<b>ALL</b>
<b>6.0</b>	<b>Chair's Update</b>	
	<p>AMS reported on:</p> <ul style="list-style-type: none"> <li>● The ACE (Association of Character Education) Kitemark Plus application statement is in the Papers Pending folder and Governors are encouraged to read and comment.</li> <li>● The CCCP Vision statement is due for update. This is a very important document as it is used to keep staff and Governors on task and held to account. Action to book NGA external facilitator for new vision workshop was unanimously agreed for March</li> <li>● Pope Francis Synod and the Big Questions.</li> </ul> <p>NC then briefed Governors on the Virtual Diocesan Governor Briefing held on 24/11/2021. Governors had already received the slides, NC reported on the following areas:</p> <ul style="list-style-type: none"> <li>● Schools Education Strategy 2021-26</li> <li>● Synod</li> <li>● Recruitment of Foundation Governors</li> <li>● New admissions code of practice</li> </ul>	<p><b>ALL</b></p> <p><b>AMS</b></p>
<b>7.0</b>	<b>F&amp;R Update</b>	
	<p>NC reported that:</p> <ul style="list-style-type: none"> <li>● The current budget is healthy with a contingency of £152k at the end of November. The school is due to be audited in January.</li> <li>● The school has used money held in the DFC (Devolved Formula Capital) fund to pay for the work done to the green centre. This has allowed money initially allocated on this to be spent on hedging and refurbishing the Yr6 toilets.</li> <li>● The Pay and Performance Review took place on 18/10/2021.</li> <li>● Pay Recommendations - salary v. revenue income has increased from 81.72% in the ratified budget to 84.66% currently - this is expected to decrease in the future.</li> <li>● Staff absences - high at 4.60FTE per week, mainly due to 3 long term sicknesses.</li> <li>● Governors Building Fund - healthy.</li> </ul>	

8.0	<b>SIPS Update</b>	
	C/F to next meeting.	
9.0	<b>Headteachers Report</b>	
9.1	<p><u>New RE framework</u> EB updated Governors on the new inspection criteria and timescales. Governors congratulated EB on her appointment as a Catholic School Inspector.</p>	
9.2	<p><u>RE Curriculum Directory</u> EB explained the draft document</p>	
9.3	<p><u>Pope Francis Synod 2021-23</u> EB talked through how this will be covered in school - consultation planned for 14/1/2022 with children, Governors and parents.</p>	
9.4	<p><u>The charism of CCCP</u> SL introduced the new charism. Once agreed this will be added to the school website, staff handbook, RE policy and prospectus. Governors reviewed the suggested wording. <b>DECISION - Ratified by Governors.</b></p>	
9.5	<p><u>Nativity, Advent Service and COVID-19</u> SL reported on the nativity performances that had taken place and the measures in place for them. SL then went on to report on the plans for the Advent Service.</p>	
9.6	<p><u>Safeguarding</u> SL reported that:</p> <ul style="list-style-type: none"> <li>● the school will get a “School Navigator” for 0.5 day per week from the summer term</li> <li>● PREVENT - radicalisation and extremism</li> <li>● 360 skills for life</li> <li>● Updates from BCP Council</li> <li>● Ofsted updates</li> <li>● Operation Encompass</li> </ul>	
9.7	<p><u>School Updates</u></p> <ul style="list-style-type: none"> <li>● Yr2 Phonics assessment - Governors were very pleased to hear that the pass rate was 90%</li> <li>● INSET training 4/1/2022 - Autism level 2, likely to be virtual. Governors are welcome to attend.</li> <li>● Robert Corsi is leaving at the end of term - Governors asked that their thanks be passed on for his work towards a healthy budget</li> <li>● Linda Toohey is retiring at the end of term</li> </ul>	

	<ul style="list-style-type: none"> <li>• After School Club - starts in January. SL reported on the expected daily attendance and the planned activities</li> <li>• New music room will be in operation next term</li> <li>• Phonics case study - will be published on the website</li> <li>• Artsmark Update - JL reported that the submission date has been pushed back to July 2023 and talked through the work taking place in this area. Hoping to run an Arts Festival in the summer in the community.</li> <li>• ACE Character Update - Governors reviewed the identified next steps to allow the school to apply for the Kitemark Plus Award. <b>DECISION - Application approved by Governors.</b></li> </ul>	
<b>10.0</b>	<b>Governance Annual Statement</b>	
	AMS reported that this is in progress and will be shared with Governors in January.	
<b>11.0</b>	<b>Policies</b>	
	<p><u>Staff Code of Conduct</u> Governors reviewed and discussed the amendments recommended by the F&amp;R Committee. <b>DECISION - Ratified by Governors.</b></p> <p><u>Governor Code of Conduct</u> To be drafted with Nolan Principles and Ethical Framework for Education Leadership with our virtue education to be drafted with SLT and KMCF. Draft to be circulated.</p>	
<b>12.0</b>	<b>AOB</b> Governors wished all the staff and children a very happy Christmas and New Year.	
<b>13.0</b>	<b>Date of next meeting – 28th March 2022.</b>	
	<b>Meeting Closed – 20.10.</b>	

## **SUMMARY OF ACTIONS**

### **ALL**

- Complete and return NGA Skills Audit
- Review ACE Kitemark Plus application
- SIPS update at next meeting
- Governor Code of Conduct Policy update draft

**Approved**

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**Date**

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