



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

Minutes of School Full Governing Body Meeting
Monday 27th March 2023 - 6.30pm

Present:

Anna Murphy-Sullivan	AMS	Foundation Governor
Neville Conn	NC	Foundation Governor
Simon Lennon	SL	Headteacher
Rachael Cox	RC	Parent Governor
Joanna Hooper	JH	Foundation Governor
Kevin Ward	KW	Parent Governor
Monsignor John Nelson	FrJN	Foundation Governor
Nicholas Mavengere	NM	Foundation Governor
Joanne Hendy	JHendy	Staff Governor
Ade Bamgboye	AB	LA Governor

In attendance:

Sonia Lomax, Clerk Clerk

Item		Action
1.0	Welcome & prayers. Father JN led the prayers.	
2.0	Apologies Eithne Boyce	

3.0	Pecuniary Interests No updates to the existing record were required.	
4.0 & 5.0	Minutes of Previous Meeting (5th December 2022) & Matters Arising	
	<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 that they need to complete and return the Code of Conduct and the Business Interests forms.</p> <p>SL to investigate how time off for dependents is coded for records.</p>	SL
6.0	Policies	
6.1	<p><u>Induction Policy</u> Governors reviewed the proposed amendments to this policy. Governors asked SL/EB to ensure that common elements in the Staff and Governors inductions use consistent learning resources. DECISION – Governors agreed to Ratify the Induction Pay Policy</p>	SL/EB
6.2	<p><u>Pupil Premium Policy</u> SL drew Governors attention to the revised introduction that has been brought into line with the Strategy Statement. DECISION – Governors agreed to Ratify the Pupil Premium Policy</p>	
6.3	<p><u>Pupil Attendance Policy</u> Governors reviewed the proposed amendments to this policy and discussed when late becomes an unauthorised absence - agreed to leave this at 9.10am. DECISION – Governors agreed to Ratify the Pupil Attendance Policy</p>	
7.0	Safeguarding Update	
	<p>NC talked through his report on the Safeguarding link visit that had taken place on 1st March. All the points from the previous meeting were completed or in progress. This visit focused on online security - NC presented the 5 specific areas reviewed and the findings:</p> <ul style="list-style-type: none"> ● NC is comfortable that the school IT access is safe, but looking at sourcing an external trainer for parents on online safety at home ● 360 Safe Online Safety Audit this summer to include NM ● Governors discussed when to remove IT access for staff that are leaving - Governors agreed that this should be their last day in school rather than last day of employment. SL to ensure that this is 	SL

	stated in the acceptance of resignation/ exit email and change Online Policy accordingly.	
8.0	Chair's Update	
8.1	<p>AMS drew Governors attention to the latest Diocesan Governors Briefing which had been sent to all Governors. Particularly 2 areas:</p> <ul style="list-style-type: none"> • School Building Fund - a letter had been received from the Diocese significantly increasing the levy, backdated to September. AMS had shared the letter and her reply to the Diocese. The Governors Briefing confirmed that this increase has been cancelled and there will be no change this year. However an indication that a higher levy will be in place for next academic year. FrJN was able to share some background to this decision - Governors are waiting to see what will happen now. • Academisation - Proposal is for the Diocese to have 2 Trusts, with a number of Hubs within each Trust. Governors reviewed and discussed the potential Trust development models and the impact this could have on the children. CASO's Governors' Briefing presentation shared and shown in the meeting, the relevant slides on academisation. 	
8.2	AMS thanked Governors for attending the recent external Ofsted training and update from Judith O'Hare .	
8.3	Revision of the Scheme of Delegation - AMS shared a paper on the key tasks and responsibilities of governance. Governors agreed that this will be integrated into the existing TOR's for ratification in September 2023 at the start of the academic year.	
9.0	F & R Update	
	<p>NC reported on the last Finance & Resources Committee meeting:</p> <ul style="list-style-type: none"> • The School Financial Value Statement (SFVS) had been completed by the School Business Manager and NC and was reviewed by the Committee. Governors were pleased to note that the school is 100% compliant. This was recommended for approval by the FGB. • Finances are within budget with a projected surplus of £42.8k at year end. • Hot lunch price increases - Chartwells had increased prices from 1st January - this meant that the school is now subsidising every meal. As a result of this, the Committee had agreed to increase the cost to parents from £2.50 to £2.65 per meal from Easter. <p><i>GOV.Q. (FrJN) - Could the school monitor to see if the number of hot meals purchased decreases as a result of this, as funds could be available to help with this?</i></p>	SL

	<ul style="list-style-type: none"> Staff absences have significantly decreased since last year, mainly due to a reduction in long term sickness. New HR and Payroll system went live from February - Governors passed their thanks to the staff involved in this. <p>DECISION – Governors approved the SFVS to return to the BCP Council.</p>	
10.0	SSDC Update	
	<p>JH reported on the last SSDC:</p> <ul style="list-style-type: none"> The Committee reviewed a detailed data update, particularly focusing on Phonics, Yr2 and Yr6 data. All are expected to be on track this year, with Yr6 particularly showing positive progress. Governors were reminded to complete their Link visits asap and then complete their reports. 	
11.0	Headteacher's Report	
11.1	<p><u>Safeguarding Updates</u></p> <p>KI and EB had attended the recent safeguarding forum and will share key points at the next SSDC meeting.</p>	
11.2	<p><u>New RE and Catholic Life</u></p> <p>SL shared dates for Easter events that Governors are invited to attend.</p>	
11.3	<p><u>School Updates</u></p> <ul style="list-style-type: none"> SL shared the work that has been going on in school Governors reviewed the feedback from the Parent Questionnaires. Governors were very pleased to note that 96% of parents would recommend the school. SL highlighted the 3 priorities identified for improvement - <ul style="list-style-type: none"> Consistency of homework Reinstatement of open afternoons Communications with parents New Teacher, Nathan Doran, has been appointed from September Reminder that the Governors Information Evening will take place on 25th May - staff will present to Governors SL presented the proposals for a new Chapel and changes to the Music Room. The school had been successful in a bid for £88k to make a safe space for the Catholicity of the school - the money has been ringfenced for a Chapel. Governors reviewed the proposed plans and the 2 quotes currently received. GOvernors agreed that they will require more detail before final approval but were happy to agree to continue in principle, subject to further financial details being presented at the next FGB, when next year's budget will be agreed. 	

	DECISION - Governors agreed in principle to the proposed plans for a new Chapel, subject to further financial details being provided at the next FGB.	
12.0	AOB Governors previously requested that the Oscar Romero Faith in Action Committee presented to Governors on Mary's Meals - SL to arrange for KMF to send Governors 2 possible dates for this, preferably a Thursday or Friday in May.	SL
13.0	Date of next meeting – 24th April 2023 - budget approval.	
	Meeting Closed – 21.00.	

SUMMARY OF ACTIONS

SL

- Investigate how time off for dependents is coded for recording purposes
- Ensure that common elements in the Staff and Governors inductions use consistent learning resources
- Ensure that exit email and Online Policy include IT accounts frozen date
- Monitor any decrease in purchased hot meals after Easter
- KMF to send proposed dates for Oscar Romero Faith in Action meeting.

DECISIONS AGREED

- **Induction Policy**
- **Pupil Premium Policy**
- **Pupil Attendance Policy**
- **Agreement in principle to the works for new Chapel and Music Room alterations**

Approved

Date
