



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

Minutes of School Full Governing Body Meeting
Monday 4th December 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
Nicholas Mavengere	NM	Foundation Governor
Joanne Hendy	JHendy	Staff Governor
Ade Bamgboye	AB	LA Governor
Monsignor John Nelson	JN	Foundation Governor

In attendance:

Sonia Lomax, Clerk Clerk

Item		Action
1.0	Welcome & prayers. SL, NC & JHendy led the prayers.	
2.0	Apologies None	
3.0	Pecuniary Interests No updates to the existing record were required.	

4.0	Minutes of Previous Meeting (11th September 2023)	
	Prior to the meeting, governors received a copy of the minutes from the previous meeting. The minutes were agreed as an accurate record of the meeting and will be signed by AMS.	
5.0	Matters Arising	
	<p>Clerk to send the Governors Code of Conduct out to Governors that have not completed and signed yet.</p> <p>AMS reminded Governors that RC is shadowing JH as Chair of SSDC and AB is shadowing NC as Chair of F & R Committee. There have been no volunteers to shadow the Chair and Vice-Chair of the FGB. AB was reminded to contact the person that might be interested in becoming a Foundation Governor. SL agreed to put a flyer for new Governors on the chairs at the Advent and Nativity Services.</p>	<p>Clerk</p> <p>AB</p> <p>SL</p>
6.0	Policies	
6.1	<p><u>Admissions Policy 2025-26</u> Governors reviewed and agreed to the comments and additions recommended by the Diocese.</p> <p>Governors also noted that the Diocese has requested that all schools move to the Diocese model format asap. This will require consultation - Governors discussed the implications and timing of this and asked to see a copy of the Diocese model policy.</p> <p><i>GOV.Q.(JH) - Will this change our categories? Yes - oversubscription criteria will change.</i></p> <p>DECISION - Agreed to move to the Diocese model format next year (for 2026-27) and go out to consultation on this.</p> <p>DECISION - Governors DETERMINED the 2025-26 Admissions Policy.</p>	
6.2	<p><u>Governor Visiting Policy</u> Governors reviewed and agreed to some amendments to this policy.</p> <p>DECISION - The Governors Visiting Policy was agreed.</p>	
7.0	DSL/NSL Safeguarding Update	
	NC presented the update following the safeguarding meeting on 20/11/2023. NC reminded Governors that the original safeguarding audit had taken place in November 2022 and that this meeting had reviewed progress over the last year. Governors then reviewed the progress and the identified next steps.	

	<p>NM informed Governors that Bournemouth University will host a conference in February where there will be a workshop for teachers, NM invited 2-3 teachers to attend.</p> <p>Governors reviewed their safeguarding training:</p> <ul style="list-style-type: none"> ● Essential - all Governors are required to read updates to KCSIE annually ● Desirable - level 2 safeguarding. SL invited Governors to level 2 training on the INSET day 2/1/2024. <p><i>GOV.Q. (AB) - When will the next anti-bullying survey take place? Annually in February.</i></p>	ALL
8.0	Chair's Update	
8.1	AMS updated Governors on the Diocese briefing 14/11/2023 (saved on the shared drive).	
8.2	<p>Governors discussed the Diocese Building Fund increase and reviewed AMS' draft response.</p> <p><i>GOV.Q. (JN) - Is it legal to use the School's Revenue Budget for this purpose if there are not sufficient funds collected from parents?</i> SL to ask the School Business Manager to check the legality of this.</p> <p>Governors reviewed the spend from this budget over the last 4 years and then asked AMS to consider whether to refuse to pay altogether or to pay the original lower amount only until all the questions that she has already raised have been responded to.</p> <p>Subject to legality questions being resolved/clarified, the draft would be amended accordingly and circulated again to FGB for final approval to send.</p>	SL
8.3	Request to put flyers out on chairs for the Nativity and Advent service to appeal for applications for Foundation Governors.	SL
9.0	F & R Update	
	<p>NC updated Governors:</p> <ul style="list-style-type: none"> ● Currently within budget with a projected contingency of £48.6k. ● Update from the Pay and Performance Review meeting 9/10/2023. ● Teachers pay award - 6.5%. ● Support staff pay award - £1,925pa based on a 37 hour week. ● Governor Building Fund (as discussed above). ● New Parent Payment system implementation. ● Costs update for moving the Art Room and the new Chapel. SL provided further details and reasons for the overspend. ● Changes to hot lunch provision - BCP Procurement team are no longer assisting with the planning of this. Necessary lead in times will require a decision prior to the next FGB meeting. 	

	<ul style="list-style-type: none"> Staff absences - rolling 12 month average is 1.62 FTE per week compared to 5.71 FTE per week in September last year. <p>DECISION - Teachers salary increase of 6.5% for 2023/24 agreed. DECISION - Virement of up to £31k for the Chapel project agreed. DECISION - Agree the overspend of a maximum of £31k on the Chapel project to be funded from other underspent revenue budget lines. DECISION - Decision on the hot lunch proposal to be delegated to the F & R Committee.</p>	
10.0	SSDC Update	
	<p>JH updated Governors:</p> <ul style="list-style-type: none"> Reviewed the outcome assessment reports from 2022/23 Much to celebrate - both attainment and progress are very good when compared locally and nationally for all groups There are no areas of concern. 	
11.0	Headteachers Report	
11.1	<p><u>Safeguarding</u> Covered in the update above.</p>	
11.2	<p><u>New RE and Catholic Life</u> Governors were invited to the Advent and Nativity Services this term. Evaluation conference for the Social Justice Pupil Conference took place last month - very positive feedback. Oscar Romero Innovator Award application will be submitted in January - we are the first school to apply for this. Pupil leadership groups have been established for this year. The new School Chaplain will be the Prayer and Liturgy Coordinator.</p>	
11.3	<p><u>Attendance</u> Update on the meeting last month with the Attendance Support Worker.</p>	
11.4	<p><u>School of Sanctuary</u> Application will be submitted in March.</p>	
11.5	<p><u>School Updates</u> INSET day timetable for 2/1/2024. Website updates. BSMA Choir concert at the Pavilion. Curriculum updates including visits. Annexe update - the Infant playground mural has been completed and has been admired by all. Governors passed their thanks to the PTA for the funding for this and the new playground equipment. Governors reviewed staff changes.</p>	

	Behaviour management - SL updated on a current internal exclusion.	
12.0	Link visits	
	AMS reminded Governors that they should complete a link visit for their nominated area annually.	
13.0	AOB AMS reported that there is a document saved to the shared drive (papers pending folder) which has "Questions Ofsted might ask Governors". All Governors are requested to review and complete the document.	ALL
14.0	Date of next meeting – 18/03/2024.	
	Meeting Closed – 20.30.	

SUMMARY OF ACTIONS

ALL

- Consider attending level 2 safeguarding training on 2/1/24.
- Review "Questions Ofsted might ask Governors" document.

SL

- Put Governor flyer on chairs at Advent and Nativity Services
- Investigate the legality of the use of the School Revenue Budget to top up the Building Fund

AB

- Contact person that might be interested in applying to become a Foundation Governor

Clerk

- Send Code of Conduct out for signing

DECISIONS AGREED

- 2025-26 Admissions Policy determined
- Move to Diocese model admissions policy next year with consultation
- Governors Visiting Policy agreed.
- Teachers salary increase of 6.5% for 2023/24 agreed.
- Virement of up to £31k for the Chapel project agreed.
- Agree the overspend of a maximum of £31k on the Chapel project to be funded from other underspent revenue budget lines.
- Decision on the hot lunch proposal to be delegated to the F & R Committee.

Approved

Date
