



## St William of Perth Catholic Primary School

### Minutes of a Meeting of the Full Governing Body held on Tuesday 5 November 2024

**Present:** Ms Lorraine O'Hara (Chair), Mr Dan Brent, Mrs Caroline Smith, Ms Jemma Routledge, and Mr James Willis (Headteacher).

**In Attendance:** Mr Geoff Mills, Clerk to the Governing Body.

Item	Main Discussions	
	The meeting commenced 5.00 PM.  Mr Willis led opening Prayers.	
1.	<b>Welcome and Apologies for absence.</b> Apologies from Mr Geoff Lamb were submitted and approved.	
2.	<b>Declarations of Business Interests.</b> Mrs Lorraine O'Hara made a declaration of interest as the company she works for undertakes the annual maintenance of the school boiler.	
3.	<b>(i) Election of FGB Chair for the ensuing 12 months.</b> <i>(This part of the meeting was overseen by the Clerk)</i>  Ms Routledge proposed and Mrs Smith seconded that Mrs Lorraine O'Hara be elected Chair of the FGB for the ensuing 12 months. <b>Carried unanimously.</b>  Mrs O'Hara thereupon took the Chair.  <b>(ii) Election of Vice-Chair for the ensuing 12 months.</b>  Ms Routledge proposed and Mrs Smith seconded that Mr Dan Brent be elected Vice-Chair of the FGB for the ensuing 12 months. <b>Carried unanimously.</b>	
4.	<b>Notification of Urgent Items</b> None for this meeting.	
5.	<b>Approval of Minutes</b>  <b>(i) Meeting of the FGB held on 15 July 2024</b> The Minutes for the meeting held on 15 July 2024 were unanimously agreed and signed by the Chair as a true record.  <b>(iii) The Minutes for following Committee meetings were unanimously agreed and signed by the Chair as a true record.</b>  (a) Finance and Staffing Committee- 7 October 2024	

	<p>(b) Curriculum Committee – 8 October 2024</p> <p>(c) Buildings and Health and Safety Committee – 8 October 2024</p> <p><b>Matters Arising</b></p> <p><b>Finance and Staffing Committee -</b></p> <ul style="list-style-type: none"> <li>• A meeting of the Pay Committee would be held on 2 December 2024</li> <li>• The Headteacher confirmed he had reviewed the school website and had reconciled those areas identified in Finance audit.</li> <li>• The Chair said she would undertake a review of the information on Governor Hub to ensure the governance information is correct and consistent with other published governor data.</li> <li>• The Headteacher said, work on reviewing the Asset Register would be completed by March 2025. He would investigate the availability of a suitably qualified person to act as the school's external auditor. There would be an update on this to the next meeting of the FGB.</li> </ul> <p><b>Curriculum Committee</b></p> <ul style="list-style-type: none"> <li>• Sound System in the Church – Ms Routledge said this no longer seemed to be a problem.</li> <li>• School Streets – It was understood Medway Council would be taking a decision at a meeting taking place on 17 November 2024.</li> </ul>	
<b>6.</b>	<p><b>Terms of Reference and Membership of Committees</b></p> <p>The FGB considered and agreed the following Terms of Reference for the ensuing 12 months.</p> <p>(i) Full Governing Body</p> <p>(ii) Curriculum Committee</p> <p>(iii) Buildings and Health and Safety Committee</p> <p>(iv) Finance and Staffing Committee</p> <p>(v) School Admissions Committee – Membership Confirmed as Mrs O'Hara and Mr Brent.</p>	
<b>7.</b>	<p><b>Additional Questions</b></p> <p>None for this meeting</p>	
<b>8.</b>	<p><b>Academisation Update – Report by the Headteacher.</b></p> <p>The Headteacher said, he had recently spoken with Annemarie Whittle, the CEO of the Kent Catholic Schools Partnership, who had said the school's application was being</p>	

	actively considered but there was no definite date available as yet as to when that process would be completed. He said, he was attending the Catholic Teachers Conference on 7 November 2024, at which he may be able to get some more information.	
<b>9.</b>	<p><b>Finance</b></p> <p>(i) Draft Internal Audit Report- The FGB noted this report as it had already been discussed in detail at the meeting of the Finance and Staffing Committee held 7 October 2024</p> <p>(ii) Approval of the Annual Budget – Guidance Note – This Guidance Note had already been discussed in detail at the meeting of the Finance and Staffing Committee held 7 October 2024. The FGB therefore noted its contents and its requirements in terms of the FGB signing off the draft annual budget.</p> <p><b>Budget Monitoring</b></p> <p>The FGB noted the end of year roll over for 2023 / 2024 was £101,293 and the predicted end of year roll over 2024 – 2025 was £68,977</p>	
<b>10.</b>	<p><b>Headteacher’s Report – Autumn Term 2024.</b></p> <p>A copy of the Headteachers report had been previously circulated and from this he highlighted the following:</p> <p><b>(i) Safeguarding</b></p> <p>The Headteacher said, the school’s Safeguarding policies had been updated as appropriate in line with KCSIE 2024.</p> <p><b>In answer to a question from a Governor about the 16 Safeguarding Incident forms that had been recorded the Headteacher said, the period of this part of his report was from June 2024 to the end of October and the numbers he said, was a reflection of the culture of vigilance within the school. Also, some of these incidents were comparatively minor and the form on which incidents are recorded was able to reflect the scope and relative severity of any given incident.</b></p> <p><b>In answer to a question from a Governor about how incidents are investigated, the Headteacher said, he and the Deputy DSL would normally assess the events surrounding the incident and, if necessary, that would involve speaking with relevant agency partners in order to seek any views may have.</b></p> <p><b>Governors discussed behaviour analysis and number of behaviour incidents.</b></p> <p><b>Ms Routledge said, some recorded incidents could relate to the same pupil, and the school was focusing on some pupils to support them in achieving better behaviour. She also said that Mid Day Meal Supervisors had received specific playground training to help lead positive playtime activities that will occupy children and encourage social development.</b></p> <p><b>In answer to a question from a Governor about the issuing of blue slips for good behaviour, the Headteacher said these were normally issued by Mid day meal Supervisors. Ms Routledge explained a number of incentives and rewards pupils could earn in acknowledgement of their good behaviour.</b></p>	

**(ii) Links with Parents** – The Headteacher said, that as part of a wide-ranging number of celebratory events, the school had celebrated its 50th anniversary with a Mass led by Bishop Paul Hendrix on Friday 27th September 2024. That was followed by a formal reception for honoured guests in the school hall. Tea and cakes were served and guests had an opportunity to look at photographs from the school for the last fifty years. Plans are in place for a whole school photograph in the summer as well as a dance for parents. The school is also considering holding a BBQ for former pupils.

**(iii) Attainment**

These figures were noted as they had already been the subject of a detailed discussion at a meeting of the Curriculum Committee held on 8 October 2024.

**(iv) SEND**

The Headteacher said, he was very pleased to report that the SEND attainment figures and outcomes were the best the school had ever achieved. He said this was a testament to the hard work of the pupils, but also the dedication and commitment of staff.

The SEND nurture room was now open and being used by children on a daily basis. The school would be using additional funds raised through the PTA to purchase some final pieces (sensory items etc). The Headteacher said, the school continued to work with and share information with other professional agencies that are supporting our families.

**(iv) RE**

The Headteacher said, the work being led by Mrs Tong to renew the school's approach to the teaching of RE was already showing positive results. He said the school was hoping to align this with recommendations from the Archbishop and the diocese with regards to the new RE scheme of work to meet the requirements of the new curriculum directory. He included a link for Governors to look through.

<https://catholiceducation.org.uk/schools/religious-education/item/1000034-religious-education-curriculum-directory>

He also asked Governors to be mindful of the new inspection criteria and asked them to consider attending training to support some of the leadership and management expectations. Here is the link: <https://www.rcaoseducation.org.uk/governor-cpd/>

Fr Neil would be visiting every class to help support the learning of the children. He would start with year 3 but during the course of the year he would see everyone. He had already sent a text message to say he had enjoyed a visit to a class whilst they were having a maths lesson. Fr Ki had also visited each class this year and taught each year group about Jesus' love.

Fr Neil had requested that the children bring up the Remembrance Wreath on the 10th of November Sunday Mass at 11 o'clock. The children would lay the poppy wreath and kindly Miss Routledge, had offered to attend. The Bishop had said, he really enjoyed visiting our school for the amazing 50th celebrations and had requested that he could come back. Governors were pleased to see the development of the school parish link.

**(v) Music**

The Headteacher briefed governors on the consequences for the teaching on music arising from funding cuts that have been made to the Medway Music Association. The school is seeking to employ a specialist music teacher from its music funding to provide

	<p>recorder and ukulele lessons to KS2. HT explained that this is proving to be a challenge as the music teachers who previously worked with the Medway music association have moved on to new positions.</p> <p><b>(vi) PSHE/RSE</b></p> <p>The Headteacher said, the school had invested in the purchase of an add-on pack to its Life to the Full package which had given the school access to additional PSHE lessons and videos. That would help cover all aspects of PSHE teaching throughout the school and the PSHE/RSE overview had been updated to show these extra lessons. These PSHE lessons align more closely to the school's catholic ethos and our developed by the same providers as the school's RSHE scheme. It is hoped that this compatibly will promote greater cohesion in teaching and have a more positive impact on skills progression in this area of the curriculum. All classes should have completed their first section of Life to the Full this term (RSHE curriculum) which was focussing on the importance of Catholic Social Teaching and how this should be embedded into our everyday life.</p> <p>A 3-day residential trip with an extra night has been organised for Year 6 students. This would take place in June 2025 and would see the children visit the PGL centre at Windmill Hill. This will help team building skills and their social development, promoting greater independence in preparation for secondary school.</p> <p><b>(vii) EYFS</b></p> <p>The Headteacher said, the Reception Baseline Assessment had been completed by all children, apart from one who was disapplied for SEN reasons.</p> <p>The Medway Early Years Team have asked the school to host a briefing for other EYFS leaders in March 2025, with a specific focus on learning environments and for other professionals to have a look at the Early Years provision at St William of Perth.</p> <p><b>(viii) PE</b></p> <p>The Headteacher said, the school had ordered a new scheme for PE that the whole school would be using after half-term.</p> <p>The sports report was published on the school's website in July 2024 which outlines the school use of the sports grant and the impact this was having on students. The school had also published Year 6 swimming outcomes on the school website as well. The school had now fulfilled all its statutory sports grant reporting for the previous academic year.</p> <p>A review of club provision had been undertaken and based on this the school had undertaken a number of actions. Including reviewing providers, building closer links with a specialist sports premium, increasing expenditure of the sports grant to make sporting provision free to parents to enable greater participation for all groups of children, establishing a wider range of clubs (Dance, Karate, Science club). This has enhanced personal development opportunities for all students and provided more expert support. For example, through the Greenacre Sports Partnership, the school was now able to offer a high quality of coaching and provide more opportunities for pupils to participate in sport.</p> <p>The school's Year 1 and Year 6 teachers have started a dance club (which was free) and available to KS1 children. The club was proving to be very popular, with some 29 pupils</p>	
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	<p>taking part. Another new club is one for science, and this was taking place on a Thursday.</p> <p>The school had appointed Mrs. Weaver as a teaching assistant in June 2024, and she had taken on responsibility for assisting in the provision of PE across the school. That included helping with the teaching of swimming across the school, acting as a lifeguard (She holds a current qualification) and supervising children on sporting competitions. She had also been assigned to support PE teaching in the afternoons.</p> <p>Year 6 students were currently completing their play leader training with a Greenacre sports coach. This training enables them to support younger children during playtimes to build positive social skills. A rota was in operation whereby Year 6 students are undertaking play leader monitoring duties with the younger children. The PE lead has also organised Mid-Day Meals supervisor training so they can lead play time activities and lunchtimes. The Headteacher said, the school was finding that these initiatives were helping to improve behaviour at lunchtimes and increased personal development across the school.</p> <p><b>(viii) Forest School</b></p> <p><b>In answer to a question from a Governor about the timescale for completing the work required to re-open the Forest School, the Headteacher said, the quote from Medway Council had been accepted and he asked that the work be undertaken as soon as possible.</b></p> <p><b>(ix) Staffing</b> – This section of the report detailed the schools current staffing arrangements. The Headteacher highlighted in particular the appointment of the new Heads of KS1 and KS2 and the appointment to the new post of Head of EYFS. Mr Malcolm Ellis had been appointed the new Caretaker, and the Governors placed on record their thanks to Mrs Mitchell for the time and hard work she had put to ensure the role of caretaker was covered whilst at the same time settling into her role as a newly appointed TA. ECT's continue to make good progress towards becoming fully qualified teachers.</p> <p><b>(x) School Development Plan – Objectives for 2025/2026</b> The Headteacher said, the SDP Objectives for 2025/26 were being finalised and would be reported to the next meeting of the Curriculum Committee.</p> <p><b>(xi) Attendance</b> Currently attendance was 97% which was above the government target. FSM attendance – 94% SEN attendance – 94%</p> <p>The LA Attendance Officer had met with the school's Attendance Officer to discuss any attendance and punctuality concerns. Weekly attendance awards to promote good attendance continued - Punctuality pup and the attendance ted (celebrate the class with best attendance and least late marks).</p> <p><b>(xii) Stay Safe</b> The Headteacher said, NSPCC stay safe talks were being led by Deputy DSL Mrs Morrow. Two assemblies delivered to KS1 and KS2 explained what to do if children were worried by an adult's behaviour and exploring the different types of abuse. That included explaining about child line and the help and support that they offer. These</p>	
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	<p>assemblies were communicated to parents via a letter and staff followed up with lessons in class.</p> <p><b>(xiii) The Single Central Register</b> This was being monitored and checked by Chair of Governors.</p> <p><b>(xiv) KCSIE 2024</b> This had been disseminated to all staff, who had signed confirming that they have read part 1 of KCSIE 2024. The DSL had led safeguarding training sessions for teachers, governors and TAs on the updates explained in KCSIE 2024. Weekly safeguarding bulletins with CASPAR updates from the NSPCC emailed to all staff. Prevent training had been undertaken by all staff to ensure they understood the potential signs of extremism amongst children and what to do should this arise. The school had trained a new DSL (<i>Mrs Karen Tong</i>) to act as a Deputy DSL.</p> <p>There would be a Safeguarding training / KCSIE 2024 in January 2025 led by Thinking Skills Trust, to which Governors would be invited.</p> <p><b>Curriculum Reports from Teachers</b> These were noted with thanks.</p> <p><b>Governors then placed on record their thanks to the Headteacher for his comprehensive report.</b></p>	
<b>11.</b>	<p><b>Policies for Approval</b> The following Policies were noted and unanimously approved:</p> <p><b>(a) For Ratification:</b></p> <p>(i) St William of Perth School Safeguarding and Child Protection Policy 2024-2025. (ii) On-line Safety Policy – 2024-2025</p> <p><b>(b) For Approval</b></p> <p>(b) (i) Finance Policy – copy attached (b) (ii) Admissions and Procedures Policy 2024 – 2025 (b) (iii) Anti Bullying Policy 2024-2025 (b) (iv) Behaviour and Discipline Policy – 2024-2025. (b) (v) Exclusion Policy -2024-2025. (b) (vi) Low Level Concerns Policy – 2024-2025. (b) (vii) Barring Policy – 2024-2025. (b) (viii) Right to Apply for Flexible Working. (b) (ix) Whistleblowing Policy 2024-2025 (b) (x) Governor Allowances Policy</p>	
<b>12.</b>	<p><b>Governor Monitoring Visits.</b> Governors noted with thanks the following monitoring reports from Mr Brent.</p> <p>(i) Sports Day (ii) Years 5 and 6 Performance</p>	

	<p>(iii) Years 2 and 3 Moving Up Assembly</p> <p>The Role of a Link Governor - noted</p>	
13.	<p><b>Governor Resignations/Appointments</b></p> <p><b>Resignations</b></p> <p>(i) Mrs Giuliana Capone – Because of other commitments Mrs Capone had to step down as a school governor. The Governors therefore placed on record their sincere thanks to Mrs Capone for all her hard work and dedication whilst she had been a member of the FGB.</p> <p><b>Re-Appointments</b></p> <p>The FGB confirmed the following:</p> <p>The reappointment of Mr Geoff Lamb for a period of 4 years from 1 September 2024.</p> <p>The reappointment of Mr Dan Brent as a Parent Governor for a period of four years from 16 December 2024</p> <p>The reappointment of Mrs Caroline Smith as a Parent Governor for a period of four years from 16 December 2024</p> <p><b>Appointment of New Governors</b></p> <p>There had been two expressions of interest to join the FGB as Foundation Governors and the respective applications would shortly be submitted to the Diocese for approval.</p>	
14.	<p><b>Governor Training</b></p> <p>As mentioned in paragraph 10 above, the school would be holding a Safeguarding Inset training in January 2025 to which Governors were invited to attend. Details to follow.</p> <p>Governors were reminded of the need to update their individual training record on Governor Hub.</p>	<b>All</b>
15.	<p><b>Governor Declarations</b></p> <p>Governors were reminded of the need to complete/update their declarations on Governor Hub for:</p> <p>(i) Declarations of Interests</p> <p>(ii) Governor Declaration Form</p> <p>(iii) Governor Confidentiality Form</p> <p>The Clerk said, these forms were available to download from Governor Hub and he could be contacted should any Governor need help in completing this process.</p>	
16.	<p><b>Any Other Business</b></p> <p>None.</p>	
17	<p><b>Meeting Dates</b> – These were agreed as follows:</p> <p>(i) <b>Finance and Staffing Committee</b> – Monday 10 February 2025 commencing at 4.00 PM.</p> <p>(ii) <b>Curriculum Committee</b> – Tuesday 11 February 2025 commencing at 4.00 PM.</p>	



	<p>(iii) <b>Buildings and Health and Safety Committee - Tuesday 11 February 2025</b> commencing at 5.00 PM.</p> <p>(iv) <b>FGB – Tuesday 18 March 2025</b> commencing at 4.30 PM.</p>	
<b>18.</b>	<p><b>Review of the Meeting and Confidentiality</b> Governors agreed that they had satisfactorily dealt with the items discussed at this meeting, and that there were no matters which needed to be recorded as confidential.</p>	
<b>19.</b>	<p>Closing Prayers were led by the Headteacher.</p> <p>The meeting ended at 7.00 PM</p>	

#### ACTION POINTS

Item No.		By When
<b>5.</b>	<p><b>Pay Committee - A meeting of the Pay Committee would be held on 2 December 2024</b> <b>Action: Chair</b></p> <p><b>Governor Hub - The Chair said she would undertake a review of the information on Governor Hub to ensure the governance information is correct and consistent with other published governor data.</b> <b>Action: Chair</b></p> <p><b>Asset Register - The Headteacher said, work on reviewing the Asset Register would be completed by March 2025. He would investigate the availability of a suitably qualified person to act as the school's external auditor. There would be an update on this to the next meeting of the FGB.</b> <b>Action: Headteacher.</b></p> <p><b>School Streets - Medway Council would be taking a final decision on this scheme at a meeting taking place on 17 November 2024, and the HT would arrange to let Governors know the outcome.</b> <b>ACTION: Headteacher</b></p>	<p><b>FGB Meeting 18 March 2025</b></p> <p><b>After 17 November 2024</b></p>
<b>10</b>	<p><b>School Development Plan – Objectives for 2025/2026</b> <b>The Headteacher said, the SDP Objectives for 2025/26 were being finalised and would be reported to the next meeting of the Curriculum Committee.</b> <b>Action: Headteacher</b></p> <p><b>RE – Renewal of the school's approach to the teaching of RE and Links relevant to the new Religious Directory</b></p>	<p><b>Meeting of the Curriculum Committee 11/2/2025</b></p>

	<p><a href="https://catholiceducation.org.uk/schools/religious-education/item/1000034-religious-education-curriculum-directory">https://catholiceducation.org.uk/schools/religious-education/item/1000034-religious-education-curriculum-directory</a></p> <p>Governors requested to be mindful of the new inspection criteria and asked to consider attending training contained in the following link to support some of the leadership and management expectations. <a href="https://www.rcaoseducation.org.uk/governor-cpd/">https://www.rcaoseducation.org.uk/governor-cpd/</a></p> <p>Action: All</p> <p>Safeguarding - There would be a KCS in E in-set day in January 2025, to which Governors would be invited.</p> <p>Action: Headteacher</p>	<p>On-going</p> <p>On-going</p>
14	<p><b>Governor Training - Governors were reminded of the need to update their individual training record on Governor Hub.</b></p> <p>Action: All</p>	On-going
15.	<p><b>Governor Declarations</b></p> <p>Governors need to complete/update their declarations on Governor Hub for:</p> <ul style="list-style-type: none"> <li>(i) Declarations of Interests</li> <li>(ii) Governor Declaration Form</li> <li>(iii) Governor Confidentiality Form</li> </ul> <p>All of these forms are available to download from Governor Hub and the clerk can be contacted should any Governor need help in completing this process.</p> <p>Action: All</p>	On-going
17.	<p><b>Meeting Dates to be noted –</b></p> <p><b>Finance and Staffing Committee</b> – Monday 10 February 2025 commencing at 4.00 PM.</p> <p><b>Curriculum Committee</b> – Tuesday 11 February 2025 commencing at 4.00 PM.</p> <p><b>Buildings and Health and Safety Committee</b> - Tuesday 11 February 2025 commencing at 5.00 PM.</p> <p><b>FGB</b> – Tuesday 18 March 2025 commencing at 4.30 PM.</p> <p>Action: All</p>	

Signed ..... Chair.

Date: