ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECSIONS OF GOVERNING BODY MEETING Tuesday 22nd November 2023 at 5.15p.m.

		Na	me	Email		Tel	Governor	Туре		
Present										
	Charlotte Gilbert (CG)			Charlotte.Gilbert@st-patricks.wilts.sch.uk			Parent / Vice Chair			
	Deborah Chebly (DC)			Deborah.Chebly@st-patricks.wilts.sch.uk			Foundation			
	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 Jennie Courtney (JC)			Rosie.Wilkinson@st-patrick.wilts.sch.uk			Staff			
	Jenn	iie Cou	rtney (JC)	jennie.courtney@st-patricks.wilts.sch		Head of School				
	Shar	aron Gilbert (SG		clerk@st-patricks.wilts.sch.uk			Clerk to Governors			
Apologies /Absent	Non	e								
1.Welcome Opening Prayer	Welcome & The chair opened the meeting. Prayer was led by JC. pening									
	2. Apologies Nor		ne							
3. Pecuniar		No ch	anges repor	ted						
Interests										
4. Minutes		Minu	tes of the pr	evious meeting 14/9/23 were signe	d off without a	mendment				
Last Meeti	ng		ACTION		DUE DATE	ACTION	CTATUS			
ActionPoint Update		ACTION			DUE DATE	ACTION BY	STATUS			
AP14/9:1			Governor I	Profile for website	immediate	DM	Reminder -DM to submit final profile - cleared			
Ap14/9:2		Rota for Ma		ss	immediate	1C	Launch January 24			
23/11/23. Ogovernors, h 6.2 Governor academic ye Governors withat they ha Areas to include Maria Recription MAT streeth				Read Recruitment. The Interview day has been organised for G ran through the plan of the day. Panel members include ead and Diocesan representative. Its Monitoring Schedule. CG to update the template for 23/24 for and populate with relevant school priorities from the SDP. It is then be able to plan their monitoring visits. Governors agreed to developed a more strategic approach since the previous year. Under in the new schedule: It is the new schedule in the new schedule: It is the new schedule: It is the new schedule in the new schedule: It is the new schedule in the new schedule: It is the new schedule in the new schedule: It is the new schedule in the new schedule in the new schedule: It is the new schedule in the new schedule in the new schedule: It is the new schedule in the new schedule in the new schedule: It is the new schedule in the new schedule in the new schedule in the new schedule: It is the new schedule in the schedule in the schedule in the schedule in the new schedule in the						
governo AP22/1:			overnors by P22/11:2 JO	Mission Statement – work in progress JC to forward draft to by end of this term, ready for publication January 24. JC nspection Data Summary Report. CG ran through the report with						
		go	overnors. T	here was nothing significant or o	exceptional to	highlight	in the	Info		

7. Head Teacher Report

Persistent Absence were in the highest 20% for all schools.

Progress and Attainment 22/23 was also discussed.

7.1Heads Report_(previously circulated)

The report covered:

- attendance including a visit by the Attendance Office
- Current Admissions and Leavers. Staffing & recruitment
- SIA visits Sept & Oct.
- Performance Management outcomes
- Safeguarding. Governors were also reminded to view the Safeguarding Packs available from the school office & sign the declaration.
- Curriculum Enrichment this term which included Open Days for new parents, Parents Evening, Catch up and cake class events, Y6 PGL residential.
- Catholic Life of the School/Community.

8. Finance

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8.1 I&E Sept 23 (Income &Expenditure Report (previously circulated) The report showed that our actual end Sept 23 balance and forecast balance end of March 24 were predicted to be in surplus. The BM advised that since the report was run, the Teachers pay rise and performance rises, backdated from September had been paid in November pay run. Support Staff pay rises, backdated from April had also been agreed and paid in November payroll. Therefore, there would be a significant change in the predicted end balance, especially as the Teachers pay rise is only partly funded by DFE and the Support Staff pay rises are being met from the school budget.

Governors signed off the report for the LA

8.2 Audited School Fund 1/9/22 – 31/8/23

The funds had been audited and signed off showing a balance of £2198.82. **Governors signed off the report for the LA**

8.3 Asset Audit 1/9/22-31/8/23

An audit of school ICT assets was completed. At present we are investigating 4 laptops that have misplaced. **Governors signed of the audit report.**

9. Governors Visits / Training Reports

The following reports were circulated.

- Maths resource audit SDP priority 3 & review PP strategy 23-24.
- Disadvantaged Learners Link Gov Network Term 1.
- Health & Safety monitoring.
- Art SDP 2b & 2c.
- Listening & Responding to your School Community.
- RE update & RE lesson observations

There was some discussion regarding the Listening & Responding to your school community training attended. Ideas were discussed to make governors more accessible & recognisable. There included a Governors Newsletter, Governor Assembly, attendance at Mass, a governor survey – linked to the annual school survey, running a governor led stall at events.

10. Policies for sign off

10.1 Admission Policy 25/26. Governors were asked to review the 25/26 admissions policy and approve. Governors approved the Policy for 25/26, which will now be circulated to the LA, Diocese and posted on the website.

Action

Action

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10.2 Pay Policy **23/24** A draft of the 23/24 Pay Policy has been completed. Governors will now need to confirm the pay scale ranges (para 20) and the date applications must be made to be considered for a move to UPS pay scale and movement within UPS pay scale (para 27 & 28)

Decision

Action

It was also felt that Clarification was needed on what was meant by 'absolute Performance Measures' when making the assessment (para 30, 31 & appendix B) AP22/11:3 CG to lead governor review of policy. Agreement & approval before end of this term. Issue to BM to circulate to staff.

Meeting Closed 8.15. p.m.

10. Next Meeting Date

10. Next Meeting –Tuesday 6th February 2024 at 5. 15p.m

10. Rag Rating

Red — Immediate danger requiring immediate action.

Amber –

Possible danger requiring strategies to avert.

Green – Positive no current danger Staffing-Amber

Pupil Vulnerability / Behaviour – Green

Mat Application – AmberPremises - GreenSafeguarding – GreenFinance – AmberCurriculum & Standards – GreenGDPR – Green

Attendance - Amber

Info/action

ACTION POINTS	BY WHOM	ACTION
AP22/11:1	CG	Update Governors Monitoring
		Schedule
AP22/11:2	1C	School Mission Statement
		Draft to GB by end of Term
AP22/11:3	CG	Review of Pay Policy 23/24

Action

Info