

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL



School Motto
To know. To love. To serve.



St. Aloysius' Catholic Primary School Governing Body

FGB Committee Meeting

Wednesday 26th March 2025 - 6.00pm

DRAFT MINUTES

ITEM	ITEM DETAILS
	Governors Present Pauline Broadway (Foundation Governor / Chair) Eileen Quigley (LA Governor) Karen Black (Acting Headteacher) Anna Wilmore (Foundation Governor) Sophie Kempton (Staff Governor) arrived 6.07pm Maureen Thompson (Co-opted Governor) Fr. Nicholas Edmonds Smith (Foundation Governor) Fr. Benedict Manning (Foundation Governor) Pauline Brigham-Brookes (Foundation Governor) James McCullagh (Parent Governor) In Attendance Jo Clarke (Clerk to the Governors) Anna Mancari-Rees (Acting Deputy Headteacher - observer)
1.	Welcome and Opening Prayers The meeting started at 6.00pm. The meeting was held in person. Chair welcomed everyone. The meeting was quorate. The meeting was opened with a prayer.
2.	Apologies for Absence Apologies received and accepted - Ashley Robson (Foundation Governor) and Clare Thomas (Foundation Governor) Absent without Apologies Niamh Power (Parent Governor)
3.	Notice of any other urgent business for Item 14 None.
4.	Agree Minutes from previous meeting 27th November 2024. Previous minutes were agreed and approved.
5.	Headteacher's Report. The full report is available on Governor Hub. KB gave a brief overview of her report. There is an increase in EHCP/SEND - SK has done a good job for EHCP applications which attract

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funding. We now have 10 ECHP + 3 ongoing. MT confirmed that SK would be attending an appeal and would be sending some information to SK.

Q BM asked what the average number of SEND children per class is? SK responded that the national average is 21%.

Q EQ asked how we compare to the national average of progress of SEND children? In terms of Year 6 data for disadvantaged we are slightly higher than national average. KB shared the national figures. EQ added that it should also state progress and not just achievement.

Action: KB to add progress to HT report.

KB talked about assessment and pupil progress meetings have been held with all teachers. Our disadvantaged learners and SEND children are not making as much progress. This has been followed up in Teaching & Learning (the focus this term has been creating consistency) and using, for example, Rosenshine's teaching principles. St. Aloysius' 6 have been developed for each class. AMR has continued to lead ECT mentoring. Teachers are teaching to their strengths this term.

SK updated governors regarding SEND and about implementing the enhanced provision (Pod) - 7 children attending, 6 with EHCPs. Year 1 child who needs additional support but does not yet have funding. The Pod children were not coping well returning to their individual classes in the afternoons. Now several children remain in the Pod in the afternoon and others go to classrooms with TA support. SK talked about other children who have EHCPs but are in class. SK informed governors about a volunteer (Ian Robinson) coming into school to support KS2 children. This has been a great success. SK talked about interventions that are being provided in school.

Q JM asked if all 10 EHCPs have been secured by SK? Yes, they have. *This was later clarified by SK - some children had EHCPs when SK started as SENCo.*

Q JM asked does that enable you to fund the whole provision? SK explained funding and additional funding and the breakdown of hours and the differences between the children.

Q JM asked if this was just TA support or professional support as well? SK confirmed that it is mainly spent on TA support.

KB stated that we are aiming for outcomes for children and we are not attaching adults or counting hours.

Q PB asked how do you provide for the children in the Pod? SK confirmed that they do not do academic work. Joint attention/shared attention/sensory play, similar to EYFS setting. There is a lot of sensory provision and outdoor play.

Q MT asked if governors would be welcome to visit the Pod? SK said that LF is doing an amazing job and KB added that SK has managed it well. Governors would be most welcome to come and see the provision.

Action: JC to send invitation to gobs to visit the Pod.

Q EP asked if we have applied for enhanced provision funding? SK confirmed that we have not.

Attendance is up to 94% and PA (persistent absence) is down to 17% (reduction of 50 to 37 PA children). BM commented that the approach to attendance (and the system used) is very consistent and robust and is achieving results.

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	Q EQ asked about taking out of the figures families who take long holidays. Action: KB/JC to look at attendance without these families and see what the % would be. KB talked about personal development - specialist coaches, etc. Year 6 carrying out lots of service and leadership. This should permeate through school. MT commented that the whole site is looking much clearer and smarter AMR has subscribed to CAFOD Live Simply campaign and class assemblies have restarted. School's aim is getting parents back into school again. This is being done via Masses, assemblies, work sharing, and an in person parents evening. We did receive some feedback that parents would rather have just online parent meetings. SK has been approved for an NVQ SEND course and has been appointed the school mental health lead. Safeguarding. AMR - two families have accepted early help assessments. Longstanding TAFs have been closed but are still being monitored by SLT. Priorities for the summer term. Low level concern appendix added to the school safeguarding policy. AMR commented that she would like to do more TA training regarding monitoring and recording concerns. As maternity leave staff return, AMR will update their safeguarding training. Wellbeing - snippets from staff feedback questionnaire added to relevant documents. Positive feedback overall. Q EQ asked if there were any areas that came out of the questionnaire that needed to be addressed? KB responded that measures are in place to address child safety. H&S - boundary wall signs of weakness and have contacted the diocese to find out who owns which walls and recommend work being done. Space for people to work within school is limited. Music room has been adapted to allow staff to work. Sensory room into an office space during the Easter holidays. Q JM asked about vacant positions? KB responded that HT+ KB will be discussing rolls and responsibilities soon. There will be more scope for subject leadership next academic year. Q JM asked if training would be needed? KB confirmed that training needs would be assessed. BM talked about long term plans/aspirations. AMR said that with the new curriculum and schemes purchased, it should be easier to lead, monitor and evaluate.
6.	Academisation Update. PB stated that there are some decisions that need to be made at this meeting. PB confirmed that we have had very limited contact from both the diocese and PFMAC. A letter from the DFE informed us of other school financial deficits including PFMAC. PB felt that the conduct of PFMAC/diocese has been disappointing with little effort to contact us directly to discuss issues. The SMRA (School Resource Management Advisor) process would be an opportunity to get detailed financial information. However, we would want further information about the objectives of the process before agreeing to proceed. It was agreed there may be some benefit in completing the SMRA process even if we do not continue the process to join the PFMAC. This would provide a review of the financial health of the school. Action: PB to follow up.

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Both staff and parent consultations were undertaken, as part of the process to join the PFMAC. - there was some challenge and a long letter received from a parent this week detailing the financial crisis at the PFMAC.

PB raised several points that need to be decided.

Decision needed: to continue or pause the process/rejoin at a future date. There is a lot of information we need to gather.

Q MT asked if the £25k DFE funding would still be available? PB said that no, the funding has now gone.

PB is disappointed that communications from all parties has been inconsistent and confusing.

DFE will undertake detailed benchmarking (MT confirmed that school does financial benchmarking regularly) and commented that Jo Clarke (SBM) already has detailed scrutiny from the LA.

BM commented during meetings with the diocese/PFMAC, we were not told the full truth about the process.

PB said that the absence of key information, paperwork not being available and pressure from the diocese was unacceptable. Referring to the meeting in December 2024 with the PFMAC/Diocese, PB said that at no point did they indicate that the PFMAC was in financial difficulty and felt that we would be remiss if we continued with the process.

PB/BM feel very strongly that we have to make some representation to the archdiocese to express profound disappointment with the process. A copy of the letter would be sent to the Archbishop.

MT asked where school would stand if the PFMAC were subsumed by another MAC?

AMR commented about the impact on teaching and children - RE (within the diocese) has been stripped back (being led by PFMAC) and we are not invited to these meetings. PFMAC led their own meeting which was more detailed. This will be a problem for teachers. Children will miss out and we need diocesan curriculum input. We are being excluded from diocesan input across the curriculum and not just RE.

BM commented that our expectation is that good provision will be provided by the diocese.

EQ asked why we do not buy into the RE service?

Action: KB/AMR to discuss with diocese education service.

EQ commented what the diocese/PFMAC are doing is wrong. We should not be held to ransom.

PB proposal to governors - To withdraw from the process at this time notwithstanding restarting the process at a future date. All governors voted for this option.

Action: PB to write letter to Diocese/PFMAC informing of the decision to pause the process of joining the MAC.

EQ said that when the process restarts the loss of the £25k funding will have an impact on our budget.

BM suggested adding a point of information detailing the serious inadequacies and felt that a copy of our letter should be sent to the archbishop.

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	Action: PB/JM to write update letter to staff and parents. Action: PB to write to DFE requesting more information re. the SRMA (School Resource Management Advisor) process. EQ asked what the potential outcomes might be and would like written assurance from the DFE. JM added that this information is available online- (The school resource management advisers (SRMA) programme - GOV.UK).
7.	Safeguarding. Review Safeguarding Audit Form for any outstanding items. ODST care policy is aimed at children starting reception. Care policy needs reviewing with regards to the enhanced provision. Action: AMR/MT/SK to review/rewrite the policy. Safeguarding Governor Monitoring Visit Meeting minutes on GH. Next meeting 13th May 2025. Action: JC to send link to governors for PREVENT training - to be completed by the end May 2025.
8.	Strategic Plan Review. Postpone to next meeting. Action: All governors to update plan before next FGB.
9.	Risk Register. RR is to identify risks to the school. It has been updated and identifies flagged staffing shortages, falling numbers (particularly around the nursery) and the carry forward reduction in the budget. Draft is available in GH.
10.	CSED RE Review. AMR will add to GH. Significant monitoring, provide better opportunities for writing. Real improvement in quality of writing and resources. Lots of actions to be discussed. Huge drive on prayer and liturgy (class assemblies). Increasing the number of Masses and inviting parents to attend. Lots of CPD for teachers. Parent Forum for Catholic Life being hosted for parents (Catholic and non-Catholic). AMR will use this event to showcase the school. Focus is the teaching of RE and ensuring it is consistent across the board. Action: AMR to add review documents to GH. KB thanked AMR and BM for a fabulous Mass. BM added that the children were beautifully behaved and fully engaged in the process. AMR said that the teachers had commented very positively. BM commented that AMR has been continuous and of high quality and said thank you to her for her support. PB suggested that governors are invited to future Masses. Action: KB/JC to invite governors to future Masses.

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11.	Pupil Progress & Attainment. NFER tests have been completed and teacher assessments will be done by the end of Easter. Disadvantaged children and SEND children are working towards. KB has analysed attendance and it is quite low across these children. Interventions are being provided for these children. EQ will guide KB on writing the report including predictions for phonics, Year 6, etc. and a table detailing expected and greater depth. Action: KB/EQ to rewrite report and send out to governors. Action: JC to add Agenda Item for E&S and FGB committee meetings.
12.	Parent & Staff Questionnaire Feedback. JM has joined both questionnaires together as one document. Parent Questionnaire. This is a national survey. High response rate from parents. Slightly less strong agreement with some of the questions vs the national results. Questions 8 & 13 should be looked at more closely. AW commented that parents said they do not receive information. Newsletter covers this. AMR commented that we have started an Instagram account to show parents what we do here. EQ said that maybe it is a bit of parent education. Bring parents in and explain maybe during meet the teacher our approach to learning. Information on how we get children to achieve greater depth. The more we invite parents in the more they will see what we do. Phonics workshops were suggested and KB confirmed that these already happen during Autumn term. MT asked what percentage of parents do not attend parent evenings? All of year 6 attended and approximately 15 children did not have appointments. Write newsletter pieces more carefully, tell parents what is planned and then follow it up with what has been done (evidencing) and include enhanced provision (POD). Action: KB to speak to teachers about newsletter articles. JM concluded that the staff questionnaire was generally positive with nothing obvious arising. EQ thanked JM for undertaking reporting the feedback from both questionnaires to governors.
13.	Staff Questionnaire Feedback. Generally positive responses. See above.
14.	Succession Planning + Skills Audit + SEND Governor Vacancy We still have one vacancy for a foundation governor. JM confirmed that we need to do a skills audit. NGA provide a template. Potential foundation governor has been identified but we should not leave it too long before speaking to him. Action: PB/JM to undertake skills audit. Action: BM to contact potential foundation governor. Parent Governor terms end at the end of this academic year. Mobilise voting process.

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	Action: JC to make arrangements. SEND governor vacancy. PBB is interested but will speak to KB before going ahead. Action: KB/PBB to discuss SEND governor role and what is involved.
15.	Policies to be agreed None to be renewed.
16.	Governor Training We buy into the governor training package and governors should take advantage of this. https://app.governorhub.com/s/oxgs/training Action: PREVENT Training - to be completed by all governors before end April 2025. LINK TO TRAINING EQ has completed safer recruitment training.
17.	Any other business KB's last FGB meeting and wanted to thank governors for having the confidence to appoint her. Thank you for being a great supporting governor board. AMR - Impact of the Meeting Heads Report - EHCP funding means our most vulnerable children get the support they need and TA's can support more. Pupil progress meetings identified SEND and disadvantage learners (tailored CPD for all staff). Staff are getting lots of training and constant feedback to support our SEND. SEND K students - children are now the focus (bridge the gap). Attendance is higher which means children are in front of their teachers and safe in school. Academisation! Consideration and thought here means that the future of our school is at the forefront. Are we thinking about our children? Safeguarding - PREVENT training means children will be safer. RE is everything! It is our bread and butter. We are a catholic school.
18.	Item of business for next FGB E&S & FP&R updates to be added to the FGB agenda. Minutes will be circulated. MT sends apologies for 16th July. PBB sends apologies for 30th April. BM area of concern - the promotion of EHE amongst parents. St. Greg & St. Aug holding a meeting/conference regarding provision/promotion of EHE.
19.	Dates of future meetings 2024/25 FGB (all meetings are F2F in The Courtyard) Wednesday 30th April 2025 - BUDGET APPROVAL VIA TEAMS Wednesday 16th July 2025 (post SATS results)

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	E&S (Education & Standards Sub Committee) 6.00pm - Wednesday 18th June - TEAMS FP&R (Finance, Premises and Resources Sub Committee) 7.15pm - Wednesday 18th June - TEAMS In addition, Finance Sub Committee Meeting - Thursday 3rd April 2025 - In Person
	Chair thanked everyone for attending and a closing prayer was said. Meeting ended at 7.19pm.

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