

ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECISIONS OF GOVERNING BODY MEETING Tuesday 7th October 2025 at 5.15p.m.

GB MEMBERS	Name	Email	Tel	Governor Type	
	Charlotte Gilbert (CG)	Charlotte.Gilbert@st-patricks.wilts.sch.uk		Foundation / Chair	
	Deborah Chebly (DC)	Deborah.Chebly@st-patricks.wilts.sch.uk		Foundation/Joint Vice Chair	
	David Moore (DM)	David.Moore@st-patricks.wilts.sch.uk		Local Authority/Joint Vice Chair	
	Jane Wragg (JW)	Jane.wragg@st-patricks.wilts.sch.uk		Foundation	
	Rosie Wilkinson (RW)	Rosie.Wilkinson@st-patrick.wilts.sch.uk		Staff	
	Jennie Courtney (JC)	jennie.courtney@st-patricks.wilts.sch.uk		Head of School	
	Laura Cadman (LC)	Laura.cadman@st-patricks.wilts.sch.uk		Parent Governor	
	Toby Kirkby (TK)	Toby.kirkby@st-patrick.wilts.sch.uk		Parent Governor	
	Charlotte Minty (CM)	Charlotte.minty@st-patricks.wilts.sch.uk		Associate Governor	
	Sharon Gilbert (SG)	clerk@st-patricks.wilts.sch.uk		Clerk to Governors	
Welcome & Opening Prayer		The meeting was opened by the Clerk to Governors. JC read the letter received from Bishop Bosco for the anniversary of the 7 th October terrorist attack.			
1. Apologies & Absence		None			
2. Pecuniary Interests/reminder of conflict of interest if applicable		Agenda Item 5.1 Annual Action Pecuniary Interest is a standing agenda item for governors to declare any changes since the last meeting. -			
3. Minutes of Last Meeting		Minutes of the previous meeting 17/7/2025 were signed off			
4. Action Point Update		ACTIONS	DUE DATE	ACTION BY	STATUS
AP13/5:1		Due diligence -research MAT, bring anything of note to GB attention	immediate	ALL GOV	Ongoing Agenda item
AP17/7:1		Contact DCET with Q from prev meeting 17/7 Agenda item 5.4	immediate	CG	Cleared.
AP17/7:2		Issue GB minutes to Helen Arnold DCET (GB Resolution & Equalities Statement & Data Sharing Agreement -DSA)	immediate	SG	Cleared.
AP17/7:3		Draft Staff Behaviour Policy	immediate	JC	Agenda item 9
AP17/7:4		Approved Draft staff exit documents to BM	immediate	CM	Cleared
AP17/7:5		Draft & issue Parental end of year letter to inc GB statement of school effectiveness	immediate	CG	Cleared
AP17/7:6		Governor Board Training PDF issue to GB	immediate	DC	Cleared
5. Election of Chair & Vice Chair	5. Election Process. Those present were asked to nominate for the position of: ➤ Chair. Charlotte Gilbert was nominated by JC, seconded by TK&DM. Vote was unanimous. Charlotte Gilbert was duly elected as Chair for 25/26 academic year.				Action/ Decision

6. Chairs Update	➤ Vice Chair. Deborah Chebly & David Moore were nominated as joint vice-chairs by JW & seconded by TK. Vote was unanimous. Deborah Chebly & David Moore were duly elected as joint vice-chairs for 25/26 academic year. 5.1 Annual Declaration of Pecuniary Interests Governors were all asked to consider the Declaration of School Governor Pecuniary and Business Interest Document. Governors then signed to declare at current time that they or their family do not or do have interests which may conflict with their duties as a Governor/employee of the school. 6. Chairs Update 6.1 Finance – A Budget Planning meeting was held at the school, present at the meeting were Grant Davis & Jacqui Trubee (Wiltshire LA), Chair of Governors CG, Finance Governor LC, Headteacher JC, Business Manager BW. The LA Budget Planning Document & Finance Governors report from the meeting had been circulated to governors and remains confidential. Governors considered the two scenarios in the report. Questions submitted prior to the GB meeting were discussed and a preferred scenario agreed. Next steps – the LA will allow the school to submit a deficit budget with a decisive recovery plan in place. There is a further meeting arranged in December with the LA to finalise actions needed going forward. Governors Agreed to sign off the 25/26 Budget Template. 6.2 PAN 2027 (planned admission numbers) Governors were asked to confirm the schools PAN for 2027. Our present PAN 30. Governors agreed to maintain 30 for 2027. AP7/10:1 JC to action PAN confirmation via new portal link to LA 6.3 Scheme of Delegation 25/26 Review Governors reviewed and updated the Document for 25/26. The document was signed off. 6.4 MAT Update DCET visited the school to complete a risk audit. Going forward, there are financial questions/issues to be resolved regarding the Deficit Budget and additional cost to release the school from the LA as well as DCET capacity for accepting new schools. The timeline has been pushed back. DCET will continue to liaise with the school, but further meetings have been put on hold. AP7/10:2 JC to update staff 6.5 Governor Code of Conduct 2025 The Diocesan Code of Conduct had been circulated to governors. Governors were asked to sign to confirm that they had read and accepted the Code of Conduct & Governor Undertaking document 2025. 6.6 Governor Board Evaluation Training – DC had attended the training and shared a PDF on the training. Governors looked at ‘What we should be monitoring’ ➤ Teachers -Subject Leader monitoring reports. The headteacher confirmed that the teacher’s subject leader monitoring template had been updated. In addition to monitoring visits by governors, the sharing	Action Info Decision Action Decision AP Action info AP Action info Action
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7. GOV MONITORING VISITS & REPORTS 8. Policies for Review	Standards – SIA meeting 1, unfortunately postponed. New date tbc. Performance Management for Teachers – Pay Panel Meeting date to be confirmed. New Pay Policy 25/26 – changes to appraisal targets. LA Model Policy not yet available to update. Home School Agreement – review current document Safeguarding – training for staff completed for majority (few for sweep up training). All staff & Governors will read & sign the Safeguarding paperwork. Curriculum & Enrichment – meet the teacher event proceeded by online safety information session for parents. Corsham Hub Heads Meeting – focus continues on writing project & SDP priorities shared. Bath Spa Student placement until Spring 26. School Trips – Y1 & 2 Parent Workshop 1 – a series taking place. ‘Putting Ourselves First’. Good feedback from those who attended, parents have been circulating great reviews and advertising the next workshop in November ‘Surviving Xmas’. Catholic Life of the School – RE learning for autumn term. Continuation of RED curriculum training. Class Masses at St Patrick’s Church. Visit to school from Father Michael and Father Craig. School Key Priorities update. <u>7. Governor Monitoring Visits & Reports</u> - Safeguarding Monitoring visit 18/7 8. Policies for Review 2025 Health & Safety Policy & Statement (sign off) – governors agreed sign off. Q – why are there two very similar documents? The statement is displayed in the school reception area. Q – Do we have an Emergency Plan? Governor Reminder that the monitoring & reporting needs to take place as per this Policy. 2025 Charges & Remissions Policy – approved with amendment. Change finance committee to finance governor in document. 2025 Complaints Policy – approved without amendment. Q – should the Chair of Governors be involved at stage 2? 2025 Equality Policy- approved without amendment 2025 Maths Policy- after discussion it was agreed that instead of individual curriculum policies there should be a Curriculum Policy to cover all. Safeguarding Policies - Staff Behaviour – approved (document is signed by staff) - Whistle Blowing Policy & Procedure - approved - Child Protection - approved - On-line Safety –approved with amendment. Add schools use of AI into policy. Q – is there a web filtering service & who is the provider? Provided by SWGFL - Anti-Bullying - approved - Behaviour & Self-Regulation - approved - Medical Need & Administering Medicine - approved - Intimate Care - approved - Allergies - approved	Q
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9. Rag Rating <i>Red – Immediate danger requiring immediate action.</i> <i>Amber – Possible danger requiring strategies to avert.</i> <i>Green – Positive no current danger</i> 10.A.O.B 10. Date of Next Meetings	AP7/10:3 CM Make amendments to policies. Draft Curriculum Policy for review at next meeting 25/11/25. 9. Rag Rating <i>Staffing- Green</i> <i>Pupil Vulnerability / Behaviour – Green</i> <i>Mat Application – Amber</i> <i>Safeguarding – Green</i> <i>Curriculum & Standards – Green</i> <i>Attendance - Green</i> <i>Governor Evaluation (new for next meeting)</i> <i>Premises - Amber</i> <i>Finance – Red</i> <i>GDPR – Green</i> 10. A.O.B To ensure accuracy of minutes & late circulation of reports, it has been agreed that Reports / papers for a GB meeting must be forwarded to the clerk 2 weeks before actual meeting date. Questions for meeting must be forwarded to clerk 1 week before meeting date. <u>Tuesday 25th November at 5pm for 5.15pm start.</u> Papers / reports for meeting to clerk by 11/11/25 Questions for meeting by 18/11 MEETING CLOSED 8. 00p.m <table border="1"> <thead> <tr> <th>ACTION POINTS</th><th>BY WHOM</th><th>ACTION</th></tr> </thead> <tbody> <tr> <td>AP13/5:1</td><td>All Governors</td><td>research MAT, bring anything of note to GB attention.</td></tr> <tr> <td>AP17/10:1</td><td>JC</td><td>PAN 2027- confirmation to LA via portal link</td></tr> <tr> <td>AP17/10:2</td><td>JC</td><td>Update Staff on DCET</td></tr> <tr> <td>AP17/10:3</td><td>CM</td><td>Make amendments to draft policies. Curriculum Policy for review at next meeting 25/11/25</td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	ACTION POINTS	BY WHOM	ACTION	AP13/5:1	All Governors	research MAT, bring anything of note to GB attention.	AP17/10:1	JC	PAN 2027- confirmation to LA via portal link	AP17/10:2	JC	Update Staff on DCET	AP17/10:3	CM	Make amendments to draft policies. Curriculum Policy for review at next meeting 25/11/25													AP
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