

ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECISIONS OF GOVERNING BODY MEETING Tuesday 25th November 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 with a prayer.			
1. Apologies & Absence		None RW & TK left meeting 7. 45p.m			
2. Pecuniary Interests/reminder of conflict of interest if applicable		Pecuniary Interest is a standing agenda item for governors to declare any changes since the last meeting. None declared.			
3. Minutes of Last Meeting		Minutes of the previous meeting 7/10/2025 were signed off			
4. Action Point Update		ACTIONS	DUE DATE	ACTION BY	STATUS
AP3/5:1		Due diligence -research MAT, bring anything of note to GB attention	immediate	ALL GOV	Ongoing Agenda item
AP7/10:1		PAN 2027 confirmation to LA	immediate	JC	Cleared.
AP7/10:2		Update staff on DCET	immediate	JC	Cleared.
AP7/10:3		Curriculum Policy draft document	immediate	CM	C/F to next meeting 3/2/26
5. Chairs Update		5.1 Finance - I&E September 25 was submitted for review before sign off. Governors agreed to sign off. - School Fund Audit Ending August 25 was submitted for review before sign off. Governors agreed to sign off audit. - Asset Register September 25 was submitted for review before sign off. Governors agreed to sign off. - School fund block transfer consultation. Schools were asked to submit comments on proposal to transfer 1% from the schools block to high needs block. JC had responded ‘Budget funding levels would make it a struggle for the school to contribute above the current level’			
		Action			

	<u>5.2 Premises</u> - Diocesan had issued an information document to clarify Governing Body responsibilities in maintaining school property. This was reviewed by and accepted by governors. <u>5.3 IDSR (Inspection Data Summary Report)</u> - The report provides a summary of statistical data about the school, including attainment, progress and pupil cohort characteristics. School data is compared against national data. - CG Chair led through a review of some sections of the report. Tab headings looked at: Staffing – nothing to highlight Attendance & Behaviour – <i>Whole school attendance – close to average</i> <i>Persistent absence whole school – close to average shows significant decrease.</i> <i>FMS attendance – below average, shows significant improvement</i> <i>Persistent absence FSM/SEN – close to average</i> Ethnicity – <i>nothing to highlight</i> SEN – <i>type of need/type of provision/EHC plan</i> Performance – <i>(multi-year average) for Y6, Y4, Y1 cohorts for reading, writing and mathematics. Highlighted concern - Y4 multiplication tables check (MTC) is below national average. Maths KS2 three-year performance average is close to national average. Leadership team are ensuring this is addressed by the whole school with 'systematic programme' from YR – Y6 in place, together with targeting of borderline pupils.</i> <u>5.4 MAT Update</u> - Although this process has currently stalled, governors were asked to continue with any due diligence findings. A school that has been part of the MAT for 3years has an Ofsted inspection due to a safeguarding concern. <u>5.5 On-line Safety Training Video/Smartphone Free Childhood</u> Governors viewed the on-line safety training video which prompted questions from governors: Q. Do we have a digital strategy? <u>AP25/11:1 CM to check with author what a digital strategy is?</u> Q. Filtering & Monitoring in school? <i>Provided by SWGFL & Softegg (IT support)</i> Q Are all devices checked against the filtering policies? Who & how often? Who oversees what happens next? <i>Teachers & staff responsible to check devices when in use. IT support provide monthly visits & monitor the server.</i> <u>AP25/11:2 CM to confirm filtering & Phishing Scam protection part of Soft egg checks.</u> Governors reviewed a request from the SFC Parent Group to sign up to the (Smartphone Free Childhood) initiative and shared a letter with us that Corsham	Action Info/action Info Action/Q AP AP
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6. HEADTEACHER REPORT	<i>Primary had sent out to their parents, asking us to do similar. This prompted discussion and questions from governors:</i> • Q. Are we already a smartphone free school? • Q. Is it the school's place to tell parents what they decide at home? • Q. Can we establish a way to support consultation and parent engagement? • Q. Can we reiterate our status as smartphone free in a way so that the SFC group are aware that we take it seriously? After discussion, it was agreed that though we will be supportive of what the SFC is trying to achieve, we did not feel it was the school's place to tell parents what they should be doing at home. Governors agreed that alongside current restrictions in school concerning the use of smartphones, the school would look at an additional request for parents not to use their smartphones until they leave school property i.e. pickup / drop off times and ensure parents are aware of SFC information and post info on school website. The Head and Chair would draft a response to the SFC Parent Group. • <u>AP25/11:3 JC/CG draft SFC response & implement additional actions</u> 5.6 Governor On-line Briefings – 19/11/25 Important that governors attend briefings as they provide lots of updated information. The briefing covered: • Safeguarding Audit • Ofsted • Budget 26/27 – highlight on funding and pay rises • Governor training available • Governors were reminded that they are booked onto the briefings and that they are recorded if they are unable to attend on the day. 6. Headteachers Report Governors had previously reviewed the NSV report following the SIA visit which prompted the following questions. • Q. Clarification of acronyms in report. EXS – expected standard MTC – multiplications tables check GLOD – good level of development • Q. There is a mention of declining standards in maths • Q. What is being done to improve outcomes in MTC? • Q. Comment on maths decline. Is this current or historic point raised from a previous inspection? Could we have more information on what this refers to? • Q. Maths appears to be a weakness? How has Maths Mobius project developed maths? What kind of governor support is needed in this area? • Q. The report noted targeted interventions for mitigating risk, are these currently scoped out or is this under review? The above maths questions are covered in 5.3 IDSR report. Head gave an overview of what is happening in school today, with strategy for maths provided by maths subject leader report. The Headteachers report also covered: • Attendance % Sept-Nov 95.4% above national average. • Admissions with school role at 184	<i>Info/Q</i> <i>Decision/Action</i> <i>AP</i> <i>Info/Action</i> <i>Info/Q</i>
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	• Safeguarding Audit / training • Curriculum/ Enrichment this term – catch up & cake for parents to visit child’s class where pupils share their learning. Application to Lord Methuen Trust has resulted in £5616 being awarded to replenish I Pads / laptops & charging trolley. Bath Spa /UWE students – 3 joining in 2026. JC & CM have also trained as recruitment interviewers for Bath Spa university. Royal Science Institute grant – successful application with £800 being awarded. • Catholic Life / Community Many pupils were involved in the Royal Remembrance visit by the Queen to Corsham over half term. Corsham Remembrance Service at the War Memorial was well attended by pupils with St Patrick’s School laying a wreath. KS2 Mass at St Patrick’s Church is on 2/12/25. Chaplaincy Commissioning Service will be attended by pupils. Father Michael and Father Craig visits to school. Diocesan Head Teachers conference on 28th November	Info
7. Gov Monitoring Visits & Reports	<u>7. Governors Monitoring Visits & Reports</u> Reports reviewed & questions asked • <u>CG -Writing Monitoring Report</u> <i>Q. This mentions the subject leaders report on writing-is this available?</i> <i>The Headteacher shared the report at the meeting.</i> • <u>TK – History Foundation Monitoring Report</u> <i>Q. This mentions ‘Discussion with subject leads and JC/CM about expectations for amount of formative assessment and it’s purpose’.</i> <i>What were the outcomes of these discussions?</i> <i>TK will follow up on outcomes of discussions at next monitoring visit.</i> • <u>DC – Science Monitoring Report</u> Next visit during science week to be arranged.	Info/Q Action
8. Policies for Review	<u>8. Policies for Review</u> <u>8.1 Model Pay Policy 25/26</u> Governors reviewed the Model 25-26 Pay Policy. Main option changes are: • Option to remove performance related pay progression. • TLR proportion paid per teacher (full or part time) which is proposed as being decided on case by case, rather than automatically being paid pro rata at the same proportion as the teacher’s part time contract. <i>Q1. Can I get a clarification on TLR and what this acronym refers to (is this a leadership payment for additional responsibilities?)</i> <i>Q2. Pg. 7, 11.8 – states payments will be made as a proportion of the TRL the teacher is undertaking. Is this a proportion of a defined role, or a proportion of %FTE/working hours a teacher is undertaking this responsibility for? How easy is this to calculate?</i>	Action /Decision

9. Agreements/ Document Review	Q3. Pg. 11 – Unclear on the difference between performance and non-performance pay progression requirements as highlighted below. Is there a difference between withholding pay progression for capability procedures vs performance reasons? <u>16.2. [Where a school does not use performance related pay] - Following a Headteacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.</u> <u>16.3. [Where a school has chosen to retain performance related pay] - Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive annual pay progression within the maximum of their pay range, subject to successful performance as defined in the school's pay policy. Pay progression will not be withheld for reasons other than performance.</u> Q4. What happens if we keep performance related pay - will it cause issues with unions? Q5. Aside from annual appraisals, how do teaching staff currently receive regular, constructive feedback? (as per 16.4 pg11) Q6. What happens if we keep performance related pay - will it cause issues with unions? After much discussion a decision was made to: • select the option 'remove performance related pay'. • Select the option 'retain awarded TLR payments to reflect the contracted hour pro-rata' until September 2026 when it will become a requirement that relevant bodies review & determine the value of all existing and new TLR1 and TLR 2 payments based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility. <u>8.2 Attendance Policy 2025/26 – no Q</u> <u>8.3 Accessibility Policy 2025/26</u> Q. no queries but I'd suggest adding some sub-headers for clarity/ Amendments made and Policy re-circulated. • SEND Policy 25/26 Q. Is there a SEND report for us to review? <i>Due in Spring 2026</i> <u>9. Agreements/Document Review</u> <u>9.1 Home School Agreement</u> Q. What is meant by the final point in the middle column and why is it included? (Have trust in the Home School Partnership) <i>This has come from the Diocese – after some discussion it was agreed to leave in the document.</i>	Action/Q Decision Action/Q
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	The new agreement will be issued to all parents in January 26. Parents will be required to sign initial January release and when they join the school. A reminder will be sent every September to remind parents of their agreement. 9.2 <u>Parents Leaflet</u> 9.3 <u>SEND – Information Report for Parents</u> Q. Mention of a school nurse? Q. Are there still two ELSAs? Should they be named? Q. Mention of school council out of date? Document will be amended to remove outdated information. <u>AP25/11:1 CM Amend SEND Information report</u>	Action/Q									
10. AOB	10. A.O.B Q. What kind of impact has Teddy the dog had on school life? Teddy has passed all his assessments by the Dogs for Health Trust. His next assessment is in December. Great with engaging with reluctant or upset children. Has been into KS2 classes during lessons, children are not distracted and remain engaged in lesson. Will often stroke him as he wanders around class creating a calm atmosphere. Will expand into KS1 in January.	AP Info									
11. 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>	11.Rag Rating - Staffing- Green - Pupil Vulnerability / Behaviour – Green - Mat Application – Amber - Safeguarding – Green - Curriculum & Standards – Green - Attendance - Green - Governor Evaluation (new for next meeting) - Premises - Amber - Finance – Red - GDPR – Green	Decision									
12. Date of Next Meeting	<u>Tuesday 3rd February 2026 at 5pm for 5.15pm start.</u> - Papers /reports/ Policies in by 16th January for distribution by clerk with agenda on 20th January - Questions for meeting by 27th January MEETING CLOSED 8. 25p.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>AP17/10:3</td><td>CM</td><td>Curriculum Policy- Draft for review at next meeting 03/02/26</td></tr> </tbody> </table>	ACTION POINTS	BY WHOM	ACTION	AP13/5:1	All Governors	Research MAT, bring anything of note to GB attention.	AP17/10:3	CM	Curriculum Policy- Draft for review at next meeting 03/02/26	Info/Action
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