

ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECISIONS OF GOVERNING BODY MEETING Tuesday 3rd February 2026 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		Toby Kirkby - Absent			
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 25/11/2025 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
AP17/10:3		Curriculum Policy – Draft for review at meeting 03/2/26	03/02/26	CM	C/F to next meeting 14/04/26 Staff input being updated in Policy. EYFS to be a separate Policy
AP25/11:1		On-line safety video – to check with author what a digital strategy was	immediate	CM	Cleared
AP25/11:2		To confirm filtering & phishing scam protection part of IT support checks	immediate	CM	Cleared – Softegg to issue some fake tests to check staff responses.
AP25/11:3		Smartphone Free Childhood – draft response & implement additional actions.	immediate	JC/CG	Cleared

5. Chairs Update	Staffing Governor – RW term of office ended 22/1/26. As we were unable to recruit a new staffing governor, RW has agreed to continue in the role. 5.1 Finance - Budget Update & Staffing review (confidential annex) <u>AP3/02:1 BW – check conflict of interest re GB panel</u> - I&E December 25 was submitted for review before sign off. The report showed an expected deficit to year end March 2026 of £31,467 + B/F revenue balance of -£6773 = -£38,240. Governors agreed to sign off the December I&E. 5.2 Diocesan Protocols - Diocesan newsletter issue 40 – reminder of protocols. Governors were asked to make themselves aware of the protocols in the newsletter, especially around non-attendance at meetings/remote attendance. - Evaluation – importance of regular self-evaluation. Q – As we have GB evaluation as a standing agenda item do we still need to complete the Catholic Service Template? The template is a useful tool for OFSTED and its annual completion will give an overview of the year. <u>AP3/02:2 CG – will review Template prior to GB completion.</u> 5.3 Premises - SCA Bid pending (circulated)– Additional Security Fencing bid has been submitted. Q. How was this need highlighted? Following a DCET due diligence check on premises condition. - Health & Safety Awareness link for Governors- All Governors were asked to make themselves aware of the information provided. DM – H&S governor confirmed awareness of contents. 5.4 GB Evaluation – Communication with Parents Questions: Does the school promote and encourage engagement with Ofsted’s parent view website? Yes. The link is easily found on the school website and is referred to in communication with parents. Is the school accessible to parents who wish to share their views? Yes. Staff are accessible also contact through the school office by email or in person. What method does the school rely on to communicate with parents? Several methods are used – Parent Mail, Google Classroom, Tapestry, Instagram, newsletters emailed/paper copies/posted on website. Are the school’s methods inclusive to all parents – how do we know? Use of papers copies if needed for newsletter, trips, work sheets Does the school ensure that parents are made aware of any significant changes? Yes, using communication methods above. Are there examples of how parents’ views have influenced school strategy or policy decisions? Yes, Affordable school’s strategy adopted, Smartphone free schools promoted, Children’s PTFA Disco –availability of sound cancelling head sets and quiet room during event.	<i>Info</i> <i>AP</i> <i>Info/action</i> <i>Action/info</i> <i>Q</i> <i>AP</i> <i>Info</i> <i>Q</i> <i>Action</i> <i>Q</i>
--------------------------------	--	--

6. Agreements/ Document Review 7. Headteachers Report	7. How are the school involving parents in its strategic priorities? Parent Governors in post, focussed workshops, school mission statement-parents views sought. 8. Would the school benefit from having a parent forum? No, as good support via methods previously mentioned. 9. What links does the school have with its Parent Teacher Association? Do they need to be strengthened? Strong links with PTFA, regular meetings with Headteacher, School / PTFA events supported by each other. 10. How does the school use the support of national organisations such as Parent kind and NGA to strengthen parental participation? PTFA uses Parent Kind, all governors have been signed up to access NGA. Parent participation was noted as a 'strength of the school' by last OFSTED <u>5.5 MAT Update - None</u> <u>5.6 Governor Briefing 15/01/26 (On-line)</u> The briefing covered: • Safeguarding with AI • Training - DL Network, SEND, Link Governor • Finance – DFE updates on Funding & grants for NI & pay awards. • Governor safeguarding training – noted that there is still one governor to complete this training. <u>6. Agreements/Document Review</u> • SFVS (Schools Financial Standards Statement) Governors reviewed the previous statements and made amendments to bring the document up to date for 25-26. <u>AP03/02:3 SG update statements agreed & arrange for issue to LA</u> • Term Date Consultation 27/28 – 3 options are available and views are being sort using the electronic link form. Schools are being asked to circulate the consultation to governors/staff/parents so they may register their views. <u>AP03/02:4 CM circulate options & link to wider school community</u> <u>7. Headteachers Report</u> The report covered: • Numbers on Roll • Standards – SIA meeting 21/1/26 Report to be circulated to governors once received. • Safeguarding - families update & Lockdown Policy/Resources & training. Q. Lockdown Policy – is this a new requirement? Yes, Martyn's Law became law on 3rd April 2025. There is an implementation period of at least 24 months until the act comes into force. JC continuing lockdown training & sourcing resources and a Lockdown Policy suitable to our school. • Curriculum Enrichments – student teachers training at our school, trips, maths workshops, new Home/School Agreement shared with parents. Q. Student Teachers – What is the impact of having student teachers in school? Positives/negatives? In the main it has a positive impact for the school. Students enthusiasm & new ideas shared, rapport with children. Benefit for teachers as a	Info Action AP Info AP Info Q Q
---	--	---

	professional development opportunity as it enables them to reflect on their own practice while mentoring. Time given to mentoring has to be considered as it can impact on teachers taking part. Q. New Home School Agreement – has there been any feedback/queries from parents about this? At present we have not had any feedback or queries about the new Home School Agreement. - Catholic Life of the School – events this term and future Term 3 dates for events. - Safety Audit response review. Q. Have the outstanding actions been completed? * Completed Prevent SVPP training in January 2026 * Complete Home Office Prevent Training has not yet become available * Downloaded Supporting Medical Conditions Toolkit The toolkit was downloaded on the day of the audit * Risk Assessment to update Lockdown Procedure and 1 page plan The Risk Assessment has been completed - Subject Leader feedback– A verbal review was given at the meeting, copies of the feedback will be circulated to governors. The feedback linked to SDP2 and SDP3. The reports concluded that the subjects were being taught consistently and effectively throughout the school. PSHE- Kate Solomon Science - Libby Osborne	Q Q Info
8. Governor Monitoring	8. Governors Monitoring Visits & Reports Reports reviewed JW -RE Celebration of the Word Autumn 25 Monitoring Report	Info
9. Policies	9. Policies for Review 9.1 Pay Policy 25/26 - Pay Policy with amendments – approved at GB meet 25/11/25. The document with amendments was circulated for information. 9.2 Curriculum Policy 2025 – c/f to next meeting (AP17/10:3) 9.3 Admissions Policy 27/28 - The updated Policy was approved at the meeting without amendments except to dates. Policy will now be circulated to Diocese & LA.	Info Info Action
10. Rag Rating Red – Immediate danger requiring immediate action. Amber – Possible danger requiring strategies to avert. Green – Positive no current danger	10. Rag Rating - Staffing - Amber - Pupil Vulnerability / Behaviour – Green - Mat Application – n/a - Safeguarding – Green - Curriculum & Standards – Green - Attendance - Green - Governor Evaluation - Green - Premises - Green - Finance – Red - GDPR – Green	Decision

11. Date of Next Meeting	<u>11. Date of Next Meetings Tuesday 14th April & Tuesday 19th May 2026</u> <u>GB Meeting 14/4/26</u> • Papers /reports/ Policies to Clerk by Friday 27th March • Distribution by clerk with agenda on Tuesday 31st March • Questions for meeting to Clerk & Chair by Tuesday 7th April <u>GB Meeting 19/5/26</u> • Papers /reports/ Policies to Clerk by Friday 1st May • Distribution by clerk with agenda on Tuesday 5th May • Questions for meeting to Clerk & Chair by Tuesday 12th May • MEETING CLOSED 8. 25p.m <table><tr><th>ACTION POINTS</th><th>BY WHOM</th><th>Due Date</th><th>ACTION</th></tr><tr><td>AP13/5:1</td><td>All Governors</td><td>ongoing</td><td>Research MAT, bring anything of note to GB attention.</td></tr><tr><td>AP17/10:3</td><td>CM</td><td>14/4/26</td><td>Draft Curriculum & EYFS Policies for review at next meeting 14/04/26</td></tr><tr><td>AP3/2:1 (confidential annex)</td><td>BW</td><td>Instant</td><td>Conflict of Interest -GB panels</td></tr><tr><td>AP3/2:2</td><td>CG</td><td>14/4/26</td><td>Review Self-Evaluation Template</td></tr><tr><td>AP3/2:3</td><td>CM</td><td>instant</td><td>Term date consultation & link– circulate to staff/parents</td></tr><tr><td>AP3/2:4</td><td>SG</td><td>instant</td><td>SFVS – update report with statement changes</td></tr></table>	ACTION POINTS	BY WHOM	Due Date	ACTION	AP13/5:1	All Governors	ongoing	Research MAT, bring anything of note to GB attention.	AP17/10:3	CM	14/4/26	Draft Curriculum & EYFS Policies for review at next meeting 14/04/26	AP3/2:1 (confidential annex)	BW	Instant	Conflict of Interest -GB panels	AP3/2:2	CG	14/4/26	Review Self-Evaluation Template	AP3/2:3	CM	instant	Term date consultation & link– circulate to staff/parents	AP3/2:4	SG	instant	SFVS – update report with statement changes	Info/Action
ACTION POINTS	BY WHOM	Due Date	ACTION																											
AP13/5:1	All Governors	ongoing	Research MAT, bring anything of note to GB attention.																											
AP17/10:3	CM	14/4/26	Draft Curriculum & EYFS Policies for review at next meeting 14/04/26																											
AP3/2:1 (confidential annex)	BW	Instant	Conflict of Interest -GB panels																											
AP3/2:2	CG	14/4/26	Review Self-Evaluation Template																											
AP3/2:3	CM	instant	Term date consultation & link– circulate to staff/parents																											
AP3/2:4	SG	instant	SFVS – update report with statement changes																											

--	--	--