



St. Joseph's Catholic Primary School

18th March 2025

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Anita Marshall (AM), Co-Chair of Governors, Philip Stark, Chair of R&C Committee (PStark), Bittoy George (BG), Sandra Stokes, (SS), Sharon McHugh (SM), Claire O'Neil (CON), Edyta Marciniuk (EM)

OBSERVER: Jamie Doak

CLERK: Cath McNee

Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Hilary Turner, Gerard McMahon and Danita Rowlands – Apologies received and accepted. Fr. Cristiano Braz and Jemimah Jamiru – Absent.	
1c	Chair's Action and Report Headteacher will report on attendance figures at the next meeting.	
1d	Accuracy and matters arising from the minutes not on the agenda – 21st January 2025 21 st January 2025 minutes of minutes were approved by Governors and signed by the Chair.	
1e	Matters arising from the minutes not on the agenda None.	
1f	Governor's Action Plan None.	
1g	Any urgent business pre-notified to the Chair None.	
1h	Register of Interest Nothing to declare.	

1i	Declaration of Interest Nothing to declare.	
1j	AOB None.	
2	Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1	
2a	English Subject Presentation by English Subject Leader The English Subject Leader delivered a presentation to the Governors about English at St. Joseph's.	
2b	Resources and Compliance – to review 6th February 2025 minutes of meeting and challenge Governors reviewed and agreed the R&C minutes of meeting from 6 th February 2025.	
2c	Standards and Outcomes – to review 11th March 2025 minutes of meeting and challenge Governors reviewed and agreed the S&O minutes of meeting from 11 th March 2025.	
2d	Admissions Committee minutes of meeting – Saturday 1st February 2025 The Headteacher reported the Admissions Committee meeting took place on 1 st February 2025. A total of 84 Reception applications were received. Governors reviewed the Admissions Committee minutes of meeting which detailed the number of applicants in each category.	
3	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2	
3a	Plans for Nursery The Headteacher reported Nursery 2025 has received 22 applicants and 21 have accepted a place. The Headteacher informed Governors parents will now be given the opportunity to pay for nursery sessions at a cost of £24.00 per session (3 hours). The £24.00 charge is in line with local schools and does not include the charge for lunch cover which is £2 per day.	
3b	Schools Financial Value Statement (SFVS) Governors agreed and approved the Schools Financial Value Statement, the SFVS was signed by the Co-Chair.	

3b	<p>Headteacher Report to Governors Spring 2025</p> <p>The Spring 2025 Headteacher report was circulated to Governors before the meeting for review.</p> <p>The Headteacher informed Governor's assessment data will be available for the next meeting.</p> <p>Governor inquired about actions the school should take to achieve an 'outstanding' Ofsted rating. The Headteacher explained that Ofsted is currently consulting on the criteria for an 'outstanding' school and said all aspects, including outcomes, must be excellent. Governors held a discussion on the requirements for achieving this status.</p> <p>A Governor suggested photos of the Holy Door for the Jubilee Year of Hope should be shared with the Diocese for inclusion in the Diocesan newsletter. The Headteacher agreed.</p> <p>Governors reviewed attendance data in the report and noted an improvement in attendance figures from last year.</p> <p>Governor requested the Headteacher's Report structure align with the Ofsted framework. The Headteacher agreed.</p>	<p>JR</p> <p>JR</p> <p>JR</p>
3c	<p>Policies and Business Continuity Plan</p> <p>The Marking and Feedback Policy, Gifted and Talented Policy and Business Continuity Plan were circulated to Governors before the meeting for review.</p> <p><i>Marking and Feedback Policy</i> Governor commented that the Marking and Feedback Policy is very generic and asked how regularly staff are meant to be marking, the policy specifies that English and RE pieces of writing are developmentally marked. The Headteacher said the policy does not prescribe a specific amount of marking to avoid overburdening staff, every 'hot' write or other extended pieces of writing will have a greater degree of marking.</p> <p>The Marking and Feedback Policy was approved by Governors.</p> <p><i>Gifted and Talented Policy</i> No comments were received. The Gifted and Talented Policy was approved.</p> <p><i>Business Continuity Plan</i> Governors approved the Business and Continuity Plan. It was noted the Business Continuity Plan is a live document and is updated when required.</p> <p>The Headteacher informed Governors the church hall cannot be used if there was a loss of premises as this is now a nursery. A new venue needs to be secured.</p>	



4	Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 3	
3a	Academisation The Headteacher is attending a meeting at Cardinal Wiseman for the purpose of discussing setting up the following groups: <ul style="list-style-type: none"> - Project steering group - Heads working group - Finance group The Headteacher informed Governors the name of the Academy Trust is the St. Carlo Catholic Academy Trust.	
3d	Health and Safety Update The Headteacher informed Governors a Health and Safety Walk has been arranged for the 28 th March 2025.	
3	Safeguarding Confidential item.	
4.	AOB None	
	The meeting finished at 8.30pm	

13/05/2025 