



**ST JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL
FULL GOVERNORS MEETING**

Monday 22 June 2026 - 6.00 pm in school

Governors: Jenny Beech (parent), Carly Carden (headteacher), Gayle Golland (foundation/Chair), Janet Silva (foundation/v chair), James Kilmartin (foundation), Ani Nicholls (Deputy HT/staff gov), Natalie Gordon (LA), Giorgia Gonzalez (parent)

In attendance: Jodie Speight (clerk)

Minutes

		Docs	Lead
1.	Welcome & Prayer The meeting was opened at 6.00pm with a prayer.		GGd
2.	Apologies/Declarations/Confidentiality There were no apologies. There were no declarations of interest. Governors were reminded of the need for confidentiality.		GGd
3.	Minutes of previous meeting 23 March 2026 - doc 03 - Matters arising - Approval of Minutes The minutes of the meeting of 23 March were agreed as an accurate reflection. There were no matters arising. Governors approved the minutes and they were signed by the Chair of Governors. The actions from the previous meeting were reviewed and the following updates provided: Item 6 - NG to look into amending and updating the Health & Safety Policy – NG has met with the School Business Manager and lots of work has taken place. Currently awaiting three risk assessments to add in and then these will be ready to circulate to Governors for approval. Item 7 - Headteacher to check how far back the oldest DBS check due for renewal is and also which company is used for the checks – Checks have taken place and the oldest form is from December 2021. ESCC used to undertake these checks. The new DBS forms have been sent out and signed by all staff and will be recirculated to staff every year. Item 9 - Headteacher and GGz to meet separately to discuss marketing – GGz has been meeting with the School Business Manager weekly to look at marketing. There is lots of good work going on. Item 9 - Headteacher to contact local authority and Diocese to discuss potential for an additional child to join a class of 30 where some of the children attend the Nest and report back to Governors from these discussions – This was no longer required. Item 9 - Strategy group to be put together to look at staff survey questions – JK updated Governors on the draft questionnaire that has	Minutes of meeting of 23.03.25	GGd

	been put together. Governors discussed whether this should be hard copy or online and it was agreed that staff could be given a choice of either. The form closely follows the Ofsted version but includes specific questions on Catholic life and mission. It was suggested that the form could be circulated annually after February half term. Governors discussed how anonymous the form would be if staff are asked to give their role and length of service. It was agreed that these questions could be optional. JK will add an additional section at the end of the form to include "any other comments" and to give an opportunity for staff to indicate if they would like Governors to follow up on any points raised. Action: JK to add section at the end of the staff survey form to include "any other comments" and to give an opportunity for staff to indicate if they would like Governors to follow up on any points raised		
4.	Receive Committee Minutes - Personnel, Finance and Environment 19 June – to follow - Learning, Teaching and Pastoral 19 June – to follow The draft minutes will be circulated to Governors shortly. JS provided Governors with an update on the LTP and PFE Committee meetings which took place three days earlier including: - The PE Premium funding is finishing in January - The Governors Fund will be lost if the school moves into the Catholic Education Trust - The Health & Safety Governor has undertaken a lot of work around the Health & Safety policies - A meeting is due to take place with Brighton College to discuss the possibility of pupils using their pool and theatre facilities - The VASCA bid to put up the last section of fencing is going ahead. A quote is awaited and the work will be taking place soon. - A new teacher has been recruited to one vacancy and interviews are due to take place for the second vacancy. The third vacancy is currently being advertised. - The H&S Governor provided an update on concerns around some trees on the school grounds. An arborculturalist looked at the trees a year ago and mentioned problems but no report has been received. The H&S Governor is chasing this up and will contact the Head of Parks if there is no response. - The new playground equipment has been installed and play apparatus has been put into the Nest now. The Headteacher updated Governors that the numbers in Reception are at 18. This has changed as some pupils had been allocated the school but have joined other schools instead. There are low numbers across the city generally due to the low birth rates.		JS
5.	Headteacher's report - doc 05 The Headteacher provided Governors with an update including:- Leavers and Joiners 10 pupils have joined the school since April. 3 pupils have left due to their families moving away. Attendance There is a lot of good work going on around attendance. The local authority's attendance officer came to school and was very impressed. 83 children's		

	attendance is under the threshold and 19 meetings have taken place. Three fines have been issued. Close consideration is being given to attendance and patterns generally. In response to a Governor query, the Headteacher confirmed that the biggest reason for absence is currently illness, then holidays. Governors discussed how absence impacts the class as a whole and slows down learning. This is being emphasised in meetings with families. Every conversation with families starts with a focus on attendance and teachers receive information on attendance every two weeks so that they are up to date. Progress is starting to be made now. Catholic Life of the School Lots of good work is going on around this. Multiplication Tables Check The results have been confirmed today and they are very positive. Year 6 Moderation The Year 6 writing moderation has taken place and the results were confirmed, with one pupil being moved up. Moderations take place every 4 years.		
6.	Policy Ratification – documents 06 • Allergy Safety Policy • Capability Policy • Disciplinary Policy • Feedback Policy • Grievance Policy • Restrictive Interventions Policy • Sickness Absence Policy It was confirmed that the policies were considered and approved at the recent LTP meeting. Governors agreed to ratify all policies.		
7	Governor Visit reports – documents 07 • Crowning of Mary Visit Report (JK) • Approval of draft Governor Monitoring Visits form JK provided Governors with an update on his visit to the Crowning of Mary celebration. The event illustrated the strength of the school and its links with the Parish and provided a good example of prayer and liturgy within a Catholic School. Many parents and grandparents were also in attendance which highlights strong parental engagement with the school. Governors discussed and approved the draft Governor Monitoring Visits form. Action: Clerk to circulate the Governor Monitoring Visits form to Governors and to also send a blank form to Reception so this can be printed for Governors when they come into school for a visit		
8	Governor numbers and recruitment of new governors Governors discussed the current Governor vacancies and how to approach recruitment of new Governors. Fr Peter's forms need to be completed and the Headteacher will contact him to follow up. It was agreed that Governors could speak at Church to encourage interest from potential new Governors within the Parish. Information could also be included in the Church newsletter.		

	Action: Headteacher to contact Fr Peter to check whether Governor application form has been completed		
9	Update on renewing/refreshing DBS for established staff As discussed above in item 2.		
10	Catholic Education Trust (standing item) Results from consultation to move into the Bosco Trust - doc 10 The Headteacher provided Governors with an update on the results of the recent consultation to move into the Bosco Trust. A summary sheet and set of questions had been circulated to Governors. The Chair of Governors, Vice Chair of Governors and Headteacher held an online meeting with a parent and this went well with the parent agreeing that the meeting had covered the points they wanted to discuss. The results are fairly positive with 37 online responses and 8 paper responses. 77% of staff supported the proposal. Governors confirmed that they are pleased with the outcome. Specific comments and concerns were discussed and it was confirmed that these have all now been addressed. It was agreed that following consultation with a variety of stakeholders, the responses represent a supportive and positive message. A recent online report from The Times was discussed and Governors were updated that the Diocese had confirmed that the issues raised had been investigated formally. Governors agreed that it would be helpful, for transparency, to produce a document to show the general issues raised through the consultation and the responses that can be given to these issues. It was agreed that specific comments should not be included. The Headteacher agreed to put together a summary document and send this back to Governors for their consideration. The Headteacher will then discuss the document with the Trust and Diocese before circulating this out to stakeholders. Governors voted on the proposal for the school to move into the Bosco Trust. Seven Governors voted in support of the proposal. One Governor abstained. Action: Headteacher to create a summary document highlighting general issues raised though the consultation to move into the Bosco Trust and providing answers to these queries.		
11	Any other Business (please advise Chair prior to the meeting) Use of Sharepoint for meeting papers and other Governor documents The Clerk updated Governors on the proposed use of Sharepoint for meeting documents going forward. Governors agreed to use Sharepoint going forward. The Clerk will speak to Schools ICT to set this up and will contact Governors in due course to explain how to use this system. The Headteacher confirmed that Governors are welcome to attend the Leavers events taking place as follows: Leavers' Mass – 20 July at 2.15pm Year 6 Production – 16 July at 6pm Teachers' Leaving Party – Monday 20 July after Leavers' Mass		

	ACTION: Clerk to speak to Schools ICT to set up Governors' Sharepoint folder and contact Governors to explain how to use this		
12	Dates of next meetings: It was agreed that the Headteacher and Clerk will put together some suggested meeting dates for next year and will circulate these to Governors to check availability. The meeting was closed at 6.57pm.		