



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

Monday 23 March 2026 - 6.00 pm in school

Governors: 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)

Apologies: Jenny Beech (parent)

In attendance: Jodie Speight (clerk)

Minutes

		Docs	Lead
1.	Welcome & Prayer The meeting was opened at 6.00pm with a prayer. The Chair of Governors welcomed the new Clerk to the meeting and introductions were made.		GGd
2.	Apologies/Declarations/Confidentiality Apologies were received and accepted from Jenny Beech. Giorgia Gonzalez (GGz) declared an interest as a parent at the school. Governors were reminded of the need for confidentiality.		GGd
3.	Minutes of previous meeting 1 December 2025 - doc 01 - Matters arising - Approval of Minutes The minutes of the meeting of 1 December were agreed as an accurate reflection. There were no matters arising. Governors approved the minutes and they were signed by the Chair of Governors.	Minutes of meeting of 01.12.25	GGd
4.	Receive Committee Minutes - Personnel, Finance and Environment 13 March – doc 02 - Budget update - SFVS update - Potential movement of Governors Fund - Learning, Teaching and Pastoral 13 March – doc 03 Janet Silva (JS) provided an update on the PFE Committee meeting which took place on 13 March. Governors all confirmed they had read the minutes. Natalie Gordon (NG) confirmed that she will meet with Claire McGrath (CM) in May to pick up actions from the meeting. NG also confirmed that Brighton College have been keen to link with the local community and to have children visit the theatre to watch shows and rehearsals. The Headteacher explained that there are some links with Brighton College already through the Pelican Club and the Sports Multi Skills and activities. NG confirmed she will also speak to contacts at Brighton College about the possibility of swimming, although this may take longer to arrange. JS updated Governors on the request to move the Governors' Fund to the main fund. Governors considered this request. It was confirmed that a lot of schools are doing this at the moment and the account is mainly used to hold the 10%	Minutes of PFE Meeting 13.03.26 Minutes of LTP Meeting 13.03.26	JS and JK

	donation. It was confirmed that the money would be ringfenced and accounted for separately. Governors agreed that the Governors' Fund could be moved to the main fund. JS signed the meeting minutes as an accurate record. James Kilmartin (JK) updated Governors on the LTP Committee meeting which took place on 13 March. A presentation had been given to the Committee by the subject lead for RE. It was confirmed that Fr Peter has agreed to become a Foundation Governor and this will be very helpful as he has strong links to the community. Further support has been provided by Julia, a family worker who has been coming into school to work with the children, particularly on Liturgy. This is very important evidence for future Catholic Schools Inspections. Actions from the LTP meeting were discussed and it was confirmed that: • JS will discuss the safeguarding audit separately with the Headteacher and Deputy Headteacher. • GGz will discuss parental engagement separately with the Deputy Headteacher. • A comparison between the school and national data will now be added to the Pupil Premium statements going forward. JK signed the meeting minutes as an accurate record.		
5.	Headteacher's report – doc 04 Governors were provided with an update from the Headteacher including: Numbers Numbers on roll are not as high as they were but a few new pupils have joined in recent weeks. Attendance Attendance for the school as a whole is at 94.8%. The Attendance and Welfare Officer is doing lots of work on attendance and is building links with St Mary Magdalen School. The Arbor system links to the register which is very helpful and individual attendance data has now been added to parents' evening sheets. Pupil progress meetings today looked at attendance in detail. Governors queried the process around absence and the Headteacher confirmed that a first letter is sent out, followed by a second letter and then a meeting with parents follows. Governors discussed the impact that absence has on the whole class in terms of the absent pupil needing to catch up on return. Catholic Life of the School This was discussed in more detail at the LTP meeting. There is lots of continuing good work going on around this. Staffing The Headteacher confirmed that 31 May is the deadline for staff resignations. There have been two recent resignations. Governors agreed to come to school to thank a member of staff who would be leaving the school after 30 years. SEND The Nest is doing very well and has a wonderful team in place. Some of the children are going into class more now. Staff are undertaking some training around Makaton. Governors discussed the excellent presentation from a pupil at Cardinal Newman who spoke at the Brighton & Hove SEND Conference and also came to school to talk about autism. He looked around the classrooms and	HT's Report	CC

	answered questions from pupils. The Headteacher confirmed she will be recommending him to all the other Deanery Schools. Data Report This was discussed in detail at the LTP Committee meeting. Visits Lots of wonderful visits have been taking place, including to Fishbourne Roman Palace, the Air Raid Shelter and Washbrooks Farm. Year 5 have taken part in Let's Dance at the Dome and the school are very proud of them. Music Governors were updated that the school's Music Teacher was awarded Lead Teacher for Music last year and has been working since then with other schools to share best practice. Governors raised a query around the Diocese singing programme and the Headteacher confirmed that this is ongoing. Sport The Headteacher confirmed that the girls' football team is through to the quarter finals of the cup. The new minibus has been used to transport the boys' cricket team. Bike Club The school has around 40 bicycles for pupils to use so that everyone can learn how to ride a bike. Children are also encouraged to bring their bikes and scooters to school for "Wheel It Wednesday". Governors queried whether the bikes are serviced regularly and the Headteacher confirmed that the bikes are serviced regularly by Bike It Ben. Courses A range of staff courses are listed in the Headteacher's report, including RE, Makaton and maths. Meetings are held with teaching assistants to ask what they would like to do and where gaps are. This is then followed up and staff are given the time to put this training into practice. Governors thanked the Headteacher for all of her work.		
6	Policy Ratification - folder 05 • Assessment Policy • Health and Safety • Supporting Pupils with Medical Needs • Wellbeing and Mental Health Policy It was confirmed that the policies were all discussed at the recent LTP and PFE Committee meetings. It was agreed that the Health & Safety Policy would be held over to allow the NG, Health & Safety Governor, an opportunity to look into this and bring it back to Governors. Governors agreed that they were happy to ratify the Assessment Policy, the Supporting Pupils with Medical Needs Policy and the Wellbeing and Mental Health Policy. ACTION: NG to look into amending and updating the Health & Safety Policy	Assessment Policy; Health and Safety; Supporting Pupils with Medical Needs; Wellbeing and Mental Health Policy	
7	Renewing/refreshing DBS for established staff JS updated Governors on concerns regarding the renewal and refreshing of staff DBS checks which was brought to the recent PFE meeting. DBS checks need to be renewed every 5 years. This is an ongoing process and some DBS checks		

	have been renewed already but there is a cost involved for this in addition to the the costs for checks needed for new staff. The Headteacher confirmed that BOSCO use self declaration forms which are very robust. Staff have been sent forms which they will need to complete annually and have also been reminded about the need to comply with the Staff Code of Conduct. Nothing unknown has been returned. The importance of keeping records updated was agreed by all Governors. Governors considered that the paper system is cheaper and that the update service can still be signed up to when renewals are due. Governors queried how far back the oldest DBS check due for renewal is and also which company is used for the checks. The Headteacher confirmed that she would check these points and update Governors. Governors asked if it was possible to see the BOSCO form and the Headteacher confirmed she would circulate this to all Governors. It was agreed that this item would be discussed again at the next FGB meeting. ACTION: Headteacher to check how far back the oldest DBS check due for renewal is and also which company is used for the checks ACTION: Headteacher to circulate BOSCO DBS form to all Governors ACTION: Clerk to add DBS Checks item to next FGB agenda		
8	Academisation (standing item) Governors agreed to update this standing item title to "Catholic Education Trust" for future meetings. A letter was sent out to families on 10 March. The Headteacher has been on the school gates to answer any questions from families. There has only been one conversation around this which was very positive. Three schools will be moving into the Catholic Education Trust initially. An official consultation phase will take place in the summer. Governors discussed whether the FGB meeting scheduled for June should be moved to May instead. It was agreed that the Headteacher would confirm the process and timings with BOSCO first and would then let Governors know so the FGB meeting can be moved if necessary. Cath Walker from St Joseph's in Haywards Heath will be coming to school to do a due diligence day including a learning walk and pupil voice. She will also meet with the estates person to look at the grounds and meet to discuss finance too. Once the consultation has started, parents meetings and a proposed meeting with staff will take place. Governors discussed the best times for the meetings with parents and it was agreed that meetings could be held twice, at drop off and at pick up times to allow more parents to attend. The Headteacher will contact the other two local schools joining the Trust to confirm when they are holding their FGB meetings. It was agreed that Dave Carter would be invited to attend a meeting with Governors. The Health & Safety Governor will join the meeting around premises. Clarification is needed around who will be responsible for statutory compliance. JS and JK updated Governors that they are due to meet with the Chair of Governors at St Joseph's and will update on this in due course. Governors		

	discussed and confirmed their commitment to working closely and maintaining positive relationships with the local authority and other schools. ACTION: Clerk to update Academisation item title to "Catholic Education Trust" for future meetings ACTION: Headteacher to confirm process and timings around consultation phase with BOSCO and let Governors know if the date of the FGB meeting needs to be moved ACTION: Headteacher to check when the other schools' FGB meetings are taking place		
9	Any other Business (please advise Chair prior to the meeting) Pupil numbers – going over PAN The Headteacher confirmed that there has been lots of work going on in the background around pupil numbers. Final application numbers will be known in April. Governors discussed marketing approaches and the Headteacher updated that she had been looking at making a video for the website. Leaflets are going to be put in local nurseries. Governors discussed the use of Instagram and Facebook. Work is ongoing around updating and linking the school's social media accounts. It was agreed that GGz would meet with the Headteacher separately to discuss marketing plans. Governors will be told about changes to class teachers before the 31 May resignation deadline and it was confirmed that a list of staff's roles will be circulated to Governors before the next PFE meeting in June. Governors discussed a request from the Headteacher to allow one additional child into a class where there are 30 on roll, but where a number of children attend the Nest. This would take the number of children on roll over 30, but if the children from the Nest do join the classroom, they have additional staff members accompanying them. Governors considered if any risk would be involved in this. It was agreed that the Headteacher would contact the local authority and the Diocese for advice and to discuss this further and will update the Governors. Governors discussed the proposed staff survey and it was agreed that it is key to have a mechanism to judge morale of staff. The importance of the Governing Board knowing about staff wellbeing at school was also discussed. Governors suggested that surveys could be undertaken annually to help identify trends over time and to show where support is needed. It was suggested that responses should be returned to Governors and then feedback can be given to the Headteacher. It was agreed that JK would put together a working document and that Governors would look at this again after the Easter break. A discussion was held around the best time to circulate a survey if it is going to be annual. It must be kept separate to the consultation this year and if it is annual, then it should be sent out half way through the year or at the start of the summer term. It was agreed that the aim should be to circulate this before the May half term, depending on when the consultation may take place. Open questions will be needed, asking staff what changes they would like to see and it was suggested that there should be a question around how staff feel about upholding the Catholic ethos of the school and links to Catholic life. It was agreed that a strategy group could be put together to modify and agree the questions.		

	Governors agreed that a parents' survey could also be looked at for the future to be completed at parents' evenings. Governors discussed recruitment of new Governors and it was agreed that Governor numbers could be discussed at the next meeting. It was suggested that the Mission Council may be a good place to recruit potential Governors. Governors confirmed their thanks to Mandy, the former Clerk to Governors, for all of her work. Governors confirmed their thanks to Debby, the HLTA, who will be leaving at Easter after 30 years at the school. ACTION: Headteacher and GGz to meet separately to discuss marketing ACTION: 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 ACTION: Strategy group to be put together to look at staff survey questions ACTION: Item on Governor numbers to be added to next FGB agenda The meeting was closed at 6.15pm.		
	Dates of next meetings: PFE3 Friday 19 June – 10.45 LTP3 Friday 19 June – 09.45 FGB4 Monday 29 June – 18.00		