



St Mary Star of the Sea

Local Governing Committee



Name:	St Mary Star of the Sea Catholic Primary School Local Governing Committee (LGC)
Date:	10 February 2026
Time:	15:30
Governors:	Claire O' Rourke, Mary Burkill, Doreen Cronin, Tochukwu Mbamalu (Online), Sophie Oleforo, Rob Tye (Foundation Governor pending – Observer) (Online), Sylvia Cousins (Associate Member), Sally-Ann Hart, Rory Barker
Attending:	Ann Craddock (Clerk), Caroline De Oliveria (RE Lead – Item 3 only)
Apologies:	
Absent:	Gwen Pierson

MINUTES

Number	Item	Action
1	Welcome, apologies and prayer 1.1 Welcome to new Governors Governors were welcomed to the Meeting. TM and RT joined via Teams. The new Parent Governor, RB, was welcomed and the new Foundation Governor, SAH was welcomed. There were no apologies. 1.2 Confidentiality reminder Governors were reminded of the importance of confidentiality throughout the meeting and after. 1.3 Declarations of Interests No new declarations were made.	
2	Minutes of 18 November 2025 2.1 Approval	

The Minutes of 18 November **were approved.**

2.2 Summary of Actions

Item.	Action.	Who.	Status.
2 (2.2)	COR to print the Protocols for DC	COR	Completed
3	Up to date Maths Subject lead report to be shared with the LGC	COR/Clerk	Completed
5	DfE's attendance expectations to be shared with the LGC	COR/Clerk	Completed (ABIE)
7 (7.2)	The Chair to contact Bosco regarding the GovernorHub training problems	DC	Completed
7 (7.3)	The Clerk to send induction documents and info to new Governors once they have a school account	Clerk	Completed – RT pending
7 (7.3)	The Chair to update the Constitution and send to the Diocese/Bosco	DC	Completed
7 (7.4)	Governors to contact COR re Open Morning	LGC	Completed
7 (7.4)	COR will contact the new pending Foundation Governor to invite to the Open Morning	COR	Completed

It was noted, Bosco has been contacted regarding the subscription to GovernorKnowledge. Governors will have access to the training once the matter has been rectified by Bosco.

2.3 Other Matters Arising

A Governor asked if there are any further updates regarding parental involvement with Maths. COR confirmed a questionnaire was sent to all parents and there were no responses back. It is felt that parents may feel less confident within the area, so moving forward, the school will invite parents in to see a live lesson. This approach had a positive impact when they did this with Phonics.

3 Subject Lead Presentation – RE by Caroline De Oliveria

CdO joined the Meeting 15:45.

The new curriculum (Love You More Clearly) is the new RE teaching scheme which has been in place for four years as and has been introduced to year groups via a phasing rollout. Years 3 and 4 are in their first year. The Diocese of A&B made the decision for the diocese to phase the curriculum in and it has worked well. CdO stated she felt the new curriculum is a much deeper teaching and learning experience than the previous 'Come and See' Curriculum. 'Love You More Clearly' also has higher expectations. The school has worked with St Richard's in the past, as they had to start the curriculum with Year 7, who had no prior knowledge of the new curriculum. **A Governor stated** it must be hard for pupils from non-Catholic primary schools. **A Governor asked** if the

	curriculum is likely to be changed again by the Diocese. It was stated that it will be updated but there will be little change for several years. The curriculum can only be changed if all the Bishops of England agree. All pupils will be taught the same themes throughout the school and there is an emphasis on recapping past learning and a focus on religious vocabulary. The curriculum also allows for more of an inclusive approach, as it can be adapted to meet the class needs and can be explored through Art and other creative activities. Prayer and Liturgy have helped to consolidate the learning, A Governor asked how assessments take place. CdO has devised documents to evidence 'best fit' and 'teacher judgements' for staff to use, as the Diocese has not yet finalised their assessment criteria. During recent training it was highlighted what assessments should look like and the advice is already being incorporated into the assessments. CdO stated how proud she is of the pupils' books, as they had significant evidence within them to display at training sessions. Other primary schools were complimentary. Through book looks, it was positive to see how adaptations to the teaching can be made for the class. Year 5 was a good example of this and how the staff member had used their knowledge and skills to slightly adapt the teaching for the benefit of the class. Governors were very pleased to see this. They stated how reassuring it is to have positive, highly knowledgeable teaching staff at the school. It was also mentioned that there is no longer 'greater depth' in RE. COR informed the Governors that they use Insight for tracking in the same way they do for English and Maths. Pupils who are not meeting the expected standard are discussed at Pupil Progress meetings and areas identified where support can be implemented. Staff voice has been obtained and a majority of staff feel happy and well supported with the planning. Planning is time heavy. Staff have enjoyed the deeper conversations and insights from pupils. The RE Lead is mindful if staff are feeling less confident at times and this may have an impact on planning time. A Governor asked if staff feel they need some additional support will they receive it. This was confirmed as yes; all staff members are very good at supporting one another. Governors were reminded that as a Catholic school the requirement is pupils should receive a minimum of 10% RE teaching time which is approximately 2 hours a week. A Governor stated that all the evidence obtained will be very beneficial for the CSI. The Chair highlighted the importance of Governors being aware of the importance of RE and the Catholic Life of the school, as they may be asked to meet with inspectors. An agenda item will be included in a future LGC meeting to prepare Governors and discuss expectations.	
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	CdO stated that yesterday she had attended a session with inspirational speaker, Greg Finn, from The Mark 10 Mission, who honed in on the teaching of Jesus is already right if you love Jesus. <i>(Link added for governor information)</i> https://www.themark10mission.co.uk/ A Governor asked if there is a breakdown of the RE branches pupils will be learning. COR stated Governors can find the RE curriculum on the website where they will see end points of learning. COR is in discussion regarding pupils transitioning to St Richard's and whether their RE books should be sent to their new RE teachers. CdO was thanked for all of her hard work, leadership of RE and presentation at today's meeting. CdO left the meeting at 16:20.	
4	Finance and Premises updates 4.1 Budget Monitoring including benchmarking with similar schools Governors felt the benchmarking was a good exercise. The LGC were surprised that CPD costs are not higher, as the school participates in a lot of CPD. This may be due to in-house training and expertise and some training being split within the Diocese/Deanery. Governors were surprised at the lower costs for energy. This is partly due to the boiler which was installed 7 years ago, which is more economic. The boiler can run at a lower temperature and still heat the school adequately. 4.2 Health & Safety update A Governor asked for an update on the windows. Due to the age of the windows and the replacement of the rendering, this has left some of the windows with gaps. They have been filled in temporarily and COR is in discussions with the Estates Manager at Bosco to place a SCET bid. A Governor asked if the school can use some of the Carry Forward to support the work and then replace if the bid is successful. COR explained that you cannot place bids for work that has already been funded. SO, link Governor for H and S has conducted a H&S monitoring visit (4 February 2026). There are a few minor points to address, such as replacement of damaged tiles. It has been agreed for SO to conduct termly visits to be reassured that any action points are addressed. 4.3 Premises update Item 4.2. 4.4 Approval of Occupation of School Premises Policy The document has been circulated to the LGC.	

	A Governor asked if Governors can be reassured that all occupations of the school premises, including out of hours and third-party use, is fully compliant with safeguarding, insurance and H&S and in line with the Catholic ethos. COR confirmed that Governors can be reassured as policies are in place for the hire of premises and safeguarding checks are conducted. Governors were in agreement of approving and adopting the Occupation of School Premises Policy.	
5	Headteacher's (Verbal) Report – including a focus on the SDP and SEF, on KS2 outcomes (2025) & attendance Governors were informed the SEF has been adapted to be in line with Ofsted's new framework. A Governor asked if the document had been updated with SLT. It had and discussions have taken place with the requirements for the school to achieve at least 'expected standard'. COR has attended Bosco training regarding the new Ofsted Framework and RAG rating. Governors felt that the school has significant evidence for a strong standard outcome. COR agreed that the school does, but evidence needs to be clear and linked to areas. A Governor asked if the SDP is shared with teaching staff. It is and Subject Leaders will use the document for their own monitoring and evaluation. A Governor asked for clarification when the Ofsted inspection would be due now the school is part of the Bosco Trust. A full inspection will go ahead, but the school will be given an extended time frame before it is due. It was noted SMSS has a higher than average number of EAL pupils The following pre questions were emailed to COR ahead of the meeting; ● Who is the PP Lead This is Nic Beaney (AHT) and COR. ● It was asked if the SEF Tool kit is completed as a team It is completed with SLT. ● Clarification was sought for EYFS forming part of the SDP. It was explained EYFS has now become a higher priority for the DFE with a priority to focus on oracy. The school has reviewed their curriculum and made reductions in areas where pupils entering into Reception are not ready. An emphasis on free play and more of a child led focus will be implemented from September 2026. ● Do staff model the development of vocabulary	

	Yes they do. This is via Quality First Teaching and the use of Rosenshine's Principles. ● What interventions are in place for pupils who are not at ARE Pupils will receive intervention such as additional reading and Nussy. Closing the gap with reading remains a priority as further gaps will start to close once a child has mastered their reading skills. ● When will the 15 minutes fluency maths sessions start These will commence after the February Half Term. Due to pupil voice indicating at the end of the last academic year that not all pupils enjoy Maths, the area is being looked into and the Maths Lead will obtain further pupil voice to see if there are any trends as to why pupils do not enjoy the subject. From September 2026, SMSS will be part of Maths Mastery of Numbers. Maths Mastery will support the pupils from an early age to show how they have worked out their equations. Governors were updated that the Key Stage 2 outcomes have changed, as the DFE confirmed the removal of two pupils from the overall data. The results are now as follows: Reading – 82% with 33% GD Writing – 82% with 11% GD. COR read a letter from the Secretary of State for Education to the LGC, congratulating the school on their high achievement for disadvantaged pupils in the Key Stage 2 outcomes. Last year all 11 pupils were categorised as ‘disadvantaged’ (but 1 has been removed from our data so 10 overall) and they achieved 100% in their reading and 90% writing. Governors were very proud that the inclusive nature of the school has been recognised. They also recognise the hard work that has gone into ensuring all pupils can access their learning. . Governors asked for staff and pupils to be thanked and congratulated for all their hard work. ● It was asked if SEN workshops are taken up by parents The SENCO arranges termly SEN surgeries for parents of SEN pupils. Scheduled meetings can be arranged should a parent feel this is necessary or the school will target parents for a meeting where needed. The SENCo makes contact with all SEN parents. ● It was asked if within Inclusion/disadvantaged – is the terminology ‘rigour’ and ‘consistency’ still key words They are still used.	
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	● It was acknowledged that the school is second out of 21 similar schools for high attendance and is first for their PA. It is evident pupils want to come to school and enjoy their time at SMSS. It was asked if the target of raising attendance by 0.2% is realistic for the school. COR stated the 0.2% is a realistic expectation and the ABIE document has been uploaded to SharePoint for Governors' information. Governors were also reminded that attendance will be affected by any pupil who is on a part-time timetable. A Governor asked if the school has to ever collect pupils from their home. This is something which has happened in the past, but is not something that is required regularly or at this moment in time.	
6	Safeguarding 6.1 Governor visit report TM conducted a visit on 27 January 2026. The Report has been uploaded to SharePoint. It was brought to Governors' attention the importance of completing cybersecurity training each year to ensure there are no implications for insurance. This is a good time for all Governors to refresh their training as the LGC has a number of new Governors. The Clerk will send the training video and draft a signing sheet. It was noted that DC and SC have completed Safer Recruitment. Governors were invited to complete the training as well. The Clerk will circulate the safeguarding training links.	Clerk LGC Clerk
7	Catholic Life/RE Whole school Mass (excluding Reception) went ahead in the Church in December. The Spiritual Council has taken part in the formation day at St Richard's. COR stated it was a beautiful day and beautifully led by the Chaplain. The Year 6 TA also attended to support the pupils. The school is working towards preparation for the CSI.	
8	Leadership and Governance 8.1 Governor Monitoring (reports of Open Morning (25/11) (4/2), SEN, RE) Governors who were able to attend the Open Morning in November and February were thanked for their time and reports. DC asked for a volunteer to take on the role of PP link. Following a link visit MB brought to the Governors' attention the amount of work the SENCo and school has to complete when they receive an EHCP request even when the school does not have the capacity for the admission. The school has a significant amount of paperwork to complete to explain why they cannot admit the pupil, despite the LA knowing the school does not have	

	space. COR stated it is a lot of additional work for all schools in the same position, as the LA has to have at least 12 schools reject the EHCP application before it can go any further. The school also only has 2 weeks to respond and put their case forward. A Report of her visit will follow ahead of the next meeting. 8.2 Governor training (OFSTED -27/11, CSI prep 12/1, Staff and Headteacher Wellbeing 26/1). Online training including reminders about Anspear training. Governors were reminded they can complete training via the Diocese. The Clerk will resend the information as to how to access the training. New Governors were reminded it is the same site where they had to sign their Code of Conduct. The Chair requested time at a future meeting to share her learning from the CSI and staff/ Headteacher wellbeing INSET. 8.3 Admissions update DC stated a ranking meeting went ahead earlier today. There were 63 applications received for September 2026. 16 April is offer day for parents to accept or decline the school placement. The school is continuing to raise the school's profile in the local community via social media and leaflets. The school's website is in the process of being revamped. The current Reception class is at 24.	MB Clerk
9	Policies and Statutory requirements 9.1 Bosco Policies -please read ● Allegations & Low-Level Concerns ● Behaviour Statement ● Exclusions ● RSE. It was noted the RSE Policy will be updated by Bosco to reflect changes in September 2026. The school is already using the Ten:Ten programme. 9.2 No changes but need to be accepted and adopted by the LGC ● Behaviour Statement of Principles ● Early Careers Teachers ● Religious Education ● Reserves ● Staff Capability ● Staff Code of Conduct ● Staff Disciplinary ● Staff Grievance ● Whistleblowing.	

	The LGC unanimously accepted and approved all the above policies. 9.3 Determination of Admissions Policy 2027-2028 The policy is the most up to date version, which has been presented to the LGC. There were no responses to the consultation. The LGC determined the Admissions Policy 2027-2028. SO and TM left the meeting at 18:30.	
10	10.1 GDPR -issues/Breaches No breaches or issues. It was raised by the Clerk that the LA has indicated that schools should be mindful of displaying Governor photos and bios on the school website going forward. The Clerk confirmed that at another local school, the DPO made reference to the fact that they did not have photos and bios of their Governors as good practice. It was agreed that as the website is being revamped, photos and bios will not be included in the Governors' section. Only compliant information will be available. 10.2 Cyber Security -issues /Breaches No issues or breaches 10.3 GIAS – updates The Head to add new Governors to the GIAS.	COR
11	AOB It was agreed that the blended approach and timings of the new meetings have worked well and will continue going forward. The Meeting closed with a Prayer at 17:35.	
12	Dates and Times for 2025-26 24th March 2026 at 15:30 19th May 2026 7th July 2026	

Summary of Actions – 10 February 2026

Item.	Action.	Who.	Status.
6 (6.1)	Clerk to send the Cyber Security video to the LGC	Clerk	Completed 11/2/26

	ALL Governor should watch the Cyber -Security video and confirm they have done so	LGC	
	Clerk to send the safeguarding sheet with training links on for Governors to complete any outstanding safeguarding training	Clerk	Completed 23/2/26
	Governors to complete the safeguarding training	RB, SAH, RT	
8 (8.1)	SEN Monitoring report to be shared with the LGC	MB	
8 (8.2)	Clerk to resend the Diocese 'called to serve' sheet	Clerk	Completed 23/2/26
10 (10.3)	COR to update the GIAS site with new Governor names.	Head	