



St Mary Star of the Sea

Local Governing Committee

Name:	St Mary Star of the Sea Catholic Primary School Local Governing Committee (LGC)
Date:	18 November 2025
Time:	17:15
Governors:	Claire O' Rourke, Mary Burkill, Doreen Cronin, Gwen Pierson, Sophie Oleforo, Rob Tye (Foundation Governor pending – Observer), Sylvia Cousins (Associate Member)
Attending:	Ann Craddock (Clerk), Tanya Pearce (Maths Lead – Item 3 only), Donna Hawkins (SBM Item 4 only)
Apologies:	Tochukwu Mbamalu (accepted)

MINUTES

Number	Item	Action
1	Welcome, apologies and prayer The Meeting was opened with a Prayer. DC welcomed everyone to the Meeting. RT was welcomed; he is waiting for his Foundation Governor application to be finalised. Apologies were received from TM and accepted. 1.1 Confidentiality reminder Governors were reminded of the importance of confidentiality throughout the meeting and after. 1.2 Declarations of Interests There were no new declarations of interest declared.	
2	Minutes of 25th September 2025	

	2.1 Approval The Minutes of 25 September 2025 were approved. 2.2 Summary of Actions <table><tr><th>Item.</th><th>Action.</th><th>Who.</th><th>Status.</th></tr><tr><td>1.</td><td>Printed copy of the Protocols to be available at the next Meeting for DC.</td><td>COR</td><td>COR to print</td></tr><tr><td>5 (5.3)</td><td>Update on SATS data changes</td><td>COR</td><td>Item 5</td></tr><tr><td>7 (7.2)</td><td>Resend booking info for the Diocese’s admissions training</td><td>COR</td><td>Completed by Clerk</td></tr><tr><td>7 (7.4)</td><td>Full copies of the SDP and SEF will be sent to the Board ahead of the next LGC Meeting.</td><td>COR</td><td>Completed</td></tr><tr><td>8 (8.1)</td><td>Monitoring Report template to be shared with the LGC</td><td>Clerk</td><td>Completed</td></tr><tr><td>8 (8.2)</td><td>COR will ensure families are informed where they can find the Complaints Policy in the school’s newsletter.</td><td>COR</td><td>Completed via newsletter</td></tr><tr><td>8 (8.3)</td><td>Collate Governors next of kin/emergency contact details</td><td>Clerk</td><td>Completed</td></tr><tr><td>10 (10.3)</td><td>Update Board changes on web and with Diocese, Trust</td><td>Clerk</td><td>Completed</td></tr></table> 2.3 Other Matters Arising See AOB – times of meetings. 2.4 Confidential Minutes – approved via email Approval was sought via email.	Item.	Action.	Who.	Status.	1.	Printed copy of the Protocols to be available at the next Meeting for DC.	COR	COR to print	5 (5.3)	Update on SATS data changes	COR	Item 5	7 (7.2)	Resend booking info for the Diocese’s admissions training	COR	Completed by Clerk	7 (7.4)	Full copies of the SDP and SEF will be sent to the Board ahead of the next LGC Meeting.	COR	Completed	8 (8.1)	Monitoring Report template to be shared with the LGC	Clerk	Completed	8 (8.2)	COR will ensure families are informed where they can find the Complaints Policy in the school’s newsletter.	COR	Completed via newsletter	8 (8.3)	Collate Governors next of kin/emergency contact details	Clerk	Completed	10 (10.3)	Update Board changes on web and with Diocese, Trust	Clerk	Completed	COR
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3	Subject Lead Presentation – MATHS (Tanya Pearce) Areas brought to Governors' attention: - TP stated that the school are looking at how we can learn from past Year 6 pupils who may just be a mark off achieving the 100 pass mark for Maths in their SATs. Children who are at risk of this in the current Year 6 have already been identified and the school are looking at additional support. - Working Walls are implemented in classrooms to scaffold and support all pupils’ learning and in particular, SEN pupils. - Real time examples, sentence stems and key vocabulary are used within class																																					

	● Live Marking encourages pupils to discuss key mistakes/misconceptions within the class and builds confidence ● Work with the Maths Hub is continuing ● Pre teaching before a lesson is beneficial for all pupils and helps build resilience and confidence ● The Sussex Maths Hub Lead will attend SMSS to offer additional support and CPD ● Staff continue to attend CPD to support Maths teaching. A discussion took place regarding further engagement with parents and supporting their child(ren) with Maths. There was no feedback from parents as to how they may prefer to do this from the Google Form sent to parents. TP stated they will try and engage parents again after Christmas. A Governor questioned if parents find it hard to come into school if they do shift work. This can be a reason for some parents, which is why a questionnaire was issued to gain an insight into which option would work better for the majority. It may also be that parents feel they do not need to support homework tasks in Maths if their child attends Homework Club. Other options for engagement were discussed, such as: ● Pre-recorded lessons available for parents to access on the school website ● Workshops similar to how Phonics is supported ● Purchase of resources parents can keep and use with their children in the home to support Maths through different fun activities, which has had a positive impact in another local school taking this approach. A Governor stated data from the Year 6 leavers' Pupil Voice indicated Maths was not always seen as an enjoyable subject, although during visits, Governors felt the opposite. TP stated this can be due to pupils' lack of confidence in the subject which can be a reason as to why they do not enjoy Maths over other subjects. TP stated options for introducing more games and events can be investigated to help increase the enjoyment of Maths. It is also paramount for all pupils to continue to practise Maths and if this happens less often in the home environment this can have an impact. A bid for Mastering Numbers Programme was placed. The school has been trying for two years. The school was offered the opportunity to take part in a research trial scheme this year. However, this was not going to be beneficial, as the school was chosen to be the Control Group, which would not receive any training input. The school expressed their disappointment with the outcome and were offered £500 funding and SMSS will be automatically entered for the bid next year. Bosco has also confirmed they will provide a Maths Specialist to attend the school to support CPD within Years 2 and 3. A Governor stated how effective the Kumon Programme is at building on the foundations of maths learning. This is an option for parents but it was stated that the school do not follow that program.	
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	A Governor asked if TP is monitoring lessons. This was confirmed as yes, as well as carrying out learning walks. A monitoring session is due to go ahead tomorrow and the Maths Hub Lead will also be in attendance. A Governor asked if an up-to-date Subject Leader Plan can be sent to the LGC and this was agreed. COR stated a focus for SATs will be focusing on questions within Maths paper 1, as pupils who are confident at arithmetic are more likely to do well on paper 2. TP was thanked for her presentation and left the meeting.	COR/Clerk
4	Finance and Premises updates 4.1 Budget Monitoring Report Governors wished to thank DH for all of her hard work during the transition to the Bosco Trust. A Governor asked for clarification as to the figures in red. It was explained they are deficit figures. The Autumn forecast surplus is £43,000 with a carry forward of £137,000 (10% of the budget). The SBM acknowledges this is too high and is in discussion with Bosco as to where the school wishes to allocate funds. The SBM is looking into where service level agreements (SLAs) can be cancelled or reduced if they are already receiving them via the Trust. Spending per pupil is higher compared to other schools in the Trust as the numbers of SEN and EAL pupils have an impact. SEN funding is never fully funded and the top up will be deducted from the budget. A Governor asked what the fund was spent on. This can be used for additional staff, resources and training for staff. A Governor asked if the school can complete benchmarking with other schools in the Trust. The school does complete benchmarking, but it is more effective to do so with other similar local schools. Savings will be looked at where there is not a direct impact to the pupils' learning. A Governor stated pupils need to feel proud of their school and felt standards have risen significantly since COR joined the school. To date, pupil numbers are at 198 and due to increase to 200 next week. 4.2 Pay Committee	

	All pay recommendations are within the budget and in line with the Pay Policy. Sufficient evidence supports the pay increments for staffing. It was noted the year needs to be changed to September 2025, which is the correct year for backdated pay. Governors were in agreement to the pay increments. 4.3 Updates on premises/projects completed The rendering has been completed. This has led to some further work to be carried out to the windows. A bid will be placed for the funding. A Governor asked if the school can still submit bids to VASCA .COR said they can bid via the Trust, but can no longer bid via VASCA. It was also noted that the work can be completed in stages if funds cannot support the full work to be completed at once.	
5	Headteacher's Report – including a focus on the SDP and SEF A discussion took place regarding the Report. ● Total pupils on roll is at 198 ● Reception 2025 has 23 pupils ● Pupil recruitment for next September has started with a range of media materials shared with the local community to raise the school's profile ● The school has introduced social media via Facebook and Instagram ● Attendance is above LA and National averages at 96.5% ● The school is the 10th highest local schools for attendance ● The DfE's ABIE indicates the school should raise their expected attendance by 0.2% to 97% ● COR will share the DfE's expectations for attendance report ● The CSI is due to take place next academic year ● Whole school Mass went ahead on 2 October and the Reception pupils' blessing on 13 October A Governor asked if the school has considered the Oscar Romero Award. The school is signed up to the Cafod Live Simple Award. A Governor asked if the school will use Raymond Friel's social justice calendar and this was confirmed as yes to support Catholic Social Teaching. A Governor asked for some examples as to how the impact of strengthening inclusion will look in practice. The school is using resources such as widget and pre teaching of vocabulary, which will ensure pupils can access the curriculum. A Governor stated last year's data highlighted some concerns for Year 1 overall and Year 4 reading. What steps are being taken to raise progress? COR explained the cohort includes a handful of SEN pupils and 57% of the pupils are EAL. Pupils will have access to interventions and re-teaching of Phonics to close the gaps. Year 4 (currently Year 5) is currently at 90% reading and 48% at GD. Writing remains a focus for pupils and ,where needed, scaffolding will support	COR

	pupils with their writing. A Governor stated the cohort needed a significant amount of support when they joined Reception. A Governor acknowledged Reception's GLD (Currently Year 1) was above both the National and LA. It was asked how the target compared to the outcome. COR confirmed the outcome was slightly above the prediction at 73% (70%). A Governor asked what support is in place for pupils who did not meet their Phonics outcome in Year 2. Pupils will receive interventions in Year 3, such as phonics, daily reading and spellings. A Governor asked how the school supports pupils with their multiplications to ensure they are ready for year 7. Pupils are constantly practising their times tables and arithmetic. Times Table Rock Star continues to be used in years 5 and 6 to support learning. A Governor asked for clarification on how well the Parents' Evening went. Parents' Evening was very successful with 88% of parents attending. Year 3 parents were the highest year group who attended at 93%. A Governor stated the school's newsletter is very good and a positive way to inform parents of school life. Governors were curious as to where the other Deanery schools are with joining Bosco. There are currently no updates that COR is aware of. The Hub development is ongoing with no further updates. A Governor questioned if the Deanery Action Plan should be target related for Governors too under the Leadership and Governance section. It was confirmed it is not as the Head Teacher's know that all boards operate differently and may not yet be in the Trust. A Governor questioned why the Deanery Mass is no longer for Governors too. It has gradually changed overtime and it is likely due to some schools not always having Governors there to represent their school. Admissions Policy A discussion took place regarding the recent Diocese's admissions training that the Head and DC attended. Due to the birth rate falling the Diocese has recommended that the criteria is simplified to encourage more families who are not Catholic to apply for a Reception place. It is hoped more parents will understand they can apply for a place as long as they are in agreement to support the ethos of the school. Catholic pupils who are baptised will still be scored higher on the ranking. A Governor questioned why the policy is required to change when more non-Catholics are joining Reception over Catholic pupils. The Head confirmed, despite this and the birth rate reducing, Reception classes across East Sussex are not full. SMSS currently has 23 pupils.	
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	Feedback from parents is that they love the school but often do not put SMSS as a first preference because they assume they have to be Catholic or they will not be offered a place. A Governor also stated by 2027 the Parish will form the wider Parish and therefore, distance from the school will not be relevant. The Head stated having more pupils from other faiths is paramount for all pupils' knowledge and experiences of other faiths. The new policy will also support staff who have children of primary school age. The recommendation is for the LGC to adopt Model 1, which will come into force for admissions 2027-2028. The LGC unanimously approved Model 1.	
6	Safeguarding 6.1 Safeguarding Report A Governor visit went ahead on 5 November by TM and SC, a report has been shared. 6.2 DSL Report A Governor asked if there are any significant concerns related to the recorded incidents and injuries. The Head confirmed no, as injuries include any medications given and inhalers distributed. A Governor asked if the school has considered the use of the Opal Project. COR confirmed there currently is not the capacity.	
7	Leadership and Governance 7.1 Governor Monitoring Governors should continue to contact COR to arrange their visit. The Governor Open morning is due to take place on 25 November 2025. 7.2 Governor Training DC will contact Bosco to find out how to rectify issues on Governor Hub for training. Some Governors are unable to access the Knowledge/training. Governors can also access training via the Diocese. The Hub currently has free Ofsted training on 27 November 2025. 7.3 Recruitment Parent elections went ahead. There were 3 parents who put themselves forward. The parent with the most votes has been informed. SO offered to support the new Governor as a mentor. The Clerk will send all relevant information to the new Governor once they have been issued with a school email address. It was discussed amending the Constitution to add an additional 1-2 Foundation Governors. The new constitution was approved.	DC Clerk DC

	7.4 Governor Open Morning (Tuesday 25th November 2025) Governors to let COR know if they can attend. COR will contact the pending foundation Governors to invite them to the Open Morning. Governors should arrive for 9am.	LGC COR
8	Policies and Statutory Requirements 8.1 Children Missing from Education The LA model has been used. The Policy was ratified . 8.2 SEN Information Report The document was ratified . 8.3 Use of Images 8.4 Photograph Consent Items 8.3 and 8.4 have been introduced due to the increased use of social media by the school. Governors ratified the use of Images and Photograph Consent policies.	
9	GDPR There have been no GDPR breaches or Cyber security breaches. The GIAS is up to date – pending new Governors’ information. There have been no SARs. The website is up to date and compliant.	
10	AOB Governors were in agreement to bring the meeting times forward to 15:30 with a blended approach if Governors needed to join online.	
11	Dates and Times for 2025-26 Open Morning for Governors: 25th November 2025 10th February 2026 15:30 24th March 2026 19th May 2026 7th July 2026	

Summary of Actions – 18th November 2025

Item.	Action.	Who.	Status.
2 (2.2)	COR to print the Protocols for DC	COR	
3	Up to date Maths Subject lead report to be shared with the LGC	COR/Clerk	

5	DfE's attendance expectations to be shared with the LGC	COR/Clerk	
7 (7.2)	The Chair to contact Bosco regarding the GovernorHub training problems	DC	
7 (7.3)	The Clerk to send induction documents and info to new Governors once they have a school account	Clerk	
7 (7.3)	The Chair to update the Constitution and send to the Diocese/Bosco	DC	
7 (7.4)	Governors to contact COR re Open Morning	LGC	
7 (7.4)	COR will contact the new pending Foundation Governor to invite to the Open Morning	COR	