



St Mary Star of the Sea

Local Governing Committee



Name:	St Mary Star of the Sea Catholic Primary School Local Governing Committee (LGC)
Date:	7 July 2026
Time:	15:30 – 17:30
Governors:	Claire O' Rourke, Doreen Cronin, Sophie Oleforo, Sally-Ann Hart, Rory Barker (Teams), Gwen Pierson (16:15)
Attending:	Ann Craddock (Governance Professional)
Apologies:	Tochukwu Mbamalu (Accepted), Rob Tye (Accepted), Sylvia Cousins (Associate Member) (Accepted), Mary Burkill (Accepted)

MINUTES

Number	Item	Action
1	Welcome, apologies and prayer The Meeting was opened with a Prayer. Governors were welcomed to the last meeting of the academic year. Apologies were received from SC, TM, MB and RT; all were accepted by the LGC. It was noted that SC will not be standing as an Associate Member in September. In her absence she was thanked for her exemplary service, commitment and thoughtful contributions to the LGC. 1.2 Confidentiality reminder Governors were reminded that the contents of all meetings remain confidential. 1.2 Declaration of Interests There were no new declarations made.	
2	Minutes of 3 June 2026 2.1 Approval	

	The LGC unanimously approved the Minutes. 2.2 Summary of Actions <table><tr><th>Item</th><th>Action.</th><th>Who.</th><th>Status.</th></tr><tr><td>2</td><td>Safeguarding to be completed</td><td>RT/~~RB~~</td><td>RB completed 8.6.26</td></tr><tr><td>2</td><td>Clerk to check with Bosco’s Clerk if the Diocese Safeguarding is sufficient</td><td>Clerk</td><td>Completed – emailed 8.6.26</td></tr><tr><td>2</td><td>Clerk to do a presentation at the July LGC re use of GovernorHub for all documents and agendas.</td><td>Clerk</td><td>Carryover for Sept when full attendance</td></tr><tr><td>4</td><td>Parental feedback/voice to be obtained re Catholic Life and Mission</td><td>GP, SO, RB</td><td>RB and DC completed– Sports Day</td></tr><tr><td>4</td><td>COR to send a list of questions for governors to use in carrying out Parent Voice</td><td>COR</td><td>Completed</td></tr><tr><td>4</td><td>SO & SAH to review the Website every now and again,– ongoing</td><td>SO, SAH</td><td>Ongoing Nothing to note</td></tr><tr><td>5</td><td>Update re data gap for girls with SEN</td><td>COR</td><td>July</td></tr><tr><td>5</td><td>COR to send the English Hub video re Early Language Development for viewing by interested governors</td><td>COR</td><td>Completed</td></tr><tr><td>5</td><td>Bosco’s Safeguarding Reports to be shared with the LGC when ready</td><td>COR</td><td>Completed</td></tr><tr><td>9</td><td>Clerk to send the Skills Audit to some Governors</td><td>GP, TM, RB</td><td>Completed 8.6.26</td></tr></table> 2.3 Other Matters Arising The Clerk will email RT about safeguarding training. The Clerk confirmed that an email was sent to the Trust’s Clerk regarding SAH’s training, but there has not been a response. However, it was felt that, as the training was via the Diocese it is sufficient. COR confirmed the Subject Leader’s Report on the progress of SEN girls will be available for the new academic year.	Item	Action.	Who.	Status.	2	Safeguarding to be completed	RT/ ~~RB~~	RB completed 8.6.26	2	Clerk to check with Bosco’s Clerk if the Diocese Safeguarding is sufficient	Clerk	Completed – emailed 8.6.26	2	Clerk to do a presentation at the July LGC re use of GovernorHub for all documents and agendas.	Clerk	Carryover for Sept when full attendance	4	Parental feedback/voice to be obtained re Catholic Life and Mission	GP, SO, RB	RB and DC completed– Sports Day	4	COR to send a list of questions for governors to use in carrying out Parent Voice	COR	Completed	4	SO & SAH to review the Website every now and again,– ongoing	SO, SAH	Ongoing Nothing to note	5	Update re data gap for girls with SEN	COR	July	5	COR to send the English Hub video re Early Language Development for viewing by interested governors	COR	Completed	5	Bosco’s Safeguarding Reports to be shared with the LGC when ready	COR	Completed	9	Clerk to send the Skills Audit to some Governors	GP, TM, RB	Completed 8.6.26	Clerk
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3	Catholic Life and Mission/Collective Worship DC encouraged governors to read their CSI training pack; there is very useful information to prepare for the Inspection, in particular the types of questions to ask on school visits and in meetings. The Diocese runs a course for Governors, should they wish to complete it via Called to Serve/Anspear. Governors were reminded of the importance of knowing the school’s Mission Statement. A Governor asked when the statement was last reviewed. COR																																													

	confirmed it was written three/four years ago and reviewed recently with the Spiritual Council, who felt there were no changes to be made. A Governor asked if there has there been a handover from Year 6 to Year 5 to enable succession planning on the Spiritual Council. COR explained the Year 5, who are currently on the Council will always stay on into Year 6. There are four pupils in total from Year 6, two who lead as they stay on from year 5 and two new representatives. A Governor stated that you mention in your Report, children are confident with CST - can we assume that staff therefore are too, including support staff and the Administration Team? All staff are trained in Cafod's social teaching. Staff meetings also include regular training. A Governor asked if the RE Subject Leader's Report should include more information about the Catholic Faith. It was explained that the RE Report is focused on the teaching and learning in RE and is not a commentary or evaluation of the Catholic Life and Mission of the school. COR updated the LGC that the school's prayer has now been turned into a hymn by the Music Subject Lead at St Richard's. The pupils have enjoyed being taught the hymn. A Governor asked how staff have found the change. All staff have enjoyed singing the hymn. The hymn was shared with the Governors as part of the closing prayers.	
4	Headteacher's Report to include: 4.1 DSL report, end of year data for Early Years, Phonics, Year Four Multiplication check and provisional SATs results The Reports have been shared with the LGC and Claire has received questions from several Governors. Governors were pleased with the Safeguarding report carried out by BOSCO. Whole school attendance to date is at 95.4%, above both the National and LA. The school has a small number of PA pupils The number of pupils currently on roll is 199. September 2026 admissions have fallen to 28 from 30. One is due to a pupil accessing a special school and the other family decided to place their child in the school where they currently attend nursery. A Governor acknowledged, 28 is still good, as locally pupil numbers are down. It was asked how often does the English Hub support the school? The Hub visits the school every full term and will conduct audits, book scrutiny, contribute to the Subject Leader's Report and discuss a range of shared approaches.	

	Year 1 Phonics is at 68% with the National % likely to be around 82%. The class is made up of 28 pupils. A breakdown of the cohort was provided to the LGC. It was stated that in some areas the attainment levels are below National (eg Phonics), but good progress is evident. A question was asked- Is there recognition of this in National and Local data capture? It was explained data is always compared with the National and Local. Phonics has been lower than the school is happy with over the last 2 years and monitoring is ongoing to see what the barriers are. Small schools can be impacted by data if a few pupils affect it. It was explained that Neli is a language programme the school uses in Key Stage 1 to support those pupils who require additional support. A Governor asked who wrote the Phonics report, and this was confirmed as the Headteacher. The Head wrote the report to investigate why some able readers did not pass. The current scheme for phonics has been investigated and is still fit for purpose. She was also able to show how historically lower phonics results do not impact on overall progress over the years-in fact, it was quite the opposite. The EYFS data is strong with 74% reaching a GLD. There are 23 pupils in the class, and the class have a high level of additional needs. COR is pleased with the data and feels there are no significant concerns. It was noted that the data may change if an 'off roll' pupil's data has to be added to the school's data outcome. The MTC is higher this year at 37% of pupils who achieved 25/25. This is 11 pupils from the class. Seven pupils achieved 24/25. Governors were informed that due to the marking of the SATs, the results have been delayed. These will be emailed towards the end of term. Transition days have gone ahead and went very well. 4.2 SDP/SEF A Governor questioned why is the writing curriculum being reviewed and is it to fit in with the Writing Framework or for some other reason? It was explained that the Writing Framework has changed this year and the curriculum is being reviewed for any changes that may be needed. Writing this year is at 77% and is strong. The cohort has one pupil who is at GD. The school has been involved in moderation with the Deanery as well as the LA. It was asked how the school ensures Subject Leaders have sufficient time for reports and identifying areas of strengths and weakness. All leaders have time out from teaching to complete their reports.	
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	A Governor asked how the school will improve the assessment of SEN pupils. The school is looking into the best way to measure small steps for pupils and smart targets. Pupils have their targets on their EHCPs, but these may also need adapting and reducing into smaller steps for a pupil. A Governor asked how Early Language Development fitted in with improving writing/Writing Framework and phonics. COR stated a lower rate of language development and lower GLD pupils are at greater risk of not achieving their phonics. It is vital the school recognises these pupils early to implement early interventions for greater success. The school is seeing a greater impact on pupils with lower speech and language due to a range of external factors. Sometimes, a parent, particularly a first-time parent, is not always aware if their child has a delay in speech and language. (GP arrived 16:15) A Governor acknowledged speech and language delays can also present themselves in negative behaviour, as pupils may not fully be able to express themselves verbally. A Governor stated that feedback from parents has identified that the school is incredibly supportive and quick to act on early speech and language difficulties and this is a real positive for the school. 4.3 update H&S A Governor asked if the school is ready for Benedict's Law, in terms of training and awareness. COR explained that from September 2026, Benedict's Law will be in place for pupils with allergies, and Martin's Law with regard to having Invacuation, Lockdown procedure and Evacuation Plan in place. The Clerk has shared the quick read for Benedict's Law with the LGC. COR confirmed an order has been placed for spare auto-injectors. All staff have been trained in allergies. Staff will complete H&S training via the National College. It was agreed for SO to be the Governor Lead for allergies, in line with Benedict's Law. 4.4 updates Attendance, Admissions and Subject Leaders' reports to end the academic year. Attendance percentage and admissions - Discussed at Item 4.1. A Governor asked if the school is aware of the slight dip with attendance. COR stated that there was a number of illnesses which impacted the school in the spring term, such as Chickenpox in Reception and Key Stage 1. COR confirmed they have no significant concerns about attendance at this time, but it is always monitored and we are always looking to make marginal improvements.	DC
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	Subject leader reports will be uploaded to GovernorHub for the LGC and can be referred back to at any time. A new INA has been recruited for an 'in year admissions 'pupil. A discussion regarding staffing went ahead. After 20 years of dedicated support and service, Anita Friedlander will be retiring. Governors wished her well and a card will be sent to her on behalf of the LGC. Roberta has resigned and will be taking a break from teaching to consider her next steps. A card will be sent to her wishing her well and thanking her for her years of dedicated service. Governors were reminded that all staff changes are within budget and have been budgeted for. The LGC was informed that the teaching staff COL has now been approved at 3.5%. The school budgeted for 3.2%. A grant will be received to support the rise with the school funding 1% of the pay. There is no further information regarding this at the moment. Governors felt a sense of reassurance that the pay rise will be part funded as it would be a concern if the school was required to fully fund the COL. A Governor questioned how the changes to the PE Grant will impact the school's enrichment programme. The PE Grant to date has been around £17,000 for SMSS. The DfE is changing how this is used for schools. The support will be used for the development of PE and Schools Sports Partnership networks. The school will use what they currently have to fund what is in place, but it is likely some activities may have to end. There is no further information regarding the provision at this moment in time. The school currently funds the Deanery Tournaments, so these will continue. A Governor asked. -was there evidence to support the school's financial decisions being based on the educational needs of the pupils and value for money. This is something the school does and is discussed within finance meetings. The school is in a fortunate place, as work to the building has previously gone ahead, so it is unlikely any major work will need to be undertaken soon. Investments in items such as the air-conditioning in classrooms has ensured the school was able to remain open during the recent hot weather. A Governor questioned if the LGC can be informed of the exclusion type and whether the LGC should be concerned for reoccurring behaviour from the recent exclusion. The pupil received a fixed term exclusion for behaviour concerns. Measures have been put into place to support the pupil, and the pupil is now back in school and is more settled. A Governor asked if there are any patterns which can be identified. Behaviours can be triggered by environmental issues as well as SEN. The SENCo will discuss any concerns with secondary schools if any pupils transitioning with challenging behaviour may struggle.	
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	It was asked what the procedure was for the racial incident. COR stated the policy was followed and the issue was the use of the wrong language. The pupil and family were spoken to. The pupil received time away from the class and was given reflection time, as well as an input on the correct language to be used. Governors asked if there has been a repeat of the incident. This was confirmed as no. A Governor stated it is hard sometimes for pupils to understand the correct language to use when there is so much inappropriate language used in music videos or via social media that they do not fully understand the word they are saying. The difference is if a pupil continues to say the word knowingly and knowing the impact it is having on their peer(s).	
5	Leadership and Governance 5.1 Governor training SAH confirmed her attendance at Early Language training via the English Hub, and the LA's Supporting Families Inset. DC has completed training via Anspear on being a Chair and Parental Engagement. She also attended the LA training on Supporting Families. This Friday she will be attending the BOSCO development day for Chairs of Governors. 5.2. Skills Audit RB will complete the audit, and a reminder will be sent to TM. 5.3 Moving to Governorhub- short presentation from Annie Deferred until more governors are in attendance. 5.4 Arrangements for new academic year -2026/2027 Governors can inform COR and DC if they wish to change their link lead area in the new academic year. The meetings will move to 15:25 for drinks in the staff room and start at 15:45. Governors were thanked for all of their time and DC praised the LGC for their strong sense of commitment, strategic approach and range of skills which created a cohesive team. Dates for the Year 2026-2027 are at Item 8. The meeting day has changed to Monday to fit in with The Head's other school commitments.	Clerk RB, TM LGC
6	Policies and Statutory Requirements A Governor asked who the lead for RSE will be and what the changes are for September 2026. The Leads will be COR and CdO. Recent updates have only been released this week and the Head confirmed she will go through the check list from the Diocese. The school will still use Ten: Ten. More information will follow at the next meeting of the LGC. A Governor asked if PHSE reflects Catholic teaching. The teaching of PHSE sits within RSE, as the school has a level of flexibility for the teaching of PHSE as a VA school. Any conflicts within PHSE will be removed to ensure the focus is in line with Catholic Teaching.	

	DC is due to attend a Bosco Meeting with the focus on RSE and will share any new information with the LGC. 6.1 RSE Policy update Updates and Policy for September 2026 The use of Images Policy will be updated in September 2026, as there is new guidance for the use of AI.	DC COR
7	Compliance checks 7.1 GDPR There have been no breaches. 7.2 Cybersecurity No breaches. 7.3 GIAS Has been updated. The Head was thanked for keeping this up to date 7.4 Website The Website is compliant.	
8	AOB 8.1 Dates for 2026-27 Monday 28th September at 15:45 Monday 16th November Monday 8th February Monday 22nd March Monday 7th June Thursday 8th July. 8.2 Open Morning dates TBC in September The Meeting closed with the Serenity Prayer and the new school Hymn at 17:35. With thanks to Claire for her strong leadership, dedication and care of her school community throughout this academic year.	
	Dates for Meetings Monday 28 September 2026 at 15:45	

Summary of Actions – 7 July 2026

Item	Action.	Who.	Status.
2 2.3	The Clerk will email RT Safeguarding to be completed	RT/Clerk	Completed – RT has completed safeguarding for governors 1/7/26
4 4.4	The Chair to send a card on behalf of the LGC to Anita and Roberta.	DC	
5 5.2	RB to complete the Skills Audit and send to DC	RB	ASAP
5 5.2	The Clerk will email TM to complete the audit	Clerk	Completed 15.7.26
5 5.2	TM to complete the audit and send to DC	TM	ASAP
5 5.4	The LGC to inform DC and COR if they wish to change their link lead area	LGC	
6	DC to send info from the Bosco RSE training, if relevant	DC	
6 6.1	RSE Policy to be ratified in September & updates	COR	September's LGC
6 6.1	Policy and update in September for Use of Images Policy	COR	September's LGC