



# St Mary Star of the Sea

## Local Governing Committee



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| Name:      | St Mary Star of the Sea Catholic Primary School<br>Local Governing Committee (LGC)                                                                                       |
| Date:      | 3 June 2026                                                                                                                                                              |
| Time:      | 15:30                                                                                                                                                                    |
| Governors: | Claire O' Rourke, Mary Burkill, Doreen Cronin, Sophie Oleforo, Rob Tye, Sylvia Cousins (Associate Member), Sally-Ann Hart, Rory Barker (Teams), Tochukwu Mbamalu (Teams) |
| Attending: | Ann Craddock (Clerk), Donna Hawkins (SBM; Item 3)                                                                                                                        |
| Apologies: | Gwen Pierson (Accepted)                                                                                                                                                  |

## MINUTES

| Number         | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action         |           |      |         |                |                                              |            |           |  |                                       |                |           |           |
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| 1              | <p><b>Welcome, apologies and prayer</b></p> <p><b>1.1 Confidentiality reminder</b><br/>Governors were welcomed to the Meeting. Apologies were received from GP. Governors were reminded of the importance of confidentiality.</p> <p><b>1.2 Declaration of Interests</b><br/>No new declarations were made.</p>                                                                                                                                                                              |                |           |      |         |                |                                              |            |           |  |                                       |                |           |           |
| 2              | <p><b>Minutes of 24 March 2026</b></p> <p><b>2.1 Approval</b><br/>The Minutes of 24 March 2026 <b>were approved.</b></p> <p><b>2.2 Summary of Actions</b></p> <table><tr><th>Ite<br/>m.</th><th>Action.</th><th>Who.</th><th>Status.</th></tr><tr><td>2<br/>(2.<br/>2)</td><td>Governors to complete Cybersecurity training</td><td>TM, RT, GP</td><td>Completed</td></tr><tr><td></td><td>Safeguarding training to be completed</td><td>SAH, RT,<br/>RB</td><td>Carryover</td></tr></table> | Ite<br>m.      | Action.   | Who. | Status. | 2<br>(2.<br>2) | Governors to complete Cybersecurity training | TM, RT, GP | Completed |  | Safeguarding training to be completed | SAH, RT,<br>RB | Carryover | RT and RB |
| Ite<br>m.      | Action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Who.           | Status.   |      |         |                |                                              |            |           |  |                                       |                |           |           |
| 2<br>(2.<br>2) | Governors to complete Cybersecurity training                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TM, RT, GP     | Completed |      |         |                |                                              |            |           |  |                                       |                |           |           |
|                | Safeguarding training to be completed                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SAH, RT,<br>RB | Carryover |      |         |                |                                              |            |           |  |                                       |                |           |           |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7            | COR to contact TM regarding the 175 Audit                                                             | COR    | Completed                     |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 7            | COR to check Pupil Voice to see if any further action is needed                                       | COR    | Completed                     |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8<br>(8.1)   | COR to send details of April's Open Morning                                                           | COR    | Completed                     |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8<br>(8.1)   | H&S Visit to be arranged                                                                              | SO     | Completed Item                |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8<br>(8.1)   | Chair to check with Bosco if we still need an EYFS Link Governor                                      | DC     | Completed – not a requirement |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8<br>(8.3)   | Clerk to contact RB regarding emergency contact details                                               | Clerk  | Completed                     |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              | RB and RT to complete emergency contact details                                                       | RT, RB | ASAP                          |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 10<br>(10.3) | Clerk to email GIAS form to new governors                                                             | Clerk  | Completed                     |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 11           | SAH to email COR/relevant staff regarding further information required by Bosco's safeguarding course | SAH    | Not required                  |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 11           | RT to email COR re Convent site                                                                       | RT     | Completed.                    |       |
| <p><b>2.3 Other Matters Arising</b></p> <p>The Clerk will check with the Trust's Clerk if SAH's safeguarding/ child protection training via the Diocese is sufficient rather than the GovernorKnowledge version.</p> <p><b>The Clerk recommended</b> moving to GovernorHub for the storage of documents, as it is far easier for governors to access compared with SharePoint. The Clerk will do a short presentation at July's Meeting.</p>                                                                                                                                                                      |              |                                                                                                       |        |                               | Clerk |
| <p><b>3 Finance</b></p> <p><b>3.1 Budget presentation from the Business Manager/ Approval of the budget for 2026/2027</b></p> <p>Governors were presented with the Budget documents in advance of the meeting. The SBM informed the LGC that Bosco and the Headteacher have overseen the budget.</p> <p><b>Governors were informed</b> that the budget is in an acceptable position with the reserves remaining between 5-7% across all three years.</p> <p>The in-year position has improved compared with the Autumn forecast. For 2025-26 the surplus reduces slightly from £43,000 to £23,000, but in the</p> |              |                                                                                                       |        |                               | Clerk |

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|  | <p>following two years it has a significantly smaller deficit compared to the Autumn forecast.</p> <p>The cumulative reserves remain strong with this year £117,000, followed by the next two years at £105,000 and £82,000.</p> <p>Governors were updated with the three main changes to income;</p> <ul style="list-style-type: none"> <li>• Grant income has reduced due to funding changes to the NI and SBSG being moved into the main budget as well as the new Inclusion mainstream fund.</li> <li>• SEND income has increased due to a pupil with an EHCP.</li> </ul> <p><b>A Governor asked how much</b> the new Inclusion grant is. All mainstream schools will receive a base figure of £3,000 with additional funding being calculated on pupil numbers, levels of low prior attainment and the local area costs. <b>The SMB stated</b> it is likely to be around £14,000. <b>A Governor asked</b> if the EHCP funds have been included and this was confirmed as yes. <b>A Governor asked</b> whether the grants are comparable to when the school was not in the Trust. It was explained that the LA did not give a breakdown of the figures, but the grants are no less than when they were with the LA. <b>A Governor stated that</b> it is still not enough funds to cover everything that a SEN pupil needs. This was confirmed as correct. Grants have never fully met the true needs of SEN pupils. Even with EHCP grants, the school must meet a shortfall of around £4,000 per plan.</p> <p>The third income update is:</p> <ul style="list-style-type: none"> <li>• The wraparound care has moved 'in house' and this has increased income.</li> </ul> <p><b>A further discussion took place</b> regarding staffing costs. SEN staffing costs have risen to reflect additional support needed. An 'in year' admission has been received and the pupil will have to have an INA, which is currently being advertised.</p> <p>One member of support staff will be starting a 4-year apprenticeship for teacher training. <b>A Governor asked</b> what the changes to the apprenticeship's pay will be. The staff member will move to an unqualified teacher's pay, which has been budgeted for, for all three years shown on the budget. The changes in pay and cover required will be offset by one member of staff's resignation, as the school will not be replacing the staff member.</p> <p><b>A Governor asked</b> for clarification on whether an increase to staffing costs is due to staffing changes rather than the rise in NI and COL rises. The impact to staff costs is based on both.6.5% across three years has been budgeted for teaching staff, although this has not yet been confirmed and it is possible it</p> |  |
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|  | <p>may be higher. <b>A Governor asked</b> if the staffing budget is currently stable. It is and it is currently at 80-85% of the budget, which is healthy.</p> <p>A Governor queried risk factors. A risk factor is the falling pupil numbers across three years, which is indicating a fall from 207 to 196. This is based on October's Census and is 'worst case' scenario. The number of pupils on roll to date is 199 with one pupil to join 'in year' shortly. On a positive note, Reception will see a full class of 30, although governors should be mindful one pupil may not join due to awaiting further SEN information. September 2025 only saw 23 pupils join Reception, so this has already increased pupil numbers. <b>A Governor asked</b> how many pupils per class would ensure the school breaks even. A class of 26-27 pupils would be good, but it is also dependant on the level of needs and staffing. Bosco has indicated the level of staffing is very good for the size of the school.</p> <p>The non-pay costs are slightly higher than the forecast, mainly due to the work to the window replacements and the outdoor area for Reception. A further bid will be placed to complete the rest of the windows.</p> <p>The SBM will continue to work with Bosco on areas where savings can be made, such as subscriptions and buying stationary in bulk.</p> <p><b>A Governor highlighted</b> the risk associated with unexpected costs which will mean using the reserves. This is a risk, although it is hoped it is low, as large projects such as the boilers and roof are within 6-10 years of being replaced. SIF bids can also be placed for capital work. <b>A Governor asked</b> what the percentage of reserves Bosco is happy with: it is between 4-7%.</p> <p>A plan is in place to use £10,000 approx. from the reserves to fund the playground resurfacing for Key Stage 1. This will allow a larger astroturf space which can be used all year around by the pupils.</p> <p><b>Governors were informed that</b> the DFC fund will be used to upgrade the Tech Room for pupils.</p> <p><b>Governors were informed that</b> the forecast for 2026-27 is showing a small deficit, but this is expected to reduce over the year.</p> <p>Governors thanked DH for all her hard work on the budget and acknowledged her continued workload with the changeover to how the budget is reported.</p> <p><b>3.2 Approval of 1-3 year budget plans</b><br/> <b><i>Governors unanimously approved the three-year budget and noted the Reserve.</i></b></p> <p><b>3.3 Health and Safety update</b><br/> Parago continues to be informative and supports the workload for H&amp;S.</p> |  |
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|   | <p><b>A Governor asked</b> if any pupils have risk assessments. Pupils do, depending on their level of need.</p> <p><b>A Governor asked</b> if a Risk Assessment is in place for Sports Day – confirmed as yes.</p> <p>SO completed a recent H&amp;S Monitoring Walk on 19 May. This was to check the outstanding actions from Bosco’s visit on 4 February 2026. Actions requiring further work are the kitchen where mould is present despite being redecorated. Further steps are in place to find the cause. The governors were pleased to hear that most actions have been addressed and checked by SO</p> <p><b>SO also discussed</b> with the Caretaker the accessibility audit and where the moveable ramp will be placed to accommodate a pupil who is a wheelchair user.</p> <p><b>A Governor asked</b> if annual testing is booked for the holidays. The PAT testing went ahead over the February school holiday.</p> <p><b>SO was thanked</b> for her visit and report. The <b>SMB was thanked</b> and left the Meeting at 16:20.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
| 4 | <p><b>Catholic Life and Mission/Collective Worship</b></p> <p>Examples of three CSI Inspection reports were shared with governors to give them an oversight of what they may be asked during an inspection. <b>DC suggested that</b> it will be beneficial for more parental engagement within the Catholic Life and Mission area. <b>It was agreed for RB, SO and GP to approach</b> parents during school collection time for parental feedback. A list of questions will be shared with the governors to guide them in their conversations with parents. Governors will also become more involved with being present at events such as Sports Day to speak informally to parents about school life.</p> <p>Additionally, governors will need to gain a greater understanding of the RE curriculum to ensure that they are seeing a range of work by all pupils across all classes and how work is differentiated to support SEN pupils. Governors were reminded that Collective Worship should show evidence of pupils participating in leadership activities and should be recorded on visit reports,</p> <p>A printed booklet from the Diocese’s training for CSI is available for governors who were not in attendance at the training on the Open Morning. <b>One question the Chair found useful</b>, which governors should be aware of, is how much of the budget is set aside for RE.</p> <p>It was explained that all school policies should have the Mission Statement on them and this is something governors should be aware of when they are sent policies.</p> | <p><b>RB, SO, GP</b></p> <p><b>COR</b></p> |

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|          | <p>Updates on the Catholic Life of the school can be found on the new website, which has been revamped and is up and running. <b>A Governor stated</b> that she had been onto the new school website and found it informative. By the end of the academic year, all pupils will be taught the new RE Curriculum – “Know you More Clearly.” The LGC was reminded regarding data that there is no longer ‘working at greater depth’ for pupils in RE.</p> <p><b>It was agreed that</b> SO and SAH would check the school website from time to time to ensure it remains compliant and any out-of-date information is removed.</p> <p><b>COR stated that,</b> once the call is made from the CSI, the inspection will take place a day after the following day for two days (Wednesday/Thursday or Thursday/Friday)</p> <p><b>A Governor stated that</b> the newsletters are excellent at highlighting the pupils’ achievements and experiences and are a valuable resource for CSI evidence.</p> <p><b>It was highlighted that</b> a member of staff attended all three of the pupils’ Holy Communion masses. She is a dedicated member of the team. The Head to thank her on behalf of the LGC.</p> <p><b>A Governor questioned</b> if the pupils from the Spiritual Council could attend the Pilgrimage referenced within the Alpha Beta. COR stated that it clashes with the residential trip for year six.</p> <p><b>A Governor asked if the RSE Policy</b> is up to date. It is, although a new updated version will be ready once guidance has been issued by the Diocese and will reflect the DfE’s changes which are expected to be in force from September 2026.</p> <p><b>DC asked if there</b> is anything else as governors we can do to support the preparation for the CSI. It is vital governors have a good understanding of what the school does, such as Collective Worship, mass attendance, how governors’ responsibilities link with the Catholic Life and Mission of the school, and up-to-date knowledge of the School Development Plan and the RE action plan. The LGC can also seek further information and updates from the Head’s report.</p> | <b>SO/SAH</b> |
| <b>5</b> | <p><b>Headteacher’s Updates on admissions, safeguarding and SDP/SEF (Verbal Report)</b></p> <p>Attendance is at 95.4%, which is above National. Any absence by a pupil is always looked into as to why they are not in school and if there are any patterns/concerns forming. The LGC was reminded that any pupils on a part-time timetable due to their SEN needs will impact on the school’s overall attendance figure.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |

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|  | <p>The number of pupils on roll is at 199 with one ‘in year’ admission to join tomorrow. Year 6 is above PAN at 31. Current vacancies are within Reception, Year 1 and Year 3. There are currently no applications on the waiting list for these years. Admissions and the waiting list will be looked at next academic year, as legally, classes cannot go over PAN in Key Stage 1.</p> <p>30 places have been offered to parents for September 2026, with 29 places confirmed. <b>A Governor stated that this</b> is positive to hear and it appears that work carried by the Headteacher to improve recruitment has had a positive impact.</p> <p>Reasonable adjustments to the school to accommodate a pupil who uses a wheelchair are in hand. The school has approached the LA to conduct an audit of the building too.</p> <p>A discussion regarding the requirements around a pupil’s SATs data being disapplied took place and the regulations is for this to be applied.</p> <p>An INA will be appointed to support a pupil. The INA will only be employed for the days when the child is in school.</p> <p>Regarding the SEF/SDP, <b>a Governor asked</b> for further clarification regarding PD &amp; Wellbeing-which projects and meetings have not been as consistent? COR explained that this is linked to the School Council’s project with the sustainability action plan. This is largely due to staffing capacity. This is something SLT will look into improving for the new academic year,</p> <p><b>A Governor asked</b> if the House System needs reviewing. This is something which is being looked into so that it is more sports based.<br/>(RB left Teams 16:53)</p> <p><b>A Governor asked</b> how the school will ensure SEN pupils will receive specialist support in line with the White Paper. Currently, there is no additional funding, and the school will continue to work with the LA and Trust. Pupils will continue to be monitored under the school’s current systems and adaptations will be made where required. Pupils’ individual plans and EHCPs will also be used for target setting and tracking.</p> <p>As the number of SEN is rising, <b>it was asked</b> what safeguards will be in place to ensure staff will not become overstretched. COR stated that classroom TA support is vital for teaching staff’s MHEB, as well as support from the SENCo and SLT.</p> <p><b>A Governor stated that</b> in the SEN Subject Leader’s Report in 2024/25, Maths was highlighted as a weakness for SEN girls. <b>It was asked if this has changed.</b> Confirmed data is due in June, and a further update will be ready in July’s LGC meeting.</p> | <p><b>COR</b></p> |
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|          | <p><b>A Governor asked</b> how the school is ensuring consistency between early language and oracy expectations. Governors were informed that the English Hub video is very good at explaining this; COR will send the link to the LGC. Oracy, Phonics and Reading, as well as quality first Teaching (QFT) are key priorities in Reception for Early language development</p> <p>The SDP will be updated in time for the new academic year and will include targets related to the new Writing Framework. October's planned Inset will include a Speaker, Alex Quigley, who will provide thoughts on using the Framework.</p> <p><b>Governors requested</b> a copy of the safeguarding reports completed by BOSCO. The reports are not yet ready and should be ready for the LGC by July's Meeting. <b>It was asked</b> if there was any feedback from the LA's 175 Audit. There have been no updates.</p> <p>Governors were informed that the 3–5 year strategic plan is currently in process.</p> <p>COR thanked TM for the visit and safeguarding report which took place on 12 May. The Report has been shared with the LGC.</p>                                            | <b>COR</b> |
| <b>6</b> | <p><b>Leadership and Governance</b></p> <p><b>6.1 Governor Monitoring (Open Morning 23<sup>rd</sup> April, H&amp;S walk 12<sup>th</sup> May, Safeguarding Pupil Voice 12<sup>th</sup> May)</b></p> <p>Governors were thanked for their time and reports. The Reports are on SharePoint.</p> <p>There were no further questions.</p> <p><b>6.2 Governor training (CSI workshop 23/4, A Chair's Experience of OFSTED 25/3, The Writing Framework 25/3, The Psychology of Complaints and Inclusion Conference 16/4, Clerk's appraisal for Chairs 23/4, Supporting Early Language Development 27/4, BOSCO Chairs Forum 11/5.</b></p> <p>The Chair confirmed her attendance at the above courses. MB confirmed attendance at a SEND Reforms course led by the LA, SAH, MB and the Clerk also attended the Psychology of Complaints and Inclusion Conference.</p> <p><b>A Governor stated</b> that she witnessed the interactions between the Reception pupils and their Year 6 Buddies at the Mass in the church the other week, and it was lovely to see such positive bonding.</p> <p>Year 5 pupils have started to write their letters to their Reception Buddies for 2026/27.</p> |            |
| <b>7</b> | <b>Policies and Statutory Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |

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|   | <p><b>7.1 Intimate Care Policy</b><br/> <b>Governors ratified the Policy</b>, subject to some minor corrections.</p> <p><b>7.2 Use of Reasonable Force and other restrictive interventions guidance</b><br/> <b>It was asked</b> if SEN pupils are disproportionately represented in restrictive interventions. This is something the school does not currently use as a regular occurrence, as it has not been required so far. There is no data. <b>A Governor asked</b> if the school uses seclusion for pupils. COR confirmed that this will be used if it is required.</p> <p><b>A discussion took place as to</b> whether the policy should specify what interventions have been used and for how long a pupil may be in seclusion. It was explained that the policy is a Bosco template. However, placing a time period on interventions is not something which will be beneficial as some pupils require a longer time than others to deescalate and regulate their emotions.</p> <p><b>The LGC unanimously ratified the policy.</b></p> |  |
| 8 | <p><b>Compliance checks</b><br/> <b>8.1 GDPR</b><br/> No breaches or issues.</p> <p><b>8.2 Cybersecurity</b><br/> No issues. TM confirmed he has completed the Cyber Security training but has not confirmed this via GovernorHub.</p> <p><b>8.3 GIAS</b><br/> The Clerk will check new governors have been included.</p> <p><b>8.4 Website</b><br/> The new website is up and running.</p> <p><b>The Clerk reminded the LGC</b> that the LA has recommended that governors should only have their name and term of office on the school website rather than photos and bios due to GDPR. A DPO praised another school for not using photos or bios. The Chair offered to write a piece on the governors and their activities for the website.</p>                                                                                                                                                                                                                                                                                               |  |
| 9 | <p><b>AOB</b><br/> <b>9.1 Correspondence with the local Council</b><br/> The Council has yet to reply. RT was thanked for the extensive letter he drafted for the Council on behalf of the school.</p> <p><b>Governors were informed</b> of an informal complaint due to no fault of the school. The Complainant has been contacted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

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|           | <p><b>SAH was thanked</b> for her help with the school trip today.</p> <p><b>The Clerk will email</b> an online Skills Audit to GP, RB and TM. All Governors <b>were asked</b> to complete their audits ready for the next meeting.</p> <p>The Meeting Closed at 17:30.</p> | <p><b>Clerk</b><br/><b>ALL</b></p> |
| <b>10</b> | <p><b>Dates for Meetings</b></p> <p><b>7<sup>th</sup> July 2026 at 15:30 (Last for academic year)</b></p>                                                                                                                                                                   |                                    |

## Summary of Actions – 3 June 2026

| <b>Item</b> | <b>Action.</b>                                                                                             | <b>Who.</b>       | <b>Status.</b>                    |
|-------------|------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------|
| <b>2</b>    | <b>Safeguarding to be completed</b>                                                                        | <b>RT/RB</b>      | <b>RB completed 8.6.26</b>        |
| <b>2</b>    | <b>Clerk to check with Bosco's Clerk if the Diocese Safeguarding is sufficient</b>                         | <b>Clerk</b>      | <b>Completed – emailed 8.6.26</b> |
| <b>2</b>    | <b>Clerk to do a presentation at the July LGC re use of GovernorHub for all documents and agendas.</b>     | <b>Clerk</b>      | <b>July</b>                       |
| <b>4</b>    | <b>Parental feedback/voice to be obtained re Catholic Life and Mission</b>                                 | <b>GP, SO, RB</b> |                                   |
| <b>4</b>    | <b>COR to send a list of questions for governors to use in carrying out Parent Voice</b>                   | <b>COR</b>        |                                   |
| <b>4</b>    | <b>SO &amp; SAH to review the Website every now and again, – ongoing</b>                                   | <b>SO, SAH</b>    | <b>Ongoing</b>                    |
| <b>5</b>    | <b>Update re data gap for girls with SEN</b>                                                               | <b>COR</b>        | <b>July</b>                       |
| <b>5</b>    | <b>COR to send the English Hub video re Early Language Development for viewing by interested governors</b> | <b>COR</b>        |                                   |
| <b>5</b>    | <b>Bosco's Safeguarding Reports to be shared with the LGC when ready</b>                                   | <b>COR</b>        |                                   |
| <b>9</b>    | <b>Clerk to send the Skills Audit to some Governors</b>                                                    | <b>GP, TM, RB</b> | <b>Completed 8.6.26</b>           |