



St Mary Star of the Sea

Local Governing Committee



Name:	St Mary Star of the Sea Catholic Primary School Local Governing Committee (LGC)
Date:	24 March 2026
Time:	15:30
Governors:	Claire O' Rourke, Mary Burkill, Doreen Cronin, Sophie Oleforo, Rob Tye, Sylvia Cousins (Associate Member), Sally-Ann Hart, Gwen Pierson 16:00
Attending:	Ann Craddock (Clerk), Donna Hawkins (SBM; Item 5) Fergus Brotherton, a Trustee from the BOSCO Trust.
Apologies:	Rory Barker (Accepted), Tochukwu Mbamalu (Accepted)
Absent:	

MINUTES

Number	Item	Action
1	Welcome, apologies and prayer 1.1 Welcome to new governors DC welcomed everyone to the Meeting and opened the Meeting with a Prayer. RT's Foundation Governor term has now been approved. FB, a Trustee from the BOSCO Trust was welcomed. 1.2 Confidentiality reminder Governors were reminded of the importance of confidentiality. 1.3 Declaration of Interests There were no new declarations.	
2	Minutes of 10 February 2026 2.1 Approval The Minutes were approved . A few minor corrections were made to the live online version.	

	2.2 Summary of Actions <table><tr><th>Item.</th><th>Action.</th><th>Who.</th><th>Status.</th></tr><tr><td>6 (6.1)</td><td>Clerk to send the Cybersecurity video to the LGC</td><td>Clerk</td><td>Completed 11/2/26</td></tr><tr><td></td><td>ALL Governor should watch the Cybersecurity video and confirm they have done so</td><td>LGC</td><td></td></tr><tr><td></td><td>Clerk to send the safeguarding sheet with training links on for Governors to complete any outstanding safeguarding training</td><td>Clerk</td><td>Completed 23/2/26</td></tr><tr><td></td><td>Governors to complete the safeguarding training</td><td>RB, SAH, RT</td><td></td></tr><tr><td>8 (8.1)</td><td>SEN Monitoring report to be shared with the LGC</td><td>MB</td><td>Completed Item 8</td></tr><tr><td>8 (8.2)</td><td>Clerk to resend the Diocese 'Called to Serve' sheet</td><td>Clerk</td><td>Completed 23/2/26</td></tr><tr><td>10 (10.3)</td><td>COR to update the GIAS site with new Governor names.</td><td>Head</td><td>In due course</td></tr></table> 2.3 Other Matters Arising DC confirmed that RB has agreed to be the PP Link Governor.	Item.	Action.	Who.	Status.	6 (6.1)	Clerk to send the Cybersecurity video to the LGC	Clerk	Completed 11/2/26		ALL Governor should watch the Cybersecurity 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	Completed Item 8	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	In due course	TM, GP, RT RB, SAH, RT
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3	Catholic Life and Mission/Collective Worship DC explained it will be beneficial for a small group of governors to come together to form a working party in preparation for the CSI due to take place early in the new academic year. Governors will go through training materials with DC and discuss the process and expectations more deeply. It will be good to have 2-3 governors to form the working party. The more governors prepared the better, as it will provide more availability for governors to attend an inspection meeting at short notice. Most importantly, it will ensure that all governors recognise their role in supporting the school's Catholic ethos. COR said a call from the inspection team will occur on a Monday with the inspection taking place on Wednesday/Thursday or Thursday/Friday. A Governor asked if they will be provided with examples of questions they may be asked as governors. This was confirmed as yes. The proposed date for the working party was agreed as 23rd April after the Open Morning. Governors were also encouraged to attend any of the Easter Services and complete a report, as this is also good for evidence. The LGC went to Item 5.																																	
4	Headteacher's Report including feedback and parental surveys and pupil voice The number of pupils on roll is currently at 200. Attendance is at 95.3%, which is above both the National (94.8%) and LA (94.2%). However,																																	

	governors were informed that this is likely to dip due to several Chicken Pox cases which have hit the school and, additionally, some of the school's families having additional days either side of the Easter Break to return to their home countries. COR stated SEN attendance has dipped slightly, this is partly due to a part-time timetable held by a pupil. SLT is looking at SEN attendance closely in line with the ABIE. A Governor asked if absences are investigated. All pupil absences are looked at case by case to ensure the school is doing all they can for all pupils. SEN attendance can be affected by medical appointments or external interventions, which are not provided for in-school. It was asked, as an LGC, how can governors continue to support the school and work towards obtaining parental feedback. In the past, governors have attended school events, such as Parental Consultations and have been present for parents to approach if they wanted to. This is something the LGC can work towards implementing again from the new academic year to raise their profile within the school community and build parental relationships. The Head will share key events with the Board. A Governor asked if the Head is happy with the quality of teaching and learning in the classrooms. There are no concerns within the area. Data remains positive and on track. Book scrutiny continues to be of satisfactory quality. Teachers are aware of the importance of inclusion and measures are in place to reduce cognitive overload for pupils and positive scaffolding has been seen during learning walks. Governors were positive about outcomes for the disadvantaged pupils in 2025 and it was asked what current data is indicating for this year's outcomes. Data is indicating 73% of disadvantaged pupils are on track (11 pupils). Last year's interventions are being looked at to see what worked well and the most effective way to support those pupils who need additional support. All pupils are being prepared for their SATs, and their resilience is being built upon to do the best they can. Looking at the SATs data, a Governor highlighted the comparisons between non-disadvantaged and disadvantaged pupils, where in each category the disadvantaged pupils outperformed non-disadvantaged pupils in 2025. This can be due to several factors, such as family aspirations in various cultures across the school. It was explained that the before and after school clubs have reverted to being staffed by internal staff of the school, as the provider's expectations were not in line with the school. SLT felt, that, as a school, they can provide a better service, and pupils already know the staff. COR explained it was the school staff who approached SLT regarding the clubs being run in house again. It was further explained that SLT plan to investigate how other schools are running a free breakfast service.	
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	A Governor asked for further information about the Beach School. Each KS2 class has 3 sessions which run annually for pupils where they will gain a range of experiences and knowledge of the local beach. Forest School is run by two level 2 qualified leaders who are accredited. Pupils will take part in a range of activities, such as making a fire, shelter building and using natural resources available to enhance their learning. It was asked if the LGC can have an input regarding music in school. The school has a Music curriculum, and all pupils have music lessons, which include singing outside of Worship. The Diocese has introduced a singing programme to East Sussex schools so further information will follow. Governors were reminded that there is a Subject Leader Report for music on SharePoint from last year. A Governor asked if Bosco network activities are having a measurable impact on PP, SEN, and Maths outcomes. This is not the case yet. However, the Trust is supportive and will provide further maths training after Easter. The English Lead is also due to do a learning walk at another school in the Trust during term five. It was asked if the fire risk assessment revealed anything and if the last H&S audit actions have been addressed. COR confirmed there were no concerns identified and the outstanding action from the last report is still on- going. The action relates to how well the alarm can be heard from upstairs. The school has 3 fire drills a year. The last one took place on 17th March and was conducted in 1 minute 37 seconds with all pupils and staff confirmed within 2 minutes and 48 seconds.	
5	Finance and Premises updates, including Health & Safety DH joined the meeting at 15:50. DH explained she is working with Bosco on the budget and the new format. The GAG is lower than expected, as it is based on 200 pupils. Staffing is over budget but is offset by an EHCP and one pending EHCP. (GP 16:00 joined) The SBM confirmed the VASCA bid which was budgeted for before joining Bosco went through centrally instead and therefore the 10% is not required to be paid. This will be discussed further this week with Bosco. Staffing costs and costs associated with staffing has been factored into the budget. A breakdown of the ledgers has been provided within the Budget Report for governors.	

	The anticipated end of year reserve is currently £39,000 and a Carry Forward of £94,000 is from last year's budget. If sufficient Carry Forward funds allow, it is planned to revamp the Key Stage 1 Playground. Three quotes have been obtained, an estimate for the work is around the £20,000 mark. A draft plan of the work was shown to the governors. Other areas where the school will benefit from work have been discussed in SLT meetings. A Governor asked if the work to the pupils' toilets has been completed. This has been completed and included the floor and cloakroom. The corridors have also been redecorated. A Governor asked for further information regarding the work to the windows. The project falls under a bid we would need to do with Bosco as we can no longer apply for VASCA funding. The windows where attention is needed have been temporarily fixed. This is due to the age of the window frames, which has led to gaps. A Governor asked about admissions for next year. There were 62 applications ranked with 24 of those placing SMSS as a first preference. The school does have several 'in year' admissions and it is hoped the numbers will increase. The Head stated the school has not been at full capacity for a few years (210), the roll has always remained around 204-206 and this is good in terms of the budget. A Governor stated more parents are relying on social media for their information and feedback for schools. Is this something the school is looking into to raise the school's profile in the local community? COR confirmed it is and a social media page has been created and is in the process of being updated. COR has been working with Bosco regarding marketing. Governors were shown the school's social media page. New posts are being added regularly. COR did express she is very mindful of not showing pupils' faces or school logos on the social media platform and photos uploaded will be taken in a way to maintain pupils' privacy. The school website is also being revamped and should be ready to go live after the Easter Break. The revamp has been budgeted for at £2,000. Governors were shown the new webpage as an example as to how it will look when it is finalised. A Governor questioned if the homepage photo is reflective of the school's diverse community. It was explained the photo which is currently displayed is the web developer's template and is not one the school has chosen. It is not the final photo which will be used. A Governor asked if staff had a wish list of items, they would like to have to support their teaching This is something that the school currently does not have in place. However, the Head is mindful staff have everything they need. All staff have a laptop for working from home. A Governor asked if £1,000 is enough for SALT pupils. It was explained that the cost budgeted is £2,500, but £1,000 has been used from the PP grant towards the cost.	
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	A Governor asked for further clarification regarding the Educational Psychologist. Currently the LA is providing the school with an Educational Psychologist 2 days per term. Their hours are based on the school's current need. Bosco has also been supportive in this area which has been a huge benefit of joining the Trust. Governors and the Head are mindful of the increasing impact on the SENCo with the rise in EHCPs and parental self-referrals for diagnoses. A Governor asked how the school ensures the PP funding used for staffing is effective. This is evidenced through using EEF research, the QFT and outcomes. A Governor asked if all classes have visualisers for teachers' use and this was confirmed as yes. DH was thanked for all her work and left the meeting. The LGC went back to Item 4. H&S discussed Item 4.	
6	SENCo Report A SEN Report by the SENCo has been shared with the LGC. Total SEN on the register is 15.9% across the school. Governors were informed the current SENCo will be with the school for at least another year. A Governor asked if parents attend workshops and this was confirmed as the response can be mixed.	
7	DSL Report – Safeguarding A Report has been shared with the LGC. There are a small number of plans and incidents. Any bullying incidents are always followed up on to ensure the pupil is okay and there has been no re-occurrence of the bullying incident. The SCR was last checked by a member of the senior staff on 16 March 2026. A Governor questioned how the school's Online Safety Policy is updated. It was explained this is updated annually and advice from the LA, Bosco and DfE is used. The policy is based on National and Local needs/awareness. Bosco is also in the process of drafting an AI Policy, which the school will adopt in due course. The Chair stated that the LA has sent an email containing safeguarding information and recent changes/updates. Governors were encouraged to	

	check the email and read the attachment which includes a PowerPoint of all the changes ahead. A Governor asked if the 175 audit is ready for the LA. It has been completed and will be checked again tomorrow before it is submitted to the LA. It was further asked if the Safeguarding Lead (TM) has been involved with the audit. COR stated there has not been any significant changes from last year but will contact TM regarding the audit and submission. A Governor asked if the school has addressed the actions from the last audit. There are still some outstanding amber actions which will form part of the safeguarding action plan. A discussion took place regarding pupil voice around safeguarding. A small proportion (5.3%) of pupils stated there is not an adult in school they can talk with if they are worried. COR explained all pupils are informed regularly who they can talk to in school and who the DSLs are. It may be that a small number of pupils would not choose to talk to an adult at school but may prefer to talk to a family member, which has been the case in the past. Governors felt this is a plausible reason, as sometimes as children get older, they do not want to speak with staff. A Governor mentioned the Dandelion Charity, which can support pupils with reading and are trained to ask safeguarding questions in a neutral way to children. This is something current TAs can support with, although due to the expanding curriculum and time limitations, TAs will only hear the lowest 20% of pupils read. Pupils do have access to worry boxes and My Time Too. COR will check through the pupil voice and identify if there are any pupils who may need further support. A Governor stated the changes to playtime with all the play equipment has had an impact and it is good to see incidents are reducing in the DSL's Report. Smoothwall was discussed with the LGC. Any alerts/blocked sites are sent to COR and the DSL. They can quickly identify which pupil or staff member has activated the alert and it can be dealt with accordingly. A Governor asked if the system detects words other than English. It can do if the school is made aware of those words or any current trends. They can be passed onto the IT services to add.	COR COR
8	Leadership and Governance 8.1 Governor Monitoring (Open Morning, H&S, SEN, Induction with Parent Gov) The next Open Morning will take place on 23 April and COR will email governors the details. SO confirmed a H&S Walk will need to be arranged.	COR SO

	The Chair met with RB and RB has agreed to take on the PP Link Governor role. It was agreed for SAH to join MB to share SEN /inclusion issues. RT will join the Finance Committee. A discussion took place whether there should be an EYFS Link Governor as stated in the policy, as there is no detail within the Bosco Handbook. DC will check and get back to governors if they need to have a link Governor. 8.2 Governor Training including Governor Induction, cybersecurity, and safeguarding (volunteers to form a working party for CSI Inspection) Governors to complete the Cybersecurity signing via the Hub are: GP, TM and RT. (Item 2.2). Working Party discussed at Item 3. To meet after the Open Morning on 23rd April. Governors were reminded to ensure they know the school's Mission Statement – Live, Love, Learn in God's Name. 8.3 RT and RB to complete emergency contact LGC's Emergency Contact details – Fill in form The Clerk will contact RB.	DC RT, RB Clerk
9	Policies and Statutory requirements 9.1 Administration of Medicine Policy 9.2 Anti-bullying 9.3 EYFS The Policies were ratified by the LGC.	
10	Compliance Checks 10.1 GDPR It was asked who the DPO is. Donna Hawkins is the DPO. There has been one SARs request made, which is being dealt with. 10.2 Cybersecurity No Breaches 10.3 GIAS The Clerk will send a form to the new governors for COR to record on the site. 10.4 Website This is currently being updated and should be ready after Easter.	Clerk
11	AOB	

	A Governor asked if the Head is being supported and if she has any worries regarding her own wellbeing. COR stated she is okay and has found recent coaching sessions extremely helpful. COR did state with the increase in meetings across the Trust, Deanery etc, this may be something that may need to be looked at in due course. DC confirmed the Head's 360 has taken place with Dave Carter and it was positive. SAH will email COR regarding some information to help with Bosco's Safeguarding course. A Governor asked if there is a list of meanings for acronyms. This is in the back of the School's Governors' Handbook, distributed at the start of the academic year. Governors were provided with a hardcopy, and the document is online and in SharePoint. A discussion took place regarding the planning permission on the former Convent site. RT confirmed he will draft a summary of points and send to COR. The Meeting closed at 17:30.	RT
12	Dates and Times for 2025-26 19th May 2026 at 15:30 7th July 2026	

Summary of Actions – 24 March 2026

Item	Action.	Who.	Status.
2 (2.2)	Governors to complete Cybersecurity training	TM, RT, GP	ASAP
	Safeguarding training to be completed	SAH, RT, RB	ASAP
7	COR to contact TM regarding the 175 Audit	COR	
7	COR to check Pupil Voice to see if any further action is needed	COR	
8 (8.1)	COR to send details of April's Open Morning	COR	

8 (8.1)	H&S Visit to be arranged	SO	
8 (8.1)	Chair to check with Bosco if we still need an EYFS Link Governor	DC	
8 (8.3)	Clerk to contact RB regarding emergency contact details	Clerk	Completed
	RB and RT to complete emergency contact details	RT, RB	ASAP
10 (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	
11	RT to email COR re Convent site	RT	Completed.