



St Mary Star of the Sea

Local Governing Committee

Name:	St Mary Star of the Sea Catholic Primary School Local Governing Committee (LGC)
Date:	25 September 2025
Time:	17:15
Governors:	Sylvia Cousins, Claire O' Rourke, Dympna Fox Reed, Mary Burkill, Doreen Cronin, Jordan Sims Sophie Oleforo, Tochukwu Mbamalu
Attending:	Ann Craddock (Clerk)
Apologies:	Gwen Pierson (accepted)

MINUTES

Number	Item	Action
1	Welcome, apologies and prayer The Clerk welcomed everyone to the first meeting of the academic year. The Meeting was opened with a Prayer. Apologies were received and accepted from GP. 1.1 CES Code of Conduct signing Governors have signed via GovernorHub. 1.2 Diocesan Protocols signing Governors have signed via the Hub. The school will print a copy of the Protocols for DC. 1.3 Declarations of Interest form Governors have completed their declarations via the Hub.	COR

	1.4 Confidentiality reminder Governors were reminded that all meetings remain confidential.																									
2	Election of Chair Governors were asked to self-nominate for Chair for 2025-2026. It was agreed for DC to be Chair for the academic year.																									
3	Election of Vice Chair Governors were asked to self-nominate for Vice Chair for 2025-2026. It was agreed for MB and TM to be co-vice Chairs for the academic year.																									
4	Other Governor Roles 4.1 Associate Member(s) SC was willing to I remain as an Associate Member to support the Chair over the year. It was agreed for SC to be an Associate Member 25.9.25-24.9.26. 4.2 Headteachers’ Performance Management Recent performance management meetings have taken place. Dave Carter has recommended the panel should have at least two governors. Meetings generally take place twice a year. It was approved for MB to join the panel. 4.3 Appeals Panel The Panel will consist of SO, DC and MB.																									
5	Minutes of 9 July 2025 5.1 Approval The Minutes of 9 July 2025 were approved. 5.2 Summary of Actions <table border="1"><thead><tr><th>Item.</th><th>Action.</th><th>Who.</th><th>Status.</th></tr></thead><tbody><tr><td>5</td><td>Governors to receive Pupil Voice re Behaviour</td><td>COR</td><td>Item 7.6</td></tr><tr><td>7 (7.1)</td><td>Clerk to recirculate the Monitoring Report in September</td><td>Clerk</td><td>Complete</td></tr><tr><td>7 (7.3)</td><td>Doreen to discuss training slides for complaints and exclusions in Sept</td><td>DC</td><td>Item 8</td></tr><tr><td></td><td>Clerk to send instructions for training via the Hub</td><td>Clerk</td><td>Completed 14.7.25</td></tr><tr><td>8 (8.4)</td><td>Clerk to send terms of office to COR to update GIAS</td><td>Clerk</td><td>Completed 14.7.25</td></tr></tbody></table> 5.3 Other Matters Arising Two expressions of interest as Governors have been received for St Mary Star. SMSS currently has one foundation vacancy. Although governors were reminded the Constitution can be changed if this is something the LGC wants to do moving forward. It was also acknowledged that further interest can be directed to SMM and SH where they are also in need of foundation governors. A Governor asked if the SATs combined at 66% has changed. COR confirmed that applications for two pupils to be disapplied have been submitted. A further update will be available at the next meeting.	Item.	Action.	Who.	Status.	5	Governors to receive Pupil Voice re Behaviour	COR	Item 7.6	7 (7.1)	Clerk to recirculate the Monitoring Report in September	Clerk	Complete	7 (7.3)	Doreen to discuss training slides for complaints and exclusions in Sept	DC	Item 8		Clerk to send instructions for training via the Hub	Clerk	Completed 14.7.25	8 (8.4)	Clerk to send terms of office to COR to update GIAS	Clerk	Completed 14.7.25	COR
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	A Governor asked for an update regarding the new changes to Reception pupils being monitored while eating at lunchtime. Staff rotas have been adjusted to ensure a member of staff, who is paediatric trained, is always in the hall. Moving forward there will be another 2-3 staff members trained in paediatric first aid. A Governor asked if staff check the pupils' lunchboxes for any potential choking hazards. COR confirmed they do, as staff are always on hand to help the pupils open their boxes.	
6	Finance Updates, including Premises Governors were informed the SBM is not in attendance, as they are still waiting for the LA to confirm their closing down balance. The budget is still in a positive position and has been overseen by Bosco with no concerns raised. New staff for September 2025 are as follows; • P/T teacher • Cleaner/Caretaker • TA2. The DFC, Governors' Fund and Building Fund now all sit within one account. The VASCA rendering work has commenced, although the work started later than planned due to a delay in materials being delivered. The work should be completed by the end of September. COR confirmed there is a risk assessment in place. All builders onsite have been very polite and respectful. Governors were also informed the work has come in over budget due to unexpected costs, such as the movement of the drainage. All additional costs have been budgeted for and will come from the contingency fund.	
7	Headteacher's Input 7.1 Start of Term Pupils have settled in well to the new school year. 7.2 Attendance/Admissions There are currently 198 pupils on roll. Reception intake was 23, which is lower than expected. This is due to families moving out of the area over the Summer Holiday. It was confirmed out of the 23 pupils, 12 are Catholic children. Year 6 is the highest class with 27 Catholic children. The school has a total of 129 Catholic children. Pupil numbers for each class are as follows; Year 1 – 28 Year 2 – 30 Year 3 – 27 Year 4 – 29 Year 5 – 30 Year 6 – 31.	

	COR stated they have received an ‘in year’ application for a Catholic family who requires two spaces, although one is for Year 2. Year 2 is a class which cannot exceed 30 pupils. COR is seeking advice regarding the situation. A Governor asked if 30 is the maximum. The DFE sets the legal limit to 30 for Reception and Key Stage 1. Key Stage 2 can exceed a class of 30. As the birth rate drops, pupil numbers will become a greater challenge. COR is working with Bosco to increase pupil numbers joining in Reception and raising the school’s profile in the local area to show parents how wonderful the school is. The Diocese are introducing a new Model Admissions Policy. A session regarding the policy is being run by the Diocese on 6 and 8 October 2025. COR is attending one of the sessions. DC will additionally attend one of the sessions. Booking information is within the Alpha Beta. COR will also resend the information. 7.3 Staffing Discussed at Item 6. Some teachers have changed classes and are happy. 7.4 SDP and SEF The SEF format has changed to be in line with Ofsted’s toolkit and RAG rating has been completed. A Governor pointed out most of the headings are already strong. One area of focus is the consistency of Maths to ensure results reflect the pupils’ best abilities. Staff training via the Maths Hub will go ahead. The school wants pupils to feel more confident in Maths. A Governor noted feedback from pupils indicated that Maths is a least favourite subject for some. The school is looking at how they can change this view. Full copies of the SDP and SEF will be sent to the Board ahead of the next LGC Meeting. 7.5 H&S The school is working closely with Bosco’s H&S Lead to ensure areas are compliant. Martyn’s Law has come into effect. COR stated a governor H&S visit needs to take place once a year. This will be between SO, Bosco and SMSS’s Caretaker. A Governor asked if weekly checks still go ahead within the school, which was confirmed as yes by the Caretaker. A Governor questioned what were the two incident/accidents recorded by Bosco. They are in relation to hospital visits due to a fracture or broken bone. Incidents such as those are automatically reported to the Trust. Governors were reassured the accidents were not caused by any H&S issues or major concerns which require addressing. SMSS is using Parago and Civica for their online reporting. There are no major concerns for governors to be aware of. 7.6 Pupil voice Governors questioned why pupils indicate behaviour within the classroom is not high. Governors on their visits have always found the behaviour within the school and classes	COR COR
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	very positive. COR explained it is likely low-level distractions within a class which some pupils will interpret as being negative behavioural issues. Generally, behaviour across the school is very good and COR has no concerns. A Governor questioned the comments in relation to fear and upset caused by lockdown. This is the physical procedure of a lockdown drill. Currently the fire alarm rings 3 times to alert staff and pupils of the drill. Some pupils do not like the constant noise of the alarm and the process is being looked at. A phone system is being looked into to replace the sound of the alarms to alert staff. A Governor stated it is lovely to read the comments from the Year 6 Leavers. COR confirmed this is the first year that Leavers' pupil voice has gone ahead and this is something COR will continue to do. Governors thanked COR for all of her hard work as Head Teacher.	
8	Governance 8.1 Monitoring Schedule Governors were reminded to check the schedule and arrange any dates where needed with COR. Governors should complete a report. The Clerk will resend the report template. 8.2 Training (Including DC input) DC gave a brief update on recent complaints and exclusions training. Slides have been shared with the LGC. Main points for noting; • 3 governors are needed for an exclusion panel and governors have to ensure there are no conflicts of interest • Parents need to be made aware they can find the Complaints Policy on the school's website • The Clerk and Head must complete training in Complaints and Exclusions. Governors on the panel must complete training. COR will ensure families are informed where they can find the Complaints Policy in the school's newsletter. 8.3 Emergency contact details The Clerk will obtain an emergency/next of kin contact from all governors for the school's records. JS also explained how governors can add an emergency contact to their phone.	Clerk COR Clerk
9	Safeguarding 9.1 KCSiE update and signing Governors have been sent the 2025 version and signed via the Hub. 9.2 BOSCO refresher training	

	Governors are in the process of completing the training. Due to access problems, some governors were not able to use the link sent out by Bosco. 9.3 DSL Local area training Governors were presented the slides on the screen. COR stated the session by Bosco was very informative. The school's four concerns were shown to governors and it was highlighted that safeguarding is the responsibility of all staff and governors, with high importance and expectations. Staff have all received training and updates on the Inset Day by Bosco and ESCC delivered their training with the local authority issues. All staff have read the KCSiE. A Governor asked what was classed as Early Help. Early Help is category level 3 on the continuum of needs. This help and support is voluntary to parents and they do not have to accept the help. There is a legal duty to support Level 4, which is classed as child protection. COR stated the Nursing Team has been a huge support and very useful. 9.4 Safeguarding Policy The Policy was ratified by the LGC. 9.5 Cyber Security The Clerk has emailed the Trust's Clerk to ask if Cyber Security and GDPR should remain on the LGC's agenda. The Clerk is awaiting a response, but it is likely GDPR will remain. No breachers for the LGC to be made aware of. 9.6 GDPR No breachers.	
10	Policies and Statutory Requirements 10.1 BOSCO Policies Governors have received the following policies for their information; • Expenses • Pay • Prayer & Liturgy • Staff Wellbeing. The Bosco handbook has had some minor updates. SC informed DC the next Chairs' forum with Bosco is due to go ahead on 20 January. 10.2 School-based Policies The policy list is being reviewed. Governors were sent the Attendance Policy	

	10.3 Website Compliance The Clerk will amend the governors' section of the website and inform the Diocese and Trust of the LGC changes.	Clerk
11	Dates and Times for 2025-26 18th November 2025 10th February 2026 24th March 2026 19th May 2026 7th July 2026	
12	AOB The LGC will look at changing the times of the LGC meetings and bring forward if possible. SC was thanked for her time as Chair over the years. DFR was thanked for her time as Vice Chair over the years and as a governor. This is DFR's last meeting with SMSS. SC and DFR were both thanked for all of their hard work and contributions through SMSS's time as an IEB, FGB and LGC. JS was thanked for his time as a Parent Governor and all of his hard work and contributions. This is JS's last Meeting, as his term of office comes to an end. The school will advertise for the parent vacancy. The Meeting Closed at 19:30	
13	CONFIDENTIAL ITEM Recorded separately.	

Summary of Actions – 25th September 2025

Item.	Action.	Who.	Status.
1.	Printed copy of the Protocols to be available at the next Meeting for DC.	COR	
5 (5.3)	Update on SATS data changes	COR	
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	
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	
8 (8.3)	Collate Governors next of kin/emergency contact details	Clerk	
10 (10.3)	Update Board changes on web and with Diocese, Trust	Clerk	Completed