



Board of Governors' Meeting

Wednesday 8 October 2025 at 18:00

Minutes

St Joseph's Primary School

In attendance:

C Donnelly
M Hutcheson
P McKeown
L Patterson
M Reynolds
A Smyth

Apologies

Mrs Cullen, A McDowell, Fr C McGrath, S Mathew

Welcome & agenda

All Governors declared that they had no conflicting interest with any of the items presented on the meeting's agenda.

Minutes from previous meeting were agreed and signed by the Chairperson.

Correspondence

- a. Letter on behalf of St Colmcille's Scouts
- b. DE Circular 2025 10 – Charges in Grant Aided Schools –
- c. Governor Training Programme Term 1 2025 – 2026 (Shared 12 09 2025)
- d.

Being Well Doing Well, Emotional Health and Wellbeing

Principal extended his thanks to members of the BOG who attended 'Meet & Greet' with teaching staff for tea and coffee on Friday 29th August. Staff were delighted with the opportunity to meet with the BOG and felt supported by the gesture.

Principal notified BOG that all staff had completed Take Notice Training in August as part of our BWDW strategy. Action Plan was shared with BOG.

Safeguarding

Principal updated BOG on status of the Access Work which is scheduled to be completed by the end of October. Update provided on the position of school crossing patrol. Ongoing issue.

BOG informed that all staff have now received Safeguarding Refresher training (28th August) and Principal and VP are scheduled to receive further training as DT and DDT

Staffing & Recruitment

BOG updated on how new staff members were settling into their roles. Notified of coming retirement of staff member and planned celebration to mark her time in St Joseph's.

SEN Annual Report

Copy of the SEN Annual Report shared with BOG. Issues discussed.

Finance

Summary of current budgetary position shared with the BOG. No questions asked at this time. Copies of the summary retained by principal for GDPR reasons.

Enrolment Update

Principal updated BOG on enrolment for 2025/2026. Open Day scheduled for 27th November and need to target more parents.

Scout Hall Committee

Volunteers requested for Scout Hall Committee to meet with delegation of scout and guide leaders. Principal to liaise with secretary to organise a date and time for an initial meeting.

AOB

Discussed the continued importance of use of the Parochial Hall and efforts to extend thanks to parish.

(Mr McKeown left for this discussion)

Signed:

Date: