

**MINUTES OF THE GOVERNING BODY MEETING
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL
HELD ON
10th FEBRUARY 2014 AT 6.00pm**

PRESENT

Mr M White (Headteacher)
Miss C Chapman (Chair)
Mrs C Higgins
Mrs M Gormely
Ms P O'Brien
Mrs D Bennett
Mrs K Small
Mrs T Graham
Mrs A Kelly
Mrs M Monkhouse

ALSO PRESENT

Mr J Kendall – Clerk to Governors
Mrs L Parry – School Business Mgr
Mrs M Wilson – Deputy Headteacher
Ms O'Leary – Archdiocesan officer

13/42 OPENING PRAYERS

Opening prayers were led by Miss Chapman

13/43 APOLOGIES

Apologies received from Mr Carson, Fr Buckley, Mrs McDonald, Cllr O'Byrne and Mr Chandler

Action

13/44

CATH O'LEARY ARCHDIOCESAN OFFICER :Ofsted

Miss Chapman welcomed Ms O'Leary to the meeting.

Miss Chapman informed governors that Ms O'Leary has been extremely helpful and a great support to the school during the recent ofsted visit.

Ms O'Leary tabled two documents for information and discussion with governors, the first of which being:

1. Monitoring Visits and support For Schools that Require Improvements in order To Become Good or Outstanding

Ms O'Leary commented that Ofsted gave this school a grade 2, and it is very unlikely that the school will receive a HMI visit. If However this were to happen then the school should be fully prepared.

Ms O'Leary referred to item 6 in the document which states that the governor's role needs to be both clear and specific, looking at progress. The Leadership team should be challenged to show the evidence against the impact of children's learning.

Ms O'Leary stated that all schools requiring improvement will be re-inspected within 24 months of the inspection.

Ms O'Leary commented that the current Ofsted regime is very tight, and prescriptive. Tightening up the procedures and making very specific requirements.

Ms O'Leary informed governors that if HMI do come they will be looking for some key things, and tabled these for discussion with governors. They will also want to enter into discussion with school staff, parents and the pupils themselves.

Ms O'Leary circulated the second document to governors for information:

2. Getting To Good

Ms O'Leary informed governors that this is mainly a strategy document and tabled for discussion with

governors.

Ms O'Leary informed governors that Ken Heaton was unable to attend this evenings meeting. He did however make some points that he asked Ms O'Leary to share with governors, namely:

- The L.A. protocol for support to all schools
- The purpose of the challenge board (Ken Heaton will meet with Mr White to discuss)
- Monitoring of Teaching and Learning (Ken Heaton will meet with Mr White on a half termly basis)
- Ken Heaton has suggested that the school hold a separate file for each of the key issues.
- A monitoring group will be specifically set up to focus on the key issues identified by Ofsted

Ms O'Leary discussed with governors the importance of challenging and evaluating to evidence the impact.

Ms O'Leary discussed with governors the schools areas for improvement:

- Improve quality of teaching
- Strengthening leadership

Miss Chapman thanked Ms O'Leary, pointing out how valuable these visits are to the school.

13/45 PECUNIARY INTERESTS

Mrs Higgins declared an interest.

Mrs Higgins informed governors that she has instigated court proceedings against the parents with outstanding dinner moneys. The outcome of this has been very successful.

Miss Chapman and governors thanked Mrs Higgins for all of her efforts.

Governors unanimously agreed.

13/46 MINUTES OF THE LAST MEETING

Minutes of the previous meeting held on 14th October 2013 were agreed by governors to be a true and accurate record and duly signed by Miss Chapman.

13/47 MATTERS ARISING FROM THE MINUTES

Miss Chapman informed governors she has still not had the opportunity to ask Mr Chandler if he wishes to stand again for the appointment of vice chair and will leave this open.

Item 13/39: M Wilson also attended this training event.

Item 13/41: Mark Jones is from Santander not Palmerston. J Kendall will amend this item.

Mr White tabled SEND reforms and the Local Offer for discussion with governors. Governors noted that M Wilson is progressing this, and the local offer will shortly be on the school website.

13/48 HEADTEACHERS REPORT

This report has been previously circulated to governors.

Mr White tabled some of the following main items:

There are 410 children on roll which is down from 412.

The average attendance for the school year is **97%** with no unauthorised absences.

Miss Chapman updated governors on the “excepted child” in Y1, which explains why there are 61 children in class 3.

Mr White tabled staff changes and the resignation of Mrs Butterfield. Governors paid tribute to her extremely hard work and her passion for ecological issues. Miss Chapman will write to Mrs Butterfield.

Mr White updated governors on the support staff who have come into school.

Mr White informed governors that six highly rated supply teachers have been interviewed to cover staff on maternity leave. From this two appointments have now been made.

Mr White informed governors that he has taken over the math's subject area until a replacement for Mrs Butterfield is appointed.

Mr White updated governors on Buildings and Grounds
The next phase of buildings renovation is being organised, with no disruption to the children.

Ms O'Brien asked Mr White why the school are still waiting to appoint a Maths Co-ordinator.

Mr White explained that the school are looking to appoint a high calibre individual and will be hoping to appoint in September. Mr White stated that he is very conscious of the childrens need for consistency in teaching through to SATS, following Mrs Butterfield's departure.

13/49 **COMMITTEE REPORTS**

Admissions

Miss Chapman informed governors that at this moment in time there is nothing to report.

Finance

Mrs Higgins gave a full update to governors and tabled some of the following points.

On the issue of outstanding dinner monies. Following a debt recovery process the amount outstanding has greatly reduced from £860. 00 to its current level of £455.00 to date.

Governors discussed the progress of funding for the school field, with the prospect now looking unlikely.

Governors discussed the universal offer of free school meals. Governors discussed the benefits to parents when applying for free school meals, and how the school can specifically target parents. It is hoped that the school will not have to change the format at lunchtime, with hot dinners being a priority

On the charge for milk per child, this has a real charge to

the school of £9.50 per term. Governors discussed and are full supportive of the school recouping the cost from parents. Mrs Higgins pointed out that this will be an administrative nightmare.

Governors discussed current financial matters.

Mrs Parry tabled the invoice for the £60,000 schools contribution to LCVAP. Governors unanimously approved. Mr White and Miss Chapman duly signed,

Governors discussed ratified and approved the budget form 3. This was duly signed by Mr White and Miss Chapman

Mrs Parry tabled the School levy for 2013/14. The amount of £2,600 has been paid into school. This is £400.00 short of the required amount.

Governors discussed the lettings policy, which is working really well, governors agreed to meet up in the near future to discuss in more detail.

Governors discussed the after school club, and the amount they pay to the school for use of the premises. Governors agreed to defer an increase until March 2014.

Mrs Kelly informed governors that an increasing number of children are reporting to her with gravel injuries following a fall in the playground. Mr White explained that this is in the School Improvement Plan. Mr Walker suggested an annual risk Assessment.

Academic and Personnel

Mr Walker updated governors on some of the main items discussed which were:

- Liverpool Learning Partnership, which the school have recently signed up to. For the £3.00 per child that the school are contributing, the school are receiving a return of £16.00 per child.
- SRE (Sex & Relationship Guidance) the government have introduced some significant changes. Mr White informed governors that the new guidance has still not been issued. In the meantime the school are still working on the Catholic aspect, but are mindful of changes in the curriculum.
- South Liverpool Heads Programme. Mr White

explained that an intention of the programme is to get more unity across the catholic schools.

- Governors discussed the two members of staff currently on maternity leave. Mr White has arranged for the appropriate supply cover.
- The recent Ofsted report was discussed at length. Mr White intends to hold a meeting with parents before the half term to discuss the Ofsted report's findings and recommendations
- Mr White circulated his draft report on Ofsted Key Objectives. Governors discussed the key objectives, with objective 1 being improvement in the quality of teaching.
- The SEN register is being reviewed again. The Children and Families Bill which comes in in September 2014 will have an impact on the SEN register.
- Teaching and support staff have now gone through safer recruitment training

13/50 OFSTED IMPROVEMENT PLAN

Mr White circulated his draft report of his initial thoughts, of what the school need to do.

Mr White explained that this is very much focused on the key objectives, and broken down into smaller steps.

Mr White explained that the school need to be very direct in term of policies.

Mr White informed governors that a list of work has been done on differentiation and challenge.

Mr White informed governors that staff who attended MALIT training found this to be very effective.

Mr White pointed out to governors that maths poses different challenges to English .He will be meeting with teaching staff to discuss and review, with a common understanding throughout the teaching and support staff to know what is expected.

Mr White tabled Mrs Small's suggested target sheet for discussion.

Mr Walker stated how useful this sheet will be.

Mrs Monkhouse stated that the most useful words on the sheet are "what I need to do to reach my target level"

Mrs Small stated that she would like to see feedback on the children's homework on a regular weekly basis.

Miss Chapman advised Mrs Small that this would be taken on board.

Mr White tabled the effective use of support staff, who are greatly valued by the school and making better use of their work.

Mr White tabled regular revision of Action Plans with pupil progress being at the heart of planning.

Miss Chapman tabled behaviour and safety, for discussion with governors.

Mr White explained that the common theme is “Behaviour for Learning” and the school need to deliver lessons which engage with the children as much as possible.

Mr White explained that on objective 2, he will need to build something in about governor’s challenge.

Ms O’Brien suggested linking governors to middle leaders.

Mr Walker stated that it would be helpful to know what evidence he would need to look at, and data for achievement.

Mr White informed governors that he will be meeting with the L.A. to discuss tightening up the key objectives.

Mr White circulated the summary of frequently asked questions, which were recently completed and handed in by parents.

Mr White circulated the schools Vision Statement, and discussed how the school will put this into practise. Mr White will post this on the school website and share with parents.

Mrs Bennett commented on the ever increasing demands on school staff.

13/51 **KEY POLICIES**

Mr White tabled the following policies:

Teaching & Learning Policy.

Maths Policy.

Reading & Writing Policy.

Homework Policy

Governors were informed that these policies are all under review and will be brought to the next business meeting for approval.

Mrs Parry tabled the Major Incident Policy

Governors discussed, ratified and approved.

13/52 ARCHDIOCESAN STRATEGIC PLAN

Miss Chapman circulated the plan, and drew governors attention to “Governance”

Miss Chapman explained that many schools are moving away from governor categories to skill based governors, who have the required skills that the school require.

Miss Chapman tabled governor training, pointing out that the school have a SLA and governors must take full advantage of the training on offer.

13/53 ANY OTHER BUSINESS

Mr White, Mrs Parry, Mrs Kelly and Mrs Bennett withdrew from the meeting whilst governors discussed reserved items.

Miss Chapman tabled Head Teachers Performance Review

Ms Chapman informed governors that she has met with the Head teachers Performance management Review Committee.

Mr White has fulfilled all of his Performance Management objectives, and three new objectives have been set

Governors discussed, and unanimously agreed that following the recommendations made by the committee Mr White should receive an increase of one increment.

Miss Chapman informed governors that three middle management teaching staff appealed against their performance appraisal.

Appeal hearings were duly held with none being upheld .

Miss Chapman informed governors that measures have been put in place to move forward positively.

Miss Chapman thanked Mrs Higgins and Mrs McDonald

for their great support and professionalism throughout the appeals process.

CLOSING PRAYER

Miss Chapman drew the meeting to a close, and closed the meeting with a prayer.

DATE OF NEXT MEETING

Monday 19th May 2014 at 6.00pm