

**MINUTES OF THE GOVERNING BODY MEETING
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL
HELD ON
1st JUNE 2015 AT 6.00pm**

PRESENT

Mr M White (Headteacher)
Miss C Chapman (Chair)
Mrs D Bennett
Mrs K Small
Mrs M Monkhouse
Mrs T Graham
Mrs M McDonald
Fr T Buckley

ALSO PRESENT

Mr J Kendall – Clerk to Governors
Mrs L Parry – School Business Mgr

15/14 Opening Prayer

Opening prayer led by Fr Buckley

15/15 Paul Kinsella - Headteacher, St Monica's Bootle - NLE work

Mr White and governors welcomed Mr Kinsella to the meeting.

Mr Kinsella informed governors that St Monica's was invited to be a support school. Last year's Ofsted inspection went well, and St Monica's brief is to share their esteemed work with colleagues. St Monica's have received a grant to enable them to support Much Woolton.

Mr Kinsella explained that this is a formal relationship between the two schools, and there is a degree of contractual obligation on St Monica's to provide support.

Mr White and Mr Kinsella have met at both school sites to discuss issues and challenges, including some policy initiatives, to discuss strategies and also to share ideas.

A group of staff from Much Woolton have visited St Monica's and gave some very positive feedback following their visit.

Mr Kinsella stated how impressed he was with Much Woolton's data Dashboard.

Governors were informed that there are two formal visits planned, by which time all Much Woolton staff will have visited St Monica's.

Mr White and Mr Kinsella will also be meeting to discuss how they can plan for September 2015.

Mr Kinsella thanked Mr White, governors and staff for allowing his school to work with Much Woolton.

Governors thanked Mr Kinsella for coming to brief them this evening.

15/16 Mrs Pace Stairwell Project

Mrs Pace was welcomed to the meeting to present on the stairwell project.

Mrs Pace explained that a company has been approached who are able to provide visual imaging on the stairwells which will provide both stimulus and educational value to the children.

Mrs Pace explained how the imaging can be used in many subjects including Literacy to allow the children to look at what is going on. Mrs Pace gave an example of how this can be used in science and geography to get the children to think about the environment around them.

Mrs Pace pointed out that these images are about habitats and will each focus on a different landscape.

Mrs Parry asked about these images from a Health & Safety perspective, and Mrs Pace advised that this would be risk managed and the children would be accompanied by a member of teaching staff at all times.

Governors discussed and unanimously agreed to pursue

this project.

Governors thanked Mrs Pace for her very interesting presentation.

15/17 School Mission Statement and Aims - Mrs O'Toole

Miss O'Toole was welcomed to the meeting to present to governors.

Miss O'Toole went through the processes with governors which was part of the inspection.

Miss O'Toole explained that as many people as possible were invited and asked to contribute, in order for them to feel a sense of ownership of the Mission Statement.

Both Miss O'Toole and Mrs Wilson held a lengthy meeting at LACE to produce the final draft of the Mission Statement.

Miss O'Toole circulated the draft Mission Statement with governors and outlined the objectives which focus on:

- Education
- Community
- Christ at the heart of everything that we do.

Governors discussed and unanimously approved the Mission Statement.

Governors thanked Miss O'Toole for her presentation.

15/18 Mrs Parry - Financial regulations plus other key docs

Mrs Parry circulated the Governors Decision planner and tabled for discussion.

Governors noted the changes, discussed ratified and approved.

Signed by Miss Chapman.

Mrs Parry circulated the budget, which was discussed ratified and approved at the recent finance committee meeting. Mrs Parry pointed out that staffing has since been reviewed as 2 LSA's have requested job share. The school has also advertised for a Learning mentor position, These changes have impacted on the budget as year 3 now shows a balance carried forward deficit of £51,000.

Governors commented that they are now aware of this, and the budget must be monitored closely.

Mr White advised that he is meeting with Chris Williams (Archdiocese) and is hopeful that he will give approval for the additional school hall.

Governors discussed ratified and approved the budget

The budget was duly signed by Miss Chapman and Mr White for submission to the L.A.

Mrs Parry tabled the Financial Regulations. Governors discussed and agreed to an increase to the single cost of a quote from £2,000 to £3,000

Miss Chapman, Mrs McDonald, Mrs Higgins and Mr White duly signed.

Governors also agreed a change in the wording in the body of the Terms of Reference to reflect the above increase.

Governors noted that the L.A. Standing Orders and Financial Regulations are available to them at all times in Mr White's office.

Mrs Parry circulated the Lettings policy with governors noting the change to the taster session charges. With the wording "Commercial debts will apply" with further information to follow.

Governors discussed ratified and approved the Lettings policy.

15/19 Apologies

Apologies received from Mrs Gormley, Mr Walker, Mrs Higgins, Mr Carson and Cllr O'Byrne.

15/20 Pecuniary Interests

Mr White declared an interest
Mrs Higgins declared an interest

15/19 Minutes of last meeting

Minutes of the previous meeting held on 9th February 2015 were agreed by governors to be a true and accurate record and duly signed by Miss Chapman.

ACTION

15/20 Matters arising

None

15/21 HEADTEACHERS REPORT

Mr White tabled some of the following main items from his previously circulated report:

There are 397 children on roll.

Changes to Staffing

Mr White informed governors that Mrs Hines has reduced her teaching commitment to 1.5 days per week and at the request of the NASUWT now works for them the remaining 2.5 days per week.

Governors congratulated Mrs Hines.

The school have appointed an assistant Cook, who is doing really good work.

The average attendance for the last term was 96.4%

There are 23 children entitled to free school meals. The school now provide between 250 meals per day, 64 of whom pay for a school meal and the remaining children have packed lunches.

The EYFS outdoor learning area has been completed and is having a great impact on children's learning.

The school's buildings and maintenance budget has received a boost of an additional £100,000 LCVAP funding.

The school had a successful Local Authority review which provided evidence of the rapid improvements the school has made since the last inspection

Mr White informed governors that the school will be an Associate Partner of the teaching school i2i (Inspire to

Improve).

Mr White informed governors that the MUGA, provided by Sport England funding has been completed. The school are very unhappy with the quality of the work, and pushing for a replacement oval track.

ACTION

Mr White invited questions from governors.

15/22 **DIRECTORS ITEMS**

Miss Chapman gave an update to governors on the following Directors items for Summer Term 2015.

1. Emergency Planning and Business continuity and Exercising Workshops.
2. Update on Early Help Hub Development
3. Early Years Pupil Premium
4. Reception Class Deferral
5. recruitment and Selection Update
6. Liverpool Learning Partnership Update

These items have been previously circulated to governors for information.

15/23 **COMMITTEE REPORTS**

School Improvement Committee

Mr White reported back to governors on this committee who met on 13th May 2015. .

Mr White tabled his Challenge board report, with the board meeting which was very precise. The school are rated as a good in their opinion, but still need some light touch work.

The committee spent some time looking at staffing and the school premises.

Mr White tabled some of the following key issues:

- Smartboards are being replaced next year with Clevertouch screens.
- The school website is being redeveloped, with a dual purpose calendar for both staff and parents.

ACTION

- Two staff have now enrolled in Leadership training
- A computerised badging system is being introduced to increase security.

Mr White advised that pupil achievement was discussed with the main issue being accuracy of data, in terms of where data sits within a system which isn't in place nationally. Governors noted that the school have refined their own system.

Safeguarding issues were discussed with all four families now off the Child Protection Plan.

Mr White updated governors on operation Encompass.

Mr White tabled parental information with a questionnaire recently going out to parents in relation to homework, with a wide variety of responses.

Governors noted that the Safeguarding and Safer Recruitment audit has been completed.

Governors discussed the re-vamped end of year report card, which gives much more personalised information about the child's achievements.

Curriculum Committee

Miss Chapman reported back to governors on this committee who met on 5th May 2015.

Mrs Wilson gave an overview to governors on where the school are going, pointing out that since the last meeting the curriculum has been carefully planned and implemented.

Mrs Wilson explained that coverage of English, Maths and Science has been quite specific, and shows a clear progression throughout the National Curriculum. The Foundation subjects however are very vague, and as such make it difficult to capture the child's specific skills.

Mrs Wilson tabled the 'Challenge Curriculum' which has been light touch, and demonstrated how the scheme works using a cross curricular approach.

Mr Walker challenged Mr White on whether the school have the capacity to manage all of this change.

Mr White explained how this will be possible but stressed that this will be over time.

ACTION

Mr White explained that one of the aspects of the new curriculum is time, and trialling things out

Mr White explained that SPAG will be used for year 2 children.

Governors thanked Mrs Wilson for her informative presentation, after which Mrs Wilson left the meeting.

Miss Moorcroft was invited into the meeting to present to governors on Maths.

Miss Moorcroft circulated her report to governors, and tabled some of the following key points.

- Calculation Policy December 2014: Which focuses on the four operations of addition, division, subtraction and multiplication.
- Liverpool Maths Planning: The school continue to follow the new maths plans
- Numicon: With each child being given their own set to use both in school and at home.
- Leading Maths in Partnership Schools: The school have built strong links with Hope University.
- Maths Booster: Every child in Year6 was invited to attend.
- Maths Displays: Evident in each classroom.
- Athletics: All children are given a password and encouraged to answer 1000 maths questions online each week.
- LSA CPD.
- Easter Maths.
- Magical Maths.

Governors commented that there is now a competence around Maths, which has been generated by strong leadership. This is evidenced around the school with a wide variety of Maths going on with the focus being on progression.

Governors commented that they are really pleased with the raised profile of Maths and thanked Mr Strode and Miss Moorcroft for their extremely hard work.

Mr White circulated Miss Wilsons Health & Wellbeing report and presented the contents to governors.

Mr White invited questions from governors on this report.

ACTION

Mr White circulated Miss Pace's English report and presented the contents to governors.

Governors noted that this report gives a very clear picture of where we are now and where we need to go.

Mr White tabled some of the following key points that will be focussed on namely:

- Boys writing and reading club for EYFS and Y3
- Frank Dreeson to work with Y5 to develop high quality writing.
- Literacy and language training.
- Greater focus on RWinc
- Y6 Newspaper club
- Literacy development

Finance Premises and Staffing

Mrs McDonald reported back to governors on the meeting which took place on 18th May 2015, and tabled some of the following points.

- The overall budget position was good despite falling numbers.
- The school is projecting a cumulative balance of £241,000.

Mr White updated governors on the falling number of children taking up school meals, and opting instead for packed lunches.

Governors discussed this issue and agreed that new reception children joining the school must sign up for the full first term.

Mrs Parry updated governors on after school club who will be charged £333.00 per month (approximately £4,000 per year) commencing May 2015.

Governors commented that they are quite happy with the present system that the school have in place, in terms of emailing governors for approval of any spending.

Mrs Parry updated governors on the computerised school entry system for staff and visitors

ACTION

Governors discussed the Charging Policy 2015/16.

Governors discussed ratified and approved the wording changes to this policy

The charging policy was discussed ratified and approved.

The Credit Card Policy has not changed, as from 4th March 2015 Mr White and Miss Wilson were agreed to be the named signatories.

The Credit Card Policy was discussed, ratified and approved

The Data Protection Policy was discussed, ratified and approved

The Debt Recovery Policy was discussed, ratified and approved

The Financial Regulations were discussed, ratified and approved.

The Lettings Policy was discussed, ratified and approved.

The Major Incident Policy Plan was discussed, ratified and approved.

The Terms Of Reference were discussed, ratified and approved.

The Whistle Blowing Policy was discussed, ratified and approved.

Governors discussed and agreed to the purchasing of school cameras as a deterrent.

Governors discussed and agreed to £5,000 being set aside for the staffroom refurbishment, and certain parts of the kitchen also need to be brought up to standard.

Governors discussed playground projects and agreed to £24,000 being put aside for a project to enhance the stairwells in the junior corridor.

Governors noted that the 12/13 and 13/14 has been compiled but not yet audited.

Mrs Parry tabled school trip costs explaining that should

ACTION

school activities collected through the school fund result in a loss, this will be borne by the school and shown clearly in the accounts.

Governors noted that the SFVS has been authorised and sent off on time.

15/24 School Improvement Plan

Mr White tabled his Financial School Improvement Plan, and is looking at a full evaluation this year, and setting 3 targets for the next academic year. He will then link the School Improvement Plan to the 3 targets.

The school will look at the 3 priorities for next year, and Mr White will break down the SIP to these priorities.

This will be shared with the committees.

15/25 Safeguarding 175 Audit

Mr White drew governors attention to the audit, which has been completed. From this the school will be able to develop an acute action plan supported by evidence.

Governors discussed the fact that the FGB to consider oversight of the wellbeing of the DSL and Deputy DSL in relation to Child Protection.

15/26 Framework Of Governance

Mr White advised that this has been circulated to governors and is something for them to reflect on in terms of their effectiveness.

Governors discussed the possibility of attending an afternoon session with their employers consent.

ACTION

15/26 ANY OTHER BUSINESS

Mr White tabled the School Direct Programme and has set aside some funding for a TLR. Governors noted how this can be a CDP opportunity for staff.

Mr White tabled the Confirmation and Holy Communion programme, and congratulated Mrs Monkhouse and Fr Tim for what was a magical experience for the children and their families.

Fr Tim tabled a “Parish Awakening Day” that he will be organising in early autumn.

15.27 CLOSING PRAYER

Fr Tim closed the meeting with a prayer.

15/28 DATE OF NEXT MEETINGS

Future meeting dates to be advised

Signed ByChair of Governors