

**MINUTES OF THE GOVERNING BODY MEETING
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL
HELD ON
20th OCTOBER 2014 AT 6.00pm**

PRESENT

Mr M White (Headteacher)
Miss C Chapman (Chair)
Mrs C Higgins
Mr R Walker
Cllr O'Byrne
Mr J Carson
Mrs K Small
Mrs A Kelly
Mrs M Monkhouse
Mrs M McDonald
Fr T Buckley

ALSO PRESENT

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

14/01 OPENING PRAYERS

Opening prayers were led by Fr Buckley

14/02 ELECTION OF CHAIR/VICE CHAIR

J Kendall invited nominations for the position of chair of Governors.

Mr White Nominated Miss Chapman. Governors voted unanimously in favour by a show of hands.

Miss Chapman invited nominations for the position of Vice Chair Mrs McDonald nominated Mrs Higgins. Governors voted unanimously in favour by a show of hands.

ACTION

14/03

APOLOGIES

ACTION

Apologies received from Mrs Bennett, Mrs Gormley and Mrs Graham.

Miss Chapman welcomed LEA governors Cllr O'Byrne to her first governors meeting, and introduced her to fellow governors.

14/04

PECUNIARY INTERESTS

Mrs Higgins declared an interest.

Mr White declared an interest

14/05

RECONSTITUTION OF GOVERNING BODY

Miss Chapman tabled this important item for information and discussion with governors.

Governors noted that the DfE have issued statutory guidance calling for all governing bodies to be reconstituted by 1st September 2015.

Miss Chapman explained that these new regulations stipulate the all appointed governors should have the skills required to contribute to effective governance and success of the school.

Governors discussed the composition of this governing body, noting that there should be at least two parent governors, two staff governors (one of which must be headteacher), one Local Authority governor and the remainder to be Co-opted governors.

Mrs Kelly pointed out that her term in office comes to an end in December 2014.

Miss Chapman informed governors that she has written to governors who's term in office has recently come to an end thanking them for the valuable contribution they made whilst in office.

14/06

MINUTES OF THE LAST MEETING

Minutes of the previous meeting held on 2nd June 2014 were agreed by governors to be a true and accurate record and duly signed by Miss Chapman.

14/07

MATTERS ARISING FROM THE MINUTES

ACTION

Mr Walker stated that he was present at this meeting .
Clerk to amend minutes to reflect this

JK

13/61: Mrs Parry explained that the letting fee of £250.00
is x 12 which includes August.

13/61: Mr White updated governors in relation to an
incident when a parent had to be removed from school
premises, and advised that the barr has been lifted. Mr
White further advised that legal action is still ongoing.

14/08

HEADTEACHERS REPORT

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

There are 398 children on roll.

Governors noted that the school have 298 families, with a
loss of 24 in 2013-14, 2 in 2014-15, with a gain of 8. Only 1
child leaving has sighted issues with our own school as the
reason for leaving. Many have moved as a result in the
changes to secondary admissions in Liverpool.

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

There are currently 29 children on the SEN register. with 12
children on our medical needs register.

Mr White informed governors that the greatest change to
school have been in staffing, with a number of teachers
leaving and new teachers being appointed. Mr White
commented that he is delighted with the caliber of teaching
staff brought in.

Mr White updated governors on Buildings and Grounds
with interior work now completed. There are some ongoing
issues with Cunliffe's.

Mr White informed governors that quotes for the EYFS
project have been approved by finance committee.

On Sport England (through a company called Gleeds).
the school have been allocated into Wave 3 of this
national project, with work scheduled to begin in the
Spring term

ACTION

Mr White informed governors that the L.A. review did take place, and at governor level Miss Chapman and Mrs Monkhouse met with one of the team, and were asked some searching questions.

Mr White advised that the review is not Ofsted's, but is to establish how far along the school are in getting to good. Mr White advised that the L.A. felt that with some minor changes to classroom practice and some more rigour in monitoring practice the school should achieve good at the next inspection.

The L.A. did highlight the School Improvement Plan, with more focus needing to be placed on pupil outcomes. Another area was Leadership and Management, which needs to be disseminated down more to teaching staff from the S.L.T.

Mr White has drawn up a plan up to end of term which will more closely monitor classroom practice and follow up with training. This will enable teachers to do some impact and monitoring within their own areas of responsibility.

Mr White and governors commented on how extremely useful this review was.

Mr Walker thanked Mr White and the S.L.T. for all of the hard work that they have put into this.

Mr White was delighted to inform governors that Mrs Pace will be returning to school in December.

Mr White tabled the catalogue of events which have taken place in school since his last report.

14/09 DIRECTORS ITEMS

Miss Chapman gave a full update to governors . J Kendall will send out this item to all governors for information.

JK

14/10 COMMITTEE REPORTS

Admissions

Miss Chapman gave a full update to governors.

There are 60 children in reception with no appeals.

There are currently children on the waiting list.

School Improvement Committee

ACTION

Miss Chapman advised governors that this newly formed committee met on 29th September 2014.

Miss Chapman explained that the committee looked at school performance in great detail and focused on some of the following:

- Key stage reports
- Target setting
- Self evaluation and school improvement priorities for 2014/15

Miss Chapman explained that the problem did not come from the expected area (maths) but from writing. Mr White has now introduced a new Literacy and Language scheme in KS2 and staff are finding this very well structured.

Cllr O'Byrne tabled "Writing for pleasure" a scheme that she is aware being trialled in some other schools.

Mr White explained that the key is about improved writing, and how well the children understand the structure of different pieces of writing.

Mrs Small tabled the "Topic Book" and how imaginatively her child enjoyed using this alongside homework last term.

Academic Personnel and SEN Committee

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

- Changes to the SEN policy which include placing pupils at the centre of planning and make teachers more accountable for their progress.
- Maths implementation and development for this current year - Mr Strode delivered an inspirational report which focussed on linking different parts of the curriculum together.
- Curriculum developments and achievement - Governors noted how the school is well above the national average. With regard to the data and tables presented by Mr White, governors commented on how easy to understand they are. Mrs Small commented that parents that she has spoken to

found the data much clearer to see and understand in the last edition of the newsletter.

- Governors noted the successful R.E. inspection which took place in June, and the recommendations that were made
- Governors discussed the numerous extracurricular activities taking place in school and thanked the staff for giving up their valuable time.
- Governors went through the recently updated P.E. policy in detail noting that P.E. is taught in line with the school's Teaching and Learning Policy.

ACTION

Finance Premises and Staffing

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

- Governors discussed and approved the project for Foundation Stage outdoor play area.
- The Sport England bid has been approved, and the school has been placed in wave 3
- The overall budget position was good, with income and expenditure both increased.
- The school have received a one off grant from the L.A.
- Payment of £ 37,703 has been received in respect of Universal Free School meals.
- Governors agreed the repayment plan for a member of staff who was overpaid.
- Governors approved the Budget Form 2 which was submitted to the L.A.
- Governors discussed breakfast club with 66 children attending , and a large number requiring a large staffing ratio.
- The appointment of part/time admin assistant from Heys is working out really well.
- A member of staff in Foundation Stage is due to leave, and Mr White is looking to replace her with a full time Nursery Nurse
- The proposal to increase breakfast club fees from £2.00 to £2.30 was discussed and agreed.
- Free School Meals is running at 220/230 meals a day, with all children being fed by 1.00pm, Miss Chapman, Mr White, Mrs Parry and Mrs Small will meet to look at the issue of the 27 children not taking up the Universal

Offer.

L Parry tabled the previously agreed increase to breakfast club fees. L Parry informed governors that she has done some comparisons with neighbouring schools and the cost of £2.30 is much less than charged by them. Mrs Parry proposed that fees should be increased to £2.50 and not the previously agreed amount of £2.30.

Mr Carson strongly objected to this proposal on the grounds of parental affordability of some of the parents at this school.

Governors discussed and agreed to defer this proposal to the next finance committee meeting for further discussion.

ACTION

14/11 **SAFEGUARDING**

Mr White reported to governors that since the last meeting there have been no racial incidents.

There are four families involved in Child Protection Orders. All families concerned are engaging well with both agencies and the school.

Mr White reported that the school will be looking at safeguarding front line procedures in line with legislation.

Mr White tabled parental conduct around the school, with an increasing number of parents not bothered by normal procedure and behaviour.

Governors discussed Operation Encompass, whereby Merseyside Police will report to the school the day after a domestic violence incident is reported.

14/12 **KEY POLICIES**

Mr White tabled the pay policy, which has been brought to the finance committee. Governors noted the inclusion of support staff in this policy.

Mr White tabled some minor changes in leadership and pay scales.

Mr Carson challenged why L.S.A. pay scales have not been included in this policy.

Mr White explained that the reason for this is that this is the L.A. policy.

ACTION

Governors discussed and unanimously approved this policy.

Mr White tabled the Child Protection policy.

Governors discussed and approved this policy.

14/13 ACADEMIC YEAR 2015/16 DATES

Mr White reported that these are the standard dates with no changes being made.

14/14 ANY OTHER BUSINESS

Fr Buckley informed governors that he has compiled some stories for the Confirmation and Communion process which are going to be published. The launch will take place on 20th November 2014 at the Pauline Centre.

Cllr O'Byrne made the generous offer of vouchers for the Christmas Fete.

Mrs Monkhouse asked about the allocation of governors to classes. Mr White will meet with Miss Chapman, and come back to governors. Mr White suggested that if governors are unable to come into school to meet with their classes, they could collect some books and class work from the children from their class teacher.

Mrs Parry tabled spends for the Outdoor project Landscape area. This was given to Miss Chapman who duly authorised.

Mr White tabled complaints about parking from neighbours to Highways. Governor noted that the L.A. and Highways are looking at meaningful solutions. Mr White commented that he is no longer willing to put himself at risk outside school premises in relation to parking issues.

Miss Chapman informed governors that Mrs Crawford (LSA) is leaving the school after 14 years service. Miss Chapman will send a letter of thanks on behalf of the school and governors.

Miss Chapman and governors thanked Mrs Kelly for her valued work as governor of this school.

CLOSING PRAYER

Fr Buckley closed the meeting with a prayer.

DATE OF NEXT MEETINGS

Future meeting dates are:

Academic Personnel and SEN Committee - Monday 26th January 2015 at 6.00pm

Finance and Premises Committee – Monday 2nd February 2015 at 6.00pm

Full governors meeting – Monday 9th February 2015 at 6.00pm

Academic Personnel and SEN Committee - Monday 4th May 2014 at 6.00pm

Finance and Premises Committee – Monday 18th May 2015 at 6.00pm

Full governors meeting – Monday 1st June 2015 at 6.00pm

NAMES
OF
COMMITTEES

Signed ByChair of Governors