

**MINUTES OF THE GOVERNING BODY MEETING  
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
HELD ON  
19th OCTOBER 2015 AT 6.00pm**

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**PRESENT**

Mr M White (Headteacher)  
Miss C Chapman (Chair)  
Mrs D Bennett  
Ms L Jones  
Mrs M Monkhouse  
Mrs M Gormely  
Mrs M McDonald  
Mr R Walker  
Mrs C Higgins  
Fr T Buckley

**ALSO PRESENT**

Mr J Kendall – Clerk to Governors

**15/29      Opening Prayer**

Opening prayer led by Fr Buckley

New governor Ms L Jones was formally introduced to governors and welcomed to this meeting.

**15/30      Apologies**

Apologies received from Mrs Small and absence of Cllr O'Byrne duly noted.

**15/31      Election of Chair of Governors**

J Kendall advised that he has received no nominations for this position. Mr White nominated the existing chair Miss Chapman.

Miss Chapman left the meeting whilst governors voted by

**ACTION**

**ACTION**

a show of hands.

Governors voted unanimously in favour.

Miss Chapman rejoined the meeting and was congratulated by governors.

### **Election of Vice Chair of Governors**

J Kendall advised that he has received no nominations for this position. Miss Chapman nominated the existing Vice Chair, Mrs Higgins.

Mrs Higgins left the meeting whilst governors voted by a show of hands.

Governors voted unanimously in favour.

Mrs Higgins rejoined the meeting and was congratulated by governors.

Miss Chapman made a brief statement to governors, advising that she will be unavailable from immediately after half term until Christmas.

Miss Chapman tabled an extract from Ofsted detailing what is expected of governors.

Governors further noted that governors attendance at all meetings is now posted on the school website.

### **15/32 Declaration of Pecuniary Interests**

Mr White declared an interest as Director of Food for Thought.

Mrs Higgins declared an interest for providing legal work for school, and school newsletter.

### **15/33 Code of Conduct**

Mr White circulated this document, and drew governors attention to governors roles and responsibilities. Mr White highlighted the confidential nature of some of the discussions governors have, particularly in relation to children.

Mr White discussed with governors what is currently on the

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school website.

Miss Chapman commented that the website is very impressive and a work in progress.

**15/34      Minutes of last meeting**

Minutes of the previous meeting held on 1st June 2015 were agreed by governors to be a true and accurate record, and duly signed by Miss Chapman.

**15/35      Matters arising**

Mr White updated governors on the work that the school are doing with St Monica's, Governors were informed that the school had to make a further funding application.

Mr White tabled the Stairwell Project which was discussed at Finance Staff and Premises committee. The school have had 3 quotes and decided in favour of a company by the name of C3. This company will go ahead with 1 stairwell at a cost of £6,640. The company have also committed to charge the same amount if the school decide to expand this project to include further stairwells.

Mr Walker challenged Mr White on whether this is part of the prioritisation of the annual cycle.

Mr White assured governors that this project is in the School Improvement Plan.

**15/36      Headteachers Report**

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

There are 399 children on roll.

There are a number of children on appeal for Y3

The average attendance for the last term was 96.5% with the school pushing up for 97%.

Mr White updated governors in respect of the school running track and security fencing.

Governors were also advised that Chris Williams will be meeting with Mr White to discuss the school hall.

Mr White pointed out that year on year improvement is significant but not unexpected.

Y1 phonics screening pass rate has increased to 82%.

Governors commented that the number of children above average demonstrates how much the children are being pushed.

Mr White advised that new school laptops are in place but not without their troubles. The 2 technicians are bringing an improved service.

Mr White updated governor on the Children's University, with 32 Y6 children graduating at bronze level.

Mr White updated governor on school residential visits and trips.

Governors noted that the trip to the Mosque organised by Paula O'Toole received very positive feedback from children who attended.

Mr White updated governors on the Assessment Without Levels. The school has a robust but challenging system in place which can adapt as further information comes from the DFE.

Governors commented on how particularly hard this is on the teaching staff, and congratulated them on how well they are coping.

Mr White updated governors on events, which for the first time this year included a 'Meet the Teacher' evening which went extremely well.

Miss Chapman commented on the amount of effort Mr White and staff are putting in, and formally asked Mr White to convey governors thanks to the staff.

Mr White commented that the school looks fantastic due to the great quality of work in school, and urged governors to visit their classes. Governors wished it to be noted that the standard quality of work displayed is quite fantastic.

Mr Walker commented on how results have been spectacular and challenged Mr White on the risks in association with the sustainability of results.

Mr White replied that adapting to change has been key, with extremely hard work helping the school achieve goals based on what has been successful.

Mrs Monkhouse commented on how well the school publicise the good news, and how the school spread the

**ACTION**

word on achievements.

15/37

**Directors Items**

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J Kendall will arrange for Directors items for Autumn Term 2015 to be emailed out to governors .

15/38

**Committee Reports**

**School Improvement Committee**

Mr Walker reported back to governors on this committee who met on 28th September 2015.

Mr Walker updated governors on the two trainee teachers, and gave a detailed account of the recent matching and selection process, leading to the successful appointments of T Brady and C Routledge.

Mr Walker tabled P O'Toole's report to governors and explained how this year the school is above in every area for Early Learning Goals.

Mr Walker tabled R Pace's Y1 and Y2 data analysis report and explained what we are good at including some of the following:

- Reading results are above National Average in all areas
- 95.2% of children made expected or rapid progress.
- Phonic screening now has an 82% pass rate
- Maths 98.4% of children in Y1 and Y2 made expected or rapid progress.

Mr Walker tabled T Strobe's data analysis report and outlined some of the following main points:

- Reading Writing and Maths levels are improving year on year.
- L5 and L6 Reading Writing and Maths lower than the LA - High Achievers will be targeted for SATS 2016.
- Internal and external moderation meetings will take place and give assurance to governors.

Mr Walker updated governors on staffing.

Mr Walker reported on the LA Assessment which we are part of. Mr White has just put together a methodology to assist target setting.

Mr Walker tabled Mr White's draft self evaluation of the school's position against Ofsted criteria.

Governors noted each of the following key areas.

- School context
- Overall Effectiveness
- Effectiveness of leadership and management
- Safeguarding
- Quality of teaching, learning and assessment.
- Personal development, behavior and welfare
- Outcomes for pupils.
- Effectiveness of the Early Years
- Areas for improvement.

Mr Walker updated governors on the current safeguarding position in school.

### **Curriculum Committee**

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

Miss Chapman tabled Miss Wilsons Health & Wellbeing report and presented the contents to governors.

Governors noted where the school are at present and discussed some of the following achievements:

- 100% of all Y6 children can all swim 25m
- 96.3 attendance in school
- 985 of all FSM children have taken part in at least 1 extra-curricular activity this academic year
- 59% of all KS2 children have represented the school in at least one level 2 sporting competition.
- 100% of KS1 children are provided with one piece of fruit each day. KS2 are able to purchase fruit during break times
- All children receive one hour of P.E. per week
- 22 different extra- curricular activities delivered in school
- Vulnerable groups continue to be targeted to join the 'Change 4 Life' programme
- 77% of KSI eating a healthy school meal each day

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and 42% of KS2

- 75% of KS1 drink milk in school and 39% of KS2
- 100% of children have passed their cycling proficiency badge
- The school is represented at the Liverpool Schools Parliament by members of the School Council.

Miss Chapman tabled T Moorcroft's Maths report and presented the contents to governors.

Governor noted some of the following key points.

- Medium term Maths Planning: The school continue to follow Liverpool maths plans. Problem solving still needs to be a focus, so that the children are able to master the new curriculum.
- Numicon: Last year each Reception child was given their own set of Numicon.
- Year One: children take home a maths game as part of their maths homework and share with the family.
- Leading Maths in Partnership Schools: The school have a strong link with Hope University to share best practice in maths. .
- Maths Displays: These are evident in each classroom, with more uniformity now established
- Athletics: This now forms part of the homework policy, and all children are expected to gain a weekly certificate.
- Further CPD : As well as 'mastery' courses for all staff, Reception and Y1 staff have requested Numicon training.
- Trainee Teachers: The school now have two trainee teachers from the School Direct programme

Miss Chapman tabled Miss Pace's English report and presented the contents to governors.

Governors noted some of the following development points that will be focussed on namely:

- KS1 Boys writing: Lunchtime writing club established.
- Reading: Reading Buddies established, and Bed time stories may be introduced .
- Greater focus on RWinc with RWinc accreditation
- Writing KS2: Lunchtime club for Y3/Y4 children

- Challenge for High Achievers in KS2: Booster for Y6 children.
- Literacy Development: now fully operational

Miss Chapman tabled A Pease's Assessment 2014/15 report and presented the contents to governors.

Governors noted that over the year there have been a large number of changes with the school moving from a 5 point system to a 9 point system. This will enable the school to track progress in smaller steps. The school are still within the Liverpool Assessment project but will not be submitting data.

Governors commented that more guidance is definitely what is needed to bring more clarity.

Governors were informed that a parents meeting has been held to explain that levels are no longer being used, as the school moves to Age Related Expectations (ARE).

### **Finance Premises and Staffing**

Mrs Higgins reported back to governors on the meeting which took place on 12<sup>th</sup> October 2015, and tabled some of the following points:

- The key pad with a number code is now completed.
- The phone system development is now on hold.
- The new school website has been greatly received by parents with excellent feedback. The website also has an innovative calendar system for both parents and staff which is up to date.
- Governors noted that the cumulative balance figure of £241,000 quoted in the minutes dated 18th May 2015 is in fact the 2014/15 out turn figure.
- The computerised entry system is going ahead.

Mrs Higgins updated the staffing position in school:

- Learning mentor appointment made
- Appointment of 1 p/time teacher and 2 TA's in EYFS
- There is currently a HR issue that the school are dealing with.

Mrs Higgins reported on the Home School Agreement in relation to packed lunches and school uniform, which the school are upholding and reinforcing rigorously.

Mrs Higgins tabled Future Proofing, and how the school is looking to safeguard the future staffing structure.

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Mrs Higgins tabled Virement Form 15/16 detailing changes from budget 2 to Budget 3. Governors noted a small saving in staffing.

Mrs Higgins tabled the 3 year Form 1 together with the LA Finance officers report for discussion with governors.

After a full discussion governors unanimously approved the Budget Form 3 which was signed by Mr White and Miss Chapman.

Mrs Higgins advised that all reception children are signed up for school meals, with no objections from parents. Governors discussed and agreed to rolling this out to Y1 and Y2 .

Mrs Higgins tabled Universal Free School Meals, with governors noting that if this ceases in the future, the development of the proposed projects will be revised.

Mr White shared with governors a letter from a parent thanking the kitchen staff for both the quality and quantity of school meals which their children are delighted with.

Governors discussed agency supply staff and the schools preferred supplier. Governors commented that they were pleased that the school have a list of preferred supply staff, which is great for consistency.

Governors discussed outstanding dinner monies, with 3 serious letters now sent out, and 5 less serious letters sent out.

Governors discussed the invoice for parameter fencing, which was signed by Mr White and Miss Chapman.

Governors noted the large spend by the school on school laptops.

**Miss Chapman challenged on whether the school have enough funding to meet this spend in the budget.**

In terms of school projects, Mr White updated governor on the multi use games area which is fantastic.

The running track has been reinstated in higher quality paint, and an additional 20 metre straight running track has been provided.

Governors discussed concerns on the huge amount of money passing through the school office. Mr White advised that he has arranged for increased insurance on one safe.

Mr Carson commented that the school have a highly efficient and transparent financial accounting system in the school office.

**15/39 School Self Evaluation and School Improvement Plan**

Mr White circulated papers to governors and explained that on the descriptors the school have gone for a 1 across the board.

Mr White urged governors to read about the school's targeted use of Pupil premium, and how the school is closing the gaps.

**15/40 Key documents - Pay Policy**

Mr White made a proposal to adopt the new pay policy. Governors discussed and unanimously approved.

**15/41 Spend Permission - Stairwells/Fencing**

Previously discussed and agreed.

**15/42 Any Other Business**

None

**15.43 Closing Prayer**

Fr Tim closed the meeting with a prayer.

**15/44 Date of Next Meeting**

Scheduled for 8thFebruary 2016 at 6.00pm

**Signed By .....Chair of Governors**