

**MINUTES OF THE GOVERNING BODY MEETING
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL
HELD ON
17th OCTOBER 2018 at 6.00pm**

Present:

Mr M White	-	Executive Headteacher
Mrs M Wilson	-	Acting Headteacher
Miss C Chapman	-	Chair of Committee
Mrs M Monkhouse	-	Foundation Governor
Mrs M Gormely	-	Foundation Governor
Mr J Carson	-	Foundation Governor
Mrs E Skyner-Andrews	-	Parent Governor
Mrs H Bradshawe	-	Parent Governor
Mrs K Small	-	LA Governor

Also Present:

Mr J Kendall	-	Clerk
Fr Tim Buckley	-	Archdiocese

18/26

Opening Prayer

Opening prayer led by Fr Tim.

18/27

Election of Chair and Vice Chair

Miss Chapman left the meeting for the first part of this agenda item.

- Mr White made a proposal for meetings to be jointly chaired by Ms Chapman and Mrs Skyner-Andrews. This proposal was seconded by Mrs Higgins.

Governors voted unanimously in favour by a show of hands.

Miss Chapman and Mrs Skyner-Andrews were unanimously elected as joint Chair of Governors.

Miss Chapman and Mrs Skyner-Andrews were congratulated by governors on their appointment.

Action

Mrs Higgins left the meeting for the first part of this agenda item.

- Miss Chapman proposed Mrs Higgins for the position of Vice-Chair of Governors This was seconded by Mr Carson. Governors voted unanimously in favour by a show of hands.

Mrs Higgins was unanimously elected as Vice-Chair of Governors, and congratulated by fellow governors.

18/28 Apologies

Mr Strode sent apologies which governors accepted.

Miss Chapman informed governors that former governor Ray Walker has recently undergone a very serious operation. Governors will remember Mr Walker in their prayers and sent their wishes for a speedy recovery.

18/29 Pecuniary Interests

Mr White declared an interest – Executive Director of Food For Thought Ltd.

Mrs Higgins declared an interest for her debt recovery work for the school.

Mrs Skyner- Andrews declared an interest for her After School Dance Academy.

18/30 Minutes of last meeting

Governors went through the minutes page by page for accuracy, and amendments duly made by the clerk were highlighted.

Mr Carson challenged the school on whether staff are confident in using the EpiPens

Mrs Wilson replied that the school nurse makes staff aware, but the proper training is provided by Alder Hey hospital. Staff who have attended this training are very confident on their ability to use the EpiPens.

Mr White informed governors that the fencing is nearly finished thanks to the Site Managers hard work.

Governors thanked the Site Manager for the excellent standard of his work.

Mr White updated governors on GDPR. He has received an update from the Data Controller on both the Staff Policy and Policy for Children's Data. Governors noted that there will be a cost implication for the school.

Mr White commented that most schools are at the stage of getting GDPR compliant over time.

Mrs Higgins stated that the emphasis should be on working towards, and governors unanimously agreed.

Fr Tim advised that he did send his apologies for the last meeting.

Minutes of the previous meeting held on 20th June 2018 were agreed by governors to be a true and accurate record, and duly signed by Miss Chapman.

18/31 **Matters arising**

Miss Chapman informed governors that if the school moves to a new system with just the one full business meeting, and no committee meetings the role of Link Governor will be extremely important.

18/32 **Headteacher's Report**

Mr White tabled some of the highlights from his previously circulated report:

There are 416 children on roll.

Mr White commented that the word on the street is that this school is highly regarded.

We have no LAC children.

We have 35 on our SEN register (8.2%).

The year finished positively, with very good KS2 results.

Mrs Wilson and the team are creating more thematic approaches to the curriculum, and embedding our curriculum to broaden children's learning experiences

Governors were updated on the new marking and feedback policy.

Mr White tabled data and performance, with governors noting that last year performance was extremely good across the school.

The school was just below at KS1 but can demonstrate good progress.

Pupil Premium remains steady.

In terms of gaps across the school a big push is on Pupil Premium. The school are looking at various assistance to address this issue.

Governors noted that they will have to look closely at what extra input goes into Pupil Premium, and what the outcomes are.

New staff to school this year are:

Catherine Doherty- Y6 teacher and English Lead

Carole Doherty- EYFS Teacher and Maths Lead (secondment)

Andrew Simpson- Y6 teacher and Extra curricular lead

Karl Hogg- Y5 teacher (NQT)

Liza Lee- Learning Support Assistant (job share)

Joana Noguiera- Kitchen Assistant

Michael Doyle- Learning Support 1:1

Kirsten Robb has returned to her assistant Chef position

Mr White advised governors that the school have advertised for the new HLTA.

Mr White tabled the School Emergency Management Plan. ICECATS have been into school to trial the school's lock down procedures, and have done a practice evacuation.

Mr White thanked governors for all their support, and explained the recent expectation for governors to be fully familiar with all aspects of school life.

Mrs Skyner- Andrews commented that she has some ideas on this that she will share with Mr White.

18/33

Committee Reports

Standards Committee

Miss Chapman advised that she chaired this meeting, and

proceeded to update governors on the meeting which took on 3rd October 2018.

Governors went through each agenda item, and agreed the minutes to be a true and accurate recording.

Governors noted that Ofsted are now inspecting governance from an umbrella perspective, expecting all governors to be aware of all aspects of school life. To this end, many governing bodies are moving to a non-committee based approach, with one longer meeting per term to encompass all aspects of governance.

Governors noted the wide gender gap in 2018 with more SEN boys.

In KS1 Phonics the school achieved 88%.

Mrs Wilson explained how the progress in phonics is closely monitored each term, and how the school are better at targeting specific children.

Governors noted the wide gender gap in 2018 with more SEN boys.

Governors discussed reading, writing, maths, RWM and Science and noted the progress in each area.

Mrs Wilson advised governors that she has done some work on the targets, and if KS1 results are excellent, the KS2 results will need to be off the page.

Resources Committee

Mrs McDonald reported back to governors on the meeting which took place on the 10th October 2018.

The audit that the school commissioned in June found the financial wellbeing in school to be of a good standard.

The main issue highlighted in the audit was that of governance.

Mrs Middleton tabled her School Business Manager Report for discussion with governors.

The office restructure is now complete, with all roles now in the first phase of streamlining.

The school office has been rearranged to better suit the admin staff and their roles.

Governors were updated on the SIMS in the classrooms project.

The school now have a fully GDPR online DBS service.

The school are now using a different photography company.

Mrs Middleton has now taken over generic Business Manager responsibilities.

All TLR's have been awarded a 2% pay rise.

Governors discussed ratified and approved the budget.

New staff to school this year are:

Catherine Doherty- Y6 teacher and English Lead

Carole Doherty- EYFS Teacher and Maths Lead (secondment)

Andrew Simpson- Y6 teacher and Extracurricular lead

Karl Hogg- Y5 teacher (NQT)

Liza Lee- Learning Support Assistant (job share)

Joana Noguiera- Kitchen Assistant

Michael Doyle- Learning Support 1:1

Kirsten Robb has returned to her assistant Chef position

The Leadership Team are:

Mr M White- Exec Headteacher

Mrs M Wilson- Acting Head of School

Mrs P Regan- Acting DH of School

Miss C Wilson and Mr T Strode- Acting AH of School

The school are making really good use of school sports activities.

The school have received one quote to replace all parts of the boiler, with further quotes to follow.

Governors discussed the replacement of the infant playground, which will be a project for next year.

Structure of meetings this year

Mr White has met and discussed with several Headteachers the idea of moving to one termly meeting, which will cover all aspects of school life. This meeting will also cover all parts previously covered by committee meetings. The role of Link Governor will be an extremely important factor in this, as they will each need to report on what they have noticed in school at this meeting.

Mrs Skyner-Andrews suggested sending out a list of Link Governor roles, in order for governors to see where their specialisms are best suited.

Mr White suggested formalising the Link Governor roles between now and the next term, and suggested the following areas to be covered by a Link Governor:

Health and Safety
Safeguarding and attendance
Curriculum
Progress and challenge for the more able
SEN
Catholic Life
Finance
Pupil and Sport Premium
Staff development-
Communication
Early Years/ Key Stage 1/ Lower Key Stage 2/ Upper Key stage 2 phase governors

Mr White discussed the role of phase governors

18/34 Directors Items

The Directors items for Autumn 2018 have been previously sent out to governors, and governors were invited to familiarise themselves with the contents prior to this meeting.

Miss Chapman informed governors that the only action for governors is the Safeguarding update, and for governors to challenge the school.

Miss Chapman reported that she attended a very informative session with Phil Cooper, which included The Safeguarding Pledge, which is a personalised commitment from the school to sign up to safeguarding.

Governors noted that all other items are for information only.

18/35 **Safeguarding**

Mr White reported on a number of exclusions mainly in Y6.

Mr White, Mrs Wilson, Mrs Regan and Mr Chamberlain have all attended training, and following this Mr White is meeting with Much Woolton and St Ambrose teams, so that both teams get the same message.

Mr White tabled supervision of safeguarding, and because he is now in a new role and not hands on can supervise the systems.

Mr White has met with Mr Chamberlain, and given him targets on both persistent absence and persistent late attendance.

18/36 **Academic year 2019 – 2020 dates**

Mr White stated that he is not proposing any changes to the L.A. dates next year.

Mr White proposed an extraordinary inset day, which will be delivered by Phil Roberts.

18/37 **Any Other Business**

Mr White and the Site Manager have encountered a number of issues with the company who service the heating system in the infants. They are currently quoting £7000.00 for a new boiler.

The school have contacted another company, who after inspection concluded that there is no need to purchase a new boiler. They have offered to undertake investigation and remedial work, at a cost of £1000.00.

Mr White informed governors that Mrs Wilson is completing the Professional Qualification for Headship (NPQH) which supports the professional development of aspiring and serving headteachers.

As part of this programme Mrs Wilson is required to work

with another school, and do a recorded presentation to governors. Governors of this school are required to sign a form agreeing to Mrs Wilson doing this.

Mr White reported on an issue with the school's current uniform provider and the P.E. kits in particular. The supplier have not met their obligation, and Mr White proposed moving to a new supplier, who provide a delivery service to the school.

Governors agreed to this proposal

Mrs Skyner-Andrews made a request for governors who have attended training in the past year, to share their training packs with her. These can then be copied and distributed to governors.

The school can then keep a bank of all training packs and materials, which can be presented to Ofsted as evidence of governor training.

18/38 **DATE OF NEXT MEETINGS**

Meetings for Next term:

Standards Committee 30th January at 6.00pm

Resources Committee 6th February at 6.00pm

Full Business Meeting 13th February at 6.00pm

Signed.....Chair of Governors