

**MINUTES OF THE GOVERNING BODY MEETING
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL
HELD ON
7th February 2018 at 6.00pm**

PRESENT

Mr M White (Headteacher)
Miss C Chapman (Chair)
Mrs K Small
Mrs Skyner-Andrews
Mrs Higgins
Mr J Carson
Mrs M Gormely
Mrs M Monkhouse
Mrs M McDonald
Mrs H Bradshawe
Mr T Strode

ALSO PRESENT

Mr J Kendall – Clerk to Governors
Mrs M Wilson - Observer

18/01 Opening Prayer

Opening prayer led Miss Chapman.

18/02 Apologies

Mrs Parry sent apologies.

Miss Chapman welcomed new teacher governor Tommy Strode.

Miss Chapman informed governors of the resignation of Mr Walker due to increased work commitments. Mr Walker will be a great loss to the school with his vast NHS and data knowledge.

Action

18/03 **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.

18/04 **Minutes of last meeting**

Minutes of the previous meeting held on 18th October 2017 were agreed by governors to be a true and accurate record, and duly signed by Miss Chapman.

18/05 **Matters arising**

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New Jim Keogh Hall

Mrs Higgins has sighted the piece of legislation which is in dispute, but this has been overtaken by events.

Mr White reported to governors that Kathryn Mitty left the school last Friday. She has been a great investment in the Foundation Stage, and will be greatly missed by all.

Mr White advised governors that the writing audit will now take place on the 9th February 2018.

18/06 **Ray Walker and Foundation Governor position**

Ms Chapman proposed a leaving gift for Mr Walker in recognition of his service and great contribution to the school.

After discussion governors agreed, and made their own personal financial contributions.

18/07 **Headteachers Report**

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

There are 414 children on roll.

This is comprised of 213 boys and 201 girls.

We have 45 children who receive the Pupil Premium (10.9%).

We have no LAC children.

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

Mr White tabled Lesson observations, learning walks, work scrutiny and staff/ pupil interviews, as well as data scrutiny all taking place in school.

Mr White tabled 'Mastery' with the majority of children being 'on track', and a small but increasing number moving into 'Mastery'. We would expect in the Autumn term to find smaller numbers of children already at 'Mastery' for their new year, but over the course of the year, this number to increase as children 'master' that year group curriculum.

The school are looking to inform parents that the feedback is for the children and how this method of feedback uses a less traditional approach.

Mrs Small asked how the school evidence progress.

Mr Strode explained that this is done by using symbols, and the children have a full understanding of what the symbols mean.

Mr Carson pointed out that this method is similar to the 'Kagan' co-operative learning method.

Mrs Skyner-Andrews asked when there will be a re-write on feedback.

Mr White replied that the school will look at the progress and do a pre and post measure.

Action

Mr Strode tabled 'Messy Maths' and how this gets away from writing in books, and takes away the children's fear of making a mistake.

Mrs Skyner-Andrews asked if the 'mastery' children are singled out at this stage in the year.

Mr White explained that no children are considered 'Mastery' at this early point in the year.

On attendance, Mr White informed governors that Mrs Wilson, Mr Chamberlain and himself have really cracked down on poor attendance, as there is a regular cohort of children who are consistently late.

Miss Chapman queried how the school tackle the parents on this issue.

Mr White explained how the school use 'Red letters' to tackle the issue.

Mr White tabled some concerns raised by parents regarding the latest league table's publication.

Governors are asked to direct concerned parents straight to Mr White.

Mr White will be holding a coffee meeting prior to half term at which he hopes to address some of these concerns.

Mr White tabled staffing and some significant issues with the School Office Management. The school have been unable to find a suitable person to cover the additional hours, due to the present School Business Manager reducing her hours.

Mr White has reached out to Rudston school, whose Business Manager is coming into school as much as she can to provide support.

Mr White plans to review all roles in the office and spread this out to support staff.

Mr White advised that all teaching staff have passed Performance Management except for one, who attended an appeals meeting last week.

Mr White informed governors that Mrs Radcliffe has had to resign to re-locate to Devon. The school will miss a very good teacher.

Mr White updated governors on the resignation of the school cook. The school are looking to appoint a chef next term.

Mrs Skyner-Andrews asked a question on Governance, and if some training courses for governors incur a charge.

Miss Chapman explained that the school have a Service Level Agreement and training is provided by School Improvement Liverpool. Training courses provided by them are free of charge.

Mrs Bradshawe queried why some of the school clubs do not appear on the list in Mr White's report.

Mrs Wilson explained that there have been changes to some of the clubs, and explained the reasons.

18/08

Committee Reports

Standards Committee

Miss Chapman advised that she chaired this meeting as a one off, and proceeded to update governors on the meeting which took on 24th January 2018.

Governors noted a clear analysis of all the years and saw progression from 0 to 'Mastery'.

Governors noted the gaps closing between the groups, with some good Pupil premium achievers.

Governors discussed Mrs Moorcroft's maths report, and noted how great emphasis is now placed on reasoning and applying.

Mr White advised that a 'My Maths' workshop will soon be advertised.

Governors discussed Miss Radcliffe's English report, and noted how teaching of reading and guided reading focuses strongly on giving the children an understanding of what is being read.

Governors discussed the curriculum, and noted that the school are now trailing themed weeks to cover Art, Computing and Music key skills.

On assessment data the school are on target to achieve 75% in EYFS.

Resources Committee

Mrs McDonald reported back to governors on the meeting which took place on 31st January 2018.

Mr White discussed the areas of overspending particularly in admin and ICT learning resources, with further money needing to be spent in these areas.

Governors noted that the budget has not been revised, and that the school is still predicting a carry forward.

Mr White explained how the school fund will relieve some of the 2nd and 3rd year pressure when it comes into FMS.

Governors noted that the L.A. Finance Officer has no concerns about the school's finance, with projections being the same as last time.

Governors discussed the Financial Summary with the SFVS annual return due to be submitted by 31st March 2018.

18/09

Directors items

Action

Miss Chapman tabled the following items from the Autumn 2017 Directors Items. These items have been sent out directly to governors, and so governors discussed only the items where action is required.

- Update on funding for Liverpool schools
- Liverpool Learning Partnership
- The Liverpool Promise

Mr White updated governors on the Liverpool Promise, and explained how this attempts to get all factions of Liverpool life to sign up to the promise to raise standards in Liverpool schools.

18/10

Safeguarding

Mr White informed governors that the Safeguarding team have all received appropriate training again this year. Mr White and Mrs Wilson have also attended Safer Recruitment training. Mr Chamberlain has led the whole staff through training also on INSET.

18/11

Website

Mr White informed governors that a Compliance Audit took place on the school website, the outcome being that the website is fully compliant.

The school website now holds all events that take place in the school day on our Calendar.

The 'News' section is also developing and Mr White's fortnightly newsletters also reflect the events taking place.

Mr Carson commented that the Learning Journey which is posted on the school website is excellent, and very informative to parents.

18/12

Academic year 2017-18 dates

Action

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Mr White informed governors that the Headeachers Associations have met and agreed the dates for the next two years.

18/13

Any Other Business

Mr White tabled spend permission, and a big spend on staff laptops.

Mr White has received a quote from MGL to replace all staff laptops.

Governors discussed and agreed to this purchase

Mr White advised that he recently organised a poetry Competition for the children. The response was overwhelming. Winners have been chosen, and will receive their prizes at a special assembly.

18/14

DATE OF NEXT MEETINGS

Scheduled for 23rd May at 6.00pm

Signed.....Chair of Governors