

**MINUTES OF THE GOVERNING BODY MEETING  
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
HELD ON  
13<sup>th</sup> FEBRURY 2019 at 6.00pm**

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Present:

Mr M White	-	Executive Headteacher
Mrs C Higgins	-	Foundation Governor
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
Mrs M McDonald	-	Foundation Governor

Also Present:

Mr J Kendall	-	Clerk
Fr Tim Buckley	-	Archdiocese

**19/01     Opening Prayer**

Opening prayer led by Fr Tim.

**19/02     Apologies**

Mrs Wilson Sent Apologies.

Also present at this meeting: Miss C Wilson, Mrs P Regan and Mr T Strode (Members of teaching staff).

**19/03     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.

**Action**

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

**19/04 Minutes of last meeting and Matters Arising**

Governors went through the minutes of the previous meeting page by page, for accuracy and amendments duly made by the clerk where highlighted.

Mr White was pleased to inform governors that Ms Tonge the newly appointed HLTA is settling in very well.

Mr White updated governors on GDPR. Mr White explained the process for teaching staff who can now access work from their own laptops.

**19/05 Headteacher's Report and feedback /questions on Standards**

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

There are 418 children on roll. Governors noted that the school is nearly full.

We have no LAC children.

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

We have 46 children who receive the Pupil Premium (10.9 %).

Mr White tabled data and performance, for full discussion with governors.

Mr White advised that new staff have brought a fresh approach and an energy and enthusiasm to the school.

Governors noted how this school's curriculum allows the children to learn from experiences, and discussed some of the school visits made by the children, including the visits to the World Museum to see the Terracotta Army and a visit to the mosque and synagogue to learn about other faiths.

Mrs Regan updated governors on early years reading and writing, with an action plan being put into place to improve performance.

In December 38% of the children were on track to gain a good level of development.

This year a phonic check is planned, and with intervention we should expect 70% of the children to reach the expected standard.

Mr White tabled reading, writing and maths, and discussed some of the challenges that the school face.

Mr White explained that Pupil Premium children who are significantly behind will be looked at closely.

Mrs Wilson and Mrs Regan will be using Venn diagrams in reading writing and maths, and doing some short sharp intervention.

Mr White updated governors on staffing including the recent resignation of the Admin Officer who will be sadly missed.

Governors were informed that there will soon be further changes to the school office.

Mr White tabled safeguarding, and updated governors on the following:

- 2 new Early Help Assessment Tools raised (EHATs)
- 3 children subject to child protection plans
- 7 children subject to EHATs
- 0 exclusions
- 4 Operation Encompass notifications

Mr White informed governors that SEND is a huge issue across the city. Mr White recently attended a Headteachers meeting, to discuss the Early Health Care Plan backlog. At a school level 1-1 support is proving very challenging.

Governors noted how the school are looking more and more at early intervention, and the changing picture for SENCO's.

Governors discussed Ofsted, and the new schedule now in place with a greater focus on curriculum and lesser focus on outcomes. This will suit this school which has a really broad curriculum.

Miss Chapman tabled an inset day on the 25<sup>th</sup> March 2019, which is joint with St Ambrose. The focus will be on curriculum.

Mr White discussed the subject leads reports which have been previously shared with governors.

## **1. Stem and RSE**

Mr Strode tabled his previously circulated report and discussed the following key points:

Science is taught across the school as a discreet core subject and each class receives the recommended 2 hours of science per week.

Mr Strode updated governors on “STEM Week” (Science, Technology, Engineering and Maths) as we strive to improve the children’s opportunities for investigation and develop a broader curriculum. Mr Strode has met with staff and this years “STEM Week” is scheduled for w/c 11<sup>th</sup> March 2019.

RSE (Religious and Sex Education) has also been taught in school last year, with the school following the approved archdiocese framework for Sex Education.

## **2. Health & Wellbeing Report**

Miss Wilson was pleased to inform governors that in recognition of our commitment to School Sport, the school received the Sainsbury’s School Games Gold Award for the fourth consecutive year.

Miss Wilson and that Mr Hathaway (P.E Specialist) is making a great contribution and entering the school into more competitions.

We have already successfully trained 22 Young Leaders who promote active playtimes and lunchtimes and they receive regular training from Mr Hathaway.

EYFS have recently begun their Balanceability training, and Year 5 and 6 are also having a half term of Yoga sessions.

We hope that by Summer 2019 all of Year 3 will be able to swim.

Miss Wilson thanked Mr. Simpson who has taken on the responsibility for Extra- Curricular Activities. We have continued to deliver a wide range of clubs to date including dance and drama, Judo, Change for Life and Football

**Mrs Bradshawe queried if clubs could be offered to children who were not interested in sport.**

Miss Wilson explained that the school offer a wide range of clubs to cater for those children, which now includes chess and gardening.

Miss Chapman raised a question on promoting mental health in school.

Miss Wilson explained that this is something that she has been actively promoting since last year, to raise awareness of its importance. This was through assemblies, displays and P.S.H.E. A recent initiative involves visits to the dementia community by the school choir.

Miss Chapman advised that Palmerston do a lot of outreach and will be pleased to signpost Miss Wilson to any specialisms that she needs.

### **3. R.E Report**

Mrs Regan tabled her previously circulated report and discussed the following highlights:

A date has been set for the section 48 inspection, which evaluates the quality of Religious Education and the Catholic nature of the school.

In September we had 5 new appointments all of which have never taught in a Catholic School and were all new to Come and See. This has had a major impact on training.

In terms of monitoring Mrs Regan is in the process of doing Collective Worship Observations and Collective Worship Pupil Voice.

Mrs Regan is currently looking at the new standards for R.E. and a meeting is planned for the 29<sup>th</sup> March 2019.

Mini Vinnies continues in school. This takes place on a Wednesday lunch time. Mrs Regan commented on how much the children love to contribute to this.

Mrs Regan updated governors on all of the monies raised both last year and this year, and the organisations that benefited.

Mrs Skyner-Andrews complimented Mrs Regan on the variety of charities we contribute to within the community.

Mrs Regan advised on the pyjama party day, which has been planned to raise funds for Alder Hey.

#### **4. Maths Report**

This report has been previously circulated to governors.

Miss Wilson discussed the Rockstars time's table initiative which is a carefully sequenced programme of daily times tables practice aimed at schools.

#### **5. English Report**

This report has been previously circulated to governors.

Mrs Doherty is hoping to restock the school library and make it a working library that all children will make use of. We will look at ways of fundraising over the next term in order to raise funds for new books.

Miss Chapman suggested contacting WH Smith to make a donation.

#### **6. Curriculum**

Mr White explained that as a school we work together to devise a curriculum that covered all subjects and programmes of study.

Mr White explained that from Sept 2019 OFSTED focus will be more on the curriculum and we have put steps in place to ensure we have a curriculum that is not just ready for OFSTED, but a curriculum that suits the needs of our children and provides them with the knowledge and skills to prepare them for a changing world.

Governors noted that this curriculum will have a huge impact on the children for years to come.

19/06

## **Committee Reports**

### **Resources Committee**

Mrs McDonald reported back to governors on the meeting which took place on the 6<sup>th</sup> February 2019.

Mrs McDonald updated governors on the presentation by the new uniform supplier, and tabled some of the other highlights from the meeting:

- The school is now completely cashless, and parents are able to pay online for School meals, Levy, residential trips etc. This is working really well.
- The school now have a very clear understanding of SIMS in the classroom. It may be all up and running in the summer, with implementation in September.
- A new process is now being used to manage pupil attendance using SIMS. This also is very effective.
- Mrs Middleton is holding PRD's with all non-teaching support staff.
- The office restructure is now complete, with all roles now in the first phase of streamlining. Governors were informed of several promotions within the admin team.

Governors discussed and approved the school budget which will be signed off by Ms Chapman and Mr White and sent into the L.A.

The School Financial Value Standard which has also been approved will now be signed off by Ms Chapman and Mr White and sent into the L.A.

The work on the remaining junior building windows will take place during half term.

Governors approved Mr White's request for permission to appoint a part time admin assistant.

19/07

### **Directors Items**

Ms Chapman advised that there are currently no Directors Items for this term.

**19/08**      **Safeguarding**

This item has been previously covered.

**19/09**      **Liverpool Learning Partnership Letter**

Mr White explained how the LLP do a lot to raise standards in schools, and look at funding opportunities.

Schools have been asked to sign up to the partnership for a further 3 years at a cost of £2.00 per pupil.

Governors discussed and gave their approval.

**19/10**      **Link Governor Roles**

This item has been previously covered.

**19/11**      **Reviewing our Governance**

Miss Chapman tabled the need for the school to tighten up procedures, and look at the new framework.

Miss Chapman suggested a special extraordinary meeting at St Mary's Presbytery at a date and time to be agreed.

Mrs Skyner-Andrews pointed out that there would be an element of self-reflection at this meeting.

**19/12**      **Any Other Business**

Mr White talked about governor and staff familiarisation, and suggested an informal meeting with a buffet to help build these links.

Governors welcomed this idea, and when a date is given will put in their diaries.

Fr Tim tabled his possible re-appointment, and explained to governors that if this does happen, his intention is to relinquish most of the governor duties in favour of simply being a source of spiritual guidance to fellow governors.

Governors agreed that they respect Fr Tim's decision on this matter.



Mrs Bradshawe asked if the school have had any feedback regarding the new photography company who came into school.

Mr White replied that Mrs Wilson would be best placed to answer this question, and suggested that Mrs Bradshawe send her an email.

Mrs Skyner-Andrews mentioned the new governors signing in book, and urged governors to use this to record their experiences when they visit the school.

**19/13      DATE OF NEXT MEETINGS**

Meetings for Next term:

To be advised

Signed.....Chair of Governors

Signed.....Vice Chair of Governors