

**MINUTES OF THE  
 FULL GOVERNORS MEETING  
 OF MUCH WOOLTON PRIMARY SCHOOL  
 HELD ON MONDAY 23<sup>rd</sup> MAY 2016 at 6.00 p.m.  
 AT THE SCHOOL**

**PRESENT**

Miss C Chapman (Chair)  
 Mr M White (Headteacher)  
 Fr Tim Buckley  
 Mrs D Bennett  
 Mrs M Monkhouse  
 Mr R Walker  
 Mr J Carson  
 Mrs M McDonald  
 Mrs K Small

**ALSO PRESENT**

Miss L Gillies - Clerk to the Governing Body

		<b>ACTION</b>
<b>15/62</b>	<p><b>APOLOGIES &amp; CONSIDERATION OF CONSENT TO ABSENCE</b></p> <p>Apologies received from Ms L Jones and Mrs M Gormley and Mrs Higgins - Governors accepted these absences.</p> <p>It should be noted that Cllr R O'Byrne did not attend this meeting and there were no apologies received. Governors therefore agreed not to show ROB as "apologies".</p>	
<b>15/63</b>	<p><b>DECLARATION OF PECUNIARY INTERESTS</b></p> <p>Mr White declared an interest as Director of Food for Thought.</p>	
<b>15/64</b>	<p><b>MINUTES FROM LAST MEETING ON 8<sup>th</sup> February 2016</b></p> <p>Minutes agreed and signed by Chair.</p>	
<b>15/65</b>	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>o Resonate should be spelt with an "o" (not Resinate) throughout the Minutes</li> <li>o Item 15/51 - window replacement to Junior Building - there have been problems with some mechanisms on windows - Cunliffe's have been notified</li> <li>o Item 15/51 - C3 stairwell - work now completed and this area now being used for multi-purposes</li> </ul>	
<b>15/66</b>	<p><b>HEADTEACHER'S REPORT</b> - distributed at the meeting. However MW made specific reference to the following:</p>	

- o Miss Nieman leaving School at end of year
- o School have received applications from 60 children and have allocated 60 places. MW advised Governors there is a shortage of places within the local area.
- o Anne-Marie Wardropper joined lunchtime staff - she already works in After School Club
- o Mrs Kirsten Robb will commence new role as Assistant Cook after May half-term
- o Administration staff/job descriptions - proving problematic to write new/accurate job descriptions since Administration staff are getting asked to carry out more and more tasks previously done by the Local Authority.
- o Mr Chamberlain now on a 52 week contract and appears to be working well with parents/families having problems at home with child(ren) behaviour
- o **Buildings & Grounds** - School hope to replace the remaining windows in Junior block
- o **Football** - unfortunately School did not win the final at Finch Farm
- o **Gardening Club** should be added to list of extra-curricular activities
- o **Risk Assessment** being carried out and will be submitted electronically to Local Authority. School will have a definite audit trail for all activities/day trips/residentials etc. and will be updated electronically - saving staff time.
- o **Parent opportunities** - School disappointed with amount of parents who turned up for workshops on Reading and Phonics
- o **NASUWT** - Mrs Hines is Area President for Liverpool for this year
- o **Congratulations !** One child made the last 1000 stories in Radio 2 competition. This is a great achievement - Philipa Caixinha joined School two years ago and hardly spoke any English - her progress has been phenomenal

15/67

#### COMMITTEE REPORTS

##### SCHOOL IMPROVEMENT

- o Discussion took place regarding School Uniform - should supplier be changed?
- o Admissions criteria - may need to be changed. Guidance from Archdiocese before any decisions/amendments will be made
- o Fantastic Ofsted Inspection - School should showcase the improvements they have made
- o Following recent Inspection, letter received from Tim Warren

##### FINANCE, STAFFING & PREMISES

- o Music lessons will be carried out by Liverpool Music School Services
- o New telephone system has been installed and training given
- o School getting quotes for new Mini-Bus and will ask PTA to pay for vehicle. Fitwell have also been asked for quotes for Banners to go on mini-bus
- o School hope to have planning permission by end of May to enable work to start on Hall in July with completion date October 2016
- o School will approach local communities to hire out hall for evening sessions (St Julie's used to hire their Hall). Possible funding available from Local Authority - School Business Manager to find out
- o School Improvement Plan; Charging Policy; Credit Card; Data Protection; Debt Recovery; Financial Regulations; Terms of Reference and Lettings Policy all agreed/accepted by Governors
- o Whistleblowing Policy to be discussed at Full Governors
- o Major Incident Plan will be reviewed during Autumn term
- o **Staffing** - re-structure will be required since MW has received requests for Part Time Working; Job Share; new staff; administration re-structure
- o Income for 2014/2015 approximately £60,000 with expenditure £64,000; Income for 2015/2016 approximately £94,000 with expenditure £82,000; Balance for 2015/2016 approximately £75,000
- o School currently in a healthy position

	<ul style="list-style-type: none"><li>o School's overall allocation has dropped by £21,000 due to pupil premium</li><li>o School has set a tight budget and it is imperative they stick to it</li></ul>
15/68	<b>DIRECTOR'S ITEMS</b> - none to report
15/69	<b>SCHOOL SELF EVALUATION</b> <ul style="list-style-type: none"><li>o After half-term, School will be addressing various concerns raised i.e. marking of pupil's work both in written form and verbally.</li><li>o Writing - particularly boys writing - will be main focus</li><li>o Reading/Writing training will be undertaken by all staff and will address some of the issues raised by Ofsted</li><li>o SAT's - Reading Yr 2 paper was quite tough but Maths paper looked O.K. School unhappy with reading material used for Yr 2 and will be making representation to Local Authority about quality, content etc.</li><li>o KS1 - School will be moderated by Local Authority and will therefore have a definitive baseline to work from</li><li>o Senior Leadership Team will be moderating Yr 2 writing</li><li>o Vast majority of pupils will be at the stage School expected before new Curriculum came into effect. School still unaware of baseline/results are expected by DoE</li><li>o Ofsted allow time for School to get themselves into a strong position but admits it has to adapt in an intelligent and informed way</li></ul>
15/70	<b>KEY DOCUMENTS</b> <ul style="list-style-type: none"><li>o <b>Safer Recruitment Policy</b> - distributed at the meeting. Policy has been updated and there are no issues for Governors to be concerned about.</li><li>o <b>Governing Body Decision Planner</b> - There are no changes to this document and no issues for Governors to be concerned about.</li><li>o <b>Governor Committee list</b> - Mrs Monkhouse should be added to School Improvement Committee. No other changes to be made to list.</li><li>o <b>Whistleblowing Policy</b> - to be discussed at next FGB in October</li></ul> <p>Governors agreed to accept/adopt the above documents</p>
15/71	<b>ANY OTHER BUSINESS</b> <b>SCHOOL UNIFORM</b> <ul style="list-style-type: none"><li>o School are in process of getting three quotes for School Coats</li><li>o Fitwell have one year left on their contract but School are exploring new suppliers</li><li>o P.E. - On the day Children have P.E. as their first lesson, Children have suggested they arrive to School already wearing their P.E. Kit - this will obviously save time and Children will be ready to begin their lesson immediately after registration. Governors agreed to implement this suggestion from September 2016.</li></ul>
15/72	<b>DATE &amp; TIME OF NEXT MEETINGS:</b> <ul style="list-style-type: none"><li>o SIP (School Improvement Plan) - 26<sup>th</sup> September 2016</li><li>o Curriculum Meeting - 3<sup>rd</sup> October 2016</li><li>o Finance &amp; Staffing Meeting - 10<sup>th</sup> October 2016</li><li>o Full Governors Meeting - 18<sup>th</sup> October 2016</li></ul>
15/73	<b>CLOSING PRAYER</b> given by Fr Tim
15/74	<b>RESERVED BUSINESS</b>

	There being no further business, the meeting closed at 7.15 p.m.	
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