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**MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD MEETING  
HELD AT 6:30<sup>PM</sup> ON WEDNESDAY 23<sup>rd</sup> MARCH 2022 VIA ZOOM**

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<b>Present:</b>	Matthew White (MW)	-	Executive Headteacher
	Howard Winik	-	LA Governor
	Emma Skyner-Andrews	-	Parent Governor & Co-Chair
	Anna-Marie Brown	-	Parent Governor
	Andrew Simpson	-	Staff Governor
	Helen Bradshawe	-	Foundation Governor
	James Carson	-	Foundation Governor
	Carol Chapman	-	Foundation Governor & Co-Chair
	Patricia Davies	-	Foundation Governor
	Mary Monkhouse	-	Foundation Governor
<b>Also, Present:</b>	Marie Wilson (MWi)	-	Head of School
	Julie Burke	-	Finance Officer/SBM
	Paula Regan	-	Deputy Head of School
	Catherine Higgins	-	Associate Governor
	Jo Richardson	-	Clerk

Items	Discussion	Action
<b>22/01</b>	<b>WELCOME AND OPENING PRAYER</b>	
	M White welcomed everyone to the meeting and the meeting opened with a prayer. E Skyner-Andrews chaired the meeting.	
<b>22/02</b>	<b>APOLOGIES FOR ABSENCE</b>	
	There were no apologies for absence. It was noted that due to work commitments, Alex Hughes had resigned from her role as Foundation governor. There were now 2 Foundation governor vacancies.	
<b>22/03</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b>	
	There were no declarations for this meeting.	
<b>22/04</b>	<b>SBM REPORT incl FINANCE AND RESOURCES</b>	
	J Burke presented the Financial Summary and Budget Narrative Report dated 28 <sup>th</sup> February 2022 and the 3 Year Projected Budget to governors. The key points were as follows: i) The financial summary report represented the amended budget. ii) There were no concerns with the current position. iii) For 2020/21 the school had a projected carry forward balance of £149,524. iv) There was a 1.75% pay award for support staff back dated to April 2021 and a possible pay increase in March 2022. Approximate costs were £8,600 and had not been factored into the budget. v) The 2022/23 budget included the Schools Supplementary Grant of £46,643. vi) Energy costs were due to increase significantly. vii) <b>Governor challenge:</b> how would school manage the increase in energy costs?	

	<p><b>Response:</b> the LA were looking at figures and school awaited their advice and guidance. Energy increases would also be discussed at the next SBM meeting and governors would be kept updated.</p> <p><b>Governor challenge:</b> could school look into solar panels? It was important to look at what would save the school money. <b>Response:</b> enquiries were made with the Diocese approx. 4 years ago. M White to follow up with the Diocese.</p> <p>viii) National Insurance was also due to increase by 1.25%.</p> <p>ix) Chequebook expenditure had increased by £44,160 with agency supply staff seeing the largest increase.</p> <p>x) Unforeseen costs included catering increase of £2,500 for a new hot plate and extractor fan.</p> <p>xi) Admin supplies were over by £5,000, costs had been scrutinised.</p> <p>xii) A credit of £1,800 had been received from Water Plus due to an overpayment.</p> <p>xiii) Drains had been replaced therefore no further charges expected for call outs.</p> <p>xiv) Training had an underspend of £11,000 due to covid.</p> <p>xv) Brought in Professional Services codes to be checked.</p> <p>xvi) Lettings income had been overestimated by £1,500 due to covid and the cancellation of clubs.</p> <p>xvii) Catering had received a refund of £7,000 from Food 4 Thought due to an overpayment.</p> <p>xviii) Planned projects included:</p> <ul style="list-style-type: none"> <li>- £81,000 had been paid towards the new roof – work to start in April 2022 for 10 weeks.</li> <li>- A quote of £35,000 had been received for interior decoration of the whole school.</li> <li>- Outdoor play and learning approx. £5,000.</li> <li>- Signage £8,000</li> </ul> <p>xix) Balances in Year highlighted a deficit of £53,218.</p> <p>xx) Balances carried forward were positive at £177,679.</p> <p>xxi) Schools were allowed to carry over 10%. By Year 3 total committed to planned projects was £93,000.</p> <p>xxii) Additional staffing costs to include an Admin Officer and Learning Support staff.</p> <p><i>The governing board formally AGREED the revised Budget.</i></p>	MW
<b>22/05</b>	<b>SCHOOLS FINANCIAL VALUE STANDARD (SFVS)</b>	
	<p>J Burke presented the SFVS to governors. The SFVS had been shared with governors on GovernorHub prior to the meeting. Following a discussion:</p> <p><i>The governing board formally resolved to approve the Schools Financial Value Standard (SFVS).</i></p>	
<b>22/06</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>a) Accuracy</b> The minutes of the previous meeting held on 20<sup>th</sup> October 2021 were AGREED as a true record. The minutes to be signed electronically on GovernorHub.</p> <p><b>b) Matters Arising</b> There were no matters arising.</p>	

22/07	HEADTEACHER REPORT
	<p>M White updated governors. The report had been shared on GovernorHub prior to the meeting. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) Pupils on roll – 408. There were still 6 spaces in Y6, and numbers were expected to rise to 415 next year. 2 children were joining Y4 and 1 child joining Y2 after Easter. Reception admissions were significantly oversubscribed with 159 applications of which 55 were 1<sup>st</sup> choice and 26 were siblings.</li> <li>ii) PP pupils – 47.</li> <li>iii) SEN pupils – 35.</li> <li>iv) Staffing highlighted there were 2 temporary staff plus 1 job share in Y4. A restructure of support staff was planned for September including some support staff moving to HLTA status. J Burke had taken over the SBM role and was doing a great job. The SBM at St Ambrose was providing mentoring support. M Morris in Y5 had been made permanent and had settled in well. 2 kitchen staff were leaving at the end of term and would be sorely missed. <b>Governor challenge:</b> who did M Morris replace? <b>Response:</b> R Beckwith moved from full-time to part-time on a permanent basis, thereby allowing M Morris to take on the full time role.</li> <li>v) The School Improvement Plan had begun a 4-point process involving Leadership development of all teaching staff (Mark Burns); Curriculum improvement (Mark Cotton, NLE); Restorative Practice; Outdoor Play and Learning (OPAL charity). Restorative practice led into trauma informed practice and was also led by mental health practice. Exploratory conversations looked at desired outcomes in a different way working with external consultants. The school improvement targets dated February 2022 were shared with governors. All 4 aspects would be central to the improvement plan over the next 2 years and beyond and would hit key performance indicators for all children in academic performance and social and emotional development. The children would be the drivers for the curriculum and able to change the world about them for the better. This linked with the school’s ethos and teachings. Staff had received some training. Mark Cotton would continue to work across both schools. The 3 key targets included: <ul style="list-style-type: none"> <li>- To further develop collaboration across schools to improve outcomes for children.</li> <li>- To improve pupil outcomes across the curriculum.</li> <li>- To secure staffing skills, knowledge and structure that meets the needs of our pupils.</li> </ul> </li> <li>vi) Management Information System – the citywide contract for SIMS was up for renewal and the Trust were exploring Arbor as its MIS. Staff fully supported the move to Arbor as it would greatly enhance the management of communication and data and supported other applications such as CPOMS and Parentmail. It was noted there was a 6-month window to leave SIMS. Arbor would save approx. £600 per annum.</li> <li>vii) <b>Governor comment:</b> Arbor linked attendance, thereby more effective and less time consuming than SIMS.</li> <li>viii) <b>Governor challenge:</b> how would the system migrate over? <b>Response:</b> All data would be migrated over to the new system and staff would receive training. It would take a couple of months with staff using it in July with a view to being fully up and running in September.</li> </ul>

	<p>ix) <b>Governor comment:</b> there had been positive feedback from other schools using Arbor.</p> <p>x) <i>Governors formally agreed to move to the Arbor Management Information System.</i></p> <p>xi) The Ski trip to Bormio, Italy was a tremendous success for all. The commitment to this trip and other residentials had provided fantastic personal development opportunities for the children. There were already plans in place for the next ski trip in 2023. M White expressed thanks to all the staff who had been involved with the trip and special thanks to Miss S Rallston for being trip leader.</p> <p>xii) Statutory Data Predictions Report Spring 2022 highlighted the following:</p> <ul style="list-style-type: none"> <li>- Y1 Phonics predicted 72% of children in Y1 would pass the phonics screening test in June. This equated to 44 children out of 61.</li> <li>- Read Write Inc 1:1 intervention took place daily.</li> <li>- Phonics groups were assessed half termly and regrouped so children were working at the level specific to their needs.</li> <li>- KS1 SATs results - Reading 71%, Writing 67.3% and Maths 64.4%.</li> <li>- Interventions had been difficult with staff absence. Interventions included, Daily readers, Maths catch up, Comprehension and Spelling.</li> <li>- Year 4 timetables check highlighted 82% of children were expected to pass.</li> <li>- KS2 SATs predictions - Reading 76%, Writing 76% and Maths 75%.</li> <li>- Booster classes were available specific to different children. Y6 LSA took children out of class for small group interventions and Reading Plus provided support.</li> <li>- Third Space Learning provided targeted support for Y5 and Y6.</li> <li>- The extensive interventions across the school were seeing a positive impact.</li> </ul> <p>xiii) SEN numbers had increased significantly within the city. EHCP applications had increased as well as admission applications for children with needs beyond the capacity of the school. The situation around SEND was very challenging. The LA's consultation on proposals to review the organisation of special school provision in Liverpool could impact on schools.</p> <p>xiv) Governors should be aware of the challenges facing the education system in Liverpool. There were staff shortages, lower levels of finance, increasing SEN needs and system wide academisation was all adding to staff workload, especially leadership. Governors were invited to perform frequent welfare checks on their area of responsibility. A discussion ensued around academisation.</p> <p>Governors thanked M White for his report.</p>	
<b>22/08</b>	<b>CURRICULUM REPORTS</b>	
	<p>All Curriculum leader reports were available to view on GovernorHub.</p> <p>The Attendance Report Overview:</p> <p>i) Attendance Report Spring 2022 highlighted the following:</p> <p>ii) The current overall attendance figure for the school was 95.3% and was above the National figure of 92.2%. This compared with 97% at the same point last year.</p> <p>iii) PA totalled 46 pupils compared to 34 pupils the previous year.</p> <p>iv) PA was challenged in a number of ways including:</p> <ul style="list-style-type: none"> <li>- Letters sent to parents and meetings arranged</li> </ul>	

	<ul style="list-style-type: none"> <li>- Rewards for improved attendance</li> <li>- Mrs Regan and Mr Chamberlain were attending a programme of G10 Attendance Network sessions in the coming weeks.</li> </ul> <p>v) An attendance spring term letter had been sent to those children with improved attendance. It was noted one parent had complained as the letter had not been personalised to their specific reason for absence. A discussion ensued and governors agreed school had a duty to inform parents of their child's attendance and whilst the school empathised, they should continue to follow their statutory duty. The definition of PA was clear, and school had to react accordingly and remain vigilant around attendance.</p> <p>vi) Staff were working extremely hard and it was important to allow staff time to work on their subject areas.</p> <p>vii) A meeting was planned with the SIP to look at programs of study.</p> <p>viii) Staff to present their subjects to each other.</p> <p>ix) <b>Governor challenge:</b> how do the subjects link together, cross-curricular? <b>Response:</b> EYFS to Y6 is mapped out. A discussion ensued around spiral curriculum maps and next steps for progression and skills. The spiral curriculum map helped with sequencing.</p> <p>x) <b>Governor challenge:</b> what about enrichment for the most able? <b>Response:</b> the mastery curriculum was in place for the most able.</p> <p>xi) The curriculum map would be shared with all staff.</p>	
<b>22/09</b>	<b>SAFEGUARDING REPORT</b>	
	<p>The termly safeguarding report was shared with governors. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) 6 x children subject to EHATs, with school lead professional on 3.</li> <li>ii) 1 x case open to a family support worker</li> <li>iii) 3 x LAC</li> <li>iv) Operation encompass notifications had reduced.</li> </ul> <p style="text-align: center;"><i>The 175 Safeguarding had been completed and approved by M White and the Safeguarding Governor.</i></p>	
<b>22/10</b>	<b>ADMISSION POLICY</b>	
	<i>Governors formally agreed to adopt the Admission Policy and Arrangements 2023/2024.</i>	
<b>22/11</b>	<b>GOVERNANCE</b>	
	<ul style="list-style-type: none"> <li>a) Vacancies – 2 x Foundation Governors.</li> <li>b) A governor skills audit was discussed.</li> <li>c) Training – Governors were encouraged to book on training. Details of all training could be found on GovernorHub. E Skyner-Andrews to send training updates to governors.</li> <li>d) Confirmations on GovernorHub (KCSIE &amp; NGA Code of Conduct) – Governors were reminded to ensure all confirmations were complete.</li> </ul>	<p>ALL</p> <p>ALL</p>
<b>22/12</b>	<b>ANY OTHER BUSINESS</b>	
	There were no items for any other business.	
<b>22/13</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	To be confirmed.	
<b>22/14</b>	<b>CLOSING PRAYER</b>	
	The meeting closed with a prayer.	
	There being no other business the meeting closed at 8:20pm	