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**MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD  
HELD AT 5:00<sup>PM</sup> ON WEDNESDAY 24<sup>th</sup> FEBRUARY 2021 VIA ZOOM  
DUE TO THE CORONAVIRUS PANDEMIC**

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<b>Present:</b>	Matthew White (MW)	-	Executive Headteacher
	Howard Winik	-	LA Governor
	Helen Bradshawe	-	Foundation Governor
	Emma Skyner-Andrews	-	Parent Governor & Co-Chair
	Andrew Simpson	-	Staff Governor
	James Carson	-	Foundation Governor
	Carol Chapman	-	Foundation Governor & Co-Chair
	Catherine Higgins	-	Foundation Governor & Vice-Chair
	Alexendra Hughes	-	Foundation Governor
	Mary Monkhouse	-	Foundation Governor
<b>Also, Present:</b>	Marie Wilson (MWi)	-	Acting Head of School
	Robyn Middleton	-	School Business Manager
	Jo Richardson	-	Clerk

Items	Discussion	Action
<b>21/01</b>	<b>WELCOME AND OPENING PRAYER</b>	
	The Chair welcomed everyone to the meeting.	
<b>21/02</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies received from Patricia Davies.	
<b>21/03</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b>	
	There were no declarations for this meeting.	
<b>21/04</b>	<b>SBM REPORT incl FINANCE AND RESOURCES</b>	
	<p>R Middleton presented the School Business Manager's Report to governors. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) The 3-Year Budget was shared with governors.</li> <li>ii) The figures represented the third budget projection for the current financial year.</li> <li>iii) The school was forecasting a year-end cumulative balance of £53,912 for the current financial year. The position was more positive.</li> <li>iv) Supply costs had reduced significantly as absences had been covered in school.</li> <li>v) Breakfast Club income had reduced due to lower numbers.</li> <li>vi) Staff development and training costs had resulted in an underspend of £5,000, however, this would likely increase in the future. Staff had attended online courses during covid.</li> <li>vii) Staff as a % of formula had reduced from 92.1% to 79%. This was due to 2 TA staff retiring. It was noted this % may increase slightly subject to the needs of the school.</li> <li>viii) <b>Governor challenge:</b> would the reduction in TAs impact when the children returned on 8<sup>th</sup> March. <b>Response:</b> A supply TA would be covering the afternoons.</li> </ul>	

	<p>ix) <b>Governor challenge:</b> had all the catch-up funding been received? <b>Response:</b> £11,000 was due in this year's budget and £14,000 would come in next year.</p> <p>x) It was noted that whilst plans were in place for the catch-up funding, the monies would not be spent until it had been received.</p> <p>xi) Detailed records were kept of all covid additional expenditure.</p> <p>Governors AGREED the revised Budget.</p> <p>Governors thanked R Middleton for her report.</p>	
21/05	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>a) Accuracy</b> The minutes of the previous meeting held on 21<sup>st</sup> October 2020 were AGREED as a true record subject to the following amendment:</p> <p>i) Item 20/21 b) 'ECP' to be replaced with 'EHCP'</p> <p>The minutes were then signed by the Chair.</p> <p><b>b) Matters Arising</b> <u>Item 20/22 viii) Attendance</u> – due to lockdown, attendance would be moved to the next meeting.</p>	MW
21/06	<b>HEADTEACHER'S REPORT incl SAFEGUARDING</b>	
	<p>M White and M Wilson updated governors. The key points were as follows:</p> <p>i) Governors had continued to be kept up to date throughout the lockdown and return to school period via GovernorHub.</p> <p>ii) Pupil numbers had increased from 408 to 415.</p> <p>iii) Reception had received 120 applicants for 60 places with at least 70 being 1<sup>st</sup> or 2<sup>nd</sup> choice.</p> <p>iv) <b>Governor challenge:</b> did the child with poor attendance secure a place in school. <b>Response:</b> they had settled back well and attendance had improved.</p> <p>v) During the current lockdown the staff had been rotating on a week on/week off basis.</p> <p>vi) Registers kept track of children engaging with remote education. Staff made welfare calls, home visits and supported with IT.</p> <p>vii) Both schools had worked extremely well together to support remote education. It was clear that children had engaged well, and parents had been supportive and understanding.</p> <p>viii) The Remote Learning Provision Audit dated January 2021 had been shared with governors via GovernorHub.</p> <p>ix) Extremely vulnerable staff were expected to return after Easter.</p> <p>x) TAs would be used in phases using the catch-up funding. The TAs would work with Year 5 and Year 6 initially to ensure children were ready for secondary school. TAs would then move to support Year 3 and Year 4.</p> <p>xi) It was noted an additional £6,000 of funding was due from the DfE.</p> <p>xii) All children should achieve at least the expected standard by the end of Year 6. It was important to look forward to what the children needed to achieve/milestones rather than what they</p>	

	<p>had missed. It was noted some children may still achieve greater depth.</p> <p>xiii) All interventions would take place during the school day. Children would not be expected to do extra hours. Extra-curricular programs would focus on mental and physical fitness.</p> <p>xiv) It was important to use an evidenced based approach, using resources and funding wisely for staffing and meaningful programs to support the children.</p> <p>xv) <b>Governor comment:</b> it may be possible for the Year 6's to access the secondary school DfE funding, Schools Direct Summer School, to help support their transition to secondary. <b>Response:</b> the Liverpool Learning Partnership passes on information for Year 6 children. Secondary schools usually target vulnerable children, but they may target all children this year.</p> <p>xvi) M Wilson provided an update on remote education. 168 children were currently in school per day – 48%. KS1 were the highest with 30-34 children per day. The lowest year group was year 6 with 14 children. 97% of Year 6 children were engaging.</p> <p>xvii) 96% of children had engaged either in school or at home and were all progressing well.</p> <p>xviii) 18 pupils had not engaged with remote education – 4%. Staff had made phone calls, sent letters, conducted home visits, provided laptops and SIM cards all to support children and families. Any children struggling at home due to family circumstances had been offered a school place and have improved engagement.</p> <p>xix) Overall the children had been brilliant and the children in school had been exceptional. Staff were extremely proud of the children's resilience both in school and at home.</p> <p>xx) Wellbeing Wednesday's had had a positive impact.</p> <p>xxi) The school, together with St Ambrose had achieved 2 places out of the top 3 LA schools with over 95% engagement. 97 schools had responded to the survey.</p> <p>xxii) The termly Safeguarding Report was shared with governors.</p> <p>xxiii) The CPOMS system was working well and kept staff fully informed.</p> <p>xxiv) There was 1 child subject to a child protection plan and 1 child with a child in need plan. EHATs that the school is the lead professional had increased from 5 to 6 this term. There had been 1 operation encompass notification.</p> <p>xxv) The 175 Audit was due to be submitted to the LA by 25 March. All actions from last year's audit had been completed.</p> <p>xxvi) Phil Cooper and Nicky Noon would be providing whole school safeguarding training by the end of the academic year.</p> <p>xxvii) The issues raised from confidential item from the previous meeting had all been addressed.</p> <p>M White and M Wilson expressed thanks to all the staff for their hard work, communication and teamwork to support all the children and their families.</p> <p>M White expressed how proud he was to lead 2 schools with such high calibre staff who have enabled the children to</p>	
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	<p>continue to progress with their education throughout the pandemic.</p> <p>M White also thanked Marie and Paula for keeping staff morale going and ensuring staff were ok through weekly phone calls and meetings.</p> <p>Governors thanked M White and M Wilson for their reports and the whole staff team and were extremely proud of the school.</p>	
<b>21/07</b>	<b>WELLBEING</b>	
	<p>M White provided an update. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) Teaching staff had attended a mental fitness course. The feedback from staff had been very positive. Support staff together with staff from St Ambrose were now accessing the course. Support staff had been very appreciative and had provided very positive feedback.</li> <li>ii) The Staff Wellbeing Policy had been on hold due to covid but the policy was now being reviewed with SIL.</li> <li>iii) Two courses for parents called 'It's your child's life' would be available. These were aimed at EYFS/KS1 on school readiness and supporting children with home learning. The workshops would be available in the daytime and evening via zoom and would also be recorded to share with parents not able to attend the live sessions.</li> <li>iv) The mental health lead attends regular training.</li> <li>v) M White was the strategic lead for mental health training across the city.</li> <li>vi) Wellbeing Wednesdays had been very positive and really helped the children. Children looked forward to them.</li> <li>vii) <b>Governor challenge:</b> could school look into doing a Wellbeing Award for Schools? <b>Response:</b> agreed to look into a wellbeing quality mark.</li> </ul>	
<b>21/08</b>	<b>ADMISSIONS POLICY</b>	
	Governors AGREED to adopt the Admissions Policy 2022-23 published by the Archdiocese.	
<b>21/09</b>	<b>GOVERNANCE</b>	
	<ul style="list-style-type: none"> <li>a) <b>Vacancies</b> – there were no vacancies to report.</li> <li>b) <b>Training</b> - governors were reminded to keep their training logs up to date on GovernorHub.</li> <li>c) <b>Confirmations on GovernorHub</b> – Governors were reminded to confirm they had read KCSIE and the Governor Code of Conduct on GovernorHub.</li> </ul>	All
<b>21/10</b>	<b>ANY OTHER BUSINESS</b>	
	There were no items for any other business.	
<b>21/11</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	Full Governing Board Meeting – 9 <sup>th</sup> June 2021 5pm-7pm	
	There being no other business the meeting closed with a prayer at 6:20pm	