# 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

**Present:** 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

Also, Present: Marie Wilson (MWi) - Acting Head of School

Robyn Middleton - School Business Manager

Jo Richardson - Clerk

Items	Discussion	Action
21/01	WELCOME AND OPENING PRAYER	
	The Chair welcomed everyone to the meeting.	
21/02	APOLOGIES FOR ABSENCE	
	Apologies received from Patricia Davies.	
21/03	DECLARATION OF PECUNIARY INTERESTS	
	There were no declarations for this meeting.	
21/04	SBM REPORT incl FINANCE AND RESOURCES	
	R Middleton presented the School Business Manager's Report to	
	governors. The key points were as follows:	
	i) The 3-Year Budget was shared with governors.	
	ii) The figures represented the third budget projection for the	
	current financial year.	
	iii) The school was forecasting a year-end cumulative balance of	
	£53,912 for the current financial year. The position was more positive.	
	iv) Supply costs had reduced significantly as absences had been	
	covered in school.	
	v) Breakfast Club income had reduced due to lower numbers.	
	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.  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.	
	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.	
	media be develing the attendence.	1

## School Improvement Liverpool Limited

ix) Governor challenge: had all the catch-up funding been received? Response: £11,000 was due in this year's budget and £14,000 would come in next year.  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.  xi) Detailed records were kept of all covid additional expenditure.  Governors AGREED the revised Budget.  Governors thanked R Middleton for her report.  21/05 MINUTES OF THE PREVIOUS MEETING  a) Accuracy The minutes of the previous meeting held on 21st October 2020 were AGREED as a true record subject to the following amendment: i) Item 20/21 b) 'ECP' to be replaced with 'EHCP' The minutes were then signed by the Chair.  b) Matters Arising Item 20/22 viii) Attendance – due to lockdown, attendance would be moved to the next meeting.  21/06 HEADTEACHER'S REPORT incl SAFEGUARDING  M White and M Wilson updated governors. The key points were as follows: i) Governors had continued to be kept up to date throughout the lockdown and return to school period via GovernorHub. ii) Pupil numbers had increased from 408 to 415. iii) Reception had received 120 applicants for 60 places with at least 70 being 1st 02st of 20 applicants for 60 places with at least 70 being 1st 02st of 20 applicants for 60 places with at least 70 being 1st or 2st choice. iv) Governor challenge: did the child with poor attendance secure a place in school. Response: they had settled back well and attendance had improved.  y) During the current lockdown the staff had been rotating on a week on/week off basis. vi) Registers kept track of children engaging with remote education. Staff made welfare calls, home visits and supported with IT. 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. viii) The Remote Learning Provision Audit dated January 2021 had been shared with governors via GovernorHub. ix) Extremely vulnerable staff were expected to retu	received? Response: £11,000 was due in this ye and £14,000 would come in next year.  x) It was noted that whilst plans were in place for the funding, the monies would not be spent until it had received.  xi) Detailed records were kept of all covid additional e Governors AGREED the revised Budget.  Governors Hanked R Middleton for her report.  21/05 MINUTES OF THE PREVIOUS MEETING  a) Accuracy  The minutes of the previous meeting held on 21st Octc were AGREED as a true record subject to the following amendment:  i) Item 20/21 b) 'ECP' to be replaced with 'EHCP The minutes were then signed by the Chair.  b) Matters Arising  Item 20/22 viii) Attendance – due to lockdown, attendate moved to the next meeting.  21/06 HEADTEACHER'S REPORT incl SAFEGUARDING  M White and M Wilson updated governors. The key points we i) Governors had continued to be kept up to date thre lockdown and return to school period via Governor ii) Pupil numbers had increased from 408 to 415.  iii) Reception had received 120 applicants for 60 place least 70 being 1st or 2st chools.  vi) Governor challenge: did the child with poor attendance had improved.  v) During the current lockdown the staff had been rot week on/week off basis.  vi) Registers kept track of children engaging with rem Staff made welfare calls, home visits and supporte vii) Both schools had worked extremely well together to remote education. It was clear that children had e and parents had been supportive and understandiviii) The Remote Learning Provision Audit dated Janua been shared with governors via Governor-Hub.  ix) Extremely vulnerable staff were expected to return X As would work with Year 5 and Year 6 initially to children were ready for secondary school. TAs would work with Year 5 and Year 6 initially to children were ready for secondary school. TAs wo move to support Year 3 and Year 6.  xi) It was noted an additional £6,000 of funding was doffe.		
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	DfE.	ue from the	
xii) All children should achieve at least the expected standard by	The first time of the contract	tandard bv	
	the end of Year 6. It was important to look forward	•	
the one of teat of it was important to foot forward to what inte-	children needed to achieve/milestones rather than		

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### School Improvement

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- had missed. It was noted some children may still achieve greater depth.
- xiii) All interventions would take place during the school day.
  Children would not be expected to do extra hours. Extracurricular programs would focus on mental and physical fitness.
- xiv) It was important to use an evidenced based approach, using resources and funding wisely for staffing and meaningful programs to support the children.
- xv) Governor comment: 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. Response: 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.
- 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.
- xvii) 96% of children had engaged either in school or at home and were all progressing well.
- 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.
- 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.
- xx) Wellbeing Wednesday's had had a positive impact.
- 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.
- xxii) The termly Safeguarding Report was shared with governors.
- xxiii) The CPOMS system was working well and kept staff fully informed.
- 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.
- 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.
- xxvi) Phil Cooper and Nicky Noon would be providing whole school safeguarding training by the end of the academic year.
- xxvii) The issues raised from confidential item from the previous meeting had all been addressed.

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.

M White expressed how proud he was to lead 2 schools with such high callibre staff who have enabled the children to

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	There being no other business the meeting closed with a prayer at 6:20pm	]
~ 1/ 1 1	Full Governing Board Meeting – 9 <sup>th</sup> June 2021 5pm-7pm	
21/11	DATE AND TIME OF NEXT MEETING	
=1,10	There were no items for any other business.	
21/10	ANY OTHER BUSINESS	
	on GovernorHub.	
	confirm they had read KCSIE and the Governor Code of Conduct	
	to date on GovernorHub.  c) Confirmations on GovernorHub – Governors were reminded to	All
	b) Training - governors were reminded to keep their training logs up	All
	a) Vacancies – there were no vacancies to report.	
21/09	GOVERNANCE	
	the Archancese.	
	Governors AGREED to adopt the Admissions Policy 2022-23 published by the Archdiocese.	
21/08	ADMISSIONS POLICY	
	quality mark.	
	vii) <b>Governor challenge</b> : could school look into doing a Wellbeing Award for Schools? <b>Response</b> : agreed to look into a wellbeing	
	helped the children. Children looked forward to them.	
	vi) Wellbeing Wednesdays had been very positive and really	
	the city.	
	v) M White was the strategic lead for mental health training across	
	iv) The mental health lead attends regular training.	
	the live sessions.	
	would be available in the daytime and evening via zoom and would also be recorded to share with parents not able to attend	
	and supporting children with home learning. The workshops would be available in the daytime and evening via zoom and	
	available. These were aimed at EYFS/KS1 on school readiness	
	iii) Two courses for parents called 'It's your child's life' would be	
	the policy was now being reviewed with SIL.	
	ii) The Staff Wellbeing Policy had been on hold due to covid but	
	provided very positive feedback.	
	together with staff from St Ambrose were now accessing the course. Support staff had been very appreciative and had	
	feedback from staff had been very positive. Support staff	
	i) Teaching staff had attended a mental fitness course. The	
	M White provided an update. The key points were as follows:	
21/07	WELLBEING	
	the whole staff team and were extremely proud of the school.	
	Governors thanked M White and M Wilson for their reports and	
	and meetings.	
	going and ensuring staff were ok through weekly phone calls	
	M White also thanked Marie and Paula for keeping staff morale	
	pandemic.	
	continue to progress with their education throughout the	

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