



**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL HELD AT 6:00^{PM} ON
WEDNESDAY 22nd MARCH 2023**

Present:	Matthew White (MW)	-	Executive Headteacher
	Anna-Marie Brown	-	Parent Governor
	Emma Skyner-Andrews	-	Parent Governor & Co-Chair
	Helen Bradshawe	-	Foundation Governor
	James Carson	-	Foundation Governor
	Carol Chapman	-	Foundation Governor & Co-Chair
	Anne-Marie Parr	-	Foundation Governor
Also, Present:	Marie Wilson (MWi)	-	Head of School
	Julie Burke	-	Finance Officer/SBM
	Paula Regan	-	Deputy Head of School
	Jo Richardson	-	Clerk

23/01	WELCOME & OPENING PRAYER	Action
	M White welcomed everyone to the meeting and the meeting opened with a prayer.	
23/02	APOLOGIES FOR ABSENCE	
	Apologies for absence were received accepted for Patricia Davies, Mary Monkhouse, Howard Winik and Andrew Simpson.	
23/03	DECLARATIONS OF PECUNIARY INTERESTS	
	There were no declarations for this meeting.	
23/04	NOTICE OF ITEMS FOR ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> i) Confidential Item – <i>See confidential extract to these minutes.</i> ii) Complaint iii) Health & Wellbeing Award 	
23/05	SBM REPORT INCLUDING FINANCE AND RESOURCES	
	<p>J Burke provided an update. The key points were as follows:</p> <ul style="list-style-type: none"> - The Financial Summary and Budget Narrative Report, and the Budget 3-Year Form 1 had been shared on GovernorHub prior to the meeting. - The School Business Manager Report dated 20.3.2023 was shared with governors. - The changes were highlighted following the March budget and cost centre assessment. - The agency supply budget had increased to £165k. There was an overspend of £31,499.31 mainly due to long-term supply. - Governor question: how is staff morale? The goodwill of staff, is it manageable? Response: school were doing all they could but getting good supply teachers was increasingly difficult, other schools were experiencing the same issues. - The kitchen was fully staffed and no longer required agency support. 	



	<ul style="list-style-type: none"> - The cleaning vacancy would be advertised. - All known staffing costs had been accounted for. - Energy highlighted school had currently spent 100.9% of the £60k budget. An electricity refund of £7.5k had been received from the LA. - Learning resources and admin supplies had overspent and would be monitored weekly. - Outstanding dinners and breakfast club fees had increased considerably to £3,467.95 and would be monitored sensitively. A discussion ensued around the new Arbor payment system. The payment element of Arbor would be reviewed. - All funding due had been received. Over £5k had been received for staff insurance. The insurance covered teachers only and included MAT leave. - It was noted that pupil admission numbers were expected to increase to 420 and school would be full next year. - School would continue to monitor income and expenditure and reduce costs where possible. - <i>Governors APPROVED the 3-year Budget plan.</i> 	
23/06	SCHOOLS FINANCIAL VALUE STANDARDS (SFVS)	
	<p>The SFVS was shared with governors. J Burke provided an overview.</p> <p><i>Governors AGREED the Schools Financial Value Standards document.</i></p>	
23/07	MINUTES OF THE PREVIOUS MEETING	
	<p>a) Accuracy The minutes of the previous meeting held on 21st October 2022 were AGREED as a true record subject to the following amendment:</p> <p><u>page 3, Item 22/32</u> – Paula Regan was the Designated Attendance Lead.</p> <p>The minutes were then signed by C Chapman.</p> <p>b) Matters Arising <u>Item 22/30 – Teacher strike</u> – the school had remained partially open. <u>Item 22/37 – School Parking Project</u> – the project was currently on hold.</p>	
23/08	HEADTEACHER'S REPORT	
	<p>M White provided the headlines. The report had been shared on GovernorHub prior to the meeting:</p> <ul style="list-style-type: none"> - Changes to staffing were highlighted. - The Maths Lead position had been filled internally following a robust recruitment process. - The Early Leads Practitioner post had been advertised. There had been 7 applications for this very exciting role. - An assembly was planned for Mrs Kelly who was retiring after 27 years' service. - The report highlighted the key priorities for 2022-23. - Curriculum implementation highlighted that all areas would be completed by next term. - Staff had received maths mastery training and staff subject knowledge had improved. - Music and computing was a key focus. 	



	<ul style="list-style-type: none"> - Knowledge was carefully sequenced to ensure that all pupils, particularly the lowest 20%, PP and SEND had the best possible chance of success. - There was a clearly defined lesson structure and sequence in place for subjects that are informed by the latest research into cognitive science as well as the pedagogical approach for the subject discipline. - There was clear evidence that pupils knew more and remember more both in their work and in terms of what they can recall and explain. - Subject lead reports were available for governors to view on GovernorHub. - Assessment data supports the view that the vast majority of pupils were working securely within the curriculum for their year group. - The list of educational visits and competitions were extensive. A detailed list of trips was shared with governors. - Governor question: what about non-sporting clubs? Response: a discussion ensued around introducing non-sporting clubs such as chess club. - The report included a list of professional development that had taken place since the last report. - Since the introduction of OPAL, behaviour related incidents had reduced. - Restorative practice was embedded across the school and all staff received training and regular reminders. - A discussion ensued around the mixed forms and any issues had been addressed through assemblies. The mixed forms promoted a positive attitude, caring and sharing. - Attendance continued to be a key focus. The number of PA children had reduced to 34. School staff and the EWO were relentless in their approach and strategies were in place. Punctuality was monitored and challenged regularly and was a key area for improvement. - 	
23/09	SAFEGUARDING REPORT	
	<p>M White provided an update. The key points were as follows:</p> <ul style="list-style-type: none"> - The completion of the 175 Audit was underway. - 3 x operation encompass logs since the last report. - 0 x children at CP or CIN level currently. - 1 x racist incident reported. - 3 x exclusions since the last report involving the same child over a 4-day period. - Staff received training and regular updates. - Governor comment: it was confirmed that safeguarding questions were included during the school's recruitment process. - The CPOMS system worked well to log and monitor safeguarding. - 	
23/10	POLICIES	
	<ul style="list-style-type: none"> - Admissions Policy (no changes) <i>Governors AGREED to the adopt the above policy.</i> 	



	- Relationships Policy – currently under review.	
23/11	PARKING/UNIFORM	
	M White provided an update: i) Parking - there were ongoing issues. It was noted that a letter sent by the school to parents had been tweeted to the Liverpool Echo. ii) Uniform - school were changing the provider. It would be a staggered change and the new provider planned to buy stock from the current provider. The new provider to start Sept 2023.	
23/12	GOVERNANCE	
	a) Vacancies - 1 x Foundation Governor - A discussion ensued around Chair succession planning. b) Training - Governors were reminded to book and record training on GovernorHub. c) Confirmations on GovernorHub - Governors reminded to confirm they had read KCSIE and the NGA Governor Code of Conduct.	
23/13	DATES OF FUTURE MEETINGS	
	Wednesday 28 th June 2023 at 6pm	
23/14	ANY OTHER BUSINESS	
	i) Confidential Item – <i>See confidential extract to these minutes.</i> ii) Complaint – a complaint received from a parent. Governors would be kept updated. iii) Health & Wellbeing Award – the Health & Wellbeing report was shared with governors. Governors congratulated and thanked staff for achieving the award.	
23/15	CLOSING PRAYER	
	The meeting closed with a prayer.	
	There being no other business, the meeting closed at 7:35pm	