



**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD  
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL HELD AT 6:00<sup>PM</sup> ON  
WEDNESDAY 28<sup>th</sup> JUNE 2023**

<b>Present:</b>	Matthew White (MW)	-	Headteacher
	Helen Bradshawe	-	Foundation Governor
	Carol Chapman	-	Foundation Governor & Co-Chair
	Patricia Davies	-	Foundation Governor
	Mary Monkhouse	-	Foundation Governor
	Anne-Marie Parr	-	Foundation Governor
	Howard Winik	-	LA Governor
	Emma Skyner-Andrews	-	Parent Governor & Co-Chair
	Andrew Simpson	-	Staff Governor
<b>Also, Present:</b>	Julie Burke	-	Finance Officer/SBM
	Jo Richardson	-	Clerk

23/16	WELCOME & OPENING PRAYER	Action
	C Chapman welcomed everyone to the meeting and the meeting opened with a prayer.	
23/17	APOLOGIES FOR ABSENCE	
	Apologies for absence were received accepted for Jim Carson (Foundation Governor), Anna-Marie Brown (Parent Governor), Catherine Higgins (Associate Member), Marie Wilson (Head of School) and Paula Regan (Deputy Headteacher).	
23/18	DECLARATIONS OF PECUNIARY INTERESTS	
	Governors were reminded to keep their declarations up to date within their personal profiles on GovernorHub.  P Davies declared she was a member of the Archdiocese Education Committee – the declaration would be updated on GovernorHub.  There were no declarations relating to this meeting.	
23/19	SBM REPORT INCLUDING FINANCE AND RESOURCES	
	J Burke provided an update. All documents had been shared on GovernorHub prior to the meeting. The key points were as follows: <ul style="list-style-type: none"> <li>- The School Business Manager Report dated 28.6.2023 was shared with governors.</li> <li>- The new financial management system Access was up and running and should be fully operational by the end of the term. The budget would be set up on Access by September.</li> <li>- The budget was positive.</li> <li>- Expenditure was monitored closely, and all payments were authorised by M White.</li> </ul>	



	<ul style="list-style-type: none"> <li>- Agency supply was monitored carefully, and all supply positions were due to end by September 2023.</li> <li>- A lunchtime assistant was covering a 1:1 role on a fixed term basis and was working well.</li> <li>- A TA was on reduced pay due to long term absence since September. A HR meeting had been arranged for 3.7.2023.</li> <li>- The cleaning vacancy had been advertised for a second time.</li> <li>- The caretaker had also taken on a cleaning role.</li> </ul> <p><b>Governor question:</b> was the caretaker's cleaning role permanent? Had he received a pay rise? <b>Response:</b> yes, the caretaker now worked a full day, and the role was paid on the appropriate rate for a cleaner.</p> <ul style="list-style-type: none"> <li>- Chequebook expenditure was on track at approx. 34%.</li> <li>- Building and maintenance had spent 25% of £40k budget.</li> <li>- Energy had spent 20% of £61k budget. LED lighting would reduce energy bills.</li> <li>- Income from dinners, breakfast club and trips had increased. Arbor had made it easier for parents to make payments. School continued to chase payments of approx. £2.5k.</li> <li>- <b>Governor question:</b> what about Y6 leavers debt? <b>Response:</b> the debt could be rolled over to a younger sibling. A discussion ensued and it was agreed C Chapman would contact C Higgins for support with debt collection.</li> <li>- <b>Governor question:</b> were there many parents reluctant to claim for FSM and was it confidential? <b>Response:</b> School purchased a software package last year to help track and all applications were kept confidential. Reminders had been sent to parents and further reminders would continue to be sent. A discussion ensued around supporting families with FSM applications. Y2 would be targeted as they move to Y3 in September and correspondence to parents would stress how much money the school receives to benefit the children.</li> <li>- A discussion ensued around the cost of school uniform. It was noted that donated school uniform was available through the church. It was suggested school offer parents the option of purchasing second hand good quality uniform. J Burke to check Laser's price list for new uniform and governors agreed it should be challenged if the prices were different to those agreed in the contract. J Burke to also check the prices for Kitted Out.</li> <li>- Three quotes had been received for LED lighting. WN1 Lighting, a company who attended the Business Managers Conference, had quoted approx. £21k-£23k for the whole school, however the Archdiocese would not authorise any company other than Cunliffe's as they may use non-British parts. Cunliffe's had quoted an astronomical £40k and it did not cover the whole school. Governors queried the huge difference in price. It was noted the energy efficiency funding was only for £21,942. Governors agreed school should be able to evidence best value. Governors expressed a strong preference for the quote from WN1 Lighting.</li> </ul> <p><b>Governor question:</b> would it affect the insurance? <b>Response:</b> No. J Burke to check who other schools had used. Governors agreed for M White to write to the Archdiocese to query the cost and question the reasons behind using Cunliffe's. It was noted that the DfC funding would also be needed to complete work to the school roof.</p>	<p>CC</p> <p>JB</p> <p>MW</p>
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	Governors thanked J Burke for the report. <i>J Burke left the meeting.</i>	
<b>23/20</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>a) Accuracy</b> The minutes of the previous meeting held on 22<sup>nd</sup> March 2023 were AGREED as a true record subject to the following amendment:</p> <p><u>page 1, Item 22/02</u> – typo – should read ‘Apologies for absence were received and accepted ...’</p> <p>The minutes were then signed by C Chapman.</p> <p><b>b) Matters Arising</b> <u>Item 23/05 Staff Morale</u> – Governors asked for an update. A Simpson provided an update. The introduction of OPAL had had a positive impact, however there were still some teething issues particularly around dealing with children’s behaviour. A discussion ensued around teacher strike days and teachers supporting the unions in relation to school budgets and conditions, rather than issues relating to poor staff morale. <u>Item 23/05 Arbor update</u> - Arbor did not support FMS therefore Access had been set up. A discussion ensued around the difficulties experienced by parents when logging into the Arbor system. It was noted the contract with Arbor was for 2 years. <u>Item 23/08 non-sporting clubs update</u> – a timetable for lunchtime clubs would be shared with parents. Staff ran the lunchtime clubs. A discussion ensued around after school clubs, and it was noted that teachers often worked over and above their contracted hours. <u>Item 23/11 Parking update</u> – H Winik had contacted the enforcement officers but had not received a response. During the summer months parking was less of an issue. It was a minority of parents causing parking issues and school would continue to monitor. <u>Item 23/14 parent complaint</u> – the complaint had been resolved.</p>	
<b>23/21</b>	<b>HEADTEACHER’S REPORT</b>	
	<p>M White provided the headlines. The report had been shared on GovernorHub prior to the meeting:</p> <p>i) The term had been extremely successful and activities that had taken place since the previous meeting were highlighted.</p> <p>ii) Staffing</p> <ul style="list-style-type: none"> <li>- EYFS had seen a huge improvement with the appointment of a new EYFS Lead, N Hughes had had an immediate impact and settled in very well. EYFS staff had been very enthusiastic regarding the changes and improvements made.</li> <li>- The teaching team for 2023-24 was shared with governors.</li> </ul> <p>iii) KS2 Data – moved to the next meeting.</p> <p>iv) Self-Evaluation</p> <ul style="list-style-type: none"> <li>- Feedback from a staff questionnaire highlighted staff would like to engage more with Catholic Life. Talks were planned. The Children’s Liturgy Group was highlighted. Fr Tim Buckley had led sessions around the school’s mission statement.</li> <li>- It was noted the Come and See Program would end in a couple of years and there would be changes to the RE curriculum and</li> </ul>	MW



	<p>inspection process. M White had registered to be a Catholic school inspector.</p> <ul style="list-style-type: none"> <li>- Thanks were expressed to P Regan for her work on the mission statement.</li> </ul> <p>v) Curriculum Implementation. A Simpson provided an update.</p> <ul style="list-style-type: none"> <li>- Staffing was more stable, and staff had received training and were able to follow a clear curriculum.</li> <li>- The full curriculum would be in place by the Autumn term 2023.</li> </ul> <p>vi) Attendance</p> <ul style="list-style-type: none"> <li>- Attendance was 95.7% and above National 93.7%.</li> <li>- There were 44 PA children.</li> <li>- Holidays in term time continued to be an issue. Penalty notices had been issued. A discussion ensued around parents being honest about absence and how some would be fined but not others.</li> <li>- The EWO continued to provide support and strategies were in place to improve attendance.</li> <li>- Punctuality was monitored and challenged where necessary.</li> <li>- <b>Governor question:</b> do you have a breakdown of the PA children and reasons for absence? <b>Response:</b> a report on PA would be provided at the next meeting.</li> </ul> <p>Governors thanked M White for the report.</p>	MW
<b>23/22</b>	<b>SAFEGUARDING REPORT</b>	
	<p>M White provided an update. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) Formal safeguarding supervision meetings continued to ensure case management and challenge standards were being met.</li> <li>ii) Regular staff safeguarding quizzes work well and ensured good practice.</li> <li>iii) The efficiency of CPOMS continued to be reviewed and monitored closely.</li> <li>iv) The 175 Audit document was complete.</li> <li>v) There had been 2 x Operation Encompass logs since the last report. It was noted the reporting process had changed.</li> <li>vi) There were currently no children at Child Protection level or Children In Need level.</li> <li>vii) The Behaviour Policy had been reviewed and renamed the Positive Relationship Policy.</li> <li>viii) The implementation of the OPAL project highlighted behaviour had expected to take a dip especially with self-regulation and with Year 6 in-particular. Staff were confident that once the OPAL project was fully up and running in the Autumn term 2023, positive impact would be seen. Playtime was much calmer and children had more choice with play equipment. Behaviour was supported through restorative practice.</li> <li>ix) <b>Governor question:</b> was behaviour taught through PSHE? <b>Response:</b> the OPAL project was introduced in class by teachers supported by the SENDCO. Some children had needed more support and direct intervention examples were shared with governors.</li> <li>x) There had been 1 incident regarding protected characteristics since the last report.</li> </ul>	



	<p>xi) <b>Governor question:</b> what was this for? <b>Response:</b> offensive words. The child was being monitored and parents had been supportive.</p> <p>xii) <b>Governor question:</b> were there any LAC children? <b>Response:</b> yes, school had 3 LAC children, however, 2 were leaving next week and governors were updated on the difficult situation. <b>Governor question:</b> had school been consulted about the move? <b>Response:</b> no, a discussion ensued around the fact that the children had been settled in school.</p> <p>xiii) There had been 8 sessions of suspension since the last meeting, and this involved 2 children in Year 3 and Year 6.</p> <p>xiv) 1 child attended an alternative provision to support behaviour.</p>	
<b>23/23</b>	<b>STAFFING</b>	
	<p>M White provided an update:</p> <p>i) A lot of work had been done around staffing and the staffing team for the next academic year was shared with governors.</p> <p>ii) There had been 48 applicants for two teacher posts. Two ECT's already working in the school were appointed and both had already made a positive impact.</p> <p>iii) A TA had been made a permanent post.</p> <p>iv) Three new staff had started in Early Years.</p> <p>v) A member of staff was now working for the Union full time. Governors had previously agreed the appointment. It was noted that the staff contract remained with school, however it was not expected that the member of staff would return. An end of year celebration and thank you was planned.</p>	
<b>23/24</b>	<b>POLICIES</b>	
	<p>i) Positive Relationships <i>Policy / Anti-Bullying Policy</i> <i>Governors AGREED to the adopt the above policies.</i></p> <p>ii) Medicines Policy – under review. <b>Governor question:</b> insurance should be checked for administering medicines. <b>Response:</b> only prescribed medicines were given; however, non-prescribed medicine could be administered on school trips.</p> <p>iii) Maths Policy – under review A Simpson provided an update on maths mastery. Engagement from less able children had been very positive and the program was very beneficial for majority of children.</p>	
<b>23/25</b>	<b>SITE DEVELOPMENT</b>	
	<p>M White provided an update:</p> <p>i) Reception area - The area was being re-designed and would be completed by September 2023. The new design would provide a positive change and first impression.</p> <p>ii) OPAL - The project was working well.</p>	



	<ul style="list-style-type: none"> <li>- A whole school coloured pebble project had been very positive around aspirations and connections.</li> </ul> <p>iii) KS2 painting</p> <ul style="list-style-type: none"> <li>- Lower KS2 had been completed and upper KS2 would be completed during the summer.</li> </ul> <p>iv) Lighting</p> <ul style="list-style-type: none"> <li>- Quotes received for LED lighting.</li> </ul>	
<b>23/26</b>	<b>PARENTS</b>	
	<p>M White provided an update:</p> <ul style="list-style-type: none"> <li>i) Communication Procedures for Parents and Families document was shared with governors.</li> <li>ii) A discussion ensued around parents having access to teachers during the school day.</li> <li>iii) SLT had produced a Communication Strategy with Parents document, and this was shared with governors.</li> <li>iv) It was noted that parents should be given clear boundaries around acceptable teaching hours. Email delivery schedules were suggested. Voice notes were highlighted to ensure the correct tone for messages.</li> <li>v) Staff to receive training around communication with parents.</li> <li>vi) It was noted that the Parent Council and PTA had low attendance.</li> <li>vii) The documents would be shared with staff during the Autumn term.</li> </ul>	
<b>23/27</b>	<b>GOVERNANCE</b>	
	<ul style="list-style-type: none"> <li>i) Vacancies 2 x Foundation Governors Governors were informed that the current Co-Chairs would be stepping down at the end of the school year. A discussion ensued around Chair succession planning in the Autumn term. Governor skills and link governor roles were discussed. Governor book looks were planned for next year and the Skills and Knowledge Progress Tracker would be shared with governors. A governor celebration meal was planned for the Autumn term.</li> <li>2 x Parent Governors A parent governor election would be arranged during the Autumn term.</li> <li>ii) Training - Governors were reminded to book and record training on GovernorHub.</li> <li>iii) Confirmations on GovernorHub - Governors reminded to confirm they had read the required documents within GovernorHub.</li> </ul>	
<b>23/28</b>	<b>PROPOSED DATES FOR 2023-2024</b>	
	<p>Governors AGREED the following dates:</p> <p>25<sup>th</sup> October 2023 at 6pm – Full Governing Board Meeting 20<sup>th</sup> March 2024 at 6pm – Full Governing Board Meeting 26<sup>th</sup> June 2024 at 6pm – Full Governing Board Meeting</p>	
<b>23/29</b>	<b>ANY OTHER BUSINESS</b>	
	<ul style="list-style-type: none"> <li>i) Circus – planned for 25<sup>th</sup> September 2023</li> </ul>	



	<p>ii) Subject Reports – the reports were shared on GovernorHub for information.</p> <p>iii) Authorisation and Monetary Limit</p> <p><i>Governors AGREED for M White to authorise expenditure for small projects up to the sum of £5,000.</i></p> <p>iv) Community links Thanks were expressed to the staff and children for visiting the dementia friendly afternoon tea event. It had been an extremely positive event.</p>	
<b>23/30</b>	<b>CLOSING PRAYER</b>	
	The meeting closed with a prayer.	
	There being no other business, the meeting closed at 8:15pm	