



**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL HELD AT 6:00^{PM} ON
WEDNESDAY 25th OCTOBER 2023**

Present:	Matthew White (MW)	-	Executive Headteacher
	Helen Bradshawe	-	Foundation Governor
	Anna-Marie Brown	-	Foundation Governor & Chair
	Mary Monkhouse	-	Foundation Governor
	Anne-Marie Parr	-	Foundation Governor
	Howard Winik	-	LA Governor & Vice-Chair
	Andrew Simpson	-	Staff Governor
Also, Present:	Carol Chapman	-	Associate Member
	Marie Wilson (MWi)	-	Head of School
	Paula Regan	-	Deputy Headteacher
	Julie Burke	-	Finance Officer/SBM
	Jo Richardson	-	Clerk

23/31	WELCOME & OPENING PRAYER	Action
	Everyone was welcomed to the meeting and the meeting opened with a prayer.	
23/32	ELECTION OF CHAIR AND VICE-CHAIR	
	<p>i) Chair: Anna-Marie Brown was proposed and seconded. There being no other nominations, Anna-Marie Brown was elected as Chair for the ensuing year.</p> <p>ii) Vice-Chair: Howard Winik was proposed and seconded. There being no other nominations, Howard Winik was elected as Vice-Chair for the ensuing year.</p>	
23/33	GOVERNOR MEMBERSHIP / LINK GOVERNORS	
	<p>a) Governor Membership</p> <ul style="list-style-type: none"> - 1 x Staff Governor – following a staff election, Andrew Simpson was re-elected as the staff governor. - 2 x Parent Governor vacancies – an election would take place during the Autumn term. - 1 x Foundation Governor Vacancy – there was currently one vacancy for a foundation governor as Carol Chapman had resigned from her role of Foundation Governor. - Mark Monkhouse had been re-appointed as Foundation Governor for a further term of 4 years. - Associate Member – Governors agreed for Carol Chapman to continue to support the school as an Associate Member. <p>b) Link Governors. The following link governors were agreed:</p> <ul style="list-style-type: none"> - Health & Safety – James Carson - Safeguarding – Anne-Marie Parr - Catholic Life – Mary Monkhouse - Finance – Howard Winik - Curriculum – Helen Bradshawe and Patricia Davies - Governors to arrange termly visits. 	All



	<p>c) Training - Governors were reminded to book and record training on GovernorHub.</p> <p>d) Confirmations on GovernorHub - Governors reminded to confirm they had read the required documents within GovernorHub.</p>	
23/34	APOLOGIES FOR ABSENCE	
	Apologies for absence were received accepted for Jim Carson (Foundation Governor), Patricia Davies (Foundation Governor), Catherine Higgins (Associate Member).	
23/35	DECLARATIONS OF PECUNIARY INTERESTS	
	<p>Governors were asked to update their annual declarations within their personal profiles on GovernorHub.</p> <p>There were no declarations for this meeting.</p>	
23/36	NOTICE OF ITEMS FOR ANY OTHER BUSINESS	
	<p>i) Communication Strategy</p> <p>ii) Staffing Update – <i>see separate confidential extract</i></p>	
23/37	NOLAN LEADERSHIP PRINCIPLES	
	<p>M White provided an overview. All documentation had been shared on GovernorHub.</p> <ul style="list-style-type: none"> - Celebrating Ethical Leadership Across Liverpool and the Framework for Ethical Leadership in Education – Liverpool was shared with governors. - Governor question: could this be added as a standing item at all Full Governor Meetings? Response: yes. 	MW
23/38	SBM REPORT INCLUDING FINANCE AND RESOURCES	
	<p>J Burke provided an update. All documents had been shared on GovernorHub prior to the meeting. The key points were as follows:</p> <ul style="list-style-type: none"> i) The School Business Manager Report dated 20.10.2023 and the 3-Year Projected Total Revenue Budget were shared with governors. ii) School had met with the LA finance officer. Despite the challenges the school had remained in the black. iii) This year's budget indicated a deficit for Year 2 and Year 3. However, since the budget was set, additional support in the sum of £113k (other government grants) had been allocated to aid in the spending plans for the upcoming two years. As a result, the deficits had been successfully eliminated ensuring a more balanced financial outlook. iv) Additional grants for schools were expected in the sum of £43k however, this could increase once funding was agreed. v) Chequebook Expenditure highlighted building maintenance and improvement had slightly overspent due to the Opal project. The significant benefits of Opal were noted. vi) Learning resources (including trips and residential) had currently spent 71%. vii) ICT Resources had reduced to £30k and currently spent 86%. It was noted school had bought rather than leased resources. 	



	<p>viii) Admin supplies had reduced by £10k and currently spent 94%. Admin supplies were being monitored very closely and savings on paper had been made.</p> <p>ix) Agency Supply Staff had reduced significantly and currently spent 62%. HLTAs were used to cover internally wherever possible. Staff had access to National College online training as opposed to training off site. Governor question: were HLTAs happy to provide cover? Response: yes, the system worked well. Governors asked that their thanks and appreciation be passed to the HLTAs.</p> <p>x) Governors were provided with an overview of staffing.</p> <p>xi) DFC Funding had been allocated in the sum of £68,492.32. £21,942 of the funding had been allocated for lighting/energy efficiency improvements.</p> <p>xii) Chequebook expenditure had increased by £43,990. School were confident the increase would be offset by savings made.</p> <p>xiii) Grounds maintenance expenses had increased due to the removal of trees and bushes following complaints from local neighbours.</p> <p>xiv) Energy expenditure was currently 49% of the £61,000 budget. With the completion of LED lighting savings would be made.</p> <p>xv) Plans for the remainder of the year included, painting of classrooms, additional groundwork for the Opal area, artwork for the entrance area, dinners/breakfast clubs/trips. It was noted income had increased with parents finding it more convenient to make payments through Arbor.</p> <p><i>Governors AGREED the Budget and it was signed by the Chair.</i></p>	MW
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23/39 DRA POLICIES / SUBJECT LEAD REPORTS

Governors were reminded to read the policies prior to the meeting. All policies and subject lead reports for the following had been shared on GovernorHub:

Art	Music	Charging
Computing	PE	Collective Worship
Extra-curricular	RE	Concerns and complaints
English	Science	Debt recovery
EYFS	SEND	Equality objectives
Geography	Admissions	First aid
History	Assessment	Intimate care
Maths	Attendance	Managing medicines

- i) **Governor question:** were there any significant changes?
Response: any significant changes would be highlighted. All policies followed the same format.
- ii) **Governor question:** Could self-assessment be included in subject lead reports? Statistical data could also support reports.
Response: yes, monitoring cycles had already started.

MW



	<p>iii) Governor question: could the learning walk summary be shared with governors? Response: yes, feedback would be provided following all learning walks and would include both positives and negatives.</p> <p>iv) Governor comment: subject leads should report on areas for improvement, they should be honest. Governors were referred to the Nolan Leadership Principles.</p> <p>v) Copies of the learning journeys for each year group to be shared on GovernorHub.</p> <p>vi) Roadmaps and the long-term overview to be shared on GovernorHub.</p> <p>vii) It was noted that music subject leadership was to be arranged. It was noted music was being taught fully in school.</p> <p>A discussion ensued and it was agreed that governors would share any comments/feedback on the policies by 1.11.2023.</p>	<p>MWi</p> <p>All</p>
<p>23/40</p>	<p>MINUTES OF THE PREVIOUS MEETING</p>	
	<p>a) Accuracy The minutes of the previous meeting held on 28th June 2023 were AGREED as a true record subject to the following amendment:</p> <p><u>page 3, Item 23/21</u> – it was noted N Hughes had not started as EYFS Lead, however, he had already had a positive impact.</p> <p>The minutes were then signed the Chair.</p> <p>b) Matters Arising <u>Item 23/20 Parking update</u> – M White had written to local counsellors however to date no response had been received. A discussion ensued around a parking camera and a PTA/parent petition was suggested. <u>Item 23/23 Staffing</u> – Governor question: could governors be kept up to date with the 7-minute briefings? Response: an overview was shared with governors. Staff also completed quiz updates. <u>Item 23/19 Finance</u> – Governor question: had the TA on long term absence returned? Response: yes. <u>Item 23/21 iv) Self-evaluation</u> – the staff questionnaire had been sent out. P Regan provided an update for governors. Prayers now included before briefings and at staff meetings. Catholic Certificate in Religious Studies (CCRS) offered to staff via zoom. 8 staff were completing the CCRS. All ECTs had booked on training. It was noted that when recruiting staff school did look for practising Catholics. Governor question: was there an introductory briefing provided by the Archdiocese? Response: no, CCRS was the only training currently available. A discussion ensued around CCRS. <u>Item 23/23 Staffing</u> – it was noted that the celebration had been declined by the member of staff. <u>Item 23/26 – PTA</u> – it was noted that the PTA had been very supportive in providing a fair instead of the circus that had been cancelled at the last minute.</p>	



23/41	HEADTEACHER'S REPORT INCLUDING SAFEGUARDING	
	<p>M White provided the headlines. The report had been shared on GovernorHub prior to the meeting:</p> <ul style="list-style-type: none"> i) <u>Introduction to the Autumn term</u> <ul style="list-style-type: none"> - It had been a great start to the year. The environment felt very settled. - A number of extra activities were highlighted for this term. - The Opal project was underway. There had been some delays due to delayed equipment orders, but it was hoped to be completed soon. The Opal project had been a huge success with the children. ii) <u>Staffing</u> <ul style="list-style-type: none"> - The report highlighted staffing in each cohort. iii) <u>Self-Evaluation</u> <ul style="list-style-type: none"> - CPD Maths Mastery training was having a positive impact. - Agreed methodology of teaching and learning was underway. It was built on research. - Sharing good practice provided positive feedback for staff. - A summary of self-evaluation was highlighted. School were expecting to move towards outstanding in key areas. The SIP visit was due in November. Personal development was highlighted as moving towards outstanding. - The PSHE scheme of work was being reviewed. - A discussion ensued around the national standard religious inspection. iv) <u>Key Priorities</u> <ul style="list-style-type: none"> - The report highlighted the key priorities for 2023-24 were in line with the School Improvement Plan. A detailed overview could be found within the School Improvement Plan. v) <u>Targets for 2023-2024</u> <ul style="list-style-type: none"> - phonics achieved 82% (expected was 90%). - Staff training had been completed. - Regular meetings took place with Read Write Inc. It was noted that staff absence last year had had an impact. Children had been targeted with 1:1 coaching sessions. - EYFS phonics scores were positive. - Writing was a key focus in KS2. - Maths mastery was expected to have a positive impact including a rise in greater depth. - KS2 greater depth was positive. - Progress was teacher assessed. It was noted that teachers were harsh compared to other schools. Statutory guidance was highlighted. The school followed guidance carefully. A discussion ensued around moderation. It was noted that the standard for expected writing and greater depth was very high for Year 6. - Governor comment: it was important not to over inflate scores for children moving to Year 7. It was noted that feedback from secondary schools was positive. - It was noted the current Year 6 had no Year 2 data due to covid. - Year 6 had high numbers of SEND and PP. - Transition from Year 5 to Year 6 was key regarding accurate assessments to inform plugging any gaps. - Foundation blocks were key for Year 3 and Year 4. - NFER tests were used to inform assessments. 	



	<ul style="list-style-type: none"> - Data analysis to identify gaps had been completed. - M Wilson provided an update on the interventions in place. The interventions were bespoke to the area of need. - Year 5 NFER tests identified any gaps early. Consistency was key. - Governor question: were tests standardised to take account of children's age? Response: no. <p>vi) <u>Catholic Life</u></p> <ul style="list-style-type: none"> - A new Religious Education Directory was being introduced. As per the Archdiocesan plan, this would begin with EYFS and would expand year by year over the next 2 academic years. P Regan provided an update including CPD. <p>vii) <u>Curriculum Implementation</u></p> <ul style="list-style-type: none"> - The intent, implementation and impact were highlighted including the Amber areas. <p>viii) <u>Extra Educational Visits</u></p> <ul style="list-style-type: none"> - The fantastic range of visits were shared with governors. A discussion ensued around notifying parents of the lunchtime/after school clubs. It was noted that the range of clubs on offer should be celebrated. - Governor comment: staff CPD could also be included in the newsletter to highlight the fantastic work of the school. <p>ix) <u>Attendance</u></p> <ul style="list-style-type: none"> - Attendance was very positive, and school were relentless in their message about attendance being vital to progress. - Attendance was currently 97.05% whole school. - 33 children were classed as PA. This was a reduction on the previous year of 43. Out of the 33 children, 5 children had genuine medical issues (some had been hospitalised), 1 had an EHCP, 3 had a death in the family, and 3 were not of school age. 2 children were anxious, and parents were struggling to get them to school. Out of the 33 children, 14 had taken holidays in the first half term and 9 had been issued with fines. - The attendance lead worked closely with the EWO. Regular meetings ensured issues were picked up early. Home visits were conducted when necessary. Exit forms were also completed when necessary. - Punctuality was monitored closely. School had a stepped approach. <p>x) <u>Safeguarding</u></p> <ul style="list-style-type: none"> - Governors were provided with an overview of the safeguarding procedures. - KCSIE 2023 Part 1 Annexe B had been disseminated and weekly '7-minute briefings' took place with staff to reinforce and check the understanding of the document. - Formal safeguarding supervision meetings took place to ensure case management and challenge standards were being met. M Wilson had improved the efficiency of CPOMS by reducing the number of monitored children on the system and by overseeing record keeping on the system more closely. - Progress meetings on the 175 audit had taken place. The 175 audit actions were shared. - The termly safeguarding report was shared with governors. A summary of monitoring and actions were shared. 	
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	<ul style="list-style-type: none"> - Prevent training had taken place. - A restorative practice trauma informed school's day was planned for 5.1.2024. Governors were invited to attend. <p>Governors thanked M White for the report.</p>	
23/42	CURRICULUM REPORTS	
	All curriculum reports were available to view on GovernorHub.	
23/43	FUTURE MEETINGS DATES	
	<p>20th March 2024 at 6pm – Full Governing Board Meeting</p> <p>26th June 2024 at 6pm – Full Governing Board Meeting</p>	
23/44	ACADEMIC YEAR 2024-2025 DATES	
	<i>Governors AGREED the Academic Dates for 2024-2025.</i>	
23/45	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> i) Communication Strategy <ul style="list-style-type: none"> - M White provided an update. Class dojo to start 27.10.2023. A discussion ensued. It was noted that staff were not expected to reply to messages out of hours. ii) Staffing – <i>see separate confidential extract to these minutes.</i> <i>A Simpson and J Burke left the meeting.</i> 	
23/46	CLOSING PRAYER	
	The meeting closed with a prayer.	
	There being no other business, the meeting closed at 8:20pm	



SUMMARY ACTIONS FOR BOARD OF GOVERNORS 25th October 2023

No.	Action	Who	By When
1.	Link Governors to arrange termly visits	Link Governors	Next Meeting 20.3.2024
2.	Nolan Leadership Principles to be added as a standing agenda item	M White	Next Meeting 20.3.2023
3.	HLTAs to be thanked for their hard work and support	M White	ASAP
4.	Self-assessment to be included in subject lead reports.	M White	Next Meeting 20.3.2024
5.	Copies of each Learning Journey to be shared on GovernorHub.	M White	ASAP
6.	Feedback on policies	All Governors	1.11.2023