**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD**

**OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL HELD AT 6:00PM ON WEDNESDAY 20th MARCH 2024**

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**Present:** Matthew White (MW) - Executive Headteacher

Helen Bradshawe - Foundation Governor

Anna-Marie Brown - Foundation Governor & Chair

Anne-Marie Parr - Foundation Governor

Jim Carson - Foundation Governor

Patricia Davies - Foundation Governor

Howard Winik - LA Governor & Vice-Chair

Andrew Simpson - Staff Governor

Kate Loftus - Parent Governor

John Grace - Parent Governor

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

Paula Regan - Deputy Headteacher

Julie Burke - Finance Officer/SBM

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| **24/01** | **WELCOME & OPENING PRAYER** | **Action** |
|  | Everyone was welcomed to the meeting. The two new Parent Governors were in attendance and introductions were made to the whole Board. In the absence of the Clerk, Helen Bradshawe took minutes. |  |
| **24/02** | **APOLOGIES FOR ABSENCE** |  |
|  | Apologies for absence were received accepted for Mary Monkhouse (Foundation Governor), Catherine Higgins (Associate Member) and Jo Richardson (Clerk). |  |
| **24/03** | **DECLARATIONS OF PECUNIARY INTERESTS** |  |
|  | Governors were asked to update their annual declarations within their personal profiles on GovernorHub.  There were no declarations for this meeting. |  |
| **24/04** | **NOTICE OF ITEMS FOR ANY OTHER BUSINESS** |  |
|  | 1. Governor/School Protocols |  |
| **24/05** | **MINUTES OF THE PREVIOUS MEETING** |  |
|  | 1. **Accuracy**   The minutes of the full governing board meeting dated 25th October 2023 were AGREED as a true copy.   1. **Matters Arising**   Pg 2 23/37 Nolan Principles standing item for minutes.  Pg 3 HLTAs happy to provide cover.  – self assessment no agenda item  Pg 4 Curriculum reports for years greatly improved with consistent format. Appreciate the time Marie Wilson taken to get this consistent formatting together.  Pg 5 Link governor termly visits arranged.  Pg 6 Feedback on policies received and will be reviewed in time for next FGB (Marie Wilson ACTION) | MWi |
| **24/06** | **NOLAN LEADERSHIP PRINCIPLES** |  |
|  | This standing item was omitted from the Agenda. Matt White spoke about the concept of the principles and will circulate documentation on principles on Governorhub. Matt White requested that all Governors understood the pupil centric concept of these principles.  ACTION – Matt White Circulate. | MW |
| **24/07** | **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:  i) Met with HW Finance lead and savings options considered.  ii) 24-25 Full 60 intake achieved and a waiting list 46 first choice of which 23 siblings, 107 applicants a reduction on 23-24 but low birth rate numbers that associated year. 419 on role. One extra child reception on appeal. 1 space Yr 2 and 1 place Yr 5.  iii) No overspend, cheque noted as increased budget £28,500, but this is ski trip money in/out so no actual overspend  iv) LA have confirmed funding settlement % half of inflationary rate so any discretionary spend has ceased.  v) Any deficit budget, schools will be scrutinised. Current accrued costs roof repairs and playground repairs.  Question from Chair – H&S raised in EYES report being addressed. SBM confirmed for c£2000 these repairs are in the plan.  (vi) Surveyor Cunliffe’s estimated £3,700 works, however, doubtful if Diocese will support funding, but outcome known in May. |  |
| **24/08** | **SCHOOLS FINANCIAL VALUE STANDARDS (SFVS)** |  |
|  | J Burke provided an update – ALL approved and Signed Off by Chair for return. JB and Chair thanked HW for his assistance with this process. |  |
| **24/09** | **SKI COURSE REPORT** |  |
|  | M White and J Burke reported 29 children attended. There was a medical event and a child was taken to Milan, Matt Morris accompanied. Child well cared for, child known to Alder Hey, repatriated with mother, returned home and Matt Morris returned to trip. Liverpool Ski School, qualified Nurse and Alpine trained lead were exemplary, and thanks expressed to Matt Morris for leading this trip and the responsibility all staff have in facilitating these adventures. All systems in place worked well. No liability for school on child’s medical incident.  Discussion ensued re lieu hours on return to school post trips. Matt White spoke of practice within other schools and the school’s current procedure. Governors happy that this situation remains within the current procedure and Matt White manages this process as he would any other staffing issue. As with all decisions, our staff’s wellbeing should always determine any exceptional decisions made on a 121 basis by the headteacher.  Action Matt White to recirculate policies to Staff. Ensuring that staff consider the lieu time in relation to the return time of trips and their impact on next working day. All trips are voluntary by staff and Governors again acknowledged this. | MW |
| **24/10** | **HEADTEACHER’S REPORT** |  |
|  | M White provided the headlines. The report had been shared on GovernorHub prior to the meeting.   1. SIP postponed in Spring Term and will now undertake two trips post Easter. 2. Ofsted estimated to be 12-24 months away and we are making great progress. 3. Self-evaluation has been undertaken and awaiting external benchmarking of this position statement. 4. EYES improving rapidly, making most progress against actions. 5. Maths mastery being embedded, Staff are now articulating what this means. 6. Music policy in place – recruiting with musical background in mind, although, contracted staff delivering music within the curriculum, staff need a lead to help articulate this in classrooms. 7. Catholic Life – outstanding in last inspection, framework has now changed. Matt White was now a registered RE inspector, which should help with the school and Catholic Life audit expected to coincide with Ofsted. 8. Subject Leadership – monitoring, half term monitoring re roadmap, pupil voice, book audit, journey now starts at EYES curriculum to all years, when previously from Yr1. 9. Assessment was the next key area of review.   Attendance - P Regan shared the headlines:   1. The attendance target was 97%. Attendance was currently 96.7% which was an improvement from last year. 15 referrals to EWO with associated fines, parents not paid have gone to court and been fined. 2. Some repeat offenders are aware of 5-day rule, so pupil absent for 4 returns and then off again, we are however monitoring patterns of this behaviour. 3. Figures from SIL appear to be incorrect. P Regan had raised this with the authority and awaits response. Belief that Arbor interface with authority is incorrect. The school’s position was falsely positioned as 8 students now left the school have their absence attached to the school’s figures. 4. 2 cases of EWO not improved, no show from parents so now family formally invited and failure to comply will conclude with police caution. 5. School has tackled Persistent Absence, which is improving, lateness is still an issue.   Governors thanked the team, P Regan and Marrie Wilson on this work and special thanks to Clare O’Brien who was doing a great job as first contact at reception. Governors suggest another newsletter/notice on the website should cover a “Is your child well enough to attend school” FAQ. |  |
| **24/11** | **SAFEGUARDING incl Filtering and Monitoring** |  |
|  | M Wilson provided an update.   1. Governors were advised on updates to the child protection policy, in relation to definition of safeguarding and update of working together. This will be circulated with highlighted changes on Governhub. Operation Encompass – domestic abuse. Marie Wilson now link for children missing from home, none identified here at school. 2. ‘175 Audit’ to be undertaken shortly to clarify with link safeguarding.   Action – All Governors – On GovernorHub, go to individual’s profile, to compliance and read and sign off update Safeguarding Policy prior to next FGB.   1. School currently do not have a Carers Champion, as school currently has no young carers but for now Marie Wilson will hold this role until an alternate is identified.   **Governor Qu**: How do we know if young carer?  **Response:** Parents currently notify or informed by social worker.  Governors were asked to input any safeguarding training they have on GovernorHub e.g PREVENT; Safeguarding etc.  CPOMs use – update on safeguarding.  **Filtering and Monitoring**  Marie Wilson provided an update; an exemplar of our current systems in place and how this filtering occurs was explained.   * A Terrorism Search by Matt White was made as a test to systems through Southwest Group for learning. Details were highlighted with all covered by school’s smoothwall processes. Staff have all had training on this process. * This is the biggest change in Safeguarding systems and processes, also pupil and staff understanding of any inappropriate content know who they can tell. * This can be any content on school Wifi and not necessarily school systems. * Monitoring is taking place in class by teachers as iPads etc used more extensively within school. | All Govs |
| **24/12** | **SUBJECT LEAD REPORTS** |  |
|  | General feedback from Governors was on the improved quality of these reports and the structure now allowed greater visibility across the school. Curriculum Governors will be visiting the school next term to review and deep dive into some of the issues highlighted in these reports on next steps and where gaps have been discovered and how actions have now negated previous issues. |  |
| **24/13** | **RED CURRICULUM** |  |
|  | P Regan, School RE Lead gave the main headlines in relation to new RE curriculum – To Know You More Clearly.   1. Statutory from Sept 2024, but due to the building block nature of the new curriculum, P Regan has already started the planning for Yr 1,2 and EYES, with staff training and planning sessions. 2. Planning is from scratch and six branches need to be considered Creation & Covenant etc. 3. Entrenched in Scripture and read from source (The Bible) 4. Each class Box with figures to assist with storytelling, bringing it to life, activities for lessons based on: hear, believe, celebrate, live. 5. Pupils to understand See/Hear, significance, discuss, share opinions, think critically and reflect learning. 6. SharePoint resources are limited and Diocese capacity to support this across Diocese is stretched and access restricted due to this, which means P Regan needs to be focused on planning at this stage. P Regan believes more creative and as it becomes co-created then should be easier to navigate, however currently time consuming. Diocese need to be aware of staff workloads and associated staff wellbeing issues that are a side effect of this rebuilding of classroom planning systems in RE. |  |
| **24/14** | **COMMUNICATIONS / PARENTS EVENING** |  |
|  | Discussion ensued re feedback about the split between F2F Autumn, on-line Spring and Report Summer for parents’ evenings and communication of progress. Majority worked well, increase in SEN parents means that many visits take longer. Parents who have split/separated/divorced want an appointment each.  There were various other ways of contacting school including; Dojo, at Pickup/ Drop Off, make an appointment. Advice from Governors to advertise all these routes for communication again, whilst highlighting the workload of teachers and associated wellbeing of our staff outside of working hours. |  |
| **24/15** | **STAFFING** |  |
|  | *See confidential extract to these minutes.* |  |
| **24/16** | **POLICY APPROVAL** |  |
|  | Admissions Policy changed due to national advice and updated version available on GovernorHub.  RSHE moved to next meeting as information was not available in time. | MW |
| **24/17** | **GOVERNANCE** |  |
|  | Vacancies – One Foundation Governor – Matt White to return to Diocese to see if appropriate individual on waiting list.  Governor Visit Reports - Chair requested that following each visit Governor return brief typed bullet point notes to Matt White for capture and then through Matt White circulation on GovernorHub. Ensure that notes capture purpose of visit, evidence seen and whether satisfied or not and if purpose of visit not successful what next steps will ensue.  Training – Governors to place all none SIL training on their profile in GovernorHub.    AM Parr to update Governors on Operation Encompass Training    Chair to arrange Induction for new Parent Governors and will be in touch post Easter.  Safeguarding Update needs to be read and declaration made on GovernorHub. | All Govs  Chair |
| **24/18** | **FUTURE MEETING DATES** |  |
|  | 26th June 2024 at 6pm – Full Governing Board Meeting |  |
| **24/19** | **ANY OTHER BUSINESS** |  |
|  | Governors to be aware of Governor/School protocols.  Note of protocol for Governors in relation to information/advise/opinion given to community, staff, parent. Always advise individuals to contact school and go through appropriate channels.  Direct Staff/Parents to policies or senior staff. |  |
| **24/20** | **CLOSING PRAYER** |  |
|  | The meeting closed with a prayer. |  |
|  | There being no other business, the meeting closed at 8:00pm |  |

**SUMMARY ACTIONS FOR BOARD OF GOVERNORS**

**20th March 2024**

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| No. | Action | Who | By When |
| 1. | Review of Policies - feedback | M White | Next Meeting 26.6.2024 |
| 2. | Nolan Leadership Principles – documentation to be shared on GovernorHub. | M White | Next Meeting 26.6.2024 |
| 3. | Policies for school trips – to be shared with governors | M White | Next meeting 26.6.2024 |
| 4. | Safeguarding Policy – Governors to read and sign off on GovernorHub | All Governors | Next Meeting 26.6.2024 |
| 5. | RSHE Policy Approval | M White | Next Meeting 26.6.2024 |
| 6. | Governor Training – Governors to update their GovernorHub profiles with all none SIL training. | All Governors | Next Meeting 26.6.2024 |
| 7. | Parent Governor Inductions | Chair | Next Meeting 26.6.2024 |