

## St Elizabeth's RC Primary School

### Minutes of the Meeting of the Full Governing Board held in the School on Tuesday 10<sup>th</sup> October 2017 at 6.00p.m.

**Present:**

- (AM) Mr A Mason
- (MW) Mrs M Walsh (Headteacher)
- (LF) Mrs L Fahy
- (IH) Mr I Hamilton
- (JMc) Mrs J McSweeney
- (CH) Mrs C Higgs
- (MH) Mrs M Hopper
- (JH) Mr J Hutton
- (MWh) Fr M White
- (LK) Mrs L Kessler
- (AB) Mr A Bentley
- (DH) Mrs D Heath

**Apologies** were received and accepted from: Mr D Gallagher,

**In attendance:** (TV) Mrs T Vigus, Clerk to the Governors

#### 1. Election of Chair

The Governing Board confirmed that the term of office will end on **9<sup>th</sup> October 2018**.

**Resolved – Mr A Mason** was elected as Chair for a period of one year.

#### 2. Election of Vice Chair

AM asked for this item to be deferred until next meeting, in view of DG being absent.

**Action:** *Elections to take place at next FGB meeting on 21.11.17*

#### 3. Governing Board Matters

##### a) Membership – including ‘Amendment to Constitution Regulations’

Mrs D Heath was welcomed to the Governing Board as a Foundation Governor.

Mrs L Kessler was welcomed to the Governing Board as Staff Governor.

TV informed governors that the following terms of office were due to end during this year.

- Mr J Hutton – ends on 26.01.18
- Mrs C Higgs – ends on 26.01.18
- Mrs L Fahy – ends on 2.2.18
- Mr A Bentley – ends on 6.5.18
- Mr D Gallagher – ends on 24.7.18

*Governors identified the need to seek skilled governors. MWh suggested that a representative from the Polish community would be valuable.*

*LF suggested that Associate Members could be appointed to retain skills, if current governors, did not wish to be reappointed.*

**Action:** Parent elections to be planned for – skills required.  
TV to send election information to MW.

Governors noted the information regarding the changes to Constitution Regulations and the removal of Parent and Staff Governors, which has taken effect from the 1<sup>st</sup> September 2017.

**Resolved -** Governing Board to be proactive in appointing new governors.

**b) Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential.

**c) Register of Business Interests**

Governors updated the register of business interests were informed that this will be included on the school website.

**Resolved -** That the register of business interests has been updated.  
**Action:** Website to be updated.

**d) Declaration of Interest Business and Pecuniary**

No declarations of interest were made by Governors in respect of any item appearing on the agenda.

**e) Code of Conduct**

**Resolved -** That the model Code of Conduct be adopted by the Governing Board and all Governors agree to follow the Code of Conduct.

**4. Minutes of the Previous Meeting**

**Resolved -** That the Minutes of the full Governing Board meeting held on 4<sup>th</sup> July 2017 be approved subject to the following amendment:

- LF is not on the Pre- School Committee – her role was to act as interim contact until the committee Chair was appointed.

That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

**5. Matters Arising from the Previous Meeting**

- Governor pen portraits are required for website – all Governors
- Need to update SEND information re; Accessibility - LK /MH
- SEND policy / guidance as required – LK / MH
- Sports premium impact statement required for 2016/17 + plans for 2017/18
- Partnership information to be updated - AM

**Resolved:** Above updates are planned actions and will be reported at future FGB meetings.

## 6. Review of Committees and Nominated/Link Governors

### a) Committees

**Resolved** - Governors evaluated the committee structure and confirmed that they were happy to establish the same committees and membership was agreed accordingly.

Finance and Buildings	Catholic Life and Curriculum	Pre School	HR + Pay Panel
Quorum - 3	Quorum - 3	Quorum - 3	Quorum - 3
J McSweeney A Bentley D Gallagher I Hamilton J Hutton M Walsh	L Fahy L Kessler M Hopper D Heath A Mason S Colloff Vacancy	I Hamilton M Walsh L Kessler M White S Colloff	D Heath A Mason M Hopper C Higgs M Walsh D Gallagher
Admissions	Complaints and Discipline	Appeals	Leadership and Management (HTPM *)
Quorum - 3	Quorum - 3	Quorum - 3	Quorum - 3
D Gallagher M Hopper L Kessler M Walsh	M Hopper D Gallagher C Higgs A Mason M Walsh	Non staff governors if required.	M Walsh *A mason *M Hopper *D Gallagher *C Higgs (HTPM only)

iii) That the terms of reference for committees of the Governing Board be approved.

### b) Nominated Governors

Governors reviewed nominated Governor appointments and agreed terms of reference and reporting arrangements are in place.

**Resolved** - That the following nominated Governors be appointed:

Responsibility	
SEND/ LAC/ Prevent/ Safeguarding	M Hopper
Finance	A Bentley
Health and Safety	J Hutton
On Line Safety	J Hutton
Pupil Premium	C Higgs/ D Heath
Pre- School	I Hamilton
Sports Premium	A Mason
Website Compliance	I Hamilton
Governor Training	A Mason

Responsibility	
English	D Heath
Maths	A Bentley
RE	L Fahy
Science	D Gallagher
PE	A Mason
Art / DT	J Hutton
History/ geography	I Hamilton
Early Years (Pre School / Reception)	I Hamilton
SEND	M Hopper
Music	M Hopper
ICT	J McSweeney
PSHE	C Higgs
MFL	M Walsh
NQT	L Fahy

The Chair reminded governors that they should

- Make regular contact with subject leaders
- Use governor visits to hold subject leaders to account by asking challenging questions to confirm the impact of school subject provision, action plans and standards
- Ensure a verbal / written record of all visits is reported at FGB meetings and included in minutes

Mrs Walsh extended an open invitation to all governors to visit and experience the work of the school.

TV reminded governors that on visits they could take the opportunity to monitor the effectiveness of Safeguarding policy / procedures by asking questions with different members of the school community.

## 7. Reports

### a) Chair's and Vice-Chair's actions

The Chair reported that the following action on behalf of the Governing Board since the last full Governing Board meeting:

DG (Vice Chair) had authorised the admission of a pupil which exceeded the PAN for a year group. The pupil had siblings who were also admitted. The current number on roll is now 205.

### b) Committees

#### Pre- School Committee

Minutes of 20.9.17 were received and approved.

- IH reported that Terms of reference were now complete
- MW reported that she had been working to secure the closure of Pre- School Bank accounts and the transfer of available funds to school budget. This should be completed by half term.
- Flyers have been printed to publicise Pre- School. Fr Michael asked if Polish translations be made available. A banner will go on St John's grounds.
- Governors noted that securing KS1 admissions could be supported by encouraging more admissions to Pre- School.

**Resolved** – next meeting of committee is on 9<sup>th</sup> November 2017

### c) Nominated/Link Governors

There were no Nominated/Link Governor reports.

## 8. Headteacher's Report

The Headteacher's report had been circulated with the agenda papers and covered:

- a) Finance
- b) Policies for approval
- c) SEF
- d) School Improvement 2017/18
- e) School improvement 2016/17 – received at meeting.

The Headteacher updated Governors on :

- a) **Admissions arrangements** 2019/20 – Diocesan policy has been received and need to be adopted.

**Action:** Admissions – agenda item for 21.11.17

### b) Finance

- Budget on track
- Pay policy / awards to be considered – referred to Pay Panel meeting on 7.11.17
- Sports premium funding – awaiting advice on how this can be allocated.
- Reduction in PP funding may have impact on budget
- Reduction in AEN funding

MW informed governors that previously funded central services eg: Behaviour support, were now school based purchases. She noted that the quality of support for meeting pupil needs should be the highest quality and senior leaders are looking at alternative providers to ensure best value.

- Carry forward (deposit) may be reduced during the year.

### c) Policies

- Anti-Bullying
- Attendance
- Charging and remissions
- Health and Safety
- Safeguarding
- Whistleblowing

These had been updated and she asked governors to approve them.

**Resolved:** The above policies were approved and should be made available via website.

### d) SEF/ SDP

MW presented an updated Data overview which informed SEF judgements.

- The summary documents show the school self-evaluation judgement and evidence to support this judgement.
- Development priorities have been identified – see School development plan.

*Governors noted that this was a succinct document that clearly demonstrated the standards school is currently at and the development points it will be using to improve.*

*The Chair reminded governors of the need to know this document well as it is a key document in the inspection process.*

MW identified the need to know the story behind the data.

She explained how the dip in Y1 Phonics had occurred and how school has retested pupils to ensure that they are reaching required standards.

*Governors asked if this dip was due to teacher experience?*

MW said that training had been in place, but the administration for some of the pupils resulted in lower than expected results. This was rectified as soon as noticed, but the pupils could not be retested.

She also identified the cohort characteristics as a reason for varying results – eg: dips in Early Years results.

*LF reminded governors of the need to use Standardised scores to assist in measures of progress KS1 to KS2.*

MW confirmed that all pupil progress is measured from their starting point using standardised scores and school has software to enable the conversion of historic data (KS1 levels) to current assessment outcomes.

Overall MW reported that the end of KS1 data showed consistent improvement in the percentage attaining expected and greater depth standards.

MW identified writing as a key focus for development in KS2. The need to develop attainment at greater depth in Writing, GPS and Maths was also a development priority.

Overall progress at end of KS2 was in average band in Reading and Maths, and below average in Writing.

#### **e) School Improvement**

LK reported that she is working with Entrust advisor to address writing needs. A staff meeting has taken place to identify key skills and gaps using a self-assessment tool.

Staff are also looking at how quality text is used to focus development on writing, reading and GPS.

LK shared how the Catholic Partnership have used St Elizabeth's materials to develop moderation, target setting and school is driving development within the partnership.

MW confirmed that staff are working to ensure greater consistency and are aware of the importance of progress from starting points for each year group. She was anxious to reduce slack habits that may creep into Teaching and Learning and ensure that children achieve their full potential.

*Governors asked how they could be assured that this was happening.*

MW said that data would be analysed thoroughly to demonstrate value added progress alongside rigorous school monitoring.

*Governors asked if Pre- School would be included.*

MW said it would and liaison has been established to ensure consistency. Some resource needs have been identified already (cursive writing) and will be addressed.

MW explained that greater analysis of data will be provided following publication Of ASP in November.

*Governors briefly looked at 2016/17 SDP and asked why some actions were still amber / red.*

MW explained that amber indicated that action had not been completed or embedded. Factors such as staff absence had contributed to this, but delays could not have been foreseen.

MW informed governors that Entrust support would be from Cathy Garside this year.

*Once again, governors expressed their concern at the lack of consistent and continuity in advisors and asked MW to inform them of any difficulties.*

MW said she had shared with concerns with Entrust previously.

**Resolved** – Governors thanked Mrs Walsh for her report and the SEF. They were confident that School Improvement plans were fit for purpose and confirmed they will be monitored regularly.

## **9. INSET Days and School Closures 2017-2019**

**Resolved** – That INSET dates were agreed and published on website.

## **10. Safeguarding Updates**

Governors confirmed that they have noted the statutory duties has been updated (Governor Information Pack from Page 16-18 and Appendix 2.)

*Governors confirmed that MH will continue to monitor and report back on Safeguarding provision and policy.*

MW confirmed that paper trails regarding appointments show that correct procedures are always followed.

Currently the transfer of Pre- School staff is requiring missing historical references to be followed up.

**Resolved** – Governors were assured that Safeguarding is a high priority for all members of the school community and practice is compliant with policy and guidance.

## **11. Strategic Leadership**

Voices of Stakeholders.

MW confirmed that parent surveys are completed each term at Parents Evening. She has identified the need for surveys to be updated to provide specific information alongside use of the generic Ofsted parent survey.

**Resolved** - Procedures are in place for governors to receive stakeholder's views.

## **12. School Development/Improvement Plan**

**Resolved** – Governors confirmed they had received 2016/17 outcome information and approved 2017/178 development plan – see HT report.

## **13. Accountability**

Governors confirmed that GIP p 5-8 had been noted. -

- a) **Staff performance management** – MW confirmed this has been completed.
- Headteacher Performance Management.** – The appointment of External Advisor and dates for review are to be confirmed.
- b) **Education Performance** Data for 2017.- Headline data has been received.
- c) **Replacement for RAISEOnline – Analyse School Performance.** - Training will be provided for Senior leaders and Governors.
- d) **Finance Accountability.** - Finance report received ( see HT Report item)
- e) **Pupil Premium Strategy Reports** – to be monitored
- f) **Staffordshire e-PEP (Personal Education Plan).**- to be monitored by MH

**Resolved** – Governors were confident that current practice holds leaders to account effectively.

#### 14. People

Governor Information Pack from Page 8-10 were noted

- i) Inspiring Governance – Need help recruiting new skilled Governors and Trustees?
- ii) Governor Training.
- iii) Chair of Governors Review.
- iv) Clerking Competency Framework.

**Resolved** – Governors were confident that current practice is good.

#### 15. Structures

**Resolved** – Governors were aware of their duty to ensure due diligence.

#### 16. Compliance

That the following information on the items included in the Entrust Governor Information Pack from Page 10-22 be noted as followed –

- i) **Governance Procedures** – GIP information.
  - a) Planning Calendar – Governor Checklist for 2017-18.
  - b) DfE Guidance: Mandatory Timelines and Statutory advice.
  - c) What Maintained schools must publish online – SEND.

**Action:** SEND information on website to be updated  
Governor information on website to be updated

**Resolved** – Governors continually work in compliance with current regulations.

#### ii) Education

- a) SEND Strategy.
- b) Medical Policy Update.
- c) Dignity and Care Update.
- d) Access Strategy and Pathway.
- e) Autism.
- f) PDSS Information Sharing.

**Action-** will be reviewed LK / MH during autumn term.

#### iii) Finance

- a) **Approved School Budget** – completed.
- b) Budget Out-Turn Statement – received. See Finance committee minutes.



c) School Fund – Governors were asked to accept and approve the enclosed audit accounts for 2016-17.

Action: Referred to Finance Committee

d) Charging and Remissions Policy – updated

**Resolved** – Governors were assured that all aspects of financial management and accountability are effective and monitored closely by Finance Committee.

**v) Pupil wellbeing**

MW confirmed that resources are used to support pupil well-being. Individual needs are met and staff provide dedicated and committed support for pupils and their families. The Coton Cluster are focussing on pupil well-being during this year.

**Resolved** – Governors were confident that pupil wellbeing is a high priority for all members of the school community.

**vi) Admissions**

**Action** : Admissions policy to be revised and PAN confirmed ( Chair's Action)

**vii) Health & Safety**

That the information included in the Entrust Governor Information Pack from Page 20-21 has been noted.

**viii) Information Sharing**

MW and SC will be attending training on Data Management later this term.

**Resolved** – The governors were confident that school leaders and procedures are effectively ensuring compliance.

**13. Other Information**

Governors noted information in Gip relating to:

- a) Ofsted Update
  - i) Proposed Changes to Ofsted – Short Inspections.
  - ii) Music Hubs
- b) Replacement for Ben Adams Letter.
- c) Local Authority Categorisation 2017-18.
- d) Holidays
  - i) Holiday Lists.
  - ii) Holidays during Term time – update on review.
- e) Employing a Newly Qualified Teacher (NQT).

*Governors asked if NQT's were receiving the support and mentoring required at this stage of their careers.*

MW confirmed they were.

*Governors noted that this will be monitored by LF (Link Governor)*

**Resolved** - That the additional information provided in the Governor Information Pack be received and noted.

**14. AOB**

Governors did not have any minor items which require discussion at this time.

## 15. Confidential Items

**Resolved** - No items were identified as requiring to be recorded in a confidential appendix to the minutes.

## 16. Dates and Times of Future Meetings

**Resolved** - That the full Governing Board meetings for 2017/18 will take place as follows:

### Full Governing Board Meetings

- Tuesday 21<sup>st</sup> November at 6.00pm
- Tuesday 23<sup>rd</sup> January at 6.00pm
- Tuesday 20<sup>th</sup> March at 6.00pm
- Tuesday 3<sup>rd</sup> July at 6.00pm

That Committee meetings will take place as follows:

Committee	date	time
Buildings and Finance	Monday 6 <sup>th</sup> November	5.00pm
HR + Pay	Tuesday 7 <sup>th</sup> November	9.15am
Leadership	Tuesday 7 <sup>th</sup> November	10.30am
Pre- School	Thursday 9 <sup>th</sup> November	2.00pm
Curriculum and Catholic Life	Thursday 16 <sup>th</sup> November	2.30pm
HTPM (tbc)	Wednesday 6 <sup>th</sup> December	3.00pm

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**Chair**

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**Date**