

Minutes of Full Governing Board meeting of St Elizabeth's R.C. Primary School.

Held on Wednesday 10th July 2019 at 6.00pm

Prayer: The meeting was opened with prayer led by Mrs Nunes-Chrysostali

Apologies and Attendance

Mr A Mason (Chair), Mrs M Walsh (Headteacher) Mrs L Fahy, Mrs L Kessler, Mrs J McSweeney, Mrs E Nunes-Chrysostali, Mrs S Farnworth, Mr P Malewski, Mr I Hamilton, Mrs M Hopper and Mr J Hutton

In attendance: Mrs S Colloff (Associate member), Mrs T Vigus (Clerk to the Governors)

Apologies: Apologies were received and accepted from Fr M White and Mrs D Heath

1. Governing Board matters

a) Membership.

The Chair confirmed that there had been no changes since the previous meeting.

b) Confidentiality.

Resolved: The Chair reminded all present that matters relating to this meeting were confidential.

c) Register of Business Interests.

Resolved: Register of Business Interests is up to date and available on website.

d) Declaration of Interest Business and Pecuniary.

Resolved: No declarations were made regarding any item of the agenda.

e) Code of Conduct.

Resolved: The Entrust Code of Conduct has been approved and signed by governors.

2. Minutes of Previous Meeting

The minutes of the meeting held on 26th March 2019, were accepted as a true and accurate record of the meeting. The minutes were signed by the Chair and are available for inspection.

3. Matters arising from previous meeting.

Resolved: There were no matters arising from the previous meeting.

LK reported that Entrust had followed up concerns raised about SEND report.

4. Review of Committee structures.

Resolved: Governors confirmed that the Committee structure is effective and no changes were required at this meeting.

5. Reports

a) Chair and Vice Chair Actions

Resolved: The Chair reported that in consultation with MW he had authorised a change in contract for a member of staff.

Minutes from Committee meetings are available on GovernorHub.

b) Leadership and Management committee (1.5.19)

AM reported that:

- School data (see HT report) had been reviewed in depth.
- FunFest holiday provision is in place. MW added that take up has not been as great as expected. On some days there will be no provision , but alternative care will be available on other sites.

Governors identified the reasons for this may be cost – Fun Fest costs although in line with other providers may be too expensive.

MW said that school was trying to be as flexible as possible concerning bookings, but provision will need to be evaluated later.

Resolved: The minutes were received and accepted.

c) Pre-school committee (1.5.19)

IH reported that:

- Admission numbers for September are low but will increase during the school year.
- Maternity Cover is in place for Gemma Martin.

Resolved: The minutes were received and accepted.

d) Catholic Life and Curriculum Committee (1.5.19)

LF reported that:

- Alpha course Mini introduction was well attended
- 6 staff have continued with course, reflecting the depth of Faith at St Elizabeth's
- Sacramental programme and celebrations completed.
- Inclusive support given to children from non-Catholic schools from the parish who received sacraments with St. Elizabeth's children.

Resolved: The minutes were received and accepted.

e) Finance, Buildings and Health and Safety Committee (11.6.19)

JMcS reported that:

- Premises provision for pre-school is being investigated by MW. This was required due to current NoR exceeding recommended space requirements.
- Wendy Sears has completed H+S audit (report will go on Governor Hub when available)
- Pre School to have limited access to school facilities if capacity (children/ floor area) is exceeded.

Resolved: The minutes were received and accepted.

Link Governor reports.

i) Health and Safety Visit (JH)

JH shared his report which highlighted:

- Positive management of maintenance and all H+S procedures.
- Security had been discussed

- End of day procedures had been discussed.
- Items requiring action have been addressed fully.
- Overall positive visit – evidence of continued development and improvement over recent years.

ii) Maths (PM)

- Visits have been booked for summer and for autumn.

iii) Early Years (SF)

Early Years (SF) Has met with Subject Leaders recently

- Moderation of EY assessment took place.
- 18/26 pupils achieved GLD
- Relationships was the strongest area
- Spelling has been introduced across the curriculum
- Induction for 26 new pupils took place and will be followed up with a coffee morning
- Outdoor climbing frame purchased by Friends of St Elizabeth's
- Older Nursery children using green room due to overcapacity in Nursery room this term.
- Advice given to parents re: dummies and nappies
- Family events – Father's day, Beach party, sports
- Y6 pupils very supportive- credit to school
- Pre School now fully integrated into life of school.
- 100% Nursery children join Reception

iv) Science (ENC)

- Assessment being reduced to termly
- Increase in use of visual evidence – less writing – increasing recording success for less able writers
- Leader providing support as requested to class teachers
- Will be NQT mentor next year.

v) Arts Day (ENC)

- Attended Arts day
- Positive experience for all classes
- High levels of pupil engagement and enjoyment
- Blocking to be introduced next year – whole day for practical tasks to increase creative achievement
- Looking at dates to bring in artists from the community

vi) SEND (MH)

- Has met informally with LK – see update in HT report.

vii) Music (MH)

- Has been involved in ukulele lessons with Y4 and concert
- Progress of children – amazing from non-players to confident and enthusiastic musicians
- Behaviour of children at concert was exemplary.

viii) English / PSHE (DH)

- SC reported that DH had been on visits but was not present at this meeting.

ix) Computing (JmMcS)

- Link visit to be arranged.

x) RSE new resources – SC/LF/DH/SF

- Have started to look at Ten Ten resources which will be trialled in school next year.

xi) Safeguarding training

- Some governors attended L1 update training in school.

Resolved: The Chair thanked all governors for their commitment to Link Visits which have enabled them to gain first-hand knowledge of the curriculum and areas being developed.

7. Headteacher's Report

MW reported on

a) Catholic Life of school

- Y6 – visit by Bishop and confirmation
- KS2 Derby Faith Trail – MW reported that there is still some parental lack of support for this visit. The children who went had a great time and enjoyed meeting people and visiting places from different faiths. *Governors discussed the need to continue to work towards an acceptance of diversity and children gaining knowledge and understanding of different faith cultures. They suggested that this experience is widened to include parishioners in the future.*
- Y5/6 have visited St. Chads Cathedral and Y5 stayed at Alton Castle.
- Ten Ten resources are being trialled next year for RSE work. Staff will receive training before the end of term. Parental workshops to introduce changes have been very positive and will continue next year.

b) Staffing

- Operational structure completed
- NQT has been appointed and a change in contract has been approved. Staffing for next year is stable.
- MW reported that PPA cover for Spanish has not been satisfactory. An agency is used and the quality of supply staff has been poor. (teacher couldn't speak Spanish!!) MW is monitoring this and if necessary, will make other arrangements .
- CPD has included H+S training, Safeguarding, Curriculum and NPQ programme.

c) Attendance

- 96% achieved but below school target of 97% (ambitious target).
- PP attendance is higher than National average.

d) Behaviour

2 X Fixed term exclusions for dangerous behaviour. MW explained the support and provision that has been made. *Discussion took place regarding how school ensures the safeguarding of pupils on different sites.*

e) Teaching and Learning Analysis

MW provided data from end of Spring term and provisional Statutory Assessment data.

Early Years – 80% achieved Good Level of Development(GLD) – ABOVE school + National 2018 data

Year 1 Phonics - 87% achieved pass standard – above 2018 National average but slightly down on 2018 school data.

MW reported good parental support for Phonics had been noted.

Year 2 Phonics retakes – 0/2 were successful – one child made significant progress and the other has significant SEND needs.

End of KS1 data

	Met expected standard			Greater depth		
	School 2019	National 2018		School 2019	National 2018	
Reading	78%	76%	ABOVE	26%	26%	IN LINE
Writing	70%	70%	IN LINE	19%	16%	ABOVE
Maths	74%	76%	BELOW	26%	22%	ABOVE
Science	89%	83%	ABOVE			

Overall at least in line with National for expected standard.

End of KS2 data

- Provisional KS2 data has only just been published and school has not had opportunity to check papers/ marking / data yet. Detailed data analysis will be available next term
- Writing (teacher assessed) Expected standard 73% Greater depth 20%
- Maths 73% Expected standard.
- PP pupils – improvement on 2018 data
- Key priorities for next year will include: Maths / English – SC will support every morning in Y6 next year. Impact of support this year has been good. Reading – focus requiring resources, class texts.

Can resources be shared with LTPPC schools?

MW would like to build up school stocks.

Were the results what you expected?

MW said that there weren't any surprises. The staff know the children so well and although raw scores may be at/ below or above national thresholds, school is confident that the children did their best on test days.

f) SEND

Currently 31 children on register.

MW and LK reported that good links have been made with a network group including Two Rivers School. Networking is providing links with other SENDco.

Speech and Language therapy (SALT) has been cut so that only specialist provision is now available for the most serious cases.

Why has the number on the SEND register risen so much?

LK said that identification was smarter now and the support from Heather Goaby was enabling children to receive support quicker than using SENs.

Do we get additional funding for EHCPlans?

MW and LK explained the difficult process in getting an EHCPlan. Whatever the provision stated on the EHCPlan; school must pay for the first 10 hours provision from its current budget.

Will SEN costs increase?

MW said that increasing demands on the school SEND register, due to the reduction in centrally provided services will impact on the budget and more will be needed to be found in the future. MW said she was always mindful of the deployment of staff to meet pupil needs but the demands for school identification and sustained provision before referral was greater than ever before. Currently school is doing identification profiles so that some pupils can be referred to CAMHS.

g) Safeguarding

MW reported that currently there is 1 child on CP register, 0 on Child in need register and 0 LAC pupils. Increased family support has been provided through Malachi Trust and Local Support teams.

h) Behaviour.

MW was proud of the consistent high standards of behaviour and staff management of occasional incidents. There were 0 bullying incidents recorded.

i) Extra curriculum

Governors were pleased to see an increase in clubs for R/KS1 pupils.

MW said that a recent event at Rawlett school for Y1/2 pupils was not really suited to the Y1 children

MW was pleased that school had achieved gold Sports Award this year.

Trips and visits had taken place throughout the year. Y6 pupils recently had talks from the Street Wardens as part of their PSHE/ personal safety work.

j) Friends of St. Elizabeth's.

MW expressed her thanks to the Friends who once again have supported school and provided resources. The summer fayre was excellent. MW said that Bibles for younger pupils are on her wish list for next year.

The Chair, on behalf of all the governors thanked the Friends of St Elizabeth's for their continued support and fundraising.

j) SDP evaluation

MW had sent SDP for 2018/19 which had been RAG rated.

Most of the plan was green or amber – milestone/ success criteria achieved or on the way to being achieved.

Governors asked why p9 – use of portfolios was red.

MW/SC reported that the original plan had been evaluated and had proved to be an unnecessary action, so development was stopped.

Governors suggested using another colour / using green to show that development was achieved and was no longer an active development point. Overtyping / adding annotation would demonstrate that school needs have changed since the SDP was written.

MW said that the new SDP would transfer amber items if not completed or embedded. New SDP would be shared with governors in autumn 2019.

Resolved: Governors thanked MW for another excellent report which gave them lots of information and supported their knowledge and understanding of school strengths. They confirmed that through committees and Link visits they were more than satisfied that the information provided was secure.

7b. Report from Chair regarding academisation

The Chair thanked all governors for their responses to the documents sent out on behalf of LTCCP. The joint response letter has been sent to BDES but to date there has not been a reply.

Resolved: Governors were satisfied that LTCCP had responded fully to the request from BDES and look forward to receiving a reply.

7c Governor self-evaluation

The Chair asked governors to reflect on their effectiveness over the last 12 months and to suggest changes for improving governance for the future.

Governors identified

- *4 FGB meetings had been enough to deal with agenda and meet statutory requirements for governance.*
- *The current FGB was a vibrant group of commitment and hardworking people.*
- *The quality of feedback, reporting and information from MW and Senior Leaders was excellent – so good that governors did not need to ask questions*
- *The committee structure was fit for purpose and enabled all aspects of governance to be effective.*
- *Clerking at Committee meetings was good – thanks expressed to Jenny Atkins.*
- *Governors worked with confidentiality and supported corporate decisions fully.*
- *Governors were active – ensuring Link visits took place, ensuring they have read and prepared for meetings, attendance was good.*
- *The governors work as an efficient and well organised team – everyone is involved and no one is a passive or uninvolved governor.*
- *The mix of experience and recently appointed governors works well – effective mentoring and support is given to less experienced governors*
- *The quality of leadership by the Chair is appreciated by all governors.*

ACTION: Over the summer PM will collate skills audit information and report back next term.

Governors asked MW what else she would like from governors.

MW said that she appreciated the work governors do but would like to see the Governor profile raised further through attendance at school events – being a more public face for stakeholders.

Governors noted that they could develop this by

- *Supporting new parent's induction coffee morning*
- *Being present and identifiable at school events*
- *Using attendance at Parents evening as an opportunity to engage with parents – over a drink, welcoming, completing surveys etc.*
- *Governors also suggested that they could do a regular termly newsletter – information about what the governors have done, plans, pen portraits etc.*

ACTION: The Catholic Life Committee volunteered to take this on.

Governors asked if school calendar / events be sent via Outlook / Governor Hub so that they know what is happening and increase governor attendance.

Governors identified that they could provide greater challenge and opportunities for school leaders to be accountable by using ASP/ IDSR data, Governors noted that MW always provided summary information, but noted that they should use reference tools themselves.

Governors noted that they have great faith and trust in what they are told by school leaders but could be more strategic by using information firsthand.

ACTION: Leadership and Management Committee to access ASP/ IDSR at their meetings – Chrome books to be available.

8. Governor Information Pack

a) Safeguarding	Addressed via HT report
b) Strategic Leadership	Addressed via item 7b
c) Accountability	Addressed via HT report
d) Financial Accountability	Addressed via Committee report see 5e
e) People	Noted that Governor space modules have been shared with all governors. AM will circulate remaining modules over the summer.
f) Structures	
g) Compliance	SRE – see HT report and Link Gov reports
	Baseline – see EY Link report
	Music – See Link Gov report
	SEND – see HT report + Link Gov report
h) Evaluation	See item 7c

9. AOB

Have the problems seen in a Birmingham School regarding RSE had any impact at St. Elizabeth's.

MW said there had been no impact or concerns raised.

10.Thanks

The Chair thanked MW and Sc for their continued strong leadership of St. Elizabeth's.

He expressed thanks on behalf of the Governing board, to all the staff, pupils and families and others in the school and parish community who have contributed in any way to achieving a very successful year.

AM thanked governors for their contribution and commitment to St Elizabeth's,

Governors thanked AM for his strong leadership and appreciated all he has given to the Board and school this year.

11. Dates for 2019/ 20 Full Governing Board Meetings.

WEDNESDAY 16TH OCTOBER at 6.00pm

THURSDAY 23RD JANUARY at 6.00pm

MONDAY 30TH MARCH at 6.00pm

WEDNESDAY 8TH JULY at 6.00pm

Chair _____ Date _____

ACTIONS

Item	Action	Who?	Outcome
5e	H+S report to go o GovernorHub when received	JA	
7c	Governor newsletter (Termly) Catholic Life Committee	LF	
7c	ASP/ IDSR data to be actively reviewed at L+M Committee meeting and questions minuted.	AM MW	