

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

Held on Tuesday 16th October 2018 at 6.00pm

1. Apologies and Attendance

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

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

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

2. Election of Chair

Nominations were received at the meeting for Mr Anthony Mason

Resolved: Mr A Mason appointed Chair of Governors for 12 months.

3. Election of Vice Chair

Nominations were received at the meeting for Mr Ian Hamilton.

Resolved: Mr I Hamilton appointed as Vice Chair for 12 months.

4. Governing Board Matters

a) **Membership.**

The Chair confirmed that:

- Mr J Hutton had been appointed as LA governor.
- Mr P Malewski is awaiting confirmation of appointment as Foundation Governor
- Mrs M Hopper has agreed to stay on the Board until after RE Inspection.
- 1 Foundation Governor vacancy.

b) **Confidentiality.**

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

c) **Register of Business Interests.**

Resolved: The annual declarations of Business interests were signed at the meeting.

Action: School website and GIAS <https://get-information-schools.service.gov.uk>
To be updated.

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 was approved and signed by governors.

Action: Catholic Life and Curriculum Committee to compare Entrust code of conduct with BDES code and recommend model for 2019/20.

5. Minutes of the Previous Meeting

Resolved: The minutes of the meeting held on 3rd July 2018 were approved subject to the following amendment.

*“Our Mission**Our mission is to strive for the fullness of life for everyone.**Through education and prayer, we listen, learn and grow with Jesus.”**Should read as-**“Our Mission**Our mission is to strive for fullness of life for everyone.**Through education and prayer, we listen, learn and grow with Jesus.”***6. Matters Arising from the Previous Meeting**

Governorspace application has been registered. Self-audit to be completed.

7. Review of Committees and Nominated/Link Governors**a) Committees.****The following committee structure was approved for 2018/19.**

Sub Committee structure 2018/19	Governors
Finance and Building	Jane McSweeney, Peter Malewski, Edenir Nunes Chrysostalis, Jason Hutton, Michelle Walsh, Sarah Colloff
Catholic Life and Curriculum	Lisa Fahy, Stephanie Farnworth, Anthony Mason, Debbie Heath, Lucy Kessler, Michelle Walsh, Sarah Colloff
Pupil Admissions	Ian Hamilton, Maureen Hopper, Lucy Kessler, Michelle Walsh, Sarah Colloff
Appeals	3 non-staff governors as required
Leadership and Management	Anthony Mason, Ian Hamilton, Maureen Hopper, Debbie Heath, Michele Wash, Sarah Colloff
HTPM	Anthony Mason, Ian Hamilton, Maureen Hopper
HT/Pay Panel	Peter Malewski, Anthony Mason, Maureen Hopper, Michelle Walsh
Complaints and Discipline	Maureen Hopper, Edenir Nunes Chrysostalis, Anthony Mason, Michelle Walsh, Sarah Colloff
Pre School	Ian Hamilton, Fr. Michael White, Lucy Kessler, Stephanie Farnworth, Michelle Walsh, Sarah Colloff

b) Nominated Governors.**The following Governor structure was approved for 2018/19**

Responsibility	Governor
SEND/ LAC/ Prevent	M Hopper
Finance	P Malewski
Health and Safety	J Hutton
On Line safety	J Hutton
Pupil Premium	D Heath
Pre School	S Farnworth
Sports premium	A Mason
Website Compliance	I Hamilton
Governor Training	A Mason
Catholic Life	M Hopper

The following Link Roles were approved for 2018/19

English	D Heath
Maths	P Malewski
RE	L Fahy
Science	E Nunes Chrysostalis
PE	A Mason
Art /DT	J Hutton
History/Geography	I Hamilton
Pre School/ Early Years/ Reception	S Farnworth
SEND	M Hopper
Music	M Hopper
ICT	J McSweeney
PSHE	D Heath
MFL	M Walsh
NQT	L Fahy

Resolved: Agreed that terms of reference and appointments would be available on website.

8. Reports

Chair's and Vice-Chair's Actions.

The Chair reported that he had taken the following actions on behalf of the governors:

- A TA appointment had been approved to support a pupil with additional needs.
- HTPM had been completed
- Date to be set for Pay Committee review.

a) Committees.

The following committee reports were received. Committee Chairs gave highlight information. (Minutes had been sent prior to the meeting.)

Pre School Committee (19.9.18)

IH reported that

- Children looked very smart in their new uniform
- Curriculum development continues with support from school
- Finances are healthy
- NoR (Number on Roll) – almost at full capacity
- Temporary staff appointments have been made permanent considering NoR

Catholic Life and Curriculum (3.10.18)

LF reported that

- Science Quality Mark has been achieved
- MFL includes Spanish
- Pupil Ministries were shared
- Evidence trail for RE Inspection was further developed

LK shared the headlines of evidence for inspection.

- SDP – SDP includes significant focus on Catholic Life and RE which permeates all areas of the curriculum. Regular reported to governors via HT report and Committee minutes. RE/ Catholic life is integral to everything that happens at school.
- Staff appointments include SRE (Safe recruitment) and Catholicity focus – however the governors make the best appointment for the school whilst

ensuring the support of individual applicants for the ethos and faith of the school.

- Catholic Life/ Curriculum committee is strong and regularly monitor the ethos and practice of faith within school.
- Governors have access to diocesan training and school inset
- Governors are focussed on the Catholic life of the school and demonstrate their commitment through parish and school events and sacramental celebrations. At times governors may have operational involvement but are aware of their role and involvement as governors is strategic.
- Governors participate in class visits and liturgical celebrations
Governors play a significant role in the life of the school and most are involved in their own parishes and faith communities.

Finance and Business Committee including H+S (2.10.18)

JMcS reported on:

- Lettings update and policy revision
- Budget update
- Staffing changes and additional costs
- Premises – work required
- H+S (Preparation for audit in November 2018)
- Development plans
- Thanks to JH for practical support

Leadership and Management Committee (31/10/18)

AM reported that:

- Pupil outcomes and data had been monitored in depth
- SDP (School development Plan) had been approved
- Safeguarding practice and policy had been reviewed considering KCSinEd (Sept 18)
- Complaints policy is to be revised
- Pupil attendance and LA procedures were considered

Resolved: The minutes of the above meetings were received and approved by the FGB

b) Nominated/Link Governors.

ICT Link Governor (JMcS) confirmed that

- Chrome books have been received and are being well used across the school
- Training is in hand for RE app to increase use of ICT in RE lessons
- Leadership and development is much improved

RE Link Governor (LF) confirmed that

- Subject leader was providing evidence for Catholic Life Governor
- Targets had been discussed
- The impact of pre-school faith experiences were very varied

Sports premium governor (AM) reported that

- Leadership of the Physical Education curriculum and provision was strong and continues to improve.
- Sports premium strategy for 2018/19 had been discussed

SEND governor (MH) reported that

- EHCP applications and progress had been discussed
- School provision for individuals with challenging needs had been discussed
- Use of alternative providers had been discussed

English governor (DH)

- Reports to be received.

The Chair reminded governors that the Link role was an important role for governors to enable them to form professional relationships with subject leaders and to enhance their knowledge and understanding of school policy and practice. The chair reminded governors of the need to provide opportunities to challenge and hold school leaders to account and to ensure feedback to the FGB. The expectation was that all governors would undertake a Link Governor visit at least once per annum.

Resolved: The Chair thanked governors for their committee reports and Link reports which demonstrated their effective involvement, strong governance and continued support for the work of school staff.

9. Headteacher's Report

The HT report had been sent to governors prior to the meeting.

MW updated governors on the Catholic life of the school and was delighted to receive positive feedback regarding Enrolment Masses. She noted that the Parish team are active visitors in school and pupils were developing different ministries with support from staff and the parish team. A Parents in Prayer group had been formed and actively consulted about the Catholic Life of school, policies and evaluation of provision. This group had reported that the quality of staffing was a strength of the school.

Governors identified the need to develop further parental outreach and to ensure non-Catholic parents feel welcomed to this group.

MW reported that staffing is stable, although there was a need to consider additional TA posts to support Individual children.

Senior leaders are attending mental- health and wellbeing training.

Performance management for teaching staff has been completed and support staff are currently being reviewed.

MW reported that attendance targets were not achieved last year, however some groups e.g. travellers showed significant improvement. Dips in attendance data could be explained by some pupils belonging to more than one vulnerable group (e.g. travellers and PP pupils)

MW explained how and why fixed term exclusions had been used.

Overall pupil outcomes data was accounted for. MW explained that SAT's data showed variance with Teacher Assessment data. She noted that a significant number of pupils were on the cusp of achieving expected standards in Maths and had they achieved a few additional marks, school data would be much more positive. Data had been monitored in greater depth by the Leadership committee.

MW confirmed that external audits had been used since 2017 and that school SEF judgements remained correct. The SEF evaluation process demonstrated that school had identified key priorities and overall judgement remains Good.

The School development plan includes opportunities to

- Embed developing practice and training
- Provide partnership development with LT CPP (Lichfield and Tamworth Catholic Primary Partnership) including joint training, school visits, curriculum development, moderation and assessment. Currently schools are engaged in peer visits linked to Modelled writing in RE – thus addressing writing, aspects of English development, RE content and opportunities for assessment and moderation.

- HeadTeacher and senior leaders to continue to meet regularly to share good practice and to challenge and develop leadership.
- Quality Science mark has been achieved and MW reported that science is now a very popular part of curriculum development. The experience of gaining the Quality Mark was also supporting subject leadership across the school.

SEND provision is supported by external advisor. A new Educational Psychology provider is also in place. Senior Psychologist advice has been received regarding a pupil with challenging behaviour. MW shared behaviour data related to an in-school incident of bullying.

MW shared extra curriculum and sports activities that in addition to physical activity support well-being and enjoyment. Information was provided from Pre School and each year group.

MW expressed thanks to the Friends of St Elizabeth's who have donated £800 for the purchase of new bibles.

Governor questions

Is there opportunity to develop religious education in pre school?

MW said that Pre School must be non-denominational and whilst the development of values and social, emotional and personal skills and awareness were certainly developed through the curriculum, specific Catholic practice was not taught. Pre School took part in school celebrations. The Catholic knowledge pupils bring to reception class comes from home and governors appreciated that this was very varied.

How are specific year groups operating compared to their performance last year?

MW said that higher expectations were evident with one year group and pupils were responding very positively. Gaps in their learning had been identified and appropriate support and intervention was in place.

The current Y6 have made a very positive start to the school year and performance is at least in line with previous years.

MW said all pupils would be assessed at half term.

TA support would continue to be used for intervention and support in the afternoons.

MW shared developments to improve the quality of feedback and marking. She was very conscious of the need to reduce teacher work load and explained that this was being addressed by improving the quality of verbal feedback to pupils during learning, rather than staff writing copious remarks whilst marking books away from the classroom. She said that this was a developing area and staff were being encouraged to make feedback more meaningful for learning.

Governors asked had parents been informed of changes in practice?

MW said they had and this would be explained further at Parents evenings.

Resolved: The Governors thanked MW for her informative and helpful report.

10. INSET Days and School Closures 2018 - 2020

Resolved: These have been previously published for parents.

11. Safeguarding Updates

- i) Keeping Children Safe in Education New Statutory Guidance from September 2018
- ii) Working Together to Safeguard Children and New Regulations – February 2018
- iii) Designated Teacher for Looked After Children – update February 2018

- iv) DfE – Disqualification under Childcare Act 2006 – July 2018
- v) Sexual Violence and Harassment between Children in Schools and Colleges
- vi) Children missing in Education – Deregistration Guidance for Schools

Resolved: All governors have enhanced DBS checks in place. Governors have received KCSiEd guidance and policy and practice are compliant with current regulations.

Governors were advised that SRE (Safe Recruitment in Education) training is available via NSPCC on line training.

11b. Policy revisions

Resolved: The following policies have been revised and adopted by the FGB

- Staff code of Conduct
- Complaints (BDES model policy)
- SRE (Insight model policy)
- Admissions (Diocesan Model policy)
- Health and Safety (SCC model policy)

It was also noted that

- Letter regarding School Fund had been delegated to Finance, Business and Premises Committee
- SDP (School Development Plan) had been received and approved by the Leadership Committee on behalf of the FGB.
- Financial Scheme of delegation had been revised and approved by the FGB at this meeting.

12. Academisation Confidential Item

13. Strategic Leadership

- i) Being Strategic – Planning
- ii) Governance -National Governance Association - MAT Lessons learned
- iii) Building trusts – Ambition School Leadership report – June 2018
- iv) Church of England - Rural Schools Embracing Change report

Resolved: Governors acknowledged the importance of strategic plans – see previous item and advice from GIP.

14. School Development/Improvement Plan

Resolved: This had been received and approved by the Leadership Committee on behalf of the FGB.

15. Accountability

i) Data

- a) ASP- (3.3)- new sign in process
- b) Inspection Data Summary Report (IDSR)
- c) Education and Skills Funding Agency (ESFA)
- d) School performance in Academy chains and Local Authorities

Resolved: The governors are confident that the above information will be shared with them via reports from Senior Leaders later.

ii) Education Endowment Foundation Latest News

- a) Metacognition and Self-Regulated Learning – Report published May 2018
- b) Feedback – not just marking
- c) Preparing for Literacy: Improving communication, language and literacy in the early years

Resolved: The governors acknowledge the information in GIP and were assured that developments to improve the quality of marking have been put in place.

iii) Finance accountability (3.4)

- a) Approved School Budget
- b) Charging and Remissions
- c) Carry forward/outturns
- d) Benchmarking

Resolved: Governors were assured that these items are addressed through the Finance, Business and Premises Committee, who report back to the FGB.

16. People

- i) Newly Qualified Teachers
- ii) Governor Training Schedule
- iii) GovernorSpace – DfE Funded Training Available Now
- iv) Reducing Teacher Workload May and July 2018 Reports
Level 6 Apprenticeships in Teaching

Resolved: There are no NQT's in post currently.
Governorspace application and Self-evaluation is in progress.

17. Structures

Resolved: Governance structures have been revised see item 7

18. Compliance

i) Governance Procedures (6.1)

a) Health and safety

- i) Wellbeing in schools
- ii) Further essential information from schools – Fire and Asbestos

Resolved: Governors are supporting initiatives made by Senior Leaders to promote well-being in all aspects of school.

Governors are assured that school policy and practice are compliant with current regulations.

ii) Education (6.4)

- a) New Early Learning Goals**
- b) Technical Levels – T Levels**
- c) Religious Education (RE)**
- d) British Values**
- e) Safeguarding (covered on agenda above)**

Resolved: Governors are confident that current policy, practice and training is compliant with current regulations and that the safeguarding of all members of the school community is a high priority.

f) SEND

- i) The Learning Support Service as of September 2018

g) Pupil Wellbeing (6.8)

- i) Bridging the Gap Report – what schools can do

- ii) National Governance Association - Spotlight on Disadvantage Report – July 2018
- iii) Staffordshire Virtual School for Looked After Children.
- iv) Making an Impact in Education

Resolved: Governors are confident that the ethos, policies and practice of school support and promote the wellbeing of all pupils.

h) Information sharing (6.14)

i) Data protection – is your school complying with GDPR changes?

Resolved: Governors are confident that school management of GDPR is compliant with requirements and that they are informed of any breaches in practice and actions taken.

j) Guidance for Schools following the Governments Careers Strategy has placed new requirement on Governors

k) Admissions – see item 12

l) What schools should and must publish online.

Resolved: IH has been appointed as Governor with oversight of website compliance.

19. Evaluation

- i) Skills Audits
- ii) Coasting Schools- removal of regulation
- iii) Headteacher Performance Management

Resolved: The Chair confirmed that HTPM has been completed.

20. Other Information

Resolved: Governors noted the information contained in GIP.

21. AOB

22. Confidentiality

Resolved: Item 12 has been removed from minutes and is available to governors in Confidential Minutes.

23. Date and Time of Future Meetings including committee meetings where known

22nd January	6.00pm	Full Governing Board
26th March	6.00pm	Full Governing Board
10th July	6.00pm	Full Governing Board