



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

Held on Wednesday 16th October 2019 at 6.00pm

Prayer: The meeting was opened with prayer led by Mrs M Hopper

1. Apologies and Attendance

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

2. Appointment of Chair of Governing Board

Resolved: Mr A Mason was appointed Chair of Governors unanimously.

Action: TV to inform Entrust

3. Appointment of Vice Chair of Governing Board

Resolved: Mr I Hamilton was appointed Vice Chair of Governors unanimously.

Action: TV to inform Entrust

4. Governing board Matters.

a) **Membership** - 1 Foundation Governor Vacancy

b) **Confidentiality** – The chair reminded all present that matters related to this meeting were confidential.

c) **Register of Business Interests and Pecuniary Interests**

The Chair confirmed that all governors have completed Annual Declarations, except for Fr Michael.

Action: Fr Michael to complete Annual declaration of Business and Pecuniary Interests.

d) **Code of Practice**

The Chair informed governors that the BDES Code of Practice would be used for 2019/20. He explained that this code provided greater guidance with reference to Gospel Values and the expectations for Governor behaviour in all aspects of their roles within the school and parish communities.

Resolved: Governors approved the use of BDES Code of Practice and signed the acceptance register.

Action: Absent governors to sign register.

e) **Keeping Children Safe in Education (2019)**

The Chair confirmed that all governors had received a copy of this document.

Action: To read document and to sign register to confirm governors have read and understand their responsibilities regarding Safeguarding – at next meeting.

5. Minutes of previous meeting held on 1.7.19

Resolved: The minutes were accepted as a true record subject to the following corrections.

- *LTCPP* should read as *LTCPP*
- *Mrs Kessler* should read as *Mrs Kesseler*

6. Actions from Previous meeting

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

7. Review of committee structure / Link Governor roles.

Resolved: Governors agreed that the current structure is fit for purpose and meets the needs of School Leaders and Governing Board.

The Pre School committee is no longer required and Pre school / Out of School Club matters will be included in Leadership and management committee.

Finance and Building	Catholic Life and Curriculum
McSweeney P.Malewski A Mason E. Nunes Chrysostalis J Hutton M Walsh S Colloff	L Fahy S Farnworth A Mason D Heath L Kesseler M Walsh S Colloff
Pupil Admissions	Appeals
I Hamilton L Kesseler M Hopper M Walsh S Colloff	3 non staff governors to be appointed as required.
Leadership and Management	HTPM
A Mason I Hamilton M Hopper D Heath M Walsh S Colloff	A Mason M Hopper I Hamilton
HR / Pay Panel	Complaints and Discipline
P Malewski A Mason M Hopper M Walsh	M Hopper E Nunes Chrysostalis A Mason M Walsh S Colloff

Nominated / Link Governor Roles

GOVERNOR	Nominated Governor Role	Link Role
A Mason	Sports Premium Governor Training	P.E.
I Hamilton	Website Compliance	History / Geography MFL
M Hopper	SEND Catholic Life	Music
L Fahy	Safeguarding / PREVENT	RE / Collective worship NQT's
P Malewski	Finance	Maths
J Hutton	Health and Safety Online safety	Art/ DT
D Heath	Pupil Premium	English PSHE
S Farnworth	Early Years	Nursery/ Reception/ Out of school clubs
E Nunes Chrysostalis		Science
J McSweeney		IT

Action: Governor details to be updated on school website and Governor Hub

Resolved: The above roles and structure will be used during 2019/20.

The current terms of reference will continue except for the transfer of Pre School Committee to Leadership and Management Committee. (Terms of reference may need revising)

8. Reports

a) Chair's power to act.

Since the last meeting the Chair reported that:

- He had served on an appointment panel – NQT appointed.
- Continued to serve on LTCPP group. He reported that BDES had received the joint letter in June and had indicated that they would respond "soon". To date no response has been received.
AM had checked with BDES for assurance that the Governing Board is meeting required time frames. Advice received was that Governing Board actions are up to date.

b) Note: Committee minutes are available on Governor Hub.

i) Leadership and Management Committee 19.9.19 (AM)

AM reported that

- Outcomes and performance data had been reviewed
- Safeguarding revised considering KCSiE (2019)
- Holiday Club evaluation
MW added that Holiday Club – Fun Fest will not be going ahead in October half term. Although costs have been reduced there has been insufficient parental support to make this provision viable.

Pre School 11.9.19 (SF)

SF reported that

- Staffing changes have been implemented – no concerns
- Practice has been reviewed – no concerns
- Electronic recording to be introduced to streamline recording and reporting procedures
- Parental support continues to be good
- Out of school care continues to be well supported
- Safeguarding is compliant in Nursery/ Out of School settings.

Catholic Life and Curriculum 11.9.19

DH/ MH reported that

- Year 3 pupils had met committee
- Changes had taken place in Sacramental Programme within parish.

Governors have received feedback from other parents regarding the FHC Preparations.

- *The concept of a Spiritual Journey for families was seen by some parents as “you have to go”. However there was less apprehension following the meeting.*
- *The proximity of meeting dates and limited notice created difficulties for some parents*
- *The follow up procedure for non-attendance, made some parents feel pressurised.*
- *Lack of creche facilities were a difficulty for some parents*
- *The Passport / Parish expectation of attendance at Sunday Mass did not reflect the demands on some families and their commitments. Some parents are anxious about what happens if families are unable to attend Mass - will their child receive the sacraments alongside peers?*
- *Alpha course for children is on the same time as Youth Club – again this causes difficulties as children / parents are having to make choices.*
- *The FHC dates for 2020 for St Elizabeth’s and St Gabriel’s are on the same day. This may cause difficulties for extended family members / friends who would like to support pupils in both schools.*

Governors asked how this would be fed back to the parish?

These minutes will be seen by LF and MW who are leading Sacramental Preparations.

AM reported that a new parish Priest has been appointed for St Michael and St James church in Haunton. He will make contact soon.

Finance Committee - has not met yet

Pay Panel Committee

AM reported that

- SCC model Pay Policy had been approved
- Teacher salaries increase 2.75% has been approved
- Performance management cycle is on track for completion by statutory dates

Link Visit Reports

SF reported that she had attended several Reception events recently.

- Collective Worship – good parental support. Evidence of good pupil involvement and enjoyment

- Phonics meeting – good parental support. Pupils were involved and feedback from other parents was positive. MW added that relationships with the parents of this cohort are strong as most have attended Pre School and have confidence in the school.

ENC confirmed that she has a visit arranged for Science monitoring.

MW confirmed that the Art/DT days have been a much more effective use of time and children have enjoyed the challenges of their work and completing projects.

AM stressed the importance of Link Visits as a means of Governors engaging with staff and pupils to find out about the school and their curriculum areas.

Given the changes in Ofsted he advised governors to ask subject leaders a key question.

“How do you know about the standards and quality of provision throughout the school?”

He suggested that this could be a way of monitoring the intent of the curriculum, the implementation of development action throughout the school and the impact on pupil outcomes. It would contribute to evidence that governors could share with Ofsted inspectors about their monitoring roles.

Resolved: AM thanked Governors for their attendance at Committee meetings and for Link Visits and reports.

10. Headteacher's report

MW had made her report available prior to the meeting and noted that at this point in the term, it contained a lot of information to inform governors on

- Catholic Life of School
- Staffing
- Attendance Report
- Teaching and Learning
- School Development
- SEND report
- Behaviour Safety and welfare
- Sport report
- School Activities.

Catholic Life of School MW highlighted:

Prayer buddies appointed and making a positive start to their new roles

- Sacramental Programme has started
- Staff Alpha course has finished but voluntary activities will continue during the school year.
- Parish links have continued – Youth Worker
- Children joined in Prayer with Archbishop Bernard through IT on 9.10.17
- Macmillan Event raised £200 and was well supported
- Gospel assemblies are led by SLT weekly
- Staff have trialled Ten-Ten resources and partnership with LTCPP continues

Staffing – NQT appointment. SC teaching commitment is supporting Y6 and Y1 and enabling PPA and SENDCo release.

Performance management – completed for teaching staff, support staff is almost complete and HT arrangements are in place. MW confirmed that all staff have appropriate objectives which are

reviewed termly through Pupil Progress meetings. All teaching staff have a professional practice target, a leadership target and a RE/Catholic life target.

Attendance – 95.6% end of year data (93.1.% for PP pupils). Attendance so far this term – no concerns raised.

Teaching and Learning and Pupil data – Governors confirmed this had been reviewed in detail at L+M committee meeting.

School Development

- Reading is a key focus area for development.
- Trevor Sutcliffe (School Improvement Consultant) has spent a day in school – reviewed data and assessment processes, confirmed school strengths and advised on areas for development.
- Mike Prescott (Entrust) has also visited school and advised on development areas.

What is happening about reading development?

MW explained that Reading development this term has included staff training, audit of books and reallocation of books to ensure challenge in each year group, new resources purchased, and the introduction of VIPERS (Vocabulary, Inference, Prediction, Explanation, Retrieval and Summary skills).

Opportunities for reading by adults and by children have been increased to ensure extra access for the use of reading skills.

Reading corners are being developed in every classroom and displays will provide a focus for reading for the children. Staff have been involved in the analysis of reading data to ensure they have a good knowledge of school/cohort / individual strengths and areas for development.

In accordance with Ofsted, National Curriculum and network guidance, staff are reviewing the curriculum systematically to ensure progression of skills and knowledge across all subjects.(Current focus is Geography) .Changes have also been made to timetable to enable Art/DT days.

MW reported that progress this term had been very positive.

SEND

School is continuing to work with external specialists to support school provision and provide / access suitable support for pupils.

Safeguarding

MW confirmed that all staff have received training (L1). Leaders training is up to date. There have been no referrals this term but leaders have made use of Helpline support to ensure good practice and advice.

Behaviour

One cohort is presenting challenges within school but MW confirmed that advice and support has been sought. Parents have been informed.

What do you use as the trigger point for recording bullying incidents?

MW said that parental concerns, school records and tracking of incidents/ events are used.

External support is used for some pupils. However over 2018/19 there were only 2 recorded bullying incidents and 1 Racist incident, so governors should be confident that school procedures are very effective.

Sports and Extra Curriculum

MW reported that following Governor Recommendations some clubs are now available without charges to parents. This has increased pupil involvement in physical activities.

School events and activities

MW provided information about the events and activities pupils have been involved in this term.

Friends of St Elizabeth's

The Friends have provided funding to provide musical instruments, outdoor equipment and continue to work hard to raise funds for school.

Going back to 2019, has school established reasons for the variance between Y6 test results and Teacher Assessments in Reading? What have you done about this?

MW confirmed that this had been looked at in detail. 3 pupils did not perform to expectations on test day. The Threshold mark for reading had changed and a few children had missed expected standard by one /two marks. School has also identified the need to develop sustained stamina in test situations, so that pupils can complete tests in given time and ensure that the questions towards the end of papers are attempted. The 99 Club identifies pupils who are on the borderline between below/ achieving expected age-related expectations in each cohort so that individual support and intervention is given. SC is now teaching in Y6 regularly and this has increased the use of differentiation to ensure that all ability groups are challenged and supported in order to accelerate progress and raise attainment.

Governors received School Development Plan which will be monitored regularly by the L+M committee. Other governors will receive their summary and evidence of leaders being held to account for the progress and outcomes for pupils.

Resolved: Governors thanked MW for her very detailed and informative report.

11. Policies

Resolved: The following policies were approved with immediate effect.

- Admissions
- Charging and remissions
- Complaints
- Health and Safety
- Safeguarding
- Online safety
- Relationships and sex education
- Whistleblowing
- GB Code of practice
- Note: Governors received KCSiEd

MW noted that St Elizabeth's is within the Coton Green cluster, which will now have a higher priority for admission to Rawlett School.

12. Financial Accountability

The end of year Statement of Interest was received and approved.

13. Communication with Stakeholders.

LF had provided a draft format for The Governor newsletter.

Governors discussed how they could communicate with parents and concluded that

- Information should not be duplicated – Newsletters / Website / Governor Newsletter
- Opportunities should be taken for Governors to express their pride in the school / thanks/ etc.
- Content should be simple – this term we have looked at, Link visits have taken place to see, We are pleased to see
- Role of governors and who's who should be included
- Governors will be attending events
- Operational information should be left to school communication
- Urgent information to be included in school newsletters -

Action Catholic Life + Curriculum Committee to produce The Governor news.

14. Governor Information Pack

Governors had received GIP and confirmed that

- HTPM is in place
- Reduction of Teacher workload continues to be a priority for school leaders
- RSE – school partnership with LTCPP has enabled good progress to be made
- IDSR / Primary Inspection Data summary will be added to GovernorHub
- Tamworth schools benefit from deprivation index which enables school to access National Qualification training at significantly reduced costs – in place
- Use of external advice – school is using external advice and support effectively
- NGA – Academy case studies – Governors are aware of these documents which will provide reference points if academisation occurs in the future.
- Skills audit – in hand – PM coordinating

15. Other information

a) Governors asked for events calendar to be available on Governor Hub.

b) Change of Bank Account – School fund is currently with Yorkshire Bank. The local branch is closing. Governors authorised MW to change bank accounts. Governors suggested that she should look at options which may provide incentives to raise additional funds.

16. Dates arranged

Finance meeting 25th November at 4.00pm

FGB meetings :

THURSDAY 23rd JANUARY at 6.00pm

MONDAY 30th MARCH at 6.00pm

WEDNESDAY 8th JULY at 6.00pm

Actions from this meeting

Item	Action	Who?	Outcome
2/3	Inform Entrust appointment of chair/ Vice chair	TV	Completed
4b	Fr Michael to sign B+P. interest declaration.		
4d	All Govs to sign Code of Practice	All	
	All Govs to sign KCSiE (2019)	All	
5	H+S audit report to go on GovernorHub when available	JA	
5 +13	Governor newsletter autumn term to complete	CL+C committee	
7	Update website – changes in Gov roles/ Link roles	JA	
8bi	Take note of feedback received regarding Sacramental Programme	MW LF	
14	Complete skills audit and report back to FGB	PM	

Chair _____ Date _____