

**Minutes of Full Governing Board meeting
of St Elizabeth's R.C. Primary School.
Held on Tuesday 20th March 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, Mrs D Heath, Mr D Gallagher, Mrs E Chrysostali, Mrs S Farnworth, Mrs M Hopper and Fr M White

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

1. Apologies

Resolved: That apologies for absence be received and accepted from Mr A Bentley

2. Governing Board Matters

a) Membership.

Mrs L Fahy confirmed that she has received notification from the Diocese of her reappointment as a Foundation Governor.

Action: TV to inform Entrust

Mr A Bentley's term of office is due to expire in May 2018. He has decided to step down from being a Foundation Governor after many years of dedicated service.

This will leave a vacancy for a Foundation Governor with financial skills. Current Foundation Governor Vacancy has not been filled.

b) Confidentiality.

The Chair reminded all present that all matters relating to this meeting are confidential.

c) Register of Business Interests.

No changes were declared and MW confirmed that the Business register is up to date.

d) Declaration of Interest Business and Pecuniary.

e) Code of Conduct.

3. Minutes of the Previous Meeting.

Resolved: The minutes from the meeting held on 23.1.18 were approved as a true and accurate record. They were signed by the Chair and are available for display.

4. Matters Arising from the Previous Meeting

- Parish of St Michael and St James, Haunton.

The Chair informed governors that the Diocese has decided not to appoint a new Parish Priest. No decisions have been made regarding parish boundaries or use of parish buildings.

No action is required by school.

Item	Action	Who	Outcome
2	Inform Entrust of membership changes	TV	Completed
2c	Update governor pages on website – membership / business interests	IH JA	Updated to include new governors
2e	Check gobs have 2017 version of Code of Conduct and sign register to confirm acceptance	JA TV	Completed
4	Govs who have not done L1 Safeguarding to let MW know availability	Gov	Arrangements will be made for summer term FGB meeting to incorporate training.
4	MW authorised to spend Capital fund – electrical work / ICT within delegated powers	MW	Chrome books have been purchased. Electrical work is to take place over Easter Holidays.
11 ii	Curr+ Catholic Life committee to review RSE / make recommendations and feedback to FGB for approval.	LF	Summer term agenda
11 ii k	Review Privacy notice (DfE) model and changes for GDPR	MW SC	21.3.18 Partnership audit and update to be completed

5. Reports

a) Chair's Actions.

Resolved: The Chair confirmed that no actions had been required on behalf of the Governing Board.

b) Committees.

Pre School Committee (7.2.18)

IH presented the minutes from this meeting.

He noted that Pre School has identified the need for active marketing for new homes on Ashby Road developments. 24 pupils are now on roll.

Outdoor provision required improvement.

MW confirmed that a lot of changes had taken place in Pre School, who have embraced the opportunities to become fully integrated into school. Pre School participate in school events. The feedback from parents is very positive.

The only area of concern from parents, which may be impacting on take up of places, is the timing of sessions. MW acknowledged that this is difficult, but changes could be made in the future. She also identified opportunities to extend wrap around care if pre School times were brought in line with school times.

Action: This is to be followed up at Pre School Committee meeting on 9.3.18

Resolved: The Pre School Committee were thanked for their report.

Catholic Life and curriculum Committee

LF gave a verbal report, pending publication of minutes.

Governors had met pupils and had participated in a joint work trawl with senior leaders.

The requirements of Diocesan Inspection were reviewed.

Governor involvement in collective worship was identified as an area to develop further. AM reported that he had worked with a class as they prepared a worship session and he had been very impressed with the knowledge and confidence pupils had.

Governors noted that parents who have attended collective worships have also been very positive.

Action: Sex and Relationships education to be reviewed at summer term meeting.

Resolved: The Catholic Life and Curriculum Committee were thanked for their report.

Leadership and Management Committee (8.3.18)

The minutes of this meeting were presented to governors.

Partnership – Catholic partnership group continues to develop, and a peer review process is being established to promote external monitoring and validation of standards by Headteachers.

Pupil Premium impact was reviewed, and governors were concerned about the impact of decrease in funding for next year's budget.

Sports premium was reviewed –Commando Joe continues to have a very positive impact on the school community.

Resolved: The Leadership and Management Committee were thanked for their report.

Nominated/Link Governors.

IH – History/ Geography (5.3.18)

- Cornerstone scheme is now fully in place
- Scheme is very positive with children and staff
- Shared book trawl with subject leader.
- All seems to be working well in accordance with action plan

MH – SEND

- Additional support is being provided by Heather Goeby in addition to statutory support from Staffordshire to provide Y6 targets and programmes, KS1 referrals and KS1/2 reviews. 12 children have received support and school leaders report that the quality of provision provides better value than using Entrust SEND service.

The quality of reports and information is good and provides clear support for teachers and parents.

SF – ART/ DT

- This was the first monitoring visit by SF.
- Action plan is in place
- Topic weeks are planned
- Curriculum activities are linked to Cornerstone work.

DH – English

- Post Ofsted plan is in place to address spelling, punctuation and vocabulary work
- Subject toolkits have been updated to promote learning at greater depth
- Diving deeper into writing marking is used to promote next steps
- Questioning skills have been transferred from Maths to promote pupil reflection and self-assessment
- Overall good progress is being made

IH – Pre School

- LK is supporting the development of Phonics and training
- Staff have visited other pre schools and have benefitted from seeing good practice
- Regular meetings take place each week
- JMc is supporting TA development

DH – Pupil Premium (First monitoring visit)

- Autumn term data reviewed with senior leader
- Triangulation of data/ attendance and learning programmes
- Impact of provision evaluated
- Impact of not applying for FSM is having an impact on PP funding.

Discussion took place regarding the additional funding school is providing for SEND and how this reflects the predicted shortfall in PP funding.

AM – Physical Education

- External support from Progressive Sports was in place for KS1/2. The use of Progressive Sports may be reduced in the future due to increased staff knowledge and skills.
 - Action Plan is being delivered
 - Sports Premium is being used to provide opportunities for sustained physical Commando Joe initiative.
 - 2 hours per week is dedicated to PE

Governors discussed the need to ensure physical activities outside school are also developed, especially during holiday periods. Governors were pleased with

provision but noted that the school/ home balance of physical activities could be improved.

Resolved: The Chair thanked all governors for their link reports which demonstrated how governors are increasing their knowledge of overall effectiveness by holding subject leaders to account for progress and standards. He noted that good relationships have been established between governors and staff and asked that outstanding visits are completed by the end of summer term.

6. Headteacher's Report

MW presented her Headteachers report which governors received prior to the meeting.

It covered: -

- i. Catholic Life of School
- ii. Staffing
- iii. Attendance Report
- iv. Teaching and learning
- v. School Development
- vi. SEN report
- vii. Behaviour, safety and welfare
- viii. Sport Report
- ix. School activities.

Catholic life of school

- Partnership days were effective and supported strong Leadership and Management at all levels through sharing good practice, CPD and moderation.
- Reflection journals are being used well to record aspects of the Catholic Life of School. At KS1 these are class based but in KS2 pupils have individual books that provide a record of what children have experienced, personal learning and reflections. These have been shared with parents.

Staffing

- New staffing arrangements for Y6 is having a positive impact
- Ann Robottom is leaving after many years dedicated service. Governors expressed their thanks for all she has done. New appointment has been made.
- A 1-year teaching contract will be made (subject to final budget) to enable PPA / Music cover to be covered internally.

Attendance

- Current attendance is 96%
- PP attendance is lower but shows improvement.
- Individual family concerns have been followed up effectively.

Teaching and Learning

- Data had been reviewed in depth at committee meetings
- Although Y5 data shows discrepancies, MW noted that this was not due to the quality of teaching and learning. She is following this up with staff.

- In response to concerns about the quantity of assessments taking place using PIRA / PUMA systems, MW is proposing to change assessment schedule next year.
- standardised assessments will be used but NFER assessment will be used with some year groups and younger pupils will have more teacher observed assessment. This is currently being developed by senior leaders.

SEF

- MW reminded governors that HMI judgement indicated that school leaders make secure and reliable judgments. MW confirmed that in most areas of the SEF, school judgements remain at good, however some aspects required improvement as reflected by the action plan. The Catholic partnership is having a very positive impact. Following established teacher links, development work is taking place to facilitate Teaching Assistant links and the opportunity for peer observations in different schools.

Science Quality Mark – continuing to develop working for this award.

Behaviour, safety and welfare

SEND provision is good/outstanding and despite reduced LA funding, school has managed and financially supported additional support to meet social/ emotional and learning needs. It was noted that central support is no longer available, and school will have to buy in statutory services. MW highlighted the need to ensure quality and best value and noted that this may be looking at external providers more in the future.

Safeguarding

Currently there are no safeguarding cases. 1 incident of bullying has been recorded and parents have been supportive.

School events

- Pre School – parental support for Mother's Day was very good. Chickens have hatched and gone back to the farm – families loved this experience.
- Sports events – school has done well in recent area events. Governors noted that it was good to see pupils taking part in competitive events.
- Friends of St Elizabeth's – have continued to provide fantastic support and has purchased a new altar for Masses and worship MW expressed thanks to all the Friends for their support and hard work – it was valued greatly.

No further governor questions were noted regarding the HT report.

Discussion took place regarding growing family /community needs. Considering school budget limitations, governors asked how they could support school as they work to meet support further family/ pupil needs,

MW explained that school followed strict referral procedures to agencies like SENDS and First Response.

Governors identified the opportunity to develop further parish links could be a way forward.

AM asked if a starting point could be signposting access to parish organisations.

Fr M acknowledged that school often went beyond their statutory obligations to support families. At a time when Local Authority services are being decimated, the importance of self-help was greater than ever.

Accessing professional help / facilitated self-help was essential but governors noted the need for caution regarding the use of professionals and ensuring quality assurance before referral.

Parish and School currently work very closely together when needs arise, but Fr M noted that schools are filling in more gaps to meet family's needs.

Governors noted that problems at home may impact of a child's performance at school. The need to support parents may be as strong as the need to support pupils.

Governors identified that effective school outreach could provide emotional support for families, but this often depended on the trust, confidentiality and relationship with school.

Governors identified the need for school and parents to know what is available – so that parent networking could provide signposting for those in need.

The importance of communication, quality assurance and support were essential requisites to any development work with families.

LK advised using Staffordshire Marketplace could provide contacts / or a model to develop.

Action: Newsletter to signpost parents to Staffordshire Market place website.

After lots of discussions on what could be developed, the chair drew discussions to a close by acknowledging that: -

School is focussed on securing support for families based on individual needs.

They are currently doing a great job.

The needs of some families extend beyond what the school can offer, and other agencies and services could be made known to those in need,

The need to explore how this idea could develop would involve representation from different organisations in the parish.

Fr M confirmed that parish meeting place is available if required for meetings etc.

Resolved: Governors to consider how increasing family needs could be supported.

7. Finance/ Budget

a) SVFS

Governors had received a draft copy of SVFS report.

Resolved: Thanks, were expressed to Jenny Atkins for the work she had done in producing this report.

Resolved: AM was authorised to sign and approve the final copy of SVFS prior to submission by 31.3.18.

b) End of year

MW presented end of year information related to 2017/18 budget.

She explained variances and informed governors that a small carry forward is expected.

She noted that 2017/18 budget had used funds from contingency reserves to support additional TA hours, complete essential maintenance and upgrading work and to ensure the budget was balanced.

Current reserves are approximately £48960 (general) and £10,000 (Diocesan reserve)

Additional items required to be paid from the 2018/19 include outstanding PAYE tax bill from Pre School. It was noted that Pre School had £36,000 credit when it transferred to become part of school.

Governors asked if Pre-school income was sufficient to support salaries and current staffing.

MW confirmed that they had been included in budget plans.

Governors asked if pre-school provision was sustainable?

MW reported that Pre School budget will become part of main school budget. The Pre School committee would continue to monitor income / expenditure.

MW informed governors that £8600 was due back from the diocese and this would be paid into budget. (Chrome Books reimbursement)

Resolved: Governors approved the outstanding payment of Pre School PAYE tax and for salaries to be paid as presented on budget plan. Governors confirmed that the predicted out turn from 2017/18 budget is approximately £6253.

c) 2018/19 budget

MW presented a draft budget allocation report. Expected income was £962,720.

The projected expenditure plan was presented.

Discussion took place regarding the continuation of additional TA support.

Governors noted that costs had risen considerably and MW explained that this was due to expected pay rises using the staff modeller. Back dated pay awards and increased on costs were placing extra demands on the budget and she raised the question “do we cut services or use reserve funds to provide support?”

Governors asked what would happen to reserves if school were to convert to an academy in the future?

After lengthy discussion, including moving funds from different codes, governors made the following decision.

Resolved: To support the principle of meeting pupil needs and to provide some afternoon TA hours was essential. Therefore £6780 would be moved from reserves to support 2018/19 budget and to fund 4 X TA (afternoon) support hours.

MW explained changes required for 2018/19 budget

- Training would be reduced
- Building maintenance work has been done and no one off big expenses are anticipated.
- SLA costs have risen and leaders would look closely at needs and value for money.
- Staff absence insurance will change to a cheaper provider
- Learning resources – will be reduced
- Curriculum support will be accounted for by different codes
- Purchases by Friends of St Elizabeth’s will continue to be outside the budget

The Chair asked governors to consider if costs could be reduced by cutting the number of clerked meetings.

Resolved: Draft budget approved. Final budget to be confirmed by Finance Committee and to be monitored regularly.

8. AOB

The following policies had been reviewed, updated and approved by the Governing Board

- Health and Safety

- Behaviour and Discipline (School practice)
- Staff discipline
- Capability procedures

9. Confidentiality

Resolved: No items were identified as requiring Confidential minutes.

10. Date and Time of Future Meetings

Saturday 28 th April	Friends of St Elizabeth's Quiz night
Wednesday 9 th May	Pre School committee
Thursday 17 th May	Catholic Life and Curriculum Committee
Thursday 14 th June	Leadership and Management Committee
Wednesday 20 th June	Buildings and Finance Committee
Tuesday 3 rd July	FULL GOVERNING BOARD meeting.

Chair _____ Date _____

Item	Action	Who?	Outcome
2	Inform Entrust LF appointed as FO gov – 4 years, AB not standing after term of office expires		
4	Summer FGB – early start for Safeguarding training	MW AM TV	
5b	Pre School committee – consider change of session times	Pre School Committee	
5b	SRE review – summer term – Catholic life and Curriculum committee	CLC Committee	
7a	Sign and submit SVFS	AM	
7	Final budget to be approved by B+F committee	B + F committee	
Final deadline for printing and posting of papers for next FGB meeting on 3.7.18 is 18th June (am)			