



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

Held on Thursday 23rd January 2020.

Prayer: The meeting was opened with prayer led by Mr A Mason

1. Apologies and Attendance

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

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

Apologies: Apologies were received and accepted from Fr M White and Mrs S Farnworth

2. Governing Board Matters

a) Membership.

Mr P Malewski had resigned from the Governing Board.

Action: TV to inform Entrust / remove from Governor Hub

a/i) Vacancies – 2 X Foundation Governors are required

Action: TV to inform Fr Michael and request advertising on Parish Bulletin.

JA to inform Diocese

b) Confidentiality

The Chair reminded governors that all matters related to this meeting were confidential.

c) Register of Business Interest

JA confirmed that the Register of Business Interest is still not complete.

Action: MW to sign Register of Business Interest.

TV noted that declarations on Governor Hub do not match school records.

Action: JA to collate GH/ School records to ensure consistency.

d) Declaration of interest – Business and Pecuniary

Resolved: No declarations were made regarding items on agenda for this meeting.

e) Code of Conduct

The Chair reminded all governors that Code of Conduct (BDES) had been adopted by the Governing Board.

Action: Fr Michael and J. Hutton to sign Code of Conduct.

3. Minutes of previous meeting

Resolved: The minutes of meeting held on 16.10.19 were approved and accepted as a true record. The Chair signed the minutes which are now available for public inspection.

4. Actions from previous meeting

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

Item	Actions from 16.10.19	Who?		Outcome
2/3	Inform Entrust appointment of chair/ Vice chair	TV		Completed
4b	Fr Michael to sign B+P. interest declaration.			Requires action
4d	All Gobs to sign Code of Practice	All		MW + JH to complete
	All Gobs to sign KCSiE (2019)	All		
5	H+S audit report to go on GovernorHub when available	JA		Complete
5 +13	Governor newsletter autumn term to complete	CL+C commi ttee		In hand – LF to coordinate
7	Update website – changes in Gov roles/ Link roles	JA		Completed but changes required following this meeting
8bi	Take note of feedback received regarding Sacramental Programme	MW LF		Noted
14	Complete skills audit and report back to FGB	PM		PM has resigned. AM to follow up action.

Update: Changes to Governor Roles

Finance and Building	Catholic Life and Curriculum	Pupil Admissions	Appeals
J. McSweeney A Mason E. Nunes Chrysostalis J Hutton M Walsh S Colloff I Hamilton	L Fahy S Farnworth A Mason D Heath L Kessler M Walsh S Colloff	I Hamilton L Kessler M Hopper M Walsh S Colloff	3 non staff governors to be appointed as required.
Leadership and Management	HTPM	HR / Pay Panel	Complaints and Discipline
A Mason I Hamilton M Hopper D Heath M Walsh S Colloff	A Mason M Hopper I Hamilton	A Mason M Hopper M Walsh I Hamilton	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 Finance	History / Geography MFL
M Hopper	SEND Catholic Life	Music
L Fahy	Safeguarding / PREVENT	RE / Collective worship +NQT's
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 + Maths
J McSweeney		IT

Resolved: All actions from previous meetings and changes to membership have been addressed.

5. Reports**a)Chair and Vice Chair actions.**

AM reported that

- He had approved the appointment of a Pastoral Support Worker to meet school needs.
- He had approved the appointment of supply posts
- Continued to liaise with Lichfield and Tamworth Catholic Primary Schools Partnership (LTCPP) regarding Academisation directive from Diocese. He noted that there had been no response from the Diocese to the joint letter sent by Heads and Chairs of Governors. He noted that some members of Birmingham NAHT (National Association of Head Teachers) had raised objection to forced academy directive and a copy of their letter to the Diocese is available if governors wish to see it.

IH reported that he had not taken any actions since the last meeting on behalf of the Governing Board.

b) Finance , Building and Health and Safety Committee Report (25.11.29)

JS confirmed that

- Governors had looked at the budget in great depth
- Discussion had taken place about the use of reserves
- School Fund had been independently audited
- Staffing had been reviewed
- Premises purchases had been authorised
- Health and Safety report and action plan had been reviewed in depth
- Debt write off had been approved (£50.15)
- Broadband updates were in hand (saving approx. £2k)

There were no questions from Governors

Resolved: The minutes from the Finance , Building and Health and Safety Committee Report (25.11.29) were accepted and approved.

c) HR and Pay Committee Report (15.10.19)

AM reported that

- Staffing had been reviewed
- Teacher performance Management had been delivered in accordance with Diocesan Appraisal Policy
- HTPM was completed and reported at previous FGB meeting.
- Governors had received and approved recommendations for pay awards recommended by MW
- Pay Policy update had been approved
- Pay uplift of 2.75% (teachers) had been approved
- Governors had noted that school has rigorous and robust systems for managing the performance of teaching staff.

There were no questions from Governors.

Resolved: The minutes from the HR and Pay Committee Report (15.10.19) were accepted and approved

d) Leadership and Management Committee Report (9.1.2020)

DH reported that

- Policies approved were
 - Attendance Policy (SCC)
 - Promoting British Values
 - Equality Policy
 - Intimate Care Policy
- Safeguarding procedure had been monitored by LF
- Pre School updates / development had been discussed
- Assessment data had been reviewed in depth
- External visit (Julie Lomas) report shared
- OOHC updates – finance and operational received and discussed
- Behaviour including Pastoral Mentoring was discussed
- Staff wellbeing was discussed
- Safeguarding – new electronic system . Referral, Missing pupils were discussed

There were no questions from Governors.

Resolved: The minutes from the **Leadership and Management Committee Report (9.1.2020)** were accepted and approved

e) Link Governor Reports**i) SF – Preschool / Early Years**

Report has been received and provides evidence of thorough governor monitoring. It was noted that the integration of Nursery into the school was providing a strong and seamless transition for pupils and enabling effective Early years (Nursery and Reception) provision, development and CPD.

- ii) **JMc** **ICT** monitoring report due
- iii) **IH** **History/ Geography** Monitoring report due
- iv) **IH** **Website compliance** updates required:
 - Changes in Governor membership / roles
 - Pre School information – needs amending to reflect changes (JA to action)

- Discussion took place on “How to increase numbers of pupils transferring from Nursery to Reception – increasing Number on roll”
MW confirmed that school already operated Open days, had good links with other Pre School providers etc.

Governors asked if Parish Baptismal records could be way of contacting prospective pupils.

Action: JA to follow this up with Fr Michael/ Parish Office.

v) **ENC**

Science

- Cross curriculum links established – STEM (Science, Maths, Engineering, Technology)
- Resources purchase to increase variety and opportunities for broader experiences for pupils
- Visits/ Visitors
- Time allocation – ½ day theme work is successful
- Pupil voice (MW/SC) confirmed that profile and attitudes to Science learning are positive
- STEM day with LTCCP schools took place on 17.1.2020
- Ofsted style monitoring developing – Deep dives / Book scrutiny / etc.
- Next Visit arranged for 13.3.2020

vi) **JH Health and Safety (verbal)**

Governors had received H+S audit report and Annual report to Governors from the Headteacher. JH reported that he was happy with the progress being made regarding the H+S action Plan (Post audit)

Is school being over cautious in reporting incidents to H+S team?

MW said that school reported incidents/ accidents when medical referral had taken place or had been recommended by school. Usually no further action has been required, however MW felt that it was appropriate for school to recommend that pupils/ staff are checked out by qualified medical personnel.

Has school benchmarked number of referrals with other schools – have we getting too many?

MW confirmed that H+S team monitor data and there had been no feedback regarding excessive referral rate. She added that the school has limited playground space and accidents do occur. She prefers to be cautious when children/ staff are injured and parents are always informed of injuries sustained at school.

Resolved: Governors confirmed that MW was right to err on the side of caution to ensure the wellbeing of pupils/ staff,

Resolved: The Chair thanked all governors for their time, commitment and reports which provided strong evidence that governors are actively monitoring the quality of education and overall effectiveness of school.

6. Headteacher's report

MW gave a verbal report.

- **Curriculum development**

MW confirmed that considerable work had been done to revise and develop the curriculum in line with revised Ofsted Framework.

- Intent - Most Subjects completed
- Implementation – Year group plans are being revised to ensure National Curriculum coverage, Progression, skills and knowledge are fully addressed. Staff complete half termly plans which are monitored by Senior and subject leaders.
- Impact – school data / school monitoring is embedded

- Complete Curriculum development work will be in place for September 2020.

MW informed governors about the changing responsibilities of Subject leaders and how they will be informed in Ofsted inspections. It was noted that school is in 3rd year since previous Ofsted. School leaders are ensuring that staff are focussed on development work with colleagues from LTCCP schools – sharing plans/ collaboration and joint deep dives and observations.

Reading remains a development focus for school.

- All staff have key documents – expectations
- VIPERS is delivered to increase use/ understanding of vocabulary and reading skills
- New resources have been purchased
- Class texts are used
- Home reading resources have been improved to enable phonic decoding/ reinforcement of learning.
- Pupil attitudes and interest in reading are very positive
- Parents are being invited into school to read with / to younger pupils – governors also invited.

Staffing

MW shared concerns relating to difficulties in securing cover for Mid-Day staff. Senior staff and colleagues are covering absence to ensure the safety of pupils.

Behaviour

School Pastoral support has had a positive impact.

MW shared the frustrations at referral times/ waiting lists for accessing support from agencies such as CAMHS and the school nurse. She noted that more referrals are being declined due to service cutbacks. AM reminded governors that pupils with complex needs should be able to access support and if there are failings, parents should be encouraged to complain to Commissioner for Health and SEND support.

MW shared information about a placement of a pupil with an alternative provider.

She also shared information about the agreed protocol for Managed Moves between schools agreed by the Tamworth Heads Consortium.

Governors approved the addition of this protocol to the school behaviour policy and asked that it be updated.

LA support

School is currently Category 2 (some concerns). Mike Prescott will continue to be the advisor and will visit school twice during the academic year.

Diocesan Support

Jill Lomas has visited school and is happy with the quality of curriculum development that has taken place.

School Development Plan

Autumn term RAG rated has been completed.

Action: Development plan to be posted on Governor Hub and Governors invited to bring questions and comments to the next FGB meeting.

Resolved: The report from the Headteacher was received.

7. Safeguarding Updates

- a) Keeping Children Safe in Education (KCSIE)
- b) S128 Regulation
- d) Tackling Criminal Exploitation County Lines
- e) Parent Online Toolkit

Resolved: Governors were satisfied that the school has continued to ensure strong Safeguarding policy and practice.

8. Strategic Leadership (page 7 of the Governor Information Pack (GIP))

- i) School Vision
- ii) Parental Engagement (2.4 in the Governor Handbook)

Resolved: Governors confirmed that the School Vision is appropriate and is reflected in all aspects of school.

9. Accountability (Section 3 of the Governor Handbook and Section 5 of the Entrust Governor Information Pack)

(i) Data

a) Compare School Performance	Resolved: Governors confirmed that they have received and reviewed all data and there is always secure triangulation with HT reports and judgements.
b) Key National Statistics	
c) Analyse School Performance (ASP)	
d) Inspection Data Summary Report (IDSR)	
e) Preparation for SATs	

ii) Finance Accountability

a) SMRSA	Resolved: Governors confirmed that financial accountability is thorough. (see Committee minutes).
b) DfE Key Metric Calculations	
c) DfE Related Party Transactions	Resolved: The Scheme of Delegation had been revised and approved by Governors.
d) National Funding Formula	
e) Early Years Provisional Allocations	
f) Suppliers – Financial Advice	Resolved: Finance , Building Committee will continue to work with JA to present SFVS to governors by 31.3.2020.
g) PE and Sports Premium Funding	
h) Pupil Premium Funding	
i) Pupil Premium Funding Reports and Research	
j) Increase in Teachers Pay	
k) Model Whole	
l) School Pay	

What impact will revised national funding have for St Elizabeths?

MW noted that the revised funding is dependent on school size. Changes to SLA costs are not known yet, but she anticipated that they would increase and the changes would not be significant to the overall budget available.

10. People (Section 4 of the Governor handbook and Section 6 of the Entrust Governor Information Pack)

i) Educators on Board.....What GBs and School Leaders Should Expect from Each Other	Noted.
ii) Training and Development	

11. Structures (Section 5 of the Governance Handbook and Section 7 of the Entrust Governor Information Pack)

- a) NGA – MAT – Establishing and Developing
Resolved: Guidance noted.

12 Compliance (Section 6 of the Governor Handbook and Section 8 of the GIP)

i) Religious Education	Noted
ii) SEND Review –	Noted
iii) Statutory Policy Update	Noted and Compliant
iv) Staffing a) EYFS Staff : Child ratios b) Teacher Mental Health and Well-Being c) Tips for promoting Positive attitudes d) Reducing Teacher Workload	Noted Staff well-being has been a priority over past two years – see Leadership Committee minutes.
(v) Safeguarding and Pupil Welfare	Noted
(vi) Pupil Well-Being a) Statutory Relationships and Sex Education b) Behaviour Support c) Character Education d) MEAS support e) STEM f) School Governors and Looked after Children g) Trauma Informed h) Healthy Schools Rating Scheme i) School Sport and Activity Action Plan j) SEL k) School Food Standards l) First Aid	Noted RSE development - in place LTCCP collaboration. No LAC pupils currently Leaders may consider Trauma Training as required.

13. Evaluation (Section 7 of the Governor Handbook and Section 9 of the GIP)

Integrated Financial Planning Effectiveness of Peer to Peer Support NAHT report on Middle Leaders	Noted. Governors are confident that school is using support and collaboration.
Inspections	
a) Ofsted Update 1 b) Ofsted Update 2 c) Report – initial experiences d) Early Reading Ofsted Update e) Ofsted Parent Questionnaire f) Watchsted	Noted Governors are aware of changes to Framework and Requirements. Link visits will be used to increase governor knowledge and understanding of school and to secure triangulation between HT reports/ Subject leader discussions and what they observe.

Date and times of future meetings

Leadership and Management Committee	Wednesday 6 th May at 9.30am
Finance, Buildings and H+S Committee	Wednesday 11 th March at 4.00pm
Catholic Life + Curriculum Committee	Wednesday 6 th May at 2.00 pm

Full Governing Board

Monday 30th March at 6.00pm**Actions from this meeting**

Item	Action	Who?	RAG	Outcome
2	Membership update – Entrust/ Diocese 2 X Foundation Vacancies – Any potential governors in Parish?	TV JA MW		
2	Complete governor signing of Reg Of Bus Interest etc.	MW		
4.	Governor Newsletter	LF		
	Skills audit to complete	AM		

_____ Chair _____ Date