

**Minutes of Full Governing Board meeting  
of St Elizabeth's R.C. Primary School.  
Held on Tuesday 3<sup>rd</sup> July 2018 at 6.00pm**

**Governor Training (5.00pm)**

**Attendance:** Mr A Mason (Chair), Mr I Hamilton, Mrs D Heath, Mr D Gallagher, Mrs E Chrysostali, Mrs S Farnworth, Mrs M Hopper, Fr M White and Mrs T Vigus

MW led training on an overview of Level 1 Safeguarding training, that is delivered to all staff and volunteers.

Governors followed the SCCB PowerPoint and had the opportunity to ask questions and to confirm their knowledge and understanding of the processes and procedures used by school.

Governors were signposted to Staffordshire Safeguarding board website where information and e training resources are available.

<https://www.staffsscb.org.uk/Home.aspx>

**Resolved:** Governors were confident that all staff and volunteers received at least Level 1 training and that school procedures are compliant with current requirements.

**Governor monitoring/ holding to account**

Presentation from Ms Lucy McGeehan on Pre-school / Early Years.

LMcG informed governors that

- Past year had been very successful and has resulted in improved overall effectiveness.
- Pupil Learning journals have been used (Governors had opportunity to look at samples).
- Transition to reception was more effective eg: SEN issues and provision
- EAL presented challenges for Language and Communication development but a member of staff is Polish and uses home language and English very effectively to meet pupil needs.
- All staff are now using pupil observations, which because of training and development are secure and informative.
- Staff confidence, knowledge and understanding of Early Years curriculum has been enhanced by training, support and coaching from School Team.
- Leadership and Management is more secure and benefits from regular support from Reception team.

**Resolved:** Governors were very pleased with the progress that has been made this year. They expressed their thanks to Pre School and Reception teams. Thanks, was also acknowledged for Senior Leaders and the Governor committee for the work done

**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)

**Apologies:** There were no apologies – full attendance.

## 2. Governing Board Matters

### a) Membership.

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

Governors expressed their thanks to Alan for his many years of service and friendship to the school.

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

#### End of term of office notification.

COP	Mrs J McSweeney	31.10 2018
FO	Mrs M Hopper	29.10.2018
FO	Mr A Mason	31.8.2018
LA	Mr D Gallagher	24.7.2018

**Action:** Re-appointment procedures to be started for above governors.

### 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.

No declarations were made.

### e) Code of Conduct.

**Resolved:** Code of Conduct is in place.

## 3. Minutes of the Previous Meeting.

Correction: p7 line3 "*desseminated*" should read as "*decimated*."

Correction: p3 /SEN "Heather Golby" should read as "Heather Goebly"

**Resolved:** The minutes from the meeting held on 20.3.18 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

Item 7a SVFS has been signed and submitted

Item 7c Budget has been signed and submitted

## **5. Review of Committee Structure**

### **Nominated Governors.**

IH reported that the website requires updating.

## **6. Reports**

### **Chair's and Vice-Chair's Actions.**

AM reported that he had approved an action by MW to exceed PAN in some cohorts to accommodate new families. (Maximum KS2 class size 32)

AM reported that he had approved a staff leave issue in consultation with MW.

### **Committees.**

#### **a) Pre School (9.5.18) – see minutes**

IH reported that out of hours club (OHC) session times would accommodate Pre School children from September.

#### **b) Catholic life and Curriculum committee (17.5.18) – see minutes**

LF reported that:

Governors had spoken to pupils (KS2 feedback), Science Quality Mark work continues, Vocations week was very successful, Website had been updated to include Catholic Life and Our Saints.

#### **c) Buildings Premises and Finance committee ( 20.6.18) – see minutes**

AM reported that:

Governors remained concerned about the difficulties the “My Finance” system is creating for financial administration staff.

Building repairs have been completed. The next priority will be external fencing.

Governors will support the management of debts when required by sending a letter from the Chair of Governors. (AM to liaise with JA)

#### **d) Leadership and Management committee (not quorate – minutes to be published)**

AM reported that:

Strategic decisions and direction had been reviewed

Current data had been monitored

### **Nominated/Link Governors.**

**(JH) Health and Safety – Report to be published.**

- Site visit has taken place,
- Actions have been completed
- External fence requires repair/ replacement.

**(ENC) Report to be published.**

Had met with SC and discussed:

- Curriculum links with RE
- TenTen resources used
- PSHE Association membership
- Shared development plans and actions for curriculum

- Development priority – use of evidence to support assessment.

**SF** – Visit arranged for Autumn term

**MH** – Visit arranged for Autumn term

**AM** – Raised concerns about pupil's physical activity during school holidays and how governors could encourage physical activities at home.

MW confirmed that she sends publicity material home eg: Dance School, Change for life etc.

Fr M reported that Parish Summer scheme will provide physical activities for children

**Resolved:** Link Governor visits and monitoring have been effective during 2017/18.

## **7. Headteacher's Report**

This report had been sent to governors prior to this meeting.

### **Catholic Life.**

MW confirmed that staff, parents, pupils and governors had participated in the recent Sacramental Celebrations.

Pupils had participated in the Pentecost Concert at Sacred Heart Church.

Vocations week had been very successful.

The proposed School Mission Statement was shared with Governors. This has been written with stakeholder involvement and will be delivered in greater depth to pupils in Autumn term.

**Resolved:** Governors approved the Mission Statement,

#### **Our Mission**

***Our mission is to strive for fullness of life for everyone.***

***Through education and prayer, we listen, learn and grow with Jesus.***

MW confirmed that staff changes will be minimal this autumn.

She explained that Pupil Progress meetings have involved current and new teachers to ensure continuity for pupils.

*How many leavers are moving to SFoA school?*

MW said 4 pupils were going onto Catholic secondary education.

**Attendance data** -MW explained that data had been presented as Reception and Y1 to Y6 in accordance with recent guidance. Attendance is in line with national averages, although PP pupils attendance is lower than non PP pupils.

Currently PA (Persistent absence – below 90%) has improved and is lower than national average.

Fixed term exclusions have been issued for two pupils (both involving behaviour).

MW confirmed that support is in place for these pupils and there has not been a re-occurrence.

### **Teaching and Learning.**

MW confirmed that the data had been monitored in depth by the Leadership and management committee and shared with the Catholic Life and Curriculum committee.

Provisional end of year data shows

Early Years – 73% pupils achieved good level of development compared to 71% national (2017). The drop in school data can be identified by pupils not achieving all of the strands required for GLD to be awarded, although they had succeeded in some areas.

Year 1 Phonics 93% pass achieved. 2 pupils did not achieve standards, but one pupil has EAL and both joined the school during the school year.

#### End of KS1 data

Standards are in line with national average. MW commended staff for the impact of challenge, quality first teaching and the intervention work.

#### End of KS2 data

Initial data suggests improvement but this cannot be confirmed until nation thresholds and results are available on July 10th.

Governors were pleased to hear of the success and asked for their thanks to be expressed to all staff.

**SEF judgements** – MW confirmed that

- Effectiveness of Leadership and Management remains good
- Quality of Teaching Learning and Assessment remains good
- Personal development behaviour and welfare remains good
- Outcomes for learners remains good overall with some areas requiring improvement (To be evaluated after data finalised).

#### **Triad review and report**

The Triad review confirmed that good progress has been made and school judgements are secure. The review identified many areas of excellence and high expectations.

**Resolved:** Governors were pleased that external validation supported school self-evaluation and identified areas of strengths and areas which could be improved.

#### **Friends of St Elizabeth's.**

MW thanked the Friends of St Elizabeth's for their continued support in raising funds and promoting the social life of the school for families and the community.

**Resolved:** Governors thanked the Friends of St Elizabeth's for their work which was highly valued by the whole school community.

#### *Governors asked about progress measures.*

MW explained the monitoring, data analysis and termly evaluation that takes place involving senior leaders and staff.

She was confident that the process was robust and rigorous and enabled planning and development to address subject and pupil areas of need.

#### *Governors asked about the funding for SEND.*

MW explained that centrally funded services are no longer available from the LA. A decision has been made to purchase external SEN consult (Heather Goeb) who has

worked with the school previously. A new provider has been appointed to provide Educational Psychology services.

*Governors asked for monitoring to take place termly as to the effectiveness of new providers and value for money. The costs of services may need to be amended during the year, depending on pupil needs.*

**Resolved:** Governors thanked MW for her report.

Fr. Michael left the meeting (7.00pm)

## 8. Safeguarding Updates

- a) Local Authority visiting staff – Safeguarding checks
- b) Working Together to Safeguard Children and New Regulations
- c) Designated Teacher for Looked After children

**Resolved:** Governors were confident that the procedures, policy and practice at St Elizabeth's places a high priority on keeping all pupils safe and is compliant with current regulations.

## 9. Strategic Leadership

- a) Reflecting on being strategic
- b) Governance – the future

AM led a self-reflection discussion on governance at St. Elizabeth's which identified

- Governor focus on raising standards had been effective
- Pre School – leadership and management and day to day operation had been successfully developed this year.
- Staffing was stable
- GB had appointed new members with appropriate skills and experience
- Ofsted – Overall effectiveness – GOOD achieved
- Triad review confirmed continued improvement and strengths
- Strategic decisions made – finance and staffing have had a positive impact.
- Community support was strong
- Parental support was good
- Governors have engaged well and fulfilled core functions of governance competently.
- Governor engagement with the school community continued to improve.
- Effective governor committee has ensured compliance and strategic direction
- Catholic Cluster partnership growth

Governors considered what they needed to develop in 2018/19

- How do we show staff how appreciated they are?
- How to reach out to all parents? Could we raise our visibility by attending Parents Evenings , events
- Increasing interaction with pupils eg: going on trips

**Resolved:** Governors have continued to ensure their effectiveness and the strategic direction of St Elizabeth's School over the past year.

LK left the meeting (7.15pm)

## 10. Accountability

<i>Agenda item</i>	<i>Governor response.</i>
i) Data for 2018	School regularly provides data for governors.
ii) Education Endowment Foundation	Noted
iii) Finance Accountability.	Completed through Finance Committee, signed by Chair and submitted.
a) Approved School Budget	Submitted
b) Schools Financial Value Standard	Submitted
c) Charging and Remissions Policy	Noted
d) Carry forward/outturns statement	Referred to Finance Committee
e) School Fund	Referred to Finance Committee
f) Academies Financial Handbook – for information only for maintained schools	Noted
g) HCSS Budgeting Tool – information from Michelle Williams	Noted

**Resolved:** Governors were confident that school management of Finances are well managed. JFU support is purchased and Business Committee received termly reports and statements.

## 11. People

<i>Agenda item</i>	<i>Governor response</i>
a) NJC (Green Book) Pay Award 2018/19 and National Living Wage 2018	Noted
b) Governor Training	Noted
c) GovernorSpace – DfE Funded Training	AM has registered school and is working through Self audit document.

**Resolved:** The information in GIP has been noted.

## 12. Structures

- a) Instrument of Governance (IOG)

**Resolved:** The IoG is in place and fit for purpose.

## 13. Compliance

### Governance Procedures

<i>Agenda item</i>	<i>Governor response</i>
a) My Health and Safety Incident Reporting System	Used in school. Trends and near misses monitored regularly by H+S team
b) Asbestos Management Assurance User Guide released	In place and used
c) Health and Safety in Science and Technology – CLEAPSS Membership	Noted

d) Searching, screening and confiscation advice for schools – January 2018	Noted
<b>ii) Education</b>	
a) Multiplication tables check trials to begin in schools	Multiplication in place - not in trial school
b) DfE announces Advanced Maths Premium for schools	Not applicable to school
c) Attendance Policies – check update to school policy	Updated
d) Finance	
i) Approved School budget	Completed
e) Safeguarding Updates – if not already covered in agenda item 8 above	Completed
f) SEND	Information noted
i) Transformation Prototypes - Update	
ii) Accessing the right help at the right time - guidance	
g) Pupil wellbeing – Free school meals update	School actively promotes and supports applications with parents.
h) Information sharing	School is currently working to achieve compliance.
i) Data Protection in the Digital World – GDPR changes	
j) Guidance on careers strategy – new requirement on governors	Noted – schools actively promoting career aspirations eg: Vocations week.
k) Elective Home Education – Important Notice	Noted

**Resolved:** Governors are satisfied that school is doing everything possible to ensure compliance.

#### 14. Evaluation

- i) Strong 'Self-Improving School System'
- ii) Consideration of self-evaluation activities for your board/LGB

See HT report and item 10

#### 15. Other Information

i) Ofsted Update	Noted
ii) Ofsted – Pupil and Staff questionnaires	Noted
iii) Bold Beginnings – reception curriculum	
iv) Ofsted Requirements (Pupils on Part Time/Reduced Timetables)	Noted
v) Important Alert regarding Fraud	Noted

Governors noted that the Reception curriculum is strong and meets pupil needs throughout the school year.

**Resolved:** Governors have noted the information from GIP.

#### 16. AOB

*A Governor asked what school was doing to promote British Values.*

MW replied that

- Revised Mission statement is inclusive
- Virtues support the importance of personal relationships and behaviours
- School promotes celebration of different cultures within school and society
- School includes learning about different people, places, society and faiths
- Different languages are spoken and used in school
- National events are celebrated
- TenTen Resources provide assembly, prayer, learning activities for Catholic faith.
- Diversity, respect and acceptance are promoted strongly through school life.
- Rich curriculum – broad, balanced supported by visits, visitors, extra curriculum clubs and the quality of care and relationships

#### 17. Confidentiality

**18. Resolved:** No items were identified as requiring confidential minutes.

#### 19. Date and Time of Future Meetings including Committee meetings where known

Date	Time	Meeting
13 <sup>th</sup> September	9.30am	Leadership and Management
19 <sup>th</sup> September	2.20pm	Pre School / OHC
2 <sup>nd</sup> October	5.00pm	Buildings, Finance
3 <sup>rd</sup> October	2.00pm	Catholic Life and Curriculum
24 <sup>th</sup> October	9.30am	Pay review / HR
<b>16<sup>th</sup> October</b>	<b>6.00pm</b>	<b>Full Governing Board</b>
<b>22<sup>nd</sup> January</b>	<b>6.00pm</b>	<b>Full Governing Board</b>
<b>26<sup>th</sup> March</b>	<b>6.00pm</b>	<b>Full Governing Board</b>
<b>10<sup>th</sup> July</b>	<b>6.00pm</b>	<b>Full Governing Board</b>

Chair \_\_\_\_\_ Date \_\_\_\_\_

Actions from this meeting

Item	Action	Who	Outcome
2	Start re- appointment process for end of governor terms of office. Foundation governors required	TV AM MWh MW	
6	Send reports for Link Visits	Govs	
8	Safeguarding updates when available –	MW	

	Agenda for FGB	MH	
11	Complete and share Governospace self audit	AM	
19	Note dates of committee and FGB meetings	Govs	