

**Minutes of Full Governing Board meeting held at  
St Elizabeth's R.C. Primary School on  
Tuesday 21<sup>st</sup> March 2017.**

**1. Apologies and Attendance**

Governors present:

(AM)	Mr A Mason
(MW)	Mrs M Walsh (Headteacher)
(LF)	Mrs L Fahy
(IH)	Mr I Hamilton
(JMc)	Mrs J McSweeney
(CH)	Mrs C Higgs
(MH)	Mrs M Hopper
(JH)	Mr J Hutton
(Fr. M)	Fr M White
(LK)	Mrs L Kessler

Apologies were received and accepted from: Mr D Gallagher, Mrs A Masefield and Mr A Bentley

In attendance: Mrs S Colloff (Associate member)  
Mrs T Vigus (Clerk)

**2. Governing Board Matters**

**a) Membership**

It was noted that there is still a vacancy for a Foundation Governor.

**b) Confidentiality**

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

**c) Register of Business Interests**

All governors have completed the register of business interests and there were no changes declared.

**d) Declaration of Interest Business and Pecuniary**

No declarations were made regarding any item on the agenda.

**e) Code of Conduct**

The governors confirmed that they work within the remit of the Code of Conduct in all matters as members of the Governing Board.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 24<sup>th</sup> January 2017 were accepted as accurate subject to the following correction:

p1 Item 1: Apologies were received and accepted from Mrs M Hopper

#### 4. Matters Arising from the Previous Meeting

**Resolved:** All outstanding actions from the previous meeting have been completed.

#### 5. Review of Committees and Nominated/Link Governors

- a) Committees
- b) Nominated Governors

The Chair reminded governors that all outstanding link governor visits should be completed and reported at the next meeting.

**Resolved:** Governors confirmed that the committee structure and link roles continued to be fit for purpose and no changes were required.

#### 6. Reports.

##### a) Chair's Actions

The Chair reported that he had not taken any actions on behalf of the FGB since the previous meeting.

It was noted that:

- AM and DG had attended RoL training with senior staff
- DG had attended academy information meeting at Bishop Walsh School
- AM had continued to work with Chairs of Partner schools regarding academisation.

##### b) Committee Reports

Minutes from committee meetings were distributed prior to this meeting.

##### i. Leadership and Management Committee (17.2.17)

AM reported that the committee had:

- Approved actions re: staffing
- Reviewed school monitoring
- RoL training had taken place – Senior staff and Governors
- Ofsted inspections – sharing practice
- Safeguarding procedures and pupil needs had been discussed
- Academy update information had been discussed.

**Resolved:** The minutes of this meeting were accepted and governors were thanked for their work.

##### ii. Catholic life and Curriculum Committee (2.3.17)

LF reported that the committee had:

- Met pupils to discuss their roles within school
- Shared a work trawl with RE leader
- Reviewed school practice in accordance with Diocese strategy
- Reviewed Catholic life of school evidence
- Prayer books shared prior to distribution to pupils
- Received report on developments in pupil writing

- Planned that next meeting will include a learning walk and pupil feedback.

MW reported that an interim visit had taken place from RE advisor (DES) and had been very positive.

*Fr M noted that changes in RE inspection requirements and the continual pressure on schools to raise standards.*

MW confirmed that the inspection requirements were more challenging, but she was confident that RE was a strength of the school. She noted that pupils had displayed exceptional confidence in their discussions with the RE advisor.

**Resolved:** The minutes of this meeting were accepted and governors were thanked for their work.

### iii. Finance, Buildings and H+S Committee (15.3.17)

AM reported that the committee had:

- Approved draft budget
- SFVS had been approved and submitted
- Staffing costs and appointments had been revised
- End of year carryover was identified and used to set budget
- Building/ maintenance update received
- H+S update received

*Governors noted that the budget was very tight. Provision had been made to continue additional TA support to enhance pupil outcomes and curriculum delivery. The use of non-LA services is being considered to ensure best value and improved quality of delivery.*

*Governors discussed the impact of future funding and identified the possibility of having to consider reducing staffing costs if predicted reductions in Pupil Premium / FSM impacted on available income.*

*Governors also identified the need to review costs related to Apprentice Levy.*

*Governors asked if predicted reductions in funding should be shared with staff and parents.*

MW confirmed she will share with staff and noted that reductions in learning resources should be manageable, as previous costs had included one off costs. She will share with parents, via general communications, rather than through a one off letter.

**Resolved:** The minutes of this meeting were accepted and governors were thanked for their work.

**Resolved:** The budget proposed by the Finance Committee was accepted and approved by the Full Governing Board.

### c) Link Governor Reports.

- i. **JH (Verbal report)**
  - Had completed EY monitoring visit
  - Had completed Art/ DT monitoring visit.
- ii. **IH (Verbal report)**
  - Had completed History/ Geography monitoring visit.
  - Curriculum changes had taken place following evaluation by leaders.
- iii. **AM (written report)**
  - Curriculum planning resources to be purchased
  - Increased out of school provision(KS2)
  - Progressive Sports coaching in place
  - Sports premium funding used effectively
- iv. **LF** confirmed RE monitoring dates have been set
- v. **JMc** noted difficulty in completing ICT monitoring due to staff changes

**Resolved** Governors were thanked for their reports and monitoring visits.

## 7. Headteachers report

MW reported on

- **Staffing** – changes and appointments
- **Training** and development work in writing by the curriculum team
- **SIP visit** - included learning walk, data monitoring, work trawl . The use of TA support in the afternoons was identified as an excellent resource, supporting pupil learning.
- **RE Inspection** interim visit
- **Pupil Voice Meetings.** Had identified the need to develop quiet zones on the playgrounds to enhance pupil safety. Friends of SE are supporting this development through their fundraising.
- **External moderation** – English – had taken place
- **Visits.** Curriculum visits to different castles had taken place. KS2 pupils had visited different places of worship on visits to Derby Faith trail. They had enjoyed these visits and used knowledge of different faiths and cultures in their work.
- **Prayer Garden** – has been further developed
- **Road safety** week had provided opportunities for all pupils to engage in safety activities
- **School prayer book** had been revised and given to all parents
- **Parent Consultation** meetings had taken place with excellent support
- **LA Monitoring** – an external monitoring visit will take place shortly. Governors asked if there were any key lines of enquiry. MW said that she had been asked to send all data and materials in line with Ofsted requirements and key issues would be identified on the visit day. MW confirmed that this visit was in line with LA category 2 practice in similar schools.

*Governors noted that there were no questions as previous committee meetings had provided opportunities for accountability and challenge.*

**Resolved;** The Headteacher was thanked for her verbal report and update.

## **8. Governor self-evaluation.**

### **a) Skills Audit (AM)**

AM presented the skills audit matrix which demonstrated:

- Strong governor skills in essential skills and commitment
- Strong skills in holding leaders to account
- Strong skills in financial oversight and accountability
- Strong skills in vision and strategic planning
- Strong skills in knowing the school
- Moderate skills in knowing community/ business / economy

*Governors considered the questions on the NGA matrix and confirmed that practice was strong.*

*The clerk raised the need to consider succession planning for the future and this was acknowledged as a potential training need.*

**Resolved:** Skills audit confirms the strength of the current Governing Board.

### **b) Self-evaluation**

AM asked governors to consider the effectiveness of current governance and the impact it makes to the leadership and management of St. Elizabeths.

*Governors discussions took place and noted:*

- *Growth and improvement in Link roles had enabled greater knowledge and understanding of the curriculum and pupil outcomes.*
- *Triangulation was evident through governor interactions with different stakeholders and data – staff/ pupils/ external reports etc.*
- *Link visits provided affirmation of staff contributions and was valued.*
- *Governors felt they were well informed and able to ask questions to deepen their knowledge of school performance*
- *Relationships with staff were positive*
- *Governors were communicating with pupils and valued their contributions and ideas.*
- *Staff felt they were held to account by governor visits and acknowledged that there was mutual support and challenge between staff and governors.*
- *Governors perform core functions diligently and have implemented changes with the Headteacher to ensure statutory responsibilities were well met.*
- *Governors had a good understanding of pupil outcomes and data was shared openly by senior leaders.*

- *Governors had a good understanding of performance management and the procedures used within school to ensure rigorous monitoring of standards. Governors were confident that pay awards were applied consistently based on pupil outcomes and overall performance.*
- *Governors commitment and attendance was good. Communication between governors was open and effective.*
- *Leadership of Governing board was very strong and empowering.*

*Governors identified the need to:*

- *Develop further links with parents and increase “visibility” of governors at school events.*
- *Develop systematic approach to seeking stakeholder views to inform decision making*
- *Increase parental knowledge of what governors do and the impact they have on the leadership and management of school.*
- *Consider class link roles.*

**Resolved:** The Chair thanked governors for their contributions and dedication to St Elizabeths School.

**Resolved;** the governors thanked AM for the strength he brings to the governing board as Chairman.

#### **9. Safeguarding updates**

**Resolved:** There were no updates since the previous meeting.

#### **10. School transport**

**Resolved:** There were no updates since the previous meeting

#### **11. School improvement**

**Resolved:** Governors have noted advice and resources in Spring GIP

#### **12. Financial updates**

**Resolved:** All agenda items have been dealt with at Committee level.

#### **13. Procedures and Policies**

**Resolved:** All items have been dealt with at previous meeting or in committee meetings

#### **14. Other Information Items**

- A lettings request was approved by Governors.
- Governors have noted the contents of Spring GIP

#### **15. Confidentiality**

See attached minutes

#### **16. Date and time of next meeting.**

- FGB meeting will be on Tuesday 4<sup>th</sup> July 2017 at 6.00pm
- 50<sup>th</sup> Anniversary / Mass and celebration: Thursday 15<sup>th</sup> June 2017

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