

**Minutes of Full Governing Board meeting held at  
St Elizabeth's R.C. Primary School on  
Tuesday 24<sup>th</sup> January 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  
                                  (AB) Mr A Bentley  
                                  (MH) Mrs M Hopper

Apologies were received and accepted from: Mr D Gallagher, Mrs A Masefield,  
Mr J Hutton, Fr M White, Mrs L Kessler

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 22<sup>nd</sup> November 2016 were accepted as accurate subject to the following correction:

P5 item 6:           9 children (not 7) are to be confirmed in 2017.

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

5. Page	Item	Action	Who	Feedback
1	2	Inform Entrust appointment of AM and SC	TV	complete
3	5bi	Keep L+M informed of developments re: Pre School	MW	There are no developments to date
	5bi	Accessibility plan update needed	MW MH	Completed
	5biv	Minutes to be sent to Jenny please	LF	Completed
	5civ	SEN link visit to be rearranged	MH MW	
8	6	Include homophobic bullying in behaviour data	MW	Completed.

It was noted that

- Privacy notice has been updated and is available on website (IH)
- Financial Regulations were amended and signed by Finance and Building Committee
- Committee terms of reference have been approved

**Resolved:** All outstanding actions have been completed.

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

- Committees
- Nominated Governors

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

#### 7. Reports

##### a) Chair's and Vice-Chair's Actions

The Chair reported that:

- He had not taken any actions on behalf of the FGB since the previous meeting.
- Update – Online safety.  
AM, JH, DG, MH had completed the online safety training with RC Partner schools.
- Update – Ofsted inspections

The Chair informed governors that St Gabriel's and St Joseph's schools had recently had Ofsted inspections. AM informed governors about how Ofsted conduct inspections and highlighted the importance of the school website as an important source of information and evidence.

He noted that governors should have an awareness of the Inspection Handbook and would send sample questions to all governors. He also highlighted the need for parents to complete online Parent View.

**Action:** AM to send Ofsted questions to all governors.

**b) Committees**

**i. Finance, Buildings and Health and Safety Committee (7.12.16)**

- Minutes were received by governors
- Annual H+S report has been received by Governors and actions have been followed up.
- Financial regulations have been accepted. AB was appointed to sign compliance.
- JH report was received.

**Action:** Investigate ownership of fence with Lark Hall school and arrange for repairs as appropriate.

**ii. Catholic Life and curriculum committee (17.11.16)**

- Minutes were received by governors who noted that a verbal report had been given by LF at the previous FGB meeting.

**c) Nominated/Link Governors**

No Link governor reports were received. Governors confirmed that dates have been booked to meet staff soon.

**8. a) Headteacher's Report MW)**

The Headteacher's report had been distributed to governors prior to the meeting and covered:

- Catholic life of school
- Staffing
- Attendance report
- Teaching and Learning
- School Development
- SEN
- Behaviour, Safety and welfare
- Sport report
- School activities.

The head highlighted:

Catholic life of school

- Virtues are developed through assemblies, worship and class activities
- School liturgies have taken place. Worship is linked to Sunday Liturgical calendar and gospels
- Service of Light has been arranged with St Gabriel's for confirmation pupils.

Staffing

- 2 teaching support staff have been appointed

*Governors asked what impact these new appointments have had.*

MW said that informal observations demonstrated an increase in focussed support and the use of differentiated group work. Data was not available to measure impact yet. MW noted that she would ensure monitoring the quality of how teachers are using additional support would form part of leader's observations.

- LK is still absent following her accident. Cover supply is working out well. Her leadership responsibilities are being covered by MW and SC.
  - *Governors noted the additional demands covering core subjects and SEN leadership have added to the work load of SC and MW.*
- MW explained that by taking on these roles, they have been able to evaluate with greater first-hand knowledge, the quality of teaching, learning and assessment and this had been beneficial. She added that by driving improvement from a senior level, staff have had to be more accountable for pupil outcomes and their performance. *Governors asked MW and SC to inform them if they required additional support.*

- *Governors asked about arrangements for maternity cover (y6).*
- MW said she hoped that the class teacher could remain in post until SAT's. Senior leaders were considering different options for her leadership responsibilities and for Y6 teaching. MW asked that the finance committee consider the possibility of employing an additional teacher for next year.

**Action:** Finance committee to consider any additional staffing costs or requirements for 2017/18.

- CPD has focussed on leadership and assessment this term. National senior leader training is being accessed. (SM and SC)
- Leadership training has included assessment, RoL and Vulnerable groups. In school development, has focussed on writing skills.
- Pupil Progress meetings have taken place involving class teachers and support staff. This enhanced the depth of discussion about how individual children should be supported and how data was used effectively.

#### Attendance

- NoR is currently 205
  - Attendance has met overall target (autumn term) however SEN/PP attendance is below target.
- Governors discussed the impact of individual families and were assured that appropriate support is supporting higher attendance. Governors asked if there was a need for other agencies eg: School nurses.*

MW said that school had a good relationship with specific families and maintaining this positive relationship was essential to improvement.

#### Teaching and Learning.

- PIRA and PUMA results were presented.
  - Areas causing concern include:
    - Boys progress in Reading and writing
    - Girls progress and attainment in Maths
    - PP/ SEN progress – especially when pupils belong to both groups.
- Governors asked if data could be developed to show the impact of progress on groups when some pupils are excluded: eg: Consider PP pupils with SEND and PP pupils without SEND.*

MW said that she would work on this data for the governors.

*Governors asked if any changes in SEN provision were required in light of LK's absence.*

MW replied the current arrangements were working well. SEN data has been reviewed to measure progress from individual starting points.

*Governors asked if there were any pupils who could not access standardised assessments and how their progress would be measured.*

MW said that all SEN pupils had a baseline score and progress could be measured. She also stressed that school staff knew the story behind each SEN pupil and could demonstrate progress.

*Governors encouraged senior leaders to investigate how data could be developed further.*

#### School development plan

MW confirmed that the SDP is on track and milestone dates are in place. School leaders have refined monitoring to ensure that book scrutinies are more focussed. She explained that by focussing on individual aspects (eg: Writing in Y2/6, fractions across school) leaders are ensuring gaps are addressed effectively and using this information for training and development work.

*Governors asked how effective feedback to staff was and how it supported improvement.*

MW said that feedback included verbal and written feedback with development points which are revisited. She was confident that feedback was effective and staff knew what and how to improve.

#### Topic overview.

MW included details of the topic overview plan. She noted that feedback from pupils and parents was very positive and there had been increased opportunities to develop writing skills through curriculum topics.

#### SEND

- 26 pupils on SEN register
- 1 pupil being assessed for EHC plan (medical needs)
- 1 child attends part time alternative provision (off site provision has been reduced due to successful reintegration)
- Staff training on Precision teaching arranged.

#### Safeguarding

- First Response referrals have resulted in family support since previous meeting.
- No Child Protection plans required.

#### Behaviour

- Monitoring of Pastoral records has identified need for greater consistency. Their introduction has been very positive.
  - *Governors discussed the impact of child / parental mental health issues.*
- MW noted that the pastoral support worker had enabled the school to address individual difficulties and that the school always took a positive approach to all areas

of mental health. MW explained that referral and signposting to other agencies is used when appropriate. She noted that strong home / school links were promoted but the school could only do so much.

*Governors asked what they could do to support school.*

MW said that keeping the pastoral support post was essential and ensuring that PP funding continues to support 1:1 needs.

MW confident that school awareness and procedures are effective.

#### Sport.

- MW reported that sport provision had improved and school had successfully taken part in a wider range of events.
- *Governors asked if greater use if the website would be used to record sporting achievement.*

MW said this was an area to be developed in the future.

#### **b) LA category report (MW) – category 2**

**Resolved:** *Governors considered this category fair – there are still some concerns about pupil outcomes, however school leaders have the capacity to address weaknesses.*

#### **9. Governor Self Evaluation**

- Skills audit in progress

**Action:** All governors to return skills audit to AM .

#### **10. Safeguarding updates**

- Governors were assured that school procedures and practice are compliant with requirements.

#### **11. School transport (AM)**

AM shared changes regarding transport costs to parents of pupils at St Francis of Assisi.

*Governors identified the impact this could have on parental choices and availability of catholic education. Governors discussed various options for action including contacting the Diocese, investigating the costs of transport and exploring how parish could support travel arrangements.*

**Action:** *To be discussed further with RC Partnership Chairs/ heads.*

Comment [VM(1):

#### **12. School Improvement**

- *Governors noted that GIP (p42) contained useful questions to support school visits and monitoring.*

- MW is arranging training for governors and staff on the understanding and using RoL, Inspection Data Dashboard.

**Action:** Dates to be sent to governors.

### 13. Financial Updates

- a) Schools Financial Value Standard
- b) Scheme of Delegation
- c) School Fund
- d) Financial Regulations and Procurement Regulations for Schools
- e) Benchmarking

**Action:** These items have been referred to Finance Committee.

### 14. Procedures and Policies

*Governors noted the publication of Governance Handbook and Governor Competency framework and have received email links.*

### 15. Other Information Items

**Resolved:** Governors have received and noted the contents of GIP.

### 16. Confidentiality

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

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

Finance, Buildings H+S Committee - 15<sup>th</sup> March at 5.00pm

FGB meeting- Tuesday 21<sup>st</sup> March 2017 at 6.00pm

Pg	Item	action	who	outcome
2	7	Send Ofsted questions to all govs	AM	
3	7	F+B – Ownership of fence (Lark Hall/ Se E??? and repairs)	JH MW	
4	8	Finance Comm. Consider costs of additional teacher 2017/18	AB	
6	9	Return skills audit to AM	All govs	
6	11	Transport – RC Partnership Group discussion	AM	
6	12	Send RoL / Inspection DD to govs Date of Gov training to be arranged.	MW	