

Minutes of Full Governing Board meeting

of St Elizabeth's R.C. Primary School.

Held on Tuesday 22nd January 2019 at 6.00pm

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

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 E Nunes-Chrysostali, Mrs S Farnworth, Mrs M Hopper, Mr P Malewski, Mrs D Heath

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

Apologies: Apologies were received and accepted from Mr J Hutton and Fr M White

2. Governing Board matters

a) Membership.

The Chair confirmed that:

- Mr P Malewski had been appointed by Diocese as Foundation Governor with effect from 22.11.18 until 22.11.22
- 1 Foundation Governor vacancy.

b) Confidentiality.

Resolved: The Chair reminded all present that matters relating to this meeting were confidential.

c) Register of Business Interests.

Resolved: Register of Business Interests is up to date and available on website.

d) Declaration of Interest Business and Pecuniary.

Resolved: No declarations were made regarding any item of the agenda.

e) Code of Conduct.

Resolved: The Entrust Code of Conduct has been approved and signed by governors.

3. Minutes of Previous Meeting

Resolved: The minutes of the FGB meeting held on 16.10.18 were approved as a true record. They were signed by the Chair and are available for display.

4. Matters arising from previous meeting.

Resolved: There were no matters arising from the previous meeting.

5. Review of Committee structures.

The committee structure was completed at the previous meeting and no changes were required. Amendments to Terms of Reference for Committees had been identified at Committee meetings.

Resolved: The terms of reference were approved for

- Leadership and Management Committee
- Pre School / Out of hours Committee.

6. Reports

a) Chair and Vice Chair Actions.

The Chair reported that he had supported MW with a confidential matter relating to staff absence.

On behalf of the FGB he had approved a revised Staff Sickness Absence policy (Diocese model policy) which had been sent to governors.

This policy is effective from 1.1.19.

The previous policy was in place until 31.12.18.

Resolved: Staff Sickness Absence policy (Diocese model policy) approved and adopted by Governing Board with effect from 1.1.19 to supersede previous policy.

b) HR/ Pay Committee 23.11.18

Minutes from this meeting had been sent to Governors.

AM confirmed that school leaders had used a robust and rigorous system of Monitoring Performance to inform Pay Award recommendations made by the Headteacher. Salary increases had been paid in accordance with revised Pay Policy (SCC model was approved by Committee.)

Resolved: The minutes of the HR/ Pay Committee for meeting held on 23.11.18 were accepted and approved by the Governing Board.

c) Leadership and Management Committee 9.1.19

Minutes from this meeting had been sent to Governors.

AM confirmed that

- School data had been reviewed in depth
- RE performance data had been shared with Governors and will be monitored alongside other core subjects regularly.
- DH has been appointed Chair of this committee and will lead reporting back to FGB at future meetings.
- Sect.48 Diocesan Inspection Outcome has not yet been published

Resolved: The minutes of the Leadership and Management Committee for meeting held on 9.1.19 were accepted and approved by the Governing Board.

d) Catholic Life and Curriculum Committee 9.1.19

Minutes from this meeting had been sent to Governors.

LF confirmed that

- A strength of this committee was engaging with pupils. The Sports Council (guest pupils)
- Diocesan Inspection – a great success for school – report not published yet.
- Catholic life – school continues to provide a very wide range of faith experiences for all members of the school community.
- Spelling – has been identified as an area requiring improvement. A new scheme has been purchased to provide structured learning with home and school-based activities.
- SEND – the impact of funding limitations was discussed. Governors discussed the balance required to ensure that individual SEND needs are met without compromising the budget available for all other pupils.
- School has successfully applied for individual pupil additional needs funding – EHCP /DIP; but noted that school budget is required to cover school provision costs.
- The quality of external support has improved since leaving Entrust Services.

Resolved: The minutes of the Catholic Life and Curriculum Committee for meeting held on 9.1.19 were accepted and approved by the Governing Board.

e) Pre School / Out of hours Committee 9.1.19

Minutes from this meeting had been sent to Governors.

IH confirmed that

- Terms of reference had been amended
- OOH report reflected good parental satisfaction with service.
- Financial report had been received and a positive carry forward was predicted for the end of the year.
- Pre School numbers of roll continue to increase. MW had informed governors about review of site provision to deal with increasing numbers of pupils. Additional space could be utilised if required but additional internal controls will be required.
- Parental support for Pre School is very positive

Resolved: The minutes of the Pre School Out of Hours Committee for meeting held on 9.1.19 were accepted and approved by the Governing Board.

f) Finance, Buildings, Health and Safety Committee 16.1.19

Minutes from this meeting had been sent to Governors.

JMc confirmed that:

- JMc appointed Chair
- Jan 2019 Finance report had been received from JA
- Carry forward predictions were received : Budget approx. £15k, Reserves approx. £41k, DFC approx. £16k.
- School fund had been audited externally and balance is £4605

- Essential repairs/ replacements required for Blinds, Pipework (external) Border fence.

Resolved: Governors approved commissioning these works to be done.

2019 Budget – looking forward.

AM reminded governors that the budget for 2018/19 had been set with support of £8k from reserves – technically expenditure was set beyond expected income. He noted that setting the budget for 2019 would be very challenging.

Resolved: The minutes of the Finance, Buildings and H+S Committee for meeting held on 9.1.19 were accepted and approved by the Governing Board.

Link Governor Reports

i. History/ Geography – IH (5.12.18)

IH presented a written report to Governors. He noted that:

- Action plans are effective
- Classroom displays reflected Catholic Life
- Subject Leader had shared progress and development priorities
- A very positive monitoring visit.

ii. Science (ENC)

EN gave a verbal report of her monitoring visit

- Subject leader had shared planning and assessment information
- Technology is being used to support planning and delivery
- Staff training discussed
- Science day booked for March 2019

iii. ICT (JMc)

JMc gave a verbal report of her monitoring meeting

- The need to upgrade and improve hardware in classrooms was discussed – iPads need updating, teacher laptops need replacing

iv. Pre School / Early Years (SF)

SF gave a verbal report of monitoring visit

- Assessment data was reviewed – awareness of Autumn term data and pupil progress identified
- Need to develop outdoor provision / replace equipment etc discussed – limitations of site noted alongside financial implications of development.
- Friends of St Elizabeth's are raising funds to improve provision.

Discussion took place regarding the development of a school resources “Wish List.” MW reminded governors that the budget had to support staff requests made to governors and it was important to maintain a development priority – the big picture to reflect all needs. She asked governors to pass on requests, but also to remind staff that the budget was very tight and would continue to be so in the future.

ACTION: Governors asked that a “Wish List” could be done and perhaps parental support (maybe sponsor a purchase) could be encouraged.

v. Website (IH)

IH confirmed that the website is compliant and has been updated.

Resolved: The Chair thanked Governors for their reports and for giving their time to undertake monitoring visits.

7. Headteachers Report

The HT report had been sent to governors prior to the meeting.

MW highlighted:

i. Catholic Life of School

Continued improvements have taken place in the school environment to reflect the catholicity and faith of the school community.

Pupils had been involved in Learning walks to identify improvements and new signs and displays have been purchased on their recommendations.

Parish Links remain strong:

Youth worker has established good relationships with the children

Parish Liturgy Worker is developing Alpha course (abridged) for staff

St Francis of Assisi (SFOA) staff had attended a recent parent consultation meeting.

More boys are involved in Music ministry work

Saints week was very successful

Parents in Prayer group continues to support school.

School delighted by Sect 48 Inspection feedback. Currently awaiting final report.

ii. Staffing

MW reported that staffing remains stable. She has no concerns regarding Teaching and Learning.

Additional TA appointment has been made to support a EHC Plan for a pupil.

Senior leaders training in Mental Health has taken place and will be extended to other staff later in the year.

Leadership professional development continues.

SC has successfully completed NPQH.

Pupil Progress meetings were very successful and reflected the depth of knowledge teachers and teaching assistants have about the learning of every child.

Resolved: Governors thanked all staff for their continued quality of work and commitment to the children and to the whole school community.

iii. Attendance

Number on roll continues to increase in Main school.

Pre school admissions are also increasing. MW has taken advice regarding utilising additional space within school. Some additional Safeguarding controls may be required if additional space used after Easter (Toilet access / gates etc)

Attendance has been affected by seasonal illness.

1 pupil has received 2 X Fixed term exclusions. MW confirmed that this pupil is receiving additional support.

Resolved: Governors were pleased that the continued increase in admissions reflected the overall quality and effectiveness of school and the continued high reputation the school has within the local and parish community.

iv. Teaching and Learning data analysis

MW confirmed that data had been reviewed in depth at different committee meetings. She explained that comparing attainment and progress between different cohorts was difficult due to different assessments being used in different year groups. Data has been used by staff to inform planning and learning experiences.

MW explained the need to purchase a Spelling Scheme due to the gap between spelling and Grammar in SPAG assessments and end of KS2 assessments. By providing a structured scheme with associated support materials for home and school use she is confident that spelling attainment will increase.

Initial pupil response has been very positive.

Action: Monitor Spelling assessment data in Leadership Committee to ensure good spelling is embedded by the end of KS2.

RE assessment outcomes were reported and reflect the growing attainment of pupils as a result of positive staff training.

Resolved: Governors were pleased that the quality of teaching , learning and assessment is good overall.

v. School Judgements

MW confirmed school self-evaluation judgements. She also explained changes in Ofsted Inspection currently at the Consultation stage.

Governors noted that if changes are made, there could be greater opportunity to exceed current GOOD judgement. School overall effectiveness has been limited by the impact of external data , which may not be the driving element in future Ofsted's.

MW confirmed that the breadth and depth of learning at St Elizabeth's is good, but the priority may be to develop school evidence in line with Ofsted changes.

vi. School development

MW confirmed that External Maths review had identified individual class development points, but Maths development was not a whole school issue.

MW explained that development work continues to raise standards in SMSVS (social, moral, spiritual, vocational and cultural development.)

Resolved: Governors were satisfied that external audit had identified local development points in Maths and there were no whole school issues requiring action.

Health and Safety Audit was very positive.

Resolved: Governors were assured that the external audit of H+S had confirmed good standards of policy and practice and that school EXCEEDS COMPLIANCE requirements.

vii. SEN report

MW and LK confirmed that changes in providers had improved provision for SEND – very much school led and focussed on pupil needs. Communication with external specialists was good.

LK has secured additional DIP(District Inclusion Panel) funding to support a pupil needs.

Resolved: Governors confirmed their thanks to the SENDCo and Senior Leaders for the high quality of provision for SEND.

viii. Safeguarding

Governors asked about staff training.

MW confirmed that all staff have L1 training (statutory) . Level 2+ training exceeds statutory requirements.

Resolved: Governors were assured that all Safeguarding policy and practice is COMPLIANT with current regulations.

ix. Behaviour

1 x racist Incident recorded

1 X Bullying incident recorded

Governors asked about parent involvement.

MW confirmed that parents have been involved in the management of both incidents and had been very supportive of school actions.

Governors asked about the racism incident.

Mw explained that it was a one-off comment and there have been no further concerns.

Resolved: Governors were confident that the management of behaviour and discipline remains well managed and led.

x. Sports and Extra Curriculum

MW reported that support for charged clubs has decreased but free clubs are well attended.

Governors identified the need to investigate

- How is school using Sports Premium?
- Is Pupil Premium being used to support pupil who would like to attend “charged clubs”?
- Should clubs be free for all pupils?
- Does the time / day of clubs influence attendance?
- What clubs do pupil want?

Action: Staff to follow up Governor questions.

MW reported that all Y3 children had achieved 25m swimming award – an excellent progress measure.

xi. Friends of St Elizabeth’s.

JMc confirmed that funds are being raised for Pre/Early Years resources and equipment.

New bibles have been purchased.

Computers in ICT suite have been replaced.

Governors thanked Friends of St Elizabeth’s for their continual support.

Resolved: Governors thanked Mrs Walsh for her informative report which was accepted.

They noted that the quality of information and effective organisation of the report reduced the need for governors to ask additional questions.

Other Questions from Governors

How are joint INSET days with LTCCP schools being developed?

MW reported that a joint training day on Mental Health (1/2 day) and Mathematics (1/2 day) will take place in January 2019.

A second joint training day will be arranged for later in the year.

What progress has been made regarding Sex and Relationship Education?

MW reported that the Deputy Heads from the Partner schools are working collaboratively to develop a joint policy. Ten Ten resources will be published soon and these will enable all

schools to follow a common scheme. Individual schools will arrange staff training and parent meetings as required.

Governors noted that through their monitoring visits, the quality of reports and the strong ethos of collaboration, they had no further questions and thanked MW and all staff.

7b Policies

The following policies were sent to governors prior to the meeting.

- School Behaviour and Discipline Policy
- Grievance Resolution Policy and Procedure (Catholic Education Service)
- Capability Policy and Procedure (CES)
- Staff sickness / absence policy (CES) – Approved by Chair – power to act – see item 6a.

Resolved: The Governing Board approved and adopted these policies.

Action: Policies to be published on School website.

7c Diocesan Academisation Strategy'

AM reported that since the previous meeting:

- The Governors of St Francis of Assisi had discussed the Diocesan Academisation strategy.
- A meeting had been arranged for the Headteachers and Chair of Governors of SFoA and all feeder primary schools.
- LTCCP have already committed to working together to secure that any potential academisation is made with all partner schools.
- School continues to actively consider the academisation agenda, but external factors are slowing progress down.
- The Diocese had not provided any new information

Governor questions

Has any decision be made regarding inclusion of St Modwen's in Academy / partnership?

AM said this was still unknown.

What will be communicated to staff?

Resolved: Staff governors to inform colleagues that there are no new developments and that a joint meeting (SFoA / Feeder schools) will take place. Governors will keep staff informed of any developments as and when they happen.

What has been shared with parents?

MW confirmed that there was nothing to share with parents at this stage , but when/ if there are developments these will be shared.

Governors confirmed their commitment to retain the local identity of St Elizabeth's and to continue to work in partnership with LTCCP schools.

Any other business

Resolved: There were no additional items for governor attention

Thanks

AM expressed his thanks to all governors for their continued commitment and dedication to school. He thanked all staff for all they do and expressed specific thanks to MW and SC for the continued high standards of leadership and direction they give to the school.

Next meeting

26th March 6.00pm Full Governing Board

10th July 6.00pm Full Governing Board

Actions from this meeting.

Item	Action	Who?	Outcome
6	Collate Subject Leader "Wish List" to inform school budget priorities	MW SC	
6iv	Monitor impact of new spelling resources on progress and attainment.	L+M Committee	
6x	Investigate pupil support of clubs	Staff	
7b	Upload revised / new policies to website	JA	
7c	Staff gobs to report to staff on Academisation Strategy progress	LK JMc MW SC	