

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

Held on Tuesday 26<sup>th</sup> March 2019 at 6.00pm

**Prayer:** The meeting was opened with prayer led by Mrs Heath.

### 1. Apologies and Attendance

Mr A Mason (Chair), Mrs L Fahy, Mrs L Kessler, Mrs J McSweeney, Mrs E Nunes-Chrysostali, Mrs S Farnworth, Mr P Malewski, Mrs D Heath, Mrs M Hopper and Mr J Hutton

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

**Apologies:** Apologies were received and accepted from and Fr M White, Mrs M Walsh (Headteacher), Mr I Hamilton and Mrs M Hopper

Governors offered their sympathy and condolences to Mrs Walsh who was unable to attend due to a family bereavement.

### 2. Governing Board matters

#### a) Membership.

The Chair confirmed that there had been no changes since the previous meeting.

Noted that IH term of office is due to be extended by the Diocese (waiting for confirmation)

#### 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

*The Chair asked that it be noted that the Staff Sickness Absence policy had been approved by the FGB as effective from 1.1.19.*

*A Governor asked about security of minutes loaded onto personal laptops/ printed copies with reference to GDPR regulations.*

**Resolved:**

- Draft minutes etc from clerk would be password protected.
- Governor papers would be stored on GovernorHub with effect from 1.4.19. Governors will receive log in information as soon as possible.
- Governors were reminded to store Governor papers in One Drive.

- Paper copies should be destroyed after use.

**Resolved:** The minutes of the FGB meeting held on 22.1.19 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.

**Resolved:** Governors confirmed that the Committee structure is effective and no changes were required at this meeting.

#### 6. Reports

##### a) Chair and Vice Chair Actions

**Resolved:** The Chair had not taken any actions on behalf of the FGB since the previous meeting.

##### b) Finance, Buildings and Health & Safety Committee (13.3.19)

**Resolved:** The minutes were available prior to the meeting and were accepted by the FGB.

##### c) SFVS

**Resolved:** The Chair confirmed that this is almost complete ( see 6b minutes) and he will sign it off for submission by 31.3.19

##### d) Link Governor reports.

###### Literacy (DH)

- Has met with Subject Leader recently
- Assessment is due before end of term
- Y1 Phonics – higher number of pupils (compared to last year) may not meet age related standards, but appropriate intervention programmes are in place to support pupil learning and to accelerate progress.
- Y2 focus group – greater depth – assessment outcomes will be confirmed at the end of term.
- Spelling Scheme has been introduced across all cohorts. It has been accessed by some pupils in Reception and Y1. Pupils are enjoying the new approach and resources.
- Writing moderation is in place
- Active Learning ( Online resource)- Subscription will not be renewed for 2019/20. Senior Leaders have monitored access/use by pupils for home learning. Less than 10% pupils are using this resource at home. LK said staff were disappointed to lose this resource, but if it is not being used then it was a waste of money paying out each year.
- Monitoring of literacy lessons has been arranged.

###### Science (ENC)

- Has met with Science Leader
- Assessment modules – knowledge and experience are being used
- Y5 – evidence of Science being linked with IT learning

- Different forms of recording being developed to support reduction in teacher marking and to increase opportunities for children ( especially SEND) to record their knowledge and learning using graphics, technology etc. This highlighted the approach being taken in other subjects (e.g.: RE) when childrens attainment and progress is not limited by their ability in Literacy.

***How are the children being supported to learn technical vocabulary / Spelling important words?***

Staff said they are using aids such as writing mats to help children if needed.

***How are the children going to access statutory assessment if they can't read/ write scientific vocabulary?***

Staff pointed out that assessment for science is Teacher Assessment and that being able to read a SAT paper was not necessarily a good measure of scientific knowledge.

- Science Day had taken place and ENC reported that it had included an assembly with parents and active practical investigations in every class.
- Opportunities to engage with businesses, universities etc are being explored.

SC confirmed that Theme days have been arranged school and Preschool for:

- Summer Term – Art and Artists
- Autumn term – Technology

***Governors discussed ideas for developing partnership with S. Staffs College, St Francis f Assisi, Rawlett School , Laude Forte 6<sup>th</sup> form college. Other ideas included local media, Parish newsletter etc.***

**Early Years (SF)**

- Pre School visit has been booked
- Staff looking at changes to EY Framework ( currently consultation period). JMc/ SC confirmed that school has applied to join pilot schools.

**PSHE (DH)**

- Parental consultation and parent portal to be developed

**Pupil Premium (DH)**

- Pupil funding income has been reduced due to fewer PP pupils on roll.
- 3 new PP pupils have been admitted
- Focus is on Maths attainment and progress
- DH explained that the achievement and progress towards long term goals based on previous learning is monitored carefully.
- PP data is compared to similar data within LTCPP schools.

**SEN update (LK in absence of MH)**

- LK attends District Inclusion Panel meetings and has a good awareness of potential funding changes.
- DIP funding has supported one pupil for 6 sessions.
- LK reported that the networking through DIP is very useful – meetings include guest speakers and provide a source of advice and guidance.
- LK spoke of her frustrations at the poor quality of support received from Entrust on behalf of the Local Authority regarding a pupil being assessed for EHCPlan. Due to key worker absence (Entrust) statutory deadlines have been missed. LK rings every week but to date there has

been no progress or alternative arrangements made by Entrust to fulfil statutory requirements.

**ACTION:** TV to report poor quality of support via Entrust action sheet. LK to continue to escalate requests to enable EHCPlan to be completed.

- LK also noted that there has not been any Entrust/ Local Authority support for annual review meetings for pupils with EHCPlan. She stressed the importance of external attendance, especially when there is a need to change the EHCP / request funding for additional support.

**Resolved:** The Chair thanked all governors for their Link reports. He noted that link visits have been maintained this year and demonstrated the ability of the Governing Board to hold all leaders to account.

## 7. Finance

*See minutes of Finance, Buildings and Health & Safety Meeting (13.3.19)*

The Chair explained the context of the budget from a starting point that was very grim. He explained that initial staff modeller costs had been recalculated by JFU. Clarification of catering costs had also been established.

The final carry forward was £22,000.

This had enabled a balanced budget to be set. AM explained that costs have been reduced to absolute essentials. Staffing has remained with the current model and reductions have not been required. AM explained that Music and Swimming tuition have been retained by allowing up to 10% reserves (£4k) to be vired to the main budget.

***Discussion took place about the need to consider future budgets. A Governor felt that by using reserves – school could “be considered” to be setting a deficit budget.***

***Governors asked what income will be required in future years to maintain current provision?***

***Governors also asked will there be a need to make strategic decisions to cut expenditure if future income is not enough to balance the budget. What will happen in 2020/21?***

***Discussion identified that the fear that a deficit budget was needed for 2019/20 has been overcome, however the future remains uncertain. Additional income may be derived from lettings and Preschool income, especially as demand for preschool places grow. Governors identified that staffing is the largest cost and they would like to retain the current structure in the future, however they were also aware that this could change.***

***Governors asked what will happen to reserves if MAC conversion takes place.***

AM said this would be part of the due diligence process and he would want to see school reserves ring fenced for school budget.

LK reported that the new housing in neighbouring area is attracting more pupils to school.

***Governors identified that some costs associated with the Accessibility plan need to be included.***

***Governors would look to Capital funds to address this.***

SC confirmed that school is working with Paul Dawson (Entrust/LA) who may be able to advise on funding grants etc.

**Resolved:** The budget of £975.776 was approved by the Governing Board.

*Thanks was recorded to Finance Committee, Mrs Walsh, Senior Leaders and Jenny Atkins for the preparation of the budget, presented to governors.*

## 8.Policies

### a) Anti-Bullying Policy

**Resolved:** Subject to amendment requiring bully/ victims parents to be contacted this policy was approved and adopted.

### b) Attendance and punctuality.

**Governors discussed the procedure for late marks and asked why tolerance time (up to close of register at 9.05am ) was permitted?** SC explained the operational procedures at the start of the day.

**Governors asked if lateness was recorded and if a target should be set to reduce incidents of late marks?**

SC confirmed that it is a relatively small number of pupils who are consistently late and that school engages with parents to address this. **SC said she would feed this back to SLT for discussion.**

**Resolved:** The attendance and punctuality policy was approved and adopted.

### c) Behaviour and Discipline

SC explained that KS2 sanctions/ use of cards had been added, but that there were no significant changes to this policy.

**Resolved:** The Behaviour and Discipline policy was approved and adopted.

### d) Maternity/ adoption/ paternity and Parental leave policy.

**Resolved:** The MAPP policy was approved and adopted.

### e) Equality Policy

SC explained that new targets had been added since 2018/19.

**Governors noted that there was a printing error on final page.**

**Resolved:** Equality Policy was approved and adopted.

### f) Medical Condition Policy.

**Governors asked why 4 times a day medication could be given in school.**

SC explained that if medication is required three times a day or less, this could be managed outside school time, however when medication is required 4 times per day, it would be necessary for at least one dose to be administered in school time.

**Governors asked if double signing procedure was in place for prescribed medicines.**

SC confirmed that it was.

**Resolved:** Medical Condition Policy was approved and adopted

### g) Relationships and Sex Education Policy

SC explained that this policy had been written by CES based on statutory requirements <https://www.gov.uk/government/publications/sex-and-relationship-education> due to be implemented in September 2019. LTCPP Deputy Heads had personalised the policy to reflect local school context. There had been no changes to the statutory requirements or to CES policy contents.

TenTen Resources will be published at the end of April.

Governors identified that parents would probably want more information about the contents and resources to be used in school. Governors asked that school provides opportunities for parents to be informed and to have the opportunity to ask questions about this policy.

SC confirmed that Senior Leaders will be inviting parents to workshops to provide assurance regarding changes and to encourage parents to look at the resources children will be using.

**Resolved:** Relationships and Sex Education Policy was approved and adopted.

#### **h) Restrictive Physical Intervention Policy**

***Governors asked if this policy is ever used.***

SC said it was a policy that needed to be in place if there was a need for a pupil with known difficulties who required physical restrictive intervention to keep him/her safe and to keep other pupils safe. It was not a policy for general use and would only be used as directed by agreed behaviour management plans.

***Governors asked if records of use were in place.***

SC confirmed that they are and could be monitored by SEN governor / parents of individual pupils.

**Resolved:** Restrictive Physical Intervention Policy was approved and adopted.

#### **i) Accessibility Plan 2019 – 2021.**

***Governors asked that costs are added to this plan.***

**Resolved:** Subject to costs being added, the Accessibility Plan was approved and adopted.

### **9.School Development Plan**

SC confirmed that SDP had been RAG rated following evaluation by SLT.

***Governors noted that most areas were on track (Amber) or completed (green)***

***They asked about actions on Page 10 (red) – Actions no longer required.***

Page 18 (red) – PSHE policy to be reviewed in summer term

It was also noted that SDP plan had been updated to incorporate Catholic Life, Collective Worship, RE plans developed following Diocesan Inspection. There was evidence that progress has been made on these plans.

***Governors asked about the staff well-being objectives on Page 12***

SC confirmed that the DfE toolkit had been used and she was aware of the checklists and information in this package. Staff confirmed that

- PPA can be taken at home, subject to telephone availability.

- TA staff have some non-contact time for preparation
- Marking policy has been amended to include greater feedback in lessons
- Morale continues to be good.

**Resolved:** Governors confirmed that SDP reflects school priorities and provides good feedback information to governors. They thanked MW and Senior staff for their work.

## 10. Governor Information Pack

AM drew governor's attention to

GIP Page	Topic	School Notes
7	Data	<ul style="list-style-type: none"> <li>• School has provided ASP and IDSR information.</li> <li>• Teacher Assessment Moderation is in place within LT CPP schools.</li> </ul>
18	SFVS	This has been completed by school and is ready to be signed and submitted
18	Financial Benchmarking	Used at Committee Level and by School Leaders
22	Deals for schools	Noted
25	Governor Space	In progress
27	H+S Audit	Completed. Thanks to Jason Hutton for his work as H+S governor.
32	Multiplication Tables Assessment	School is part of pilot 2019
34	Safeguarding	Noted NSPCC course completed – ON line safety Spring term DSL/ DDSL courses attended Risk assessments and DBS personnel used for Friends of St Elizabeth's events.
38	Mental health	MW and SC have done training LK to do training Summer term
44	Appendices	Noted AM recommended all governors read these, especially Appendix 4 – Ofsted.

### Dates of Meetings

1<sup>st</sup> May – Various – to be confirmed

Friday 11<sup>th</sup> June at 3.30 Finance Meeting

10<sup>th</sup> July at 6.00 – FGB meeting.