

## St Elizabeth's RC Primary School

### Minutes of the Meeting of the Full Governing Board held in the School on Tuesday 21<sup>st</sup> November 2017 at 6.00p.m.

**Present:**

- (AM) Mr A Mason
- (MW) Mrs M Walsh (Headteacher)
- (LF) Mrs L Fahy
- (IH) Mr I Hamilton
- (JMc) Mrs J McSweeney
- (MH) Mrs M Hopper
- (JH) Mr J Hutton
- (LK) Mrs L Kessler
- (AB) Mr A Bentley
- (DH) Mrs D Heath
- (SC) Mrs S Colloff (Associate)

**Apologies** were received and accepted from: Mr D Gallagher, Fr M White, Mrs C Higgs

**In attendance:** (TV) Mrs T Vigus, Clerk to the Governors

**Prayers were led by IH**

#### 1. Election of Vice Chair

AM informed Governors that he had spoken to DG who apologised for absence due to work commitments. His capacity to attend Governor meetings will improve in December and he was willing to be reappointed as Vice Chair of Governors.

**Resolved:** Mr D Gallagher to be reappointed as Vice Chair until elections in 2018.

#### 2. Governing Board Matters

##### a) Membership – including 'Amendment to Constitution Regulations'

TV informed governors that the following terms of office were due to end during this year.

- Mr J Hutton – ends on 26.01.18
- Mrs C Higgs – ends on 26.01.18
- Mrs L Fahy – ends on 2.2.18
- Mr A Bentley – ends on 6.5.18
- Mr D Gallagher – ends on 24.7.18

MW confirmed that Parent elections are in process.

LF expressed her willingness to continue as Foundation Governor

**Action:** TV to check procedure for re- appointment.

There is still a vacancy for one Foundation Governor.

**Resolved -** Governing Board to be proactive in appointing new governors.

**b) Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential.

**c) Register of Business Interests**

Governors updated the register of business interests and were informed that this will be included on the school website.

**Resolved** - That the register of business interests has been updated.

**Action:** Website to be updated.

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

No declarations of interest were made by Governors in respect of any item appearing on the agenda.

**e) Code of Conduct**

**Resolved** - That the model Code of Conduct has been adopted by the Governing Board and all Governors have agreed to follow the Code of Conduct.

**3. Minutes of the Previous Meeting**

**Resolved** - That the Minutes of the full Governing Board meeting held on 10.10.17 be approved.

**4. Matters arising from Previous meeting.**

item	Action	Who	Outcome
1,3	Inform Entrust of appointments / changes to GB	TV	Completed
3	Send information for parent election	TV	Completed
	Parent election by end of autumn term	MW	In process
3b	Business interest – website update	JA /IH	IH to check website
5	Update SEND info on website / accessibility / policy etc	LK /MH	Have met – reviewed – to be completed
	Sports premium statement on website	AM	Completed
	Partnership info on website update	AM	In progress
	Governor pen portraits required for website	Governors / IH	MH to complete
6	Open invitation to all governors to attend school events etc. see Newsletter / website	All governors	Received
	Committee minutes / Link Governor reports required for next FGB	Governors Please send to MW / JA	Agenda
8	Confirm Admissions policy/ PAN	MW/AM	Agenda
16	Website compliance check	IH	January 2018
10	Termly Safeguarding check (GIP	MH	January 2018

	template)		
	Link Governor visits	All Governors	Agenda

Catholic Partnership – AM reported that the Partnership will be publishing joint logo shortly.

**5. Reports**

**a) Chair/ Vice Chair Actions.**

AM reported that school had received a formal complaint. This has been dealt with by MW and CH.

? Have parents received feedback from their meeting?

MW said she wasn't sure and would follow this up immediately.

**b) Committee Reports**

**i. Finance and premises Committee (6.11.17) – Chair JMc.**

JMc highlighted information for the governors.

- Health and Safety issues were considered in depth.
- JH completed a Health and Safety walk which identified some issues requiring advice/ action.
  - Electrical fuse board could present a fire risk
  - Fire containment may have been compromised by previous work – leaving gaps in ceilings with potential to allow spread of fire in ceiling voids
  - Wires – some are very hot

**? Governors asked if electrical inspections take place annually?**

MW confirmed they were done via Service Level agreement and are due in the Spring term.

**Action:** JH to seek advice and quotes for remedial work  
MW to raise concerns at Spring inspection.

**Resolved:** The minutes of the Buildings and Finance committee were received and approved.

**ii. Leadership and management Committee (7.11.17) – AM**

AM reported that the committee had a very full meeting. In addition to the minutes, Performance Management procedures and impact were discussed.

Governors confirmed that Performance Management is carried out robustly.

**Resolved:** The minutes of the Leadership and Management committee were received and approved.

**iii. HR and Pay Committee (7.11.17) – AM**

AM reported that the committee had reviewed Performance Management outcomes and had held the Headteacher to account for recommended pay awards.

Governors were satisfied that the Headteacher has conducted all Performance Management reviews in a robust and rigorous manner, ensuring that pay awards were supported by evidence and pupil outcome information.

Noted that the minutes for this meeting are Confidential.

**Resolved:** The Governors thanked the Pay Committee and MW for their work.

**iv. Pre-School Committee (9.11.17) – IH**

IH confirmed that he had met Pre-school staff on a visit on 3.11.17

The minutes of Meeting held on 9.11.17 confirmed that

- Accounts and bank account details have been received.  
**Action:** MW and SC to complete closure procedures
- Finance – work is continuing to transfer all information to school system.
- Budget is weak and the need to increase pupils on roll is a priority action
- EY Phonics – LK is supporting curriculum development. She had delivered training and is supporting team teaching. Improvement has been noted
- Team feel more supported and part of the school now.

**Resolved:** The minutes of the Pre-School committee were received and approved.

**v. Catholic Life and Curriculum Committee (16.11.17) LF**

LF reported that

- Committee had met altar servers team
- School and class journals recording aspects of Catholic Life are being used
- Prayer is promoted strongly through communications with parents, collective worship and daily school life.
- Curriculum targets were monitored
- Governors monitored sample pupil books.
- DH is working with senior leaders to ensure that communication with parents is clear and informative.

**Resolved:** The minutes from The Catholica Life and Curriculum Committee were received and approved.

**c) Link Governor Reports**

**i. Health and Safety (JH)**

See Minutes from Finance and Building Committee above.

**ii. Curriculum – History and Geography (IH)**

- Had met with Subject Leaders
- Cornerstones being used and refined to meet school needs
- Long Term Plans have been updated
- School priority – linking with writing
- No resource issues
- Very positive meeting.

**iii. RE – (LF)**

- Had met with subject leader
- RE Action Plan in place
- Evidence of RE moving forward – an integral part of school life and learning
- Leader working very hard

**iv. SEND – (MH)**

- SEND provision reviewed
- Pupil Progress reviewed with LK
- 31 pupils on SEN register (15 at Monitoring stage, 16 receiving support from school or external agencies)
- Concerns about funding and difficulty in securing funds to meet pupil needs

- Concerns about the availability, frequency and continuity of external support. Senior Leaders are actively looking at alternative support from an external source to increase reliability and access of additional support for pupils.
- 1 pupil has received accessibility funding
- Support within school – in place and well managed
- Leader has good knowledge of successes and barriers to success through effective monitoring.
- Current Y6 has 5 pupils on register – this will present a challenge and may impact on end of KS2 data.

**? What can GB do to help?**

MW said she wanted to keep Y6 as two classes – this would enable SEND needs to be met within a smaller class and provide the opportunity to stretch the learning of more able pupils. Financially this was a big expense, however MW said that governors and senior leaders had identified this cohort previously as weak and had to be seen to provide suitable support. MW said that staff arrangements were possible, and she would be able to report on the financial implications via the Finance Committee.

**Resolved:** Governors approved arrangements for Y6 subject to finance approval.

**v. Safeguarding (MH)**

- Had met with MW and SC to review safeguarding policy and procedures in accordance with KCSiE requirements.
- School is doing well – no concerns
- School involvement in Child Protection / Children in Need plans discussed
- Asked – **how do we know that the children know about Safeguarding procedures and policy?**  
**Action:** MW / SC to review via pupil voice
- LADO / referral practice in place –
- ESafety / Online procedures are strong
- Safe Recruitment / Staff records are strong
- L1 training completed by all staff
- L2 training completed by Leadership team (exceeds statutory requirements)
- TA training completed
- MDS training – school managed
- L1 Governors – MW to include as a prelude to next FGB meeting – early start required. She has completed “Train the trainer” course.

No exclusions

No serious incidents

No use of external support agencies has been required through Safeguarding.

School is aware of and involved in LST provision for some families

Discussion on how school managed enquiries from First Response due to out of school disclosures.

MW said practice had been refined to include records of enquiries.

**? Can Safeguarding records be seen by parents?**

**? Are records secure?**

Governors were assured that Safeguarding documents are strictly confidential and not available to parents. They are kept in a locked cabinet by MW.

**Resolved:** Governors were assured that safeguarding procedures and policy are compliant with current regulations and are given high priority by all members of the school team.

Planned meetings that have not yet taken place:

- English – DH / LK
- ICT – JMc

**Resolved:** The Chair thanked governors for their verbal reports and appreciated the time and effort they gave to the Link Governor role.

## 6. Headteacher's report

MW shared key points from her report:

### i. Catholic life of school

- Prayer books and bags have been provided
- Rosary group took place during October
- Staff meetings start with prayer
- Assemblies / collective worship are prayerful and are including more opportunities for pupils to lead worship.
- Charity support has included Macmillan, Children in need and donating resources to Chintowa school.

### ii. Continual Professional Development (CPD)

- MW reported that she and SC had attended Mindset training. This is going to be developed with all staff to promote the growth of learning behaviours and positive attitudes with pupils. Will also be supported by Sports premium project.
- MW reported that she and SC had attended ASP (Analyse School Performance – formerly Raise on Line). She has asked Trevor Sutcliffe to arrange training for governors.
- Staff have received training in Asthma, Epi Pen and Epilepsy management. Health care plans are in place for emergency first aid and actions.
- Writing continues to be a focus area - commissioned moderation will assess impact of training.
- Phonics training and support has been extended to EY's

### iii. Attendance

- Data presented shows the impact of one family.
- 1 short fixed term exclusion has taken place and support is in place for this pupil.

### iv. Teaching and Learning

#### **? How does spelling data differ to national standards?**

MW explained that at this stage most children are in emerging group for end of year expectations. The aim is that the majority of pupils will attain the expected standard by the end of summer term.

MW said that children who are not on track are identified through rigorous Pupil Progress meetings.

Standards are in line with national – but school has identified the need for pupils to use spelling more accurately, by writing less but by writing with more skill. Spelling is being developed as part of writing focus to

equip children with skills to enjoy writing and to write with stamina and accuracy.

***? At what point do younger children move from phonetically acceptable attempts to formal spelling?***

MW explained that in EY children need to be encouraged to “have a go” – to enjoy writing.

Phonetical spellings are used until Year 1. Alongside phonics, key words are mastered and as they progress to Y2, tricky words are developed. The phonics development takes place up to the end of Y” but parents have lists of words they can practice with pupils in the back of reading journals.

***? Is this clear to parents?***

LK said she thought it was, but staff would develop more through induction and welcome meetings to ensure that parents understood how they could help their child in spelling.

**v. School development**

- Writing – focus for development this term.
- Internal monitoring moderated by Entrust consultant
- Catholic partnership – partnership plan developed
- Science Quality Marks – in progress
- Pre-School – improvement is rapid
- Will need to appoint new School Improvement Partner

**vi. SEND**

See above Link report

**vii. Personal Development, Behaviour and Welfare**

- 2 Bullying incidents investigated (1 Governor input)

**viii. Sport and extra curriculum**

- Free club “Commando Joes” to be introduced using Sports Premium providing sport and emotional wellbeing activities at start of day, lessons, and opportunities for older children to develop sports leadership skills.
- Friends craft sessions have been very popular and well supported.
- 93 children booked in for Tea with Santa.

MW expressed thanks on behalf of everyone in the school for the fantastic work the Friends of St Elizabeth achieves. The social engagement of families and fundraising is appreciated very much.

**ix. Curriculum events**

Information about curriculum events for each cohort was presented.

**Resolved:** Governors thanks Mrs Walsh for her very informative report.

**7. Admissions**

MW shared the diocese Admission policy

**Resolved:** Governors approved the policy and asked that it be implemented.

**8. Other business**

Pre-School have asked permission to adopt the school uniform.

Governors identified that the Pre-School is a non-denominational setting and agreed to the use of the school badge on Pre-School uniform.

Governors noted that wearing a similar uniform would promote integration and confirm that Pre-School is part of the school.

**Resolved:** Permission granted for Pre-School uniform.

**9. Confidential Items**

**Resolved -** No items were identified as requiring to be recorded in a confidential appendix to the minutes.

**10. Dates and Times of Future Meetings**

**Resolved -** That the full Governing Board meetings for 2017/18 will take place as follows:

**Full Governing Board Meetings**

- Tuesday 23<sup>rd</sup> January at 6.00pm
- Tuesday 20<sup>th</sup> March at 6.00pm
- Tuesday 3<sup>rd</sup> July at 6.00pm

The Chair thanked everyone for their attendance and commitment during 2017.

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

**ACTIONS.**

1	Inform Entrust DG – Vice Chair	TV	
2	Check reappointment LF procedure	TV	
2c	Update website – Business Interests	IH	
5a	Check parents have received feedback re complaint	MW CH	
5bi	Seek quotes/ advice electrical work	JH	
5bv	Level 1 for Governors to be arranged	MW AM MH	

**Next meeting**

**Agenda, papers, reports to Clerk by MONDAY 8<sup>th</sup> JANUARY 2018**