

ST CHARLES CATHOLIC PRIMARY SCHOOL

MINUTES OF THE GOVERNORS' MEETING HELD ON MONDAY 19 JUNE 2017 AT 4PM

PRESENT

S Roberts (Chair)	A Roberts (Headteacher)
F Stoddart	T Wainwright
N McCloy	M Burke
J Cassell	B Battersby
Cllr. S Jennings	

ALSO PRESENT

C Hodson	Clerk to the Governors
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		Action
17/15	<p>WELCOME AND OPENING PRAYER</p> <p>S Roberts welcomed those present to the meeting and asked A Roberts to open the meeting with a prayer.</p>	
17/16	<p>CONSIDERATION OF APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received Father James Preston, H Broekman and W Hughes.</p> <p>These apologies were noted and accepted.</p>	
17/17	<p>CONFIDENTIALITY</p> <p>The Chair reminded Governors of the need for confidentiality relating to matters discussed at Governors' and Committee meetings.</p>	
17/18	<p>NOTICE OF ITEMS FOR ANY OTHER BUSINESS</p> <p>No items were recorded.</p>	
17/19	<p>DECLARATION OF INTERESTS</p> <p>No additional interests were declared.</p> <p>No interests were declared at this point, relating to this meeting's agenda.</p>	
17/20	<p>MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2017</p> <p>Minutes of the meeting held on 13 February 2017 had been circulated previous to the meeting.</p> <p>It was proposed by Cllr. Jennings, seconded by F Stoddart and unanimously agreed that the minutes were a true and correct record and that they be signed by the Chair.</p>	
17/21	<p>MATTERS ARISING</p> <p>17/05 Declaration of Interests J Cassell and B Battersby had completed and returned their Declaration of Interest forms to A Roberts.</p> <p>The Clerk confirmed that she had asked M Walker to upload this information onto the school website.</p> <p>17/05 Matters Arising 16/30 School Website Those present confirmed that they had received the relevant information from M Walker and could now access the Governors' zone via their password.</p>	

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	<p>16/47 Dates of Future Meetings Headteacher's Appraisal Review Committee S Roberts confirmed that the Committee had met on 7 March 2017 to undertake the Headteacher's Appraisal Review.</p> <p>17/09 Attendance A Roberts stated that she and M Walker continue to work closely with the EWO to track pupils with specific attendance patterns.</p> <p>She added that as suggested by the Curriculum and Pupil Committee she had spoken with the EWO and the disaggregated data without the PAs for the Spring Term would have been 95%.</p> <p>Since two PA children have left the school attendance is improving, with weekly attendance being above 95% for the past five weeks of the Summer term.</p> <p>Any other Matters Arising will be covered within the meeting's agenda.</p>	
17/22	<p>CHAIR'S CORRESPONDENCE</p> <p>There was no correspondence to relay.</p>	
17/23	<p>HEADTEACHER'S REPORT</p> <p>Copies of the report had been emailed to Governors previous to the meeting.</p> <p>A Roberts stated that as Governors had had an opportunity to read the report she would summarise various sections of it.</p> <p>School Self Evaluation A Roberts stated that the school are very overdue an Ofsted inspection and referred to Page 4 of her report stating that following very careful consideration and detailed discussions with the LSIP she has evaluated the school as 'good'.</p> <p>Whilst the attainment and progress of pupil premium children remains an area of concern this is an improving picture which she will strongly put forward with Ofsted.</p> <p>The HLTA appointment will focus on very targeted intervention to accelerate this improving picture.</p> <p>A Roberts referred to the substantial narrative in the Curriculum and Policy Committee so that Governors understand the school population and why we have appointed particular staff.</p> <p>The attainment and progress of all pupil premium children is a regular agenda item on weekly PDMs and is the focus for Pupil Progress meetings.</p> <p>It is also an objective in the Appraisal cycle and whilst every colleague understands that they are accountable for every child the focus is on Pupil Premium because of the funding allocation and its impact.</p> <p>Governors asked what percentage of the number on roll were Pupil Premium children and if the school have case studies for Pupil Premium children?</p> <p>A Roberts responded that staff had prepared case studies as evidence as some of the Pupil Premium children have barriers to learning and hence have not attained or made the necessary progress.</p> <p>She added that Pupil Premium is a 'moving picture' there are 63 disadvantaged pupils (32%) on roll.</p> <p>Some cohorts have quite a lot of Pupil Premium children and whilst attainment and progress is improving in KS1 we still have more barriers to learning in KS2.</p> <p>23 of the Pupil Premium children are also on the SEND register and an anonymised</p>	

		Action
	<p>breakdown of the number of 'disadvantaged children' and SEND children in each year group was included within the Headteacher's report.</p> <p>Subject Leader Reports Copies of the Pupil Premium Report, Mathematics Report, EYFS Report, English Report and RE Report prepared by the relevant Subject Leaders had been emailed to Governors previous to the meeting.</p> <p>A Roberts stated that all Subject Leaders have attended the termly briefings delivered by SiL following which they provide updated to all class teachers.</p> <p>She added that she has been supported by the LSIP on a learning walk to observe teaching and learning and from ongoing monitoring shows that overall the quality of teaching and learning is good.</p> <p>Governors asked if judgements are made on individual lessons?</p> <p>A Roberts stated that judgements are not made on individual lessons but on progress over time which includes book scrutinies.</p> <p>She added that the Literacy and Maths books were monitored by the relevant Subject Leaders with the support of School Improvement Officers on 25/26 May and progress is evident in all year groups.</p> <p>M Burke stated that his school use 'Perspective Lite' which is an on line recording self evaluation system similar to a mini-website which is broken down into sections and can be used as a recording tool for lesson observations, book scrutiny, pupil interviews and Learning Walks adding that he has found this very useful.</p> <p>A Roberts thanked M Burke and asked if there was a charge for this facility as she uses 'Perspective Lite' but had not had access to this.</p> <p>A Roberts stated that as Governors, particularly those on the Curriculum and Pupils Committee are aware, challenging targets were set for this appraisal cycle which were reviewed in March and will be reviewed again in July.</p> <p>She added that the Teaching and Learning objective is to ensure more able learners have appropriate challenge and work at greater depth.</p> <p>The Raising Attainment objective is to ensure that pupils, specially Disadvantaged and SEND, make at least expected progress.</p> <p>The CPD objective is to develop leadership role within the specific subject being led.</p> <p>The school have been awarded the Reading Quality Mark (Silver Award) and A Roberts commented that a lot of work had gone into the preparation and submission for this award and that she does have some paper copies if any Governors wish to peruse the evidence.</p> <p>Governors were informed that data was not included in some reports, specially the SEND report, as it had not been anonymised.</p> <p>Staffing A Roberts stated that staffing is still a challenge owing to some long term absences and an overview of these was included in the Headteacher's report.</p> <p>She added that she was continuing to work with K Twamley, SiL Finance, to secure interim financial support and had asked for this support to be prioritised to provide at least a half day a week support until the end of term. (See Minute 17/F23 – Staffing) of the Finance/Staffing/Premises Committee of 17 May 2017.</p> <p>A Roberts wished to record her thanks for the admin support which had been received from St Hugh's.</p>	

Admissions

The number on role at the May census 2017 was 196.

Governors noted that whilst five children had joined the school since the last Governors' report asked if there were reasons why 10 children had left.

A Roberts responded that this is mainly due to re-locations i.e. some children relocating to north Liverpool and other parts of the country.

30 places have been accepted for September 2017 which comprises of 22 boys and 8 girls, hence there will be a gender imbalance which can bring difficulties.

One appeal was lodged but this has now been withdrawn.

A Roberts stated that the first new Reception intake meeting will be held on 23 June 2017.

Provisional Data for 2017

EYFS: 66% GLD: Writing is the weakest area with 10 children not achieving (but 6 of these are summer born).

A Roberts stated that a lot of hard work and analysis has gone into the preparation of this data.

The school are working closely with the Quality Improvement Officer from SiL to ensure that in September we have clearer learning outcomes in place and a more direct approach to raise GLD.

A Roberts stated that we have started our Nursery visits to obtain information on children joining Reception so we can establish and be prepared for any specific needs.

Phonics: 83% (25 children achieved). 5 children had not achieved and the Headteacher relayed the reasons for this.

A Roberts stated that a lot of hard work has been done in Year 1 in targeting children but we will have to wait to see what the pass mark is which previously was 32.

KS1 (to be externally moderated on 21 June 2017)

		2016
Reading:	61%	47%
Writing:	57%	40%
Mathematics :	61%	43%
Combined:	50%	30%

KS1 have been assessed very carefully with a lot of internal and external moderation being undertaken.

PROVISIONAL DATA FOR TEACHER ASSESSMENT FOR KS2**KS2**

Reading:	67% (19 GD)	41%
Writing:	59% (11%)	52%
Mathematics:	70% (15)	52%
Combined:	59% (11%)	19%
SPAG:	74% (19)	70%

A Roberts stated that a lot of moderation has also been undertaken in KS2 adding that she is confident that this year's teacher assessment is more robust.

Safeguarding and Child Protection

i. An anonymised breakdown of the number of children under each category had been provided at the Curriculum and Pupil Committee on 10 May 2017 (See Minute 17/C28 – Safeguarding).

All staff are aware of Keeping Children Safe in Education 2016.

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17/24	<p>ii. The 175 Safeguarding Audit has been completed and submitted to SiL.</p> <p>Staff training re PREVENT was auctioned in April 2017 and an INSET training day for 'Safer Handling' was completed in April 2017.</p> <p>School Development Plan The 3 year SDP will be uploaded onto the Governors' zone of the school website.</p> <p>A Roberts stated that Reading and Mathematics will continue to remain a priority within the SDP.</p> <p>The Chair thanked A Roberts for a full and comprehensive report.</p>	
	<p>REPORTS FROM COMMITTEES</p> <p>i. Curriculum and Pupil Committee Copies of the draft minutes of the meeting held on 10 May 2017 had been emailed to Governors previous to the meeting.</p> <p>S Roberts stated that the draft minutes provided a detailed curriculum update together with a breakdown of Standards for each year group as at the end of the Spring Term 2016-2017.</p> <p>He added that a Curriculum update was also included within the Headteacher's report.</p> <p>ii. Finance/Staffing/Premises Committee Copies of the draft minutes of the meeting held on 17 May 2017 had been emailed to Governors previous to the meeting.</p> <p>Cllr. Jennings stated that from the draft minutes Governors could see the detailed discussion which had been held relating to various budget lines on the Form 1.</p> <p>The total allocation and income for 2017-2018 amounted to £1,075,713 and the total gross expenditure amounted to £1,125,690 giving an in year deficit of £49,977 which when deducted from the reserves brought forward at 31 March 2017 of £139,000 gives a projected balance at 31 March 2018 of £89,023.</p> <p>Governors asked why the balance carried forward from 2016-2017 of £139,000 shows an increase from that which had been reported at the last Governors' meeting.</p> <p>A Roberts responded that this is as a result of a reduction in staffing costs due to a UPS teacher leaving at the end of the Autumn term and not being replaced, a reduction in contribution to DGT payment and increased revenue from After School and Breakfast Club.</p> <p>Cllr. Jennings stated that prior year commitments and planned projects totalling £50,000 had been listed on the Form 1 relating to whole school refurbishment and drains.</p> <p>The Archdiocese had advised that the school have been awarded £100,000 funding towards the cost of Roof Replacement Phase 1.</p> <p>The Governors' 10% liability in respect of the LCVAP allocation will be funded from the central capital budget, subject to approval by the Building Projects Committee.</p> <p>It is anticipated that any costs that exceed the school's LCVAP allocation will be met through the utilisation of the school's DFC grant.</p> <p>A Roberts stated that this is an opportunity to invest in the fabric of the building and that she had met with Cunliffe's on 13 June 2017.</p> <p>Governors asked if this allocation will fund other fabric work?</p> <p>A Roberts responded that the roof is a priority.</p> <p>Governors asked if the roof would be replaced like for like?</p>	

		Action
	<p>A Roberts stated that Cunliffe's have taken samples of the roof and tenders have been put out for three quotes so any additional fabric work will be dependent on the tender costings.</p> <p>One Governor asked if there are restrictions on who can tender for the work?</p> <p>S Roberts explained that as an Archdiocese school we have to follow their processes relating to any structural work hence we do not have any control on the tendering process as the Archdiocese only use companies on their list of approved contractors though if the process is slow we will keep challenging the Archdiocese.</p> <p>J Cassell asked that, in his capacity as a Governor, if he could see copies of the quotes when these are received and this was agreed by those present.</p> <p>Governors stated that whilst they appreciate the Archdiocese processes have to be followed they also sign the Best Value Statement on an annual basis hence they are duty bound to challenge if the process is slow.</p> <p>Cllr. Jennings stated that the Committee approved the 2017-2018 budget and signed the Form 1 which was submitted to SiL Finance by 31 May 2017 together with the signed Statement of Internal Control.</p> <p>Items relating to Staffing were included within the Headteacher's report.</p> <p>iii. Pay Committee F Stoddart stated that the Pay Committee had met on 15 May 2017 when A Roberts had updated the Committee on the teachers' mid-year review of their targets.</p> <p>17/25 APPROVAL OF POLICIES</p> <p>Copies of the following policies had been emailed to Governors previous to the meeting and had also been uploaded onto the Governors' zone of the school website.</p> <ul style="list-style-type: none"> i. Disciplinary Policy & Procedure (all school staff) ii. Teachers' Appraisal Policy iii. Capability Policy – Teaching Staff only <p>The above three policies have been reviewed by SEAT and Union representatives and approved for release for adoption by schools by the Local Authority.</p> <p>Following a brief discussion it was proposed by Cllr. Jennings, seconded by M Burke and unanimously agreed that the above policies be approved and adopted.</p> <p>iv. SEND Policy The only changes made have been to ensure that the content is compliant.</p> <p>v. Use of Mobile Phone Policy All staff are aware of this policy and volunteers are made aware of the contents.</p> <p>The Site Manager now has the use of a walkie-talkie, rather than using his mobile phone.</p> <p>vi. Complaints Policy The contents of this policy remain unchanged. The only addition is that appendices setting out relevant forms and draft letters have been included.</p> <p>vii. Credit Card Policy This policy is clear in its term of use and has been absorbed as part of the Financial Procedures document.</p> <p>Cllr. Jennings to undertake a termly check of the credit card statements against the bank statements and a statement of the Credit Card expenditure to be presented to each Finance/Staffing/Premises Committee.</p>	<p></p> <p>AR/JC</p> <p></p> <p>AR/SJ</p>

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	<p>viii. Exclusion Policy and LA Exclusion Guidance and Procedure Whilst the school follow the LA Exclusion Guidance and Procedure, S Roberts had prepared a summary of the document which has been uploaded onto the Governor Zone.</p> <p>ix. Safer Recruitment Policy F Stoddart stated that she was waiting to receive a template for this policy from Governor Services.</p> <p>It was agreed that this be presented to the next Governors' meeting.</p> <p>S Roberts confirmed that all appointments have been carried out following the Safer Recruitment procedures.</p> <p>Following a brief discussion, it was unanimously agreed that the above policies be approved and adopted.</p>	<p>FS</p> <p>SR/CH</p>
17/26	<p>POLICY REVIEW PROCEDURE</p> <p>S Roberts asked Governors to utilise the Governors' page on the website to view policies as they are uploaded.</p> <p>S Roberts stated that W Hughes was working with M Walker in formulating a Policy Review Matrix.</p> <p>He added that this will be completed by the end of this term and forwarded to the Chairs of the Committees so that they are aware of their relevant policies to ensure that they are reviewed within the recommended cycle in order to maintain a rolling programme.</p>	<p>WH/SJ /SR/CH</p>
17/27	<p>GOVERNING BODY ITEMS</p> <p>i. Governor Training Governors were reminded to inform Cllr. Jennings of any training courses they had attended so that the training log could be kept up to date.</p> <p>Cllr. Jennings stated that the Clerk had circulated information re the Financial Benchmarking session being facilitated by SiL on 27 June 2017.</p> <p>T Wainwright stated that she would be attending a 'Making Sence of Autism' session being facilitated by SiL on 19 June.</p> <p>ii. Visits to School S Roberts encouraged Link Governors to liaise and meet with their subject leads prior to the end of term.</p> <p>Following their visits, Link Governors were asked to complete their form for uploading onto the website as these formed a good evidence base of their visits.</p> <p>iii. Director's Items – Summer 2017 Copies of the Items had been emailed to Governors and had also been uploaded onto the Governor Zone.</p> <p>F Stoddart stated that she had attended the Chair's meeting on 26 April 2017 and gave an overview of the various items.</p>	<p>All</p> <p>All</p>
17/28	<p>DATES OF FUTURE MEETINGS</p> <p>Full Governors' Meetings Monday 16 October 2017 at 4pm Monday 5 February 2018 at 4pm Monday 18 June 2018 at 4pm</p> <p>Committee Meetings Curriculum and Pupils Committee Monday 18 September 2017 at 4pm</p>	

		Action
	<p>Monday 15 January 2018 at 4pm Wednesday 9 May 2018 at 4pm</p> <p>Finance/Staffing/Premises Committee Monday 9 October 2017 at 4pm Monday 22 January 2018 at 4pm Monday 21 May 2018 at 4pm</p> <p>Pay Committee Monday 6 November 2017 at 4pm Monday 14 May 2017 at 4pm</p> <p>17/29 ANY OTHER BUSINESS</p> <p>i. A Roberts stated that Elan Homes will be removing part of a wall from the side of one of the new homes and that the remaining part of the wall would be rendered.</p> <p>She added that even though this was not part of the school site, Cunliffe’s had inspected this.</p> <p>A Roberts stated that Elan Homes have built a brick wall where there used to be a gate at the rear of the school and that she had expressed her concerns re the safety aspect.</p> <p>She added that Elan Homes would be erecting a fence panel on top of the wall and following a brief discussion, Governors agreed for Elan Homes to undertake the greenery planting on the school’s side of the wall.</p> <p>Cllr. Jennings stated that Elan Homes had received planning permission to also build houses to part of the rear of the Territorial Army Centre site.</p> <p>As there was no further business the Chair thanked those present for attending and the meeting closed at 5.15pm.</p> <p>Signed..... Date.....</p>	