

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST  
OSWALDS RC PRIMARY SCHOOL HELD AT 5.00PM ON  
WEDNESDAY 18 MAY 2016 AT THE SCHOOL (6 Pages)**

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**PRESENT**

**Foundation Governors:**

Father M Beattie  
Mr A Hegarty  
Mrs R Hill  
Mr G Manley  
Mrs E Ryan  
Mrs J Jones

Mrs J Simm, LA Governor  
Mrs M Walsh, Head Teacher  
Mr A K Joseph, Parent Governor  
Mrs T Gentle, Staff Governor

**Also Present:**

Mrs C Sime, Deputy HT (Observing)  
Mrs G Murphy, Deputy HT (Observing)  
Mr I Strom, SBM (Observing)  
Ms Y Burkill, Clerk to Governors (Cover)

<b>1. Welcome and Opening Prayer</b>	
Mr Hegarty opened today's meeting by welcoming everyone to the first Governors' Meeting for the new amalgamated school. An election for Chair and Vice Chair for the Governing Body will be held shortly. Everyone present then introduced themselves.  Father Beattie led an opening prayer.	
<b>2. Election of Chair</b>	

<p>An invitation was made to Governors to nominate a Chair of Governors for the new amalgamated school.</p> <p>Mr Manley nominated Mr Hegarty for this role, this was seconded by Ms Hall and unanimously agreed by Governors.</p> <p>Mr Hegarty thanked Governors for their continued confidence and support, adding that there would need to be another election in September, during the first meeting of the new academic year, unless Governors confirmed that they would like him to remain in office until September 2017.</p> <p>Governors unanimously agreed that Mr Hegarty should remain in post until September 2017.</p>	
<p><b>3. Election of Vice Chair</b></p>	
<p>Mr Hegarty stated he wished to nominate Ruth Hall as Vice Chair of Governors. Ms Simm seconded the nomination, which was unanimously agreed by Governors, for the same term of office as Mr Hegarty.</p>	
<p><b>4. Apologies for Absence</b></p>	
<p>Ms N Powell, Foundation Governor</p>	
<p><b>5. Pecuniary Interests (pro-forma attached)</b></p>	
<p>Forms related to pecuniary interests were circulated. Mr Hegarty asked governors to complete the relevant sections of the form and return to Mr Strom as soon as possible.</p>	
<p><b>6. Items of Any Other Business</b></p>	
<p>Dates of Meetings.</p>	
<p><b>7. Reconstitution</b></p>	
<p>Mr Hegarty invited each current chair of the committees to briefly highlight their committee responsibilities:</p> <p><b>Pastoral</b> – Father Beattie is the current chair of this committee. This committee deals with a wide range of issues, including Safeguarding/ Ethos/ Education/Catholicism/School Mission Statement.</p>	

<p>A short discussion took place when it was agreed that the membership of this committee would be Father Beattie; Mrs Hill; Mr Manley; Mrs Gentle; Mr Joseph; Mrs Simm, Mrs Walsh and Mrs Jones.</p> <p>The chair for this committee will need to be elected at the first meeting.</p> <p><b>Curriculum</b> – Mr Manley is the chair of this committee and briefly highlighted the following areas of responsibility for this committee: Children; Teaching; Standards.</p> <p>After a short discussion it was agreed that the membership of this committee would be Mr Manley; Mrs O’Sullivan; Mrs Gentle; Mrs Ryan; Mrs Jones &amp; Mrs Walsh Mr Hegarty will attend this committee on an ad-hoc basis. Again it will be necessary to elect a Chair for this committee at the first meeting.</p> <p><b>Resources</b> – (Building/Premises/Staffing/Finance). The Governors on this committee will be Mr Hegarty; Mrs Ryan; Mrs Walsh; Mrs Simm; Father Beattie; Mrs Hill. In common with the other committees a chair will be elected at the next meeting.</p> <p>Mr Hegarty then reported that there is a statutory need to have Governors available to deal with issues arising related to complaints. Three Governors would need to sit on the panel with a substitute available. Then for appeals, a different set of Governors would be needed to hear the appeal. This committee only sits when needed , and only held if necessary. It was agreed that the initial panel would be Mr Hegarty (Chair); Mrs Ryan; Mrs Simm.</p> <p>The link Governors were agreed as follows:</p> <p>SEN Governor – Mrs J Jones          Religion – Mrs J Simm          Safeguarding Mrs Hill</p>	
<p><b>8. Minutes of the Shadow Governing Body Meeting held on 03/03/16</b></p>	
<p>The minutes for this meeting had been circulated to Governors before the meeting.</p> <p>The following issues were noted in the minutes:</p>	

<p>Page 1 – under <b>Declaration of Interests</b> – ..... Miss Sime declared that ‘she’ – should ‘they’.</p> <p>Page 2 – paragraph 4 – a short discussion took place on secondary places in terms of the number of children transferring to non-Catholic secondary schools. Mrs Walsh reported that 40% of the children will not be attending a Catholic Secondary School.</p> <p>Page 4 – paragraph 3 - KS1 is shown – this should say KS2.</p> <p>Page 4 – paragraph 5 – It was reported that MGL have almost completed the work for the new school website and this will be up and running by the end of the week. Mrs Walsh said the site will be initially basic, it would take a lot of time to add all the information from the two departments but all the statutory information will be available.</p> <p>Mr Hegarty reminded Governors that all must provide a photograph and pen portrait to go on the new website.</p> <p>Page 5 – paragraph 2 – a number of parents are asking about the uniform. Mrs Walsh reported that a letter will be going out to all parents shortly.</p> <p>Any other matters arising will be discussed within the main agenda.</p> <p>The minutes were agreed as being an accurate and fair representation of discussions, and were signed by Mr Hegarty.</p>	
<b>9. Committee Reports</b>	
<p><b>Staffing</b> (Last meeting held on 14 April 2016)</p> <p>It was reported that there was a Staffing meeting on 14<sup>th</sup> April, to discuss the staffing structure of the amalgamated school. There are some appeals to be heard, and the outcomes will be reported back to Governors. The minutes of this meeting will be circulated to governors if and when appeals have been heard and resolved.</p> <p><b>Resources</b> (Last meeting held on 5 May 2016)</p> <p>The documents related to resources were circulated to Governors. Mr Hegarty reported that a meeting had been held on 5<sup>th</sup> May, when a lot of discussion had taken place.</p> <p>Mr Hegarty highlighted various aspects of this year’s budget, including figures and projections. A lot of discussion took place</p>	

about the building costs, which are high due to the extensive work required.

The budget was discussed and scrutinised at the meeting at great length, after which it was agreed that it would be presented to full Governors for official approval.

A short discussion took place, after which it was unanimously agreed that the budget for 2016/17 would be formally ratified.

Health & Safety – some issues were discussed related to the Fire Alarm system. All actions were agreed.

Catering – there continues to be an issue around Absolutely Catering and their refusal to accept pension liability, the LA Catering Section has agreed to continue covering the infant food service at this time. There is a need to arrange a meeting with the Consortia Catering Consultant, Ray Jeffries as soon as possible, so that this issue can be resolved.

Policies – Finance *Regulations Document* – this dictates controls and responsibilities for all finance matters within the school. The document was discussed and length. Mr Hegarty explained that this document was a standard LA document.

Mr Hegarty recommended that Governors approve this document.

This recommendation was seconded by Ms Hill, and then unanimously agreed by the Governors.

All Governors should be emailed a copy of this document asap.

Supply Absence Insurance – Mr Hegarty reported that a provider for this service was identified and agreed.

Future Meetings – a further meeting for Finance may be required before the end of term. Governors will be informed as applicable.

SFVS – again this document was discussed at length during the meeting. The document was agreed and signed by Mr Hegarty, before being sent to the local authority. Mr Hegarty briefly explained how the SFVS form supports financial management and highlights the areas to be looked at in the forthcoming financial year. The document was then formally approved unanimously by all governors.

### **Standards and Curriculum**

AH/IS

<p>The minutes from the <b>Standards and Curriculum</b> Meeting, which took place on 12 May 2016, were circulated to those present.</p> <p>Mr Manley highlighted various aspects of the meeting, adding that Governors had a copy of the report, which they could read at their leisure.</p> <ul style="list-style-type: none"> <li>a) Reports received from Subject Leaders;</li> <li>b) School Development Plan discussed;</li> <li>c) SATs Reviewed</li> </ul> <p>Mr Hegarty reported that he had visited the school during SATs week and could report that the rules and regulations related to the examination were all in place.</p> <p>Mrs Walsh reported that the school had been chosen to trial science tests. An ex member of staff now working for QTS will administer the tests. School will not found out how well the children do, as the trial is about setting national standards.</p> <p>Marking methodology for SATs tests is still under review, all schools await further clarification from the government. The LA will provide further support to schools.</p> <p>Some discussion then took place on standards. Mr Hegarty referred to Year 5 and the fact that the girls continue to perform better than boys in writing. This is an ongoing concern across the country, with the boys underperforming in a lot of areas.</p> <p>Mrs Walsh replied that the school have interventions in place to improve standards. These include focussing on things boys tend to enjoy more – for example Sporting Stars reading/writing programme.</p> <p>Mr Hegarty wished to sincerely thank all the staff in the school for their continued hard work, in what has been a difficult period, given the amalgamation. Mr Hegarty asked Mrs Walsh to pass on this gratitude and appreciation to the staff.</p> <p>Some discussion then took place around the issue of term time holidays. At this time, the school have been advised that fines will continue to be issued to parents should they remove their child from school for a holiday.</p>	<p>MW</p>
<p><b>10. Building Project Update</b></p>	

It was reported that funding has been identified for the Building Project, with a million pounds allocated by the Archdiocese. Mr Strom and Mrs Walsh has recently attended a meeting with Arcadius, when the building plans were discussed. The Plans suggest that there would be seven phases of building work. Some discussion also took place about possibly bringing a couple of phases together, as this would save on cost and is quicker, this idea is an advantage. The disadvantage is that there would be greater disruption in school.

Mr Hegarty stated that he believes the work needs to be done as quickly as possible. This means that other accommodation needs to be considered – but not mobile classrooms, which are too expensive and not really suitable. Mr Hegarty suggested that perhaps the Joseph Lappin Centre could be an option.

Mrs Walsh stated that the work does need doing and that the school could probably manage the disruption. That said there is a lot of things to be considered.

Some discussion took place on safeguarding, in terms of having workmen on site. It was noted that all workmen from the building contractor were all DRB checked.

It was agreed that the best option was to go for the quickest option at this time.

Mr Hegarty said that he would like to remain involved in this area of responsibility, particularly in relation to Health and Safety and identifying any potential difficulties.

## **11. Head Teacher's Report**

Mrs Walsh had prepared a comprehensive report, and this was circulated to all Governors.

Mrs Walsh highlighted certain aspects of her report, as follows:

- a) There are small classes currently in Year 5, with only 66 in the three classes.
- b) SEN – currently 40% of children in Year 3 are on the SEN register, with a large percentage of these children being ASD.
- c) Staffing – as previously discussed, there has been lots of changes, which continue and are highlighted in the report. The school have now employed new teachers, seven of whom are NQTs. Although this is not ideal, the situation will be managed.

<p>d) The School Development Plan – was discussed during the recent Standards and Curriculum Meeting. A one page overview will be forwarded to Governors shortly.</p> <p>e) The appointment of the Family Liaison Officers is working really well and both Mrs Hyland and Mr Reilly are assets to the school. Outcomes on support given, are being developed.</p> <p>f) Holy Week –this was a really spiritual occasion; the activities were excellent and enjoyed by staff and children.</p>	<p>MW</p>
<p><b>12. Governors’ Training and Development</b></p>	
<p>Mr Hegarty reported that there are various training opportunities available for all Governors. He will do some training related to the Archdiocese.</p> <p>Mr Strom informed Governors that there is an online resource called ‘The Key’. Mr Strom said that if any Governor is interested in looking at the site, he would send them the link.</p> <p>Mr Hegarty replied that the Archdiocese is in negotiation with ‘The Key’ for a reduction in costs for its schools. Mr Hegarty will report back to Governors the outcome.</p> <p>DRBs – Mr Hegarty reported that these have been completed online. However, some Governors have only partially completed the application and there are some outstanding documents. These need to be given to Mr Strom as soon as possible.</p>	<p>IS</p> <p>AH</p> <p>All</p>
<p><b>13. Executive Director’s Items, Summer 2016</b></p>	
<p>Mr Hegarty gave some feedback on a meeting he had last month. During a pre-meeting, he had the opportunity of meeting Nicky Morgan. At that time there were a lot of concerns about schools being forced into Academy status. Although Ms Morgan stated that the Government plans had now changed to take into consideration the concerns of schools, the feeling is that academy status for all schools is still very much part the current government’s agenda.</p> <p>Mr Hegarty continued, that the Liverpool Arch Diocese supports its schools excellently and well as the Local Authority. The grounds and buildings are all owned by the Archdiocese therefore it is unclear how Academisation could happen given this fact.</p>	
<p><b>14. Any Other Business</b></p>	

The setting of meeting dates is as shown in the next agenda item.	
<b>15. Date and Time of Next Meeting</b>	
<p>The next full Governing Body meeting will be held on 12 July 2016, at 5pm in the Presbytery.</p> <p>Resources Committee will meet on 14 June 2016, at 4pm in the junior building.</p> <p>Pastoral committee will meet on 23 June 2016, at 4.30pm in infant building.</p>	

Signed.....Date.....