

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST
OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON THURSDAY 4
NOVEMBER 2017 AT THE SCHOOL**

PRESENT

Mr A Hegarty – Chair
Mrs R Hill – Vice Chair
Mrs M Walsh, Head Teacher
Father M Beattie
Mr G Manley
Mrs J Jones
Mrs N Powell
Mrs J O’Sullivan
Mrs T Gentle

Also Present:

Mrs C Sime Deputy HT (Observing)
Mrs G Murphy, Deputy HT (Observing)
Mr I Strom, SBM (Observing)
Ms A Whitelaw - Clerk

16/16	WELCOME AND OPENING PRAYER	Action
	<p>I. The Chair welcomed everyone to the meeting and then led with a prayer</p> <p>II. Joanne O’Sullivan was welcomed to the meeting as a newly elected Parent Governor. Governors were introduced to her.</p>	
16/17	APOLOGIES FOR ABSENCE	
	Apologies for absence were accepted from June Simm (LA Governor), Joseph Albert (Parent Governor) and Liz Ryan (Foundation Governor).	
16/18	DECLARATIONS OF INTEREST	
	<p>The following declarations of pecuniary interests were declared for this meeting:-</p> <p>I. Claire Sime (Deputy Head Teacher) – employed at the school with family member employed at school.</p>	

	<p>II. Gill Murphy (Deputy Head Teacher – employed at the school. III. Tracy Gentle (Teacher) employed at the school. IV. Mary Walsh- employed at school with family member employed at school. V. Tony Hegarty (Chair) – employed by Liverpool archdiocesan Schools Commission.</p>	Action
16/19	MINUTES OF THE PREVIOUS MEETING HELD ON 12 JULY 2016	
	<p>The minutes of the previous meeting held on 12 July 2016 had been circulated prior to the meeting for consideration by the Governing Board.</p> <p>I. Accuracy</p> <p>The minutes of the previous meeting were agreed as a true record subject to the following amendments:-</p> <p>a) Page 3 Minute 16/05 (ii) Letter from NUT</p> <p>To read: He confirmed that he had held a drop in to meet with individual staff who wanted to comment and comments had been universally positive not He confirmed that he had met with individuals involved and stressed that comments had been positive.</p> <p>b) Page 4 Minute 17/06 (viii) Support Staff Structure</p> <p>To read: The Head Teacher confirmed that she was working with one member of staff who had said she was working under protest not The Head Teacher confirmed that there were no issues, all staff were happy with hours.</p> <p>II. Matters Arising</p> <p>a) Page 3 Minute 16/05 (i) (c) Evaluation of Staff Roles</p> <p>It was noted that Pay Protection for Teachers was for three years and two years for Support Staff. However, it was only protection in part for those on equalised pay and some staff would experience a significant drop in pay. It was agreed that members of the Staffing Committee would meet with a representative from SEAT (HRS) to discuss way forward.</p> <p>b) Page 7 Minute 16/14 Academisation</p> <p>The Chair reported that the White Paper on academisation had folded and the proposal withdrawn.</p>	

	He indicated that school must await further guidance from the Archdiocese. It was noted that the Archdiocese still did not support the academisation of schools.	Action
16/20	COMMITTEE REPORTS	
	<p>I. Resources Committee – 6 October 2016</p> <p>Tony Hegarty (Committee Chair) provided feedback from the Resources Committee meeting held on 6 October 2016. Arising from the minutes:-</p> <ul style="list-style-type: none"> a) The Chair had met with representatives from the NUT to discuss the results of the staff questionnaire. It was noted that the Chair would produce a response to the questionnaire and provide feedback to staff. The balances from the previous schools bank accounts totalled £629,070. It was agreed that not all the balances should be capitalised and so £60,000 was retained to spend on school priorities. It was noted that there would be a meeting with representatives from Arcadias formally known as E C Harris (next week) to scope out work to be done. b) The Premises Action Plan had been presented by the School Business Manager. This included major work on the roof of the junior department and a new boiler for the Infants department. c) It was noted that Mrs Townsend would be moving on to a new post as SENCO. The Governing Board recorded their thanks for her hard work and dedication during her time at this school. d) The Chair reminded Governors of the need to question gaps working history on CV's/applications for post. This was in line with safeguarding guidelines. e) Performance management reviews would be completed next week. Recommendations would be presented to the Pay Review Committee thereafter. f) The upgrade to the ICT server had been completed over the half term holiday. g) The issues relating to catering were on-going. h) It was noted that Governors were to be photographed for pen portraits to be posted on the school website. The Chair reminded Governors that certain information (pecuniary interests, attendance at meetings) was required (by OfSTED) to be posted on the school website. <p>Tony Hegarty was thanked for his feedback.</p> <p>II. Standards and Curriculum Committee – 13 October 2016</p> <p>Graham Manley (Committee Chair) provided feedback from the Standards and Curriculum Committee meeting held on 13</p>	TH

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	<p>October 2016. Arising from the minutes:-</p> <ol style="list-style-type: none"> a) Mrs McBrien had presented a verbal report on Maths b) Mrs Gentle had presented a verbal report on Early Years and parental involvement. Governors were invited to visit the Nursery and view the provision. c) The SDP had been presented and thoroughly reviewed. d) It was noted that the school would no longer be going to Ullswater for residential trips as this was no longer financially viable. Instead trips would be undertaken to Kingswood (Colomendy). It was also noted that this would provide the same activities that Ullswater had done. <p>Graham Manley was thanked for his feedback.</p> <p>III. Pastoral, RE and Safeguarding Committee – 18 October 2016</p> <p>Father Mark (Committee Chair) provided feedback from the Pastoral, RE and Safeguarding Committee meeting held on 18 October 2016. Arising from the minutes:-</p> <ol style="list-style-type: none"> a) The SENCO had provided an update on SEND matters. Governor challenge: <i>A Governor asked how interviews for the SENCO position had gone.</i> Response: <i>The Head Teacher explained that the skills sets of applicants had been very high. They had been given a task to complete and then questions for interview. She confirmed that Jacqueline Jones had been appointed to the post. She had been a Teacher for over 20 years and a SENCO for two years.</i> b) The termly safeguarding report was also presented to the committee. The committee had discussed the role of the School Family Support Service. It was noted that this was currently a free resource. However for 2017/2018 this would become a traded service costing £29,000 per consortia. c) The committee were of the opinion that Operation Encompass had fallen away, for although the school did receive reports they came from different sources now. d) The RE report had been presented to the committee. It was noted that Y6 children had spent a day on retreat. Feedback from them had been positive. The focus for this term was Judaism. e) The Attendance report had been presented to the committee. The Attendance Policy was currently under review. There were currently 64 children classed as PA. f) The committee had reviewed and agreed the following policies:- <ul style="list-style-type: none"> • Child Protection Policy It was noted that anyone can make a referral to Social Services (not only the school). However, it was felt that if it was done by schools it would 	

	<p>have a bigger impact.</p> <ul style="list-style-type: none"> • Looked After Children Policy • RSE Policy • Collective Worship Policy • HSA Policy <p>The Head Teacher provided the background to a request from a parent for her child (in Reception) to wear a Hijab for school. It was noted that the Head Teacher had sought further advice and requested that the parent put this in writing. However, as yet this had not happened.</p> <p>Governor challenge: A Governor asked how many non-Christian children attended this school.</p> <p>Response: The Head Teacher explained that there were 40-50 non-Catholic children and less than 20 non-Christian children on roll.</p> <p>Governor challenge: A Governor asked whether the school had received any dietary requests based upon religious grounds.</p> <p>Response: The Head Teacher confirmed this to be so with Halal food provided by the catering service.</p> <p>The Chair felt that this had implications for the admissions criteria. He asked for a breakdown of denominations to be presented to the next meeting of the Resources Committee. This was agreed.</p> <p>It was noted that all policies had been posted on the school website. Father Mark thanked all those involved for their hard work in developing the policies.</p>	<p>Action</p> <p>HT</p>
16/21	HEAD TEACHER'S REPORT	
	<p>The Head Teacher reported on the organisation and activities within the school since the last full business meeting of the Governing Board. Her report had been circulated prior to the meeting. Arising from the report:-</p> <ol style="list-style-type: none"> I. There were currently 610 children on roll. II. Nursery numbers were low. However, three children had started last week and two were due to start next week. It was noted that a further 40 children would start in spring 2017 which would bring numbers back up again. <ul style="list-style-type: none"> Governor challenge: A Governor asked whether low numbers had been experienced just for this year. Response: The Head Teacher confirmed this to be the case. She explained that the offer of two year old provision within the area was also having an impact on figures. III. Mobility figures were noted. IV. The Governing Board reviewed the breakdown of children in year groups, including SEN, EAL, and Pupil Premium etc. The Head Teacher explained the proposed changes to Educational Psychology Services (charging etc) in terms of support for 	

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	<p>Liverpool schools. Governors discussed the impact of the proposed changes. It was noted that this school had not had a visit from an Educational Psychologist since June 2016 and were not due one until December 2016. It was also noted that the school may look to secure this service from beyond LCC in the future.</p> <p>V. Pupil Premium entitlement figures were reviewed by the Governing Board. It was noted that Clare Sime (Deputy Head Teacher) led on ensuring that Pupil Premium fund offered those children the same opportunities as those of their peers.</p> <p>Governor challenge: <i>A Governor asked whether the school had taken steps to ensure that parents were registering and whether there was any more that the school could do to improve this.</i></p> <p>Response: <i>Both Clare Sime and Gill Murphy (Deputy Head Teachers) felt that the school was doing as much as possible to encourage parents by sending out letters, offering support to complete applications etc.</i></p> <p>Clare Sime circulated the Pupil Premium report (Jan/Aug 2016) for consideration by the Governing Board. Arising:-</p> <ul style="list-style-type: none"> a) The grant received was £203,100. b) The main focus for spending was on teaching. c) Increased EWO support had also been purchased to support attendance. d) Increased TA support (targeted) had also been purchased. <p>Governor challenge: <i>A Governor asked what the impact of the new assessment (without levels) had had on TA's in terms of whether it was being developed properly.</i></p> <p>Response: <i>The Head Teacher explained that there were on-going reviews of interventions to ensure impact. Mapping meetings on interventions were held to ensure support was targeted where needed.</i></p> <ul style="list-style-type: none"> e) The Head Teacher circulated the Impact Statement produced by the Family Support Service Liaison Officers which was considered by the Governing Board. It was noted that this would be posted on the school website. <p>Governor challenge: <i>A Governor asked whether a family or children within that family received the Pupil Premium Grant.</i></p> <p>Response: <i>The Deputy Head Teacher confirmed that all school children within the family received it.</i></p> <ul style="list-style-type: none"> f) It was noted that the Pupil Premium report would be posted on the school website. g) It was noted that Clare Sime was working on the report for this year. h) It was further noted that the school was involved in the Marie Curie Toy Appeal which would be publicised through the press. <p>The Chair thanked Clare Sime and staff for their continued hard work.</p> <p>VI. Gill Murphy (Deputy Head Teacher) presented the PE/Sports</p>	

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	<p>Grant Fund Report (2015/16) for consideration by the Governing Board. Arising from the report:-</p> <ul style="list-style-type: none"> a) It was noted that the report covered two schools (Infants and juniors) for the period in question. b) The Infants school had received £8885.00 c) The Juniors school had received £9590.00 d) Most money had been spent on LSSP affiliation and competitions (£900 bronze KS1 and £9,000 gold KS2). This gave children greater access to competitions and increased CPD for staff. e) Additional resources had been purchased for use at play time and lunchtime. <p>Governor challenge: <i>A Governor asked whether a minibus could be purchased to take children to and from activities as this had been requested by several parents. It was felt that some children were missing out as some events were too far away for some to get to.</i></p> <p>Response: <i>The Head Teacher explained that the school did not have funds for a minibus. The Chair suggested that the regulations as to who could drive a minibus had also changed and this would need further exploration.</i></p> <p>Governor challenge: <i>A Governor asked whether the Sports Grant was protected funding.</i></p> <p>Response: <i>The Chair suggested that when the funding formula for school budgets was being revised (as propose)and it wasn't yet clear what this funding would be.</i></p> <p>The Chair thanked Gill Murphy and staff for their continued hard work.</p>	
	<p>VII. The staffing structure 2016/17 had been circulated prior to this meeting. It was reviewed by the Governing Board. Arising:-</p> <ul style="list-style-type: none"> a) The new structure would meet the demands of the school. b) New staff had settled in well. c) Mrs Swift would be going on maternity leave at Christmas 2016. The Governing Board wished her well. 	
	<p>VIII. The Governing Board reviewed staff attendance from January 2016 to date.</p>	
	<p>IX. The School Improvement Summary Plan which had been circulated prior to the meeting was considered by the Governing Board.</p>	
	<p>X. Monitoring of overall lessons had been carried out differently with no grades given. Outcomes achieved were through triangulation of books, and standards.</p>	
	<p>XI. The Governing Board reviewed the safeguarding update outlined within the Head Teacher's report. It was noted that all staff had undertaken updated safeguarding training. It was also noted that Ruth Hill was the Safeguarding Link Governor and Joanne Jones was the SEN Link Governor. It was further noted that Ruth Hill would be reviewing the single central record with</p>	

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	<p>the Head Teacher in the near future. The Head Teacher praised Mrs Hyland and Mr Reilly for their support in this area. The breakdown of termly safeguarding data was reviewed by the Governing Board. Arising:-</p> <ul style="list-style-type: none"> a) 29 EHAT's (with school leading on 24) b) One Y6 child was still on roll but not attending (under the care of the Children's Services Safeguarding Unit). It was noted that she must be found another school by 10 November 2016. Governors discussed the impact on the child missing education for this length of time. <p>Governor challenge: <i>A Governor asked who the Chair of the Safeguarding Committee was, supporting this case.</i></p> <p>Response: <i>The Head Teacher confirmed that it was Debbie Kayani.</i></p> <p>Governor challenge: <i>A Governor asked who the Children's Commissioner was.</i></p> <p>Response: <i>The Head Teacher explained that Phil Cooper (SiL Safeguarding Lead) had been involved. He had insisted that the process needed to move it forward.</i></p> <p>XII. The Head Teacher advised that RAISEonline had been released over the half term holiday but that the Primary School had no data. The LA had been able to give school access to separate school data that will not be published. She circulated the KS1 and KS2 Dashboards for review by the Governing Board. Arising:-</p> <ul style="list-style-type: none"> a) KS2 Attainment 2016 <ul style="list-style-type: none"> • Average scaled score (Reading and Maths) = 104.8 (national = 102.7) • Expected standard = 54% (national average = 52%) b) KS2 Progress (VA) <ul style="list-style-type: none"> • Average scale score = +2.4 (significantly above the national average). • Expected standard (Reading, Writing, Maths) c) The Head Teacher explained that the issue for the school was for children to leave this school being above the national average. <p>Governor challenge: <i>A Governor asked how far behind children were in terms of years.</i></p> <p>Response: <i>The Head Teacher explained that expertise was being shared and Teachers moved around to ensure that they were in the right places, planning and groups had also been revised to maximise impact. She added that after one year working this way for Phonics; figures had increased from 45% to 76%. She also added that the Maths Project was already having an impact on KS1.</i></p> <p><i>The Chair explained that SLT had taken steps to improve training for staff so that skills were applied correctly across the Key stages. He felt that in spring 2017 the tracking data would show an uplift given all these changes. He suggested</i></p>	<p>HT</p>

	<p><i>that the Standards and Curriculum Committee would look at data before Easter 2017. This was agreed.</i></p> <p>Governor challenge: <i>A Governor asked whether Y3 children would be retested with Y2 children for Phonics.</i></p> <p>Response: <i>The Head Teacher explained that this practice had been dropped as statutory but that internal retesting does happen. She explained that children would be continuously assessed for improvements. She added that Nursery and Reception were stronger in their assessments.</i></p> <p>d) KS1 Attainment 2016</p> <ul style="list-style-type: none"> • Expected standard (Reading, Writing, Maths) = 51% (national average = 60%) • Higher standard (Reading, Writing, Maths) = 1% (significantly below national average = 9%) <p>e) KS1 Progress (VA)</p> <ul style="list-style-type: none"> • Expected standard+ (Reading, Writing, Maths) = - 7% (in line with national average) <p>f) It was noted that the school in KS1 was lower performing in all areas apart from KS1 writing achievement.</p> <p>g) It was noted that KS1 EAL groups were higher performing. All other KS1 groups were lower performing. The Head Teacher felt that there were key factors affecting these figures which included the new curriculum (Teachers not responding quickly), amalgamation (low morale with some Teachers), staffing issues in Y2 (Y2 Teachers not really understanding assessments without levels). She also felt that boys had be an issue in that 15 run across all of the vulnerable groups. It was noted that these boys would be targeted across KS2. She also indicated that there would be a focus on KS1 to ensure figures improved year on year.</p> <p>XIII. CPD and school events were noted.</p> <p>XIV. School celebrations were also noted. The Chair felt that the Year of Mercy Service (involving other schools) had been excellent. It was noted that the Chair had recently travelled to Rome and visited St Peter's Basilica. He had a mass said for all staff and children from this school.</p> <p>XV. Ruth Hill (Vice Chair) felt that the Parents/Carers Maths Trail around the playground had gone extremely well.</p> <p>The Chair thanked the Head Teacher and staff for their continued hard work.</p>	<p>Action</p>
<p>16/22</p>	<p>BUILDINGS PROJECT UPDATE</p>	
	<p>It was noted that the Chair, Head Teacher and School Business Manger would be meeting representatives from Arcadas to discuss proposed building plans. It was also noted that work would be completed in two phases. Surveyors had visited the school over the half term holiday and would return in the near future to undertake further surveys.</p>	

	It was further noted that the school boiler (gas) in the Infants Department was in a desperate condition. This would cost £35,000 to replace which would be borne for the Capital Works fund.	Action
16/23	ADMISSIONS POLICY	
	The Archdiocese Model Admissions Policy 2017/18 had been circulated prior to the meeting for adoption by the Governing Board. <i>The Governing Board formally resolved to approve and adopt the Archdiocese Admissions Policy as outlined.</i>	
16/24	GOVERNOR TRAINING	
	The Chair reminded Governors that they were required to undertake training and development to improve their roles as Governors (OfSTED). It was noted that the Chair would lead on a self-review of the Governing Board and revisit skills audits and draw up a training plan moving forward.	
	It was agreed that the self-review would be held on 1 December 2016, 4.30 – 7.00 pm at West Derby Community Association.	All
	The Chair also encouraged Governors to take up training opportunities from the LA which were advertised in the termly Governors Newsletter. It was noted that anyone wishing to undertake training should contact Ian Strom (School Business Manager) to arrange.	All
16/27	EXECUTIVE DIRECTOR'S ITEMS – AUTUMN 2017	
	The Governing Board reviewed the following Executive Director's items (autumn 2016):-	
	<ul style="list-style-type: none"> I. Collaboration across Liverpool and Northwest Partnership II. Liverpool Learning Partnership Update III. PSHE Education IV. Safeguarding 	
16/26	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> I. It was noted that Tony Hegarty had been accredited as a National Leader of Governance. He was congratulated by the Governing Board. 	
16/27	DATES AND TIMES OF FUTURE MEETINGS	
	TBC.	