

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST
OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON THURSDAY 23
MARCH AT THE SCHOOL**

PRESENT

Mrs R Hill – Vice Chair
Mrs M Walsh, Head Teacher
Father M Beattie
Mrs J Jones
Mrs N Powell
Mrs J O’Sullivan
Mr A Joseph

Also Present:

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

17/01	WELCOME AND OPENING PRAYER	Action
	<p>I. The Vice Chair welcomed everyone to the meeting. II. Father Mark led the meeting with a prayer III. It was noted that Liz Ryan had resigned as a Foundation Governor. The Governing Board recorded their thanks to her for her support during her time as a member of the Governing Board. It was agreed that the Head Teacher, Chair and Father Mark work to fill this vacancy.</p>	HT/AH/ FrMB
17/02	APOLOGIES FOR ABSENCE	
	Apologies for absence were accepted from Tony Hegarty (Chair), Graham Manley, Tracy Gentle and June Simm.	
17/03	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.</p> <p>III. Mary Walsh- employed at school with family member employed at school.</p> <p>IV. Tony Hegarty (Chair) – employed by Liverpool Archdiocesan Schools Commission.</p> <p>V. Ian Strom – employed at the school and a Governor on another school Governing Board.</p>	Action
17/04	ITEMS OF ADDITIONAL BUSINESS	
	I. Projected Outturn Budget	
17/05	MINUTES OF THE PREVIOUS MEETING HELD ON 3 NOVEMBER 2016	
	<p>The minutes of the previous meeting held on 3 November 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 and signed by the Vice Chair</p> <p>II. Matters Arising</p> <p>a) Page 4 Minute 16/20 (iii) (c) Operation Encompass</p> <p>It was noted that since the last full business meeting of the Governing Board, the school had received two to three reports from Operation Encompass.</p> <p>b) Page 7 Minute 16/21 (vii) Staffing Structure</p> <p>Governor challenge: <i>A Governor asked whether things had settled down in terms of staffing issues.</i></p> <p>Response: <i>The Head Teacher explained that she had received an e mail from one Trade Union indicating that some staff were still unhappy with the outcome. Governors felt that all issues had been addressed and it was not productive to keep going over the same things.</i></p>	
17/06	COMMITTEE REPORTS	
	<p>I. Resources Committee – 19 January 2017</p> <p>The minutes of the Resources Committee meeting held on 19 January 2017 had been circulated prior to this meeting. Arising from the minutes:-</p> <p>a) The Chair had met with members of the School Council</p>	

	<p>and had been very impressed. He had agreed to produce a blog for the school website.</p> <p>b) The school looked to appoint an Apprentice to support the school office. It was noted that the school did not qualify for a bursary as there were more than 50 staff already employed at the school.</p> <p>Governor challenge: <i>A Governor asked what the terms of the contract would be.</i></p> <p>Response: <i>The School Business Manager explained that this was a one year rolling contract (from the time work commenced) which ran alongside the college course being undertaken (not necessarily the academic year).</i></p> <p>c) It had been agreed to make a one off cash payment to those staff that were not entitled to pay protection under the recent staffing restructure. Otherwise, those staff would have been financially disadvantaged which may cause hardship. Costs were contained within the budget.</p> <p>d) The School Business Manager circulated the outturn figures (2016/17) which were reviewed by the Governing Board. Arising:-</p> <ul style="list-style-type: none"> • There had been a saving on Teaching Staff costs as there were more NQT's than previously anticipated. • Supply cover costs had been greater than anticipated as there had been higher sickness levels experienced. • The Facilities and Services line closed at £750,000 (approx) which had been mainly due to additional funding for amalgamation. This school looked to use this to provide building improvements , whilst holding some for reserves in anticipation of changes to the funding formulas for schools • £37,716 had been lost due to lower Nursery numbers. • The outturn for 2016/17 = £794,173 • The balance carried forward (2016/17) = £51,815.81 (which was slightly less than the previous year). <p>Governors were pleased with the balance to be carried forward given the expenses incurred arising from amalgamation.</p> <p><i>The Governing Board formally resolved to approve and adopt the budget (with outturn figures) as presented.</i></p> <p>e) The committee had discussed the problems with the Infant Department boiler. It was noted that the minimum temperature (by law) for working in was 15 degrees. It was noted that this would be addressed as part of the</p>	<p>Action AH</p> <p>All</p>
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	<p>new build programme.</p> <p>Governor challenge: <i>A Governor asked what would happen if the temperature fell below 15 degrees.</i></p> <p>Response: <i>The Head Teacher explained that both staff and children would be sent home as it would be too uncomfortable to work in.</i></p> <p>f) Planned expenditure had been reviewed and agreed by the committee. Lap tops and trollies had been purchased for both departments. These had been well received by staff and children.</p> <p>Governor challenge: <i>A Governor asked how many lap tops the school had.</i></p> <p>Response: <i>The School Business Manger confirmed that there were two new banks in both departments, along with those already in place in the Junior Department. He added that the school would dispose of the old ones by recycling and some retained for those children needing to develop keyboard skills.</i></p> <p>g) New CCTV had been installed around the school.</p> <p>h) "Absolutely" would take over the provision of school meals for the Infant department from the summer term 2017. This was already in place in the Juniors department. Staff were happy with the arrangement (no issues) and would be tupied over to the new company. The School Business Manager was thanked for his continued hard work. It was noted that the school would retain the Craft Trainer across both sites.</p> <p>Governor challenge: <i>A Governor asked what a Craft Trainer was.</i></p> <p>Response: <i>The Head Teacher explained that all meals were prepared from scratch under the Craft Trainer's direction. She would train the staff to the standard required by Absolutely.</i></p> <p>It was also noted that menus were themed (St Patrick's Day cakes etc). It was further noted that a Poet had visited the school and taught children "The Dinner Lady Dance" which was appreciated by all!</p> <p>II. Standards and Curriculum Committee – 9 March 2017</p> <p>The minutes of the Standards and Curriculum Committee meeting held on 9 March 2017 were tabled for consideration by the Governing Board. Arising from the minutes:-</p> <p>a) A comprehensive report on standards and progress had been presented to the committee. The committee had been pleased with the areas of improvement since amalgamation. The committee had reviewed the areas identified for improvement during the summer term.</p> <p>b) Policies had been reviewed and agreed.</p> <p>c) Governors recorded their thanks to staff for their</p>	

	<p>continued hard work in driving up standards in teaching and learning</p> <p>III. Pastoral, RE and Safeguarding Committee – 31 January 2017</p> <p>Father Mark (Committee Chair) provided feedback from the Pastoral, RE and Safeguarding Committee meeting held on 31 January 2017. Arising from the minutes:-</p> <p>a) The Head Teacher had written to new parents (September 2017 intake) requesting that they fill in the school's application form along with baptism certificates. It was noted that one family had initially filled in the school form indicating that they were Catholic, however, when asked for Baptism certificate they changed and indicated that they were Muslims. The Head Teacher explained that this was not an issue; however, she needed to know under which criteria they were applying for a place. As yet, the family had not responded to her request.</p>	Action
17/07	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> <p>I. Numbers on Roll</p> <p>a) There were currently 643 children on roll and numbers were rising.</p> <p>b) There were 74 children in the Nursery.</p> <p>c) Y6 was a small year group with 68 children.</p> <p>d) 32 children had joined since September 2016 (not Nursery) and a further three families had applied for places, this week.</p> <p>e) 19 children had left (moved out of the area) since September 2017.</p> <p>f) Governors noted SEN and LAC numbers which were rising. Governor challenge: A Governor asked whether those figures affected SAT's. Response: The Head Teacher explained that children taking SAT's were well supported by the school.</p> <p>II. It was noted that SEN provision was being recommissioned across the city. There was a massive need with less money available. Some services would become traded (SLA's) from April 2017 (Educational Psychologist, Family Support Workers, Outreach Workers etc). Much work was being undertaken within the SEN consortia on arrangements for support in the future. However, there were difficulties around the financial contributions from schools. This consortium had agreed schools would pay a percentage based upon the number of SEN children on their rolls. The proposed cost (2017/18) was £9,339</p>	

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	<p>just to provide basic support. It was noted that the Head Teacher had need to buy in additional Educational Psychology support. She explained the background to this.</p> <p>III. The breakdown of Pupil Premium entitlement was reviewed by Governors. It was agreed that the school worked hard to promote Pupil Premium take up. The Pupil Premium Strategy report (produced by Clare Sime, Deputy Head Teacher) was reviewed by Governors. Arising:-</p> <ol style="list-style-type: none"> a) Data had been reviewed in terms of whole school data against Pupil Premium data. b) Identification of Pupil Premium children barriers had been done by the SLT. c) Things were put in place to support children moving through these barriers. d) There was 37.5% take up of Pupil Premium. The school felt that this should be more like 40+%. e) The action plan had been produced to provide Quality First Teaching (£90,000). f) Targeted interventions were of high quality and included one to one support and enrichment opportunities (trips etc) <p><i>Governors formally resolved to approve and adopt the Pupil Premium Strategy which was also posted on the school website.</i></p> <p>IV. The Sports Grant Report (produced by Gill Murphy, Deputy Head Teacher) was reviewed by the Governing Board. Arising:-</p> <ol style="list-style-type: none"> a) The grant was £9,650. b) The gold package had been purchased from LSSP. c) NQT's had gained much development from the Sports Coach. d) Active Maths (£300) had commenced in Y1 and was being introduced across the school. This was going down well with children. e) Some children had been wearing pedometers to link with the evaluation of Active Maths; data relating to this would be reviewed at the end of the year. f) Extra-curricular clubs had been purchased for KS1 and KS2. 55 KS2 children had accessed lunchtime clubs and activities at the Joseph Lappin Centre. g) £15,150 had been spent (both departments) to date. <p>V. The staffing structure outlined within the Head Teacher's report was reviewed by the Governing Board. Arising:-</p> <ol style="list-style-type: none"> a) Mrs Norton (TA Y2) had started in January 2017 and was working well. Miss Cope would be returning to work in April 2017 (two days per week). b) Staff absence was still an issue. A breakdown (September 2016 to March 2017) was reviewed by Governors:- <ul style="list-style-type: none"> • Education Support Staff = 244 (It was noted that there had been several family bereavements) • Teaching Staff = 102.5 • Total staff = 124 	

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	<ul style="list-style-type: none"> • Long term absences within EYFS have had an impact in terms of managing cover. • Those who had hit triggers had been interviewed and given three months to improve (as within HRS guidelines). The Head Teacher stressed the need for good attendance in terms of setting a good example to children. <p>Governor challenge: <i>A Governor asked whether the high absence figures within the Nursery related to long term sickness.</i></p> <p>Response: <i>The Head Teacher confirmed this to be the case. (One for six months and the other for two months).</i></p> <p>Governor challenge: <i>A Governor asked whether Supply cover was purchased to support this or whether this was managed using staff within school.</i></p> <p>Response: <i>The Head Teacher explained that the school had used both. However, it was preferred to have staff that the children already knew, although this was not always possible. She added that this would have an impact of progress data as children would not always get the quality of support needed from Supply cover.</i></p> <p>VI. Governors reviewed the extensive list of CPD. It was noted that Mrs Gentle and Mrs McBrien had achieved the NPQSL qualification. Governors recorded their congratulations. It was also noted that Mr Crowther and MR Mosaid were undertaking a Catholic Middle Leaders course, in addition, Miss Walsh and Mr Murray were near the end of the NPQML (Nation Professional Qualification for Middle Leaders).</p> <p>VII. Catholic Life at the School:-</p> <ul style="list-style-type: none"> a) Y4 were working with the church Catechist on sacramental preparation. Father Mark felt that this was going well. The Vice Chair reported that some parishioners had commented on the knowledgeable and confident answers that children were giving. b) Preparations for Lent involved fund raising for the Good Shepherd and Nugent Care. Children had been asked to donate some of their pocket money to make a personal sacrifice. c) Easter meditations were noted. <p>VIII. The Deputy Head Teacher's provided an update on attendance:-</p> <ul style="list-style-type: none"> a) Ron Collinson had been assigned as EWO to the school. b) Autumn term attendance 2015/16: 98.85 (Juniors) and 95.1% (Infants). c) Autumn term attendance 2016/17: 95.1% (Juniors) d) Spring term attendance 2015/16: 95.1% e) Spring term attendance 2016/17: 94.7% (up to 20 January 2017). f) Summer Term 2015/16: 95.1% g) Overall attendance 2015/16: 94.9% h) 126 PA's (mainly illness). i) Holiday during term time was still having an impact. It 	

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	<p>was noted that fines could not be issued for those with good attendance.</p> <p>IX. Governors reviewed the SDP. It was agreed that the Clerk circulate copies to all Governors. Arising from the SDP:-</p> <p>a) The school would be assessed for the Liverpool Counts Quality Mark (being led by Mrs McBrien), next week. Children had been enjoying the challenges. Mrs McBrien was thanked for her hard work, which was evident around the school.</p> <p>X. Performance Management:-</p> <p>a) The second round of observations were planned for the next couple of weeks.</p> <p>b) Performance management targets were linked to whole school SDP targets. All staff were on board with the process.</p> <p>XI. Transition breakdown:-</p> <p>a) 64/68 Y6 children had been allocated first choice places</p> <p>b) 1 child was allocated a school in Knowsley</p> <p>c) 3 children had not yet been allocated places.</p> <p>d) 19 places allocated were at non-Catholic schools.</p> <p>Governor challenge: <i>A Governor asked how many children had applied for St Edwards Catholic College as their first choice.</i> Response: <i>The Head Teacher explained that she did not have access to that information as applications went to the LA. However, many parents had expressed an interest in more than one school.</i></p> <p>Governor challenge: <i>A Governor asked whether the school had received any applications for the Cathedral Choir.</i> Response: <i>The Head Teacher confirmed that she had sent out flyers. However, she had not received any responses.</i></p> <p>XII. 112 applications had been received (so far) for Reception. Governor challenge: <i>A Governor asked whether this was about right/usual,</i> Response: <i>The Deputy Head Teacher explained that this was low. However, numbers were expected to rise by September 2017.</i></p> <p>XIII. Safeguarding Report:-</p> <p>a) The LA 175 Safeguarding report had been completed and the action plan arising from the audit was tabled and reviewed by Governors. The Vice Chair (Safeguarding Link Governor) had completed safeguarding training. She had recently undertaken a safeguarding walk and a visit to meet the HT to discuss safeguarding in school; she had been impressed by everything in place.</p> <p>b) Staff training was continually updated.</p> <p>c) The school would be seeking guidance from the Archdiocese on teaching sexual orientation and gender identity.</p> <p>Governor challenge: <i>A Governor asked whether there were recognised triggers for the school to act upon.</i> Response: <i>The Head Teacher confirmed this to be so. She</i></p>	

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	<p><i>stressed that staff had a legal obligation to follow the procedures (recognising signs and concerns). She added that anyone could make a referral to Careline.</i></p> <p>d) The Governors Safeguarding Learning Walk was circulated and considered by the Governing Board.</p> <p>e) The termly breakdown of safeguarding data was reviewed by the Governing Board. It was noted that one child had been excluded as a result of violent behaviour.</p> <p>f) The Governing Board reviewed the Behaviour Analysis Report (produced by Steven Dunn). It was noted that most incidents were low level (pushing etc).</p> <p>Governor challenge: <i>A Governor asked what constituted "attitude".</i></p> <p>Response: <i>The Head Teacher explained that this was answering back/being cheeky, moody or disrespectful.</i></p> <p>XIV. Data Report:-</p> <p>a) Y2 data was very good. Some targets had already been exceeded with 72% on track for ARE.</p> <p>b) Early Years and Reception had the lowest figures. However, much support was in place to support improvement.</p> <p>c) Y6 Reading (Autumn 2016): 81%</p> <p>d) Y6 Writing (Autumn 2016): 72%</p> <p>e) Y6 Maths 9Autumn 2016): 70%</p> <p>Governor challenge: <i>A Governor asked whether the school was to be moderated for writing.</i></p> <p>Response: <i>The Head Teacher explained that we were anticipating KS1 being moderated but as KS2 was externally moderated last year we did not think that we would be again. The HT was confident that if school was chosen for moderation we would have all evidence in place.</i></p> <p>XV. The LSIP report had been circulated prior to the meeting and was reviewed by Governors.</p> <p>XVI. Governors reviewed the many enrichment/extra-curricular activities outlined within the Head Teacher's report.</p> <p>The Vice Chair thanked the Head Teacher and staff for their continued hard work.</p>	
17/08	BUILDINGS PROJECT UPDATE	
	<p>The Head Teacher shared plans for the proposed building work for the Infants Department and infill for the Junior Department. Arising:</p> <p>I. The entrance on St Oswald's Street would be moved to the other side of the school.</p> <p>II. There would be a major restructure of the offices.</p> <p>III. A row of four classrooms would be created at the back of Y2.</p> <p>IV. Both buildings would be reconfigured internally:-</p> <ul style="list-style-type: none"> • More hall space • Increasing class sizes 	

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	<ul style="list-style-type: none"> • More storage space <p>V. The planned start for work to commence was April/May 2017. However, this had been pushed back to the summer holidays in phased projects. It was anticipated that this would cause major disruption to school life.</p> <p>VI. The School Business Manager reported that there had been problems with drainage in the Infants Department which ran under the staff, HT and meeting rooms and into the car park. This had backed up into the Kitchen. Work to address this would be carried out during the summer holidays. It was anticipated that this would be costly.</p> <p>VII. It was noted that the Head Teacher would inform parents of the planned works.</p>	
17/09	30 HOURS CHILDCARE	
	The Head Teacher outlined the Government proposal for schools to offer 30 hours childcare to working parents (of three year old children) from September 2017. It was noted that this school had set up a meeting with "Out of This World" child care providers to offer this provision alongside the school.	
17/19	GOVERNANCE	
	<p>I. Training/Development The School Business Manager confirmed that all Governors had been signed up to receive/access information from the Key.</p> <p>II. Governors Newsletter All Governors had received copies of the SiL 9School Improvement Liverpool) Governors Newsletter (Spring 2017).</p> <p>III. Governors Handbook (January 2017) All Governors had received an electronic copy of the Governors Handbook (January 2017)</p>	
17/20	EXECUTIVE DIRECTOR'S ITEMS – SPRING 2017	
	<p>The Governing Board reviewed the following Executive Director's items (spring 2016):-</p> <p>I. Publishing Information about Governors <i>It was noted that the School Business Manager was compiling the information for Edubase.</i></p> <p>II. National School Funding Consultation</p> <p>III. Liverpool Learning Partnership <i>It was noted that the student achieving 100% attendance throughout his school life was a former pupil from this school.</i></p>	

17/21	ANY OTHER BUSINESS	Action
	I. It was noted that the school would be "School of the Week" on radio Merseyside planned for the one day in the summer.	
17/22	DATES AND TIMES OF FUTURE MEETINGS	
	FGB meeting: Thursday 29 June 2017, 5.00 pm in the Presbytery.	