

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST
OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON THURSDAY 29
JUNE 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
Mr A Joseph
Mrs T Gentle

Also Present:

Mrs C Sime DHT (Observing)
Mrs G Murphy, DHT (Observing)
Ms A Whitelaw - Clerk

17/23	WELCOME AND OPENING PRAYER	Action
	I. The Chair welcomed everyone to the meeting. II. He opened the meeting with a prayer.	
17/24	APOLOGIES FOR ABSENCE	
	Apologies for absence were accepted from June Simm and Joanne O'Sullivan.	
17/25	DECLARATIONS OF INTEREST	
	The following declarations of pecuniary interests were declared for this meeting:- I. Claire Sime (Deputy Head Teacher) – employed at the school with family member employed at school. II. Gill Murphy (Deputy Head Teacher) – employed at the school. III. Mary Walsh- (Head Teacher) employed at school with family member employed at school.	

	IV. Tony Hegarty (Chair) – employed by Liverpool Archdiocesan Schools Commission.	Action
17/26	ITEMS OF ADDITIONAL BUSINESS	
	None.	
17/27	MINUTES OF THE PREVIOUS MEETING HELD ON 23 MARCH 2017	
	<p>The minutes of the previous meeting held on 23 March 2017 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 3 Minute 17/06 (i) (a) Governor Blog</p> <p>It was noted that the Chair had not yet produced a blog for the school website.</p> <p>b) Page 3 Minute 17/06 (i) (b) Apprentice</p> <p>It was noted that the School Business Manager had not been able to progress the appointment of another Apprentice any further as the criteria for securing one had changed</p> <p>c) Page 4 Minute 17/06 (i) (h) ABSOLUTE School Meals</p> <p>It was noted that ABSOLUTE had taken over the school meals provision in the Infants Department and this was proving a great success. Children were enjoying the variety of food on offer. It was also noted that the Kitchen staff were being well supported by ABSOLUTE.</p> <p>d) Page 9 Minute 17/07 (xiv) Data Report</p> <p>The Head Teacher reported that the external moderation of KS1 writing had been thoroughly scrutinised (whole day). The external moderators had been in agreement with the school judgements and had even moved two children up from what the school had agreed.</p>	AH

	<p>e) Page 10 Minute 19/19 Governance</p> <p>The Chair reported that there were very few changes to the new Governors Handbook which set out three core tasks for Governance:-</p> <ul style="list-style-type: none"> • Set direction • Accountability • Money well spent (There was now a strong emphasis on Governors having an oversight on spending). <p>It was noted that the DfE had brought out a Competency Framework for Governors. A set of skills and competencies would follow from the Archdiocese.</p> <p>f) Page 11 Minute 17/21 “School of the Week”</p> <p>It was noted that the “School of the Week” on Radio Merseyside had been cancelled due to the Manchester terrorist attack and so pupils from this school did not get to visit the station.</p> <p>g)</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>	<p>Action</p>
<p>17/28</p>	<p>MINUTES OF THE BUDGET SETTING MEETING HELD ON 28 APRIL 2017</p>	
	<p>The minutes of the Governing Board budget setting meeting held on 28 APRIL 2017 had been circulated prior to the meeting. It was noted that the meeting had reviewed and agreed the Budget 2017/2018 with three year projections.</p> <p>I. Accuracy</p> <p>The minutes of the Budget setting meeting held on 28 April 2017 were agreed as a true record and signed by the Chair.</p> <p>II. Matters Arising</p> <p>None.</p>	

17/29	COMMITTEE REPORTS	Action
	<p>I. Resources Committee – 28 April 2017</p> <p>The minutes of the Resources Committee meeting held on 28 April 2017 had been circulated prior to this meeting. Arising from the minutes:-</p> <ul style="list-style-type: none"> a) The budget 2017/18 had been reviewed and agreed. b) There was a significant surplus (£100,000) more than anticipated which would be used to fund various building projects. These were set out within the committee minutes and fully endorsed by the full Governing Board. c) Staffing matters had been considered at the committee meeting. It was noted that vacancies at the time of the meeting had now been filled. However, since then another member of staff had gone on long term sickness absence and so cover would be needed for this. d) Staff had been allocated classes for 2017/18. <p>II. Standards and Curriculum Committee – 20 June 2017</p> <p>The minutes of the Standards and Curriculum Committee meeting held on 20 June 2017 were tabled for consideration by the Governing Board. Arising from the minutes:-</p> <ul style="list-style-type: none"> a) Governors had received the KS1 and KS2 data reports and challenged SLT as to how these could be further improved. b) The committee had been presented with the following Subject Leader reports:- <ul style="list-style-type: none"> • Maths • English • Middle Leaders. c) Governors had been made aware to changes for future OfSTED inspections and consultation about short inspections. It was noted that the Vice Chair (Ruth Hill) had recently undertaken OfSTED training. She agreed to circulate the “20 Questions for Governors”. 	<p>All</p> <p>RH</p>
17/30	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 646 children on roll and numbers were rising.</p> <p>b) There were 68 children leaving Y6 at the end of term.</p> <p>c) There were 66 children joining the Nursery in September 2017. This figure was expected to rise by September 2017.</p> <p>d) There were 72 children going into Reception in September 2017. This figure was higher than the previous year. It was noted that there was a tendency for numbers to rise across the year.</p> <p>e) FSM numbers were rising. It was noted that the school had recently held meetings for Nursery and Reception parents and encouraged applications for Pupil Premium funding. The Head Teacher felt that the new parents had been very engaging.</p> <p>II. SEN</p> <p>a) SEN was a high priority across the school with targeted interventions (showing impact) as a priority for the SDP.</p> <p>b) It was noted that outreach support for Liverpool schools had been under review. The LA had agreed to devolve some funding to the SEN Consortia for 12 months. However, there was 47% cut for clinical commissioning. It was noted that YPAS was making staff redundant. The Head Teacher felt that children being identified for this support had nowhere to go for help. It was also noted that these services had been previously provided by the LA at no cost.</p> <p>c) The SEN report was circulated for consideration by Governors. Arising:-</p> <ul style="list-style-type: none"> • There were currently no ECHP's. However, there were four applications being processed. • Summer term provision plans and spring term reviews had shown an increased understanding of effective target setting with much smarter targets. • The next steps included reviewing and evaluating the effectiveness of interventions across the school. It also included training staff regarding any updates or training required with SEND. • It was noted that the school would be applying for the Inclusion Quality Mark in the autumn term 2017. <p>III. Pupil Premium</p> <p>Clare Sime (Deputy Head Teacher) provided an update on Pupil Premium funding. Arising:-</p> <p>a) The school continued to chase up parents who were eligible to apply for Pupil Premium funding.</p> <p>b) Staff meetings would look at spending and impact on diminishing the difference. There were still some gaps. However, these were closing.</p>	<p>Action</p>
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	<p>Teacher thanked all those staff who had helped to promote the quality of teaching and learning over the academic year.</p> <p>The Chair felt that the structure reflected a better matched blend of staff (better placed) in Nursery and Early Years.</p> <p>It was noted that Mrs Hindley would move into Y2 as the Head of Year and Phase Leader for Y2/Y3.</p> <p>The Phase Leader vacancy had been filled by Mr Murray (Y3/Y4) and he would become Head of Y4.</p> <p>Governors noted the proposed PPA/NQT/TLR support. Support staff had also been moved around to be more effective. Mrs Parry would move from Y2 to Reception. Mrs Yeo would move from Reception to Y2 and Mrs Knight would be moving into Y5.</p> <p>Governor challenge: <i>A Governor asked whether staff were happy with the proposals.</i></p> <p>Response: <i>The Head Teacher explained that the majority of staff were pleased with the proposals. However, there were a couple who were anxious as they had not worked in that area before. However, they would receive full support from Hear Heads throughout their development.</i></p> <p>The Head Teacher felt that staff in all year groups had energy and commitment to work together as strong teams.</p> <p>b) Miss Cope would be leaving at the end of term.</p> <p>c) Mrs Lee and Miss O’Kane would be leaving to return to Ireland.</p> <p>d) Mrs Bailey and Miss Finnegan would be going on maternity leave in the near future.</p> <p>e) Mrs Spillane had been on long term sickness since the autumn term 2016. It was noted that she had now tendered her resignation.</p> <p>f) Staff absence was still an issue. It was noted that the Head Teacher continued to monitor and followed agreed policies and procedures,</p> <p>VI. Staff Development</p> <p>a) Mr Mosaid and Mr Crowther had completed the Catholic Middle Leaders qualification.</p> <p>b) Mr Black and Mr Murray had completed the NPQML (Middle Leaders qualification).</p> <p>c) The Governing Board noted that list of CPD which was evidence of much training opportunities accessed by staff.</p> <p>VII. Catholic Life</p> <p>a) The school had celebrated Easter through the role that the Holy Spirit played in lives.</p> <p>b) All classes undertook Collective Worship which was age appropriate. Older children had taken part in preparation and delivery.</p>	<p>Action</p>
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	<p>c) Y4 children had completed the sacramental programme. Parish and family engagement had been very good.</p> <p>d) Children had made the Sacrament of the Holy Eucharist over recent Saturdays. Father Mark commended children on their good behaviour when in Church.</p> <p>e) It was noted that Bishop Malcolm would be visiting the school on 18 July 2017 for Collective Worship and a walk around school.</p> <p>f) Children would be producing work on the history of St Oswald as part of the Arts Quality Mark.</p> <p>VIII. Attendance/Punctuality Report 2015/16 and 2016/17 The Attendance/Punctuality Report (2015/16 and 2016/17) was considered by Governors. Arising:-</p> <p>a) Summer 2016/17 = 93.3% (95.1% this time last year)</p> <p>b) Overall attendance 2016/17 = 94.4% (94.9% this time last year). Target = 97%</p> <p>c) The Head Teacher explained that a number of families had taken advantage of the high court judgement re holidays during term time. However, that decision had since been reversed and so this was being addressed again by schools.</p> <p>d) PA had dropped. Autumn/Spring 2016/17 = 126 children. Summer 2017 = 95 children.</p> <p>e) Governors noted the information on penalty notices and fines issued by the school.</p> <p>f) Governors noted that the school did have a rewards system in place for good/improved attendance.</p> <p>IX. Spring Data 2017</p> <p>a) Data had been thoroughly reviewed by the Standards and Curriculum meeting held on 20 June 2017. This was also reflected within the LSIP Spring Term report which had been circulated to all Governors prior to the meeting.</p> <ul style="list-style-type: none"> • Nursery: RWM was lower than the rest of the school. • Pupil Premium children were an issue across the school. • Girls outperformed boys in reading, apart from Y2 and Reception. • Y6 vulnerable children were performing well. • Girls outperformed boys in Maths apart from Y2, Y4 and Y5. • All groups continued to be tracked. • Phonics: In Y1 32 children (78%) of 79 children who were entered had passed the check. • Phonics; 82% of Y1 girls passed the check. • Phonics: 65% of Y1 boys passed the check. • Phonics: 38% of SEN children passed the check. 	<p>Action</p>
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	<p>a) The performance management cycle would end this term and performance management meetings would take place over the next few weeks.</p> <p>b) A final judgement would be based on lessons, books, and monitoring and evidence provided by Teacher at their review meetings.</p> <p>XIII. Transition Places and Applications</p> <p>a) Governors reviewed the breakdown of transition places and applications as outlined within the Head Teacher's report.</p> <p>b) The Chair was disappointed that 19 children were moving on to non-Catholic Secondary schools.</p> <p>Governor challenge: <i>A Governor asked how many of the 19 children moving on to non-Catholic Secondary schools were baptised Catholics.</i></p> <p>Response: <i>The Head Teacher explained that most children were transferring to Catholic Secondary schools and of those who were not; the majority were SEN children moving to Secondary Schools with specialist provisions to support them.</i></p> <p>c) It was noted that of the 73 children starting in the Reception (September 2017); 21 children were from other Nurseries.</p> <p>d) Internal transition arrangements were on-going. Y2 transition was now a smooth process.</p> <p>e) SEND children had additional transition visits and parents were given a booklet with supporting information.</p> <p>XIV. Child Protection/Safeguarding Update</p> <p>a) The LA 175 Safeguarding Audit had been reviewed and an action plan produced arising from the audit. The action plan was reviewed by Governors.</p> <p>b) The termly breakdown safeguarding data outlined within the Head Teacher's report was reviewed by Governors.</p> <p>c) The breakdown of behaviour data outlined was reviewed by the Governing Board.</p> <p>XV. Curriculum Enrichment and Beyond the Classroom.</p> <p>a) The list of Curriculum enrichment and beyond the classroom was considered by the Governing Board. It was agreed that there was much offered to children</p> <p>The Chair welcomed the report and progress made over the last year. He also appreciated that information was being "tweeted" out by the school. He thanked the Head Teacher and staff for their continued hard work and dedication over the year.</p>	<p>Action</p>
<p>17/31</p>	<p>BUILDINGS PROJECT UPDATE</p>	
	<p>The Head Teacher provided an update on the building project. Arising:-</p>	

	<p>I. Tenders had been late going out from the Archdiocese. Some companies were still to view the school for tenders to be submitted.</p> <p>II. Due to the delay in planning permission there would be two weeks delay in work commencing.</p> <p>III. Access to the site would be difficult due to road works etc. It was noted that the Head Teacher had written to Aldi head office requesting permission for parking spaces for deliveries during the building works. However, she had still not received a response. She explained the difficulty for deliveries</p> <p>Governor challenge: <i>A Governor asked whether the proposed cladding to be used on the new building extension was safe, given the recent Grenfell Towers tragedy.</i></p> <p>Response: <i>The Head Teacher confirmed that she had written to the Buildings Project Team for assurances that it was safe (fire resistant). The Chair stressed the need to be cautious of materials to be used to ensure safety.</i></p> <p>The Head Teacher was thanked for her update.</p>	<p>Action</p>
<p>17/32</p>	<p>GOVERNANCE</p>	
	<p>I. Vacancies</p> <p>a) It was noted that the Chair and Father Mark were looking to fill the Foundation Governor vacancy.</p> <p>b) The Chair felt that it was likely that there would be a Section 48 RE Inspection in the autumn term. It was noted that June Simm was the RE Link/Specialist Governor.</p> <p>II. Training/Development</p> <p>a) The Chair reminded Governors of the training opportunities available from the Archdiocese and Governors Services Team (SiL). He reminded Governors to inform Ian Strom (School Business Manager) when undertaking training for him to keep a training log as evidence for OfSTED.</p> <p>b) It was agreed that the following Governors would form the Head Teachers Performance Management Review Panel along with the LSIP (Mary Regan):-</p> <ul style="list-style-type: none"> • Graham Manley • June Simm • Joanne Jones <p>c) It was agreed that members of the Staff Performance Management Panel would be selected from members of the Resources Committee.</p> <p>d) The Chair suggested that the school provided I pads for Governors for meetings. This would allow them to access documents for meetings on the I pads (reducing paper and costs) and information (supporting documents) could be projected onto a screen during meetings. The Head Teacher agreed to look into this.</p>	<p>AH/ FrMB</p> <p>All</p> <p>HT</p>

	<p>III. Governors Newsletter All Governors had received copies of the SiL (School Improvement Liverpool) Governors Newsletter (Summer 2017).</p>	
17/33	EXECUTIVE DIRECTOR'S ITEMS – SUMMER 2017	
	<p>The Governing Board reviewed the following Executive Director's items (summer 2017):-</p> <p>I. LA 175 Safeguarding Audit</p> <p>It was noted that the Governing Board should maintain an overview of any actions arising from the audit. Progress from any actions arising should also be captured within minutes of Governors meetings. It was agreed that this was already being done.</p> <p>II. SEND and Inclusion</p> <p>It was noted that two KS2 children had been disapplied from taking tests. It was also noted that one KS1 child had been disapplied from taking the Phonics check.</p> <p>III. Liverpool Learning Partnership</p> <p>IV. Enhanced DBS Checks for Governors</p> <p>It was noted that all Governors DBS checks were up to date.</p> <p>V. DfE Publications</p> <p>It was noted that the Head Teacher would work on the implications of the Competency Framework for Governors and inform Governors of necessary action to be taken to address this.</p>	<p>Action</p> <p>AH</p>
17/34	ANY OTHER BUSINESS	
	<p>I. The Chair reported that the Archdiocese was working on a template for Head Teachers reports to reduce their workload and provide consistency.</p> <p>II. The Head Teacher circulated a list of end of term events to which all Governors were invited. It was noted that the end of year celebration would be on 10 July 2017. It was also noted that the Leavers Mass would be on 17 July 2017, 2.15 pm in the school hall (not Church).</p>	<p>All</p>
17/35	CLOSING PRAYER	

	Governors quietly reflected on their contribution to the school over the past year.	
	The Chair thanked everyone for their continued support.	
17/36	DATES AND TIMES OF FUTURE MEETINGS	
	FGB meeting: TBC	