

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST
OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON TUESDAY 12
JULY 2016 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 E Ryan
Mrs J Jones
Mrs J Simm
Mrs T Gentle

Also Present:

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

16/01	WELCOME AND OPENING PRAYER	Action
	The Chair welcomed everyone to the meeting and then led with a prayer	
16/02	APOLOGIES FOR ABSENCE	
	Apologies for absence were accepted from Joanne O’Sullivan and Albert Joseph.	
16/03	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. Tracy Gentle (Teacher) employed at the school.	

	IV. Mary Walsh- employed at school with family member employed at school	Action
16/04	MINUTES OF THE PREVIOUS MEETING HELD ON 18 MAY 2016	
	<p>The minutes of the previous meeting held on 18 May 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 subject to the following amendments:-</p> <p>a) Page 1 Minute 4 Apologies for Absence</p> <p>To read: Ms N Powell (Foundation Governor) <i>and Mrs J O'Sullivan (Parent Governor).</i></p> <p>b) Page 2 Minute 3 Election of Vice Chair</p> <p>To read: Mr Hegarty stated he wished to nominate Ruth Hill as Vice Chair of Governors not Ruth Hall.</p> <p>The minutes of the previous meeting were then signed by the Chair.</p> <p>II. Matters Arising</p> <p>a) Page 8 Minute 12 Subscription to "The Key"</p> <p>It was noted that subscription discounts would only be offered to new schools (not those already in existence and subscribed to it).</p>	
16/05	COMMITTEE REPORTS	
	<p>I. Staffing Committee – 14 April 2016</p> <p>The Chair explained that these minutes had been originally deemed as confidential due to the content. However, these were now open to the public as the process and all appeals had been completed. Arising from the minutes:-</p> <p>a) There had been no submissions on the consultation papers for the Assistant Head Teacher post. The committee agreed the process for recruitment and selection.</p> <p>b) Individual cases put forward by staff were considered (with union support). Five outstanding issues appealed</p>	

	<p>The Head Teacher circulated the proposed staffing structure (2016/17) for consideration by the Governing Board. Arising:-</p> <ul style="list-style-type: none"> I. Letters advising all Parents of the new structure would be distributed tomorrow evening. II. Mrs Greer had been appointed as the Lead Teacher for the Nursery from 1 September 2016. III. Miss Moscadini had been appointed to Y1. IV. Mr Mosaid would move from Y4 to Y1. V. NQT's would be shared around to allow senior staff to support them. VI. Mr Crowther would move into Y2. VII. It was noted that there were a number of Teachers not assigned to classes (to provide cover and support planning etc). Governor challenge: <i>A Governor asked what date the new staff start and what was planned for them?</i> Response: <i>The Head Teacher explained that the 2nd and 5th September 2016 were planned Inset Days. The Chair would come into school and welcome new staff.</i> VIII. The Governing Board reviewed the proposed Support Staff structure 2016/17. Governor challenge: <i>A Governor asked whether TA's accepted the proposed changes.</i> Response: <i>The Head Teacher confirmed that there were no issues, all staff were now happy with hours. All was fine.</i> <p><i>The Governing Board formally resolved to approve and adopt the Staffing Structure 2016/17 as presented by the Head Teacher.</i></p>	<p>Action</p> <p>All</p>
16/07	BUDGET UPDATE	
	<p>The School Business Manager circulated copies of the Budget Cost Centre Review Summary sheet for consideration by the Governing Board. Arising:-</p> <ul style="list-style-type: none"> I. The School looked to reduce Agency Supply Costs. Staff absences impacted on teaching and learning and also the school budget. II. The first tranche of Pupil Premium funding had been received (£160,000). III. The first tranche of LAC Pupil Premium funding had been received. IV. The balance to be carried forward was £60,000 for the first three months of becoming a Primary School. V. £5,000 had been received from a Teacher insurance claim. <p><i>The Governing Board formally resolved to approve and adopt the revised budget as outlined.</i></p>	<p>All</p>
16/08	AMALGAMATION UPDATE	

	<p>The Head Teacher provided an update on amalgamation. Arising:-</p> <ol style="list-style-type: none"> I. Much work had been done on streamlining policies, which was on-going. II. There was a feeling amongst staff and children that this was now a Primary School. III. Transition from Y2 to Y3 had been much smoother than in previous years. IV. Staff were planning an end of term night out. V. This had been a massive amount of work for the Senior Leadership Team. However, all signs were now very positive. <p>The Head Teacher and all staff were thanked for their continued hard work.</p>	Action
16/09	ATTAINMENT	
	<p>The Head Teacher circulated KS1 attainment data for consideration by the Governing Board. Arising:-</p> <ol style="list-style-type: none"> I. Standards had risen on Phonics. II. Improvements had been made across all year groups. III. Much support had been given to the school by School Improvement Liverpool Ltd (SiL) and so data was secure. IV. KS2 writing had been externally moderated and confirmed the moderation carried out by the school. V. It was noted that schools data had varied across the city and North West region. The Head Teacher felt that had the school been assessed under the old framework that results would have been higher. <p>Governors felt that the Government should seriously consider losing Y7 resits as they held no value.</p> <p>Governor challenge: A Governor referred to KS2 results; 53% (national average) and 56% (school) and asked whether the school would have achieved higher under the old assessment framework.</p> <p>Response: The Head Teacher explained that the school results had always been higher than the national average under the old methods. However, the latest judgements had been secured by external moderation.</p> <p>Governor challenge: A Governor asked whether RE was still assessed using levels.</p> <p>Response: The Head Teacher confirmed that the Archdiocese had agreed to continue using assessment by levels for RE.</p> <p>The Head Teacher, staff and children were thanked for their continued hard work.</p>	
16/10	FEEDBACK BY CHAIR – Meeting with NUT	

	<i>See Confidential Extracts to these minutes.</i>	
16/11	BUILDING PROJECT UPDATE	Action
	It was noted that this had been reported in the minutes of the Resources Committee meeting held on 14 June 2016.	
16/12	WEBSITE – GOVERNORS SECTION	Action
	The School Business Manager reported that all statutory information relating to Governors was posted on the school website. It was noted that he now proposed adding non-statutory information such as pen portraits and photos etc.	
	The Chair agreed to circulate a proforma for Governors to complete and return with a view to information being posted on the website by September 2016.	AH/AII
	It was agreed that the School Business Manager would take photos when Governors were next in school.	SBM
	The Chair also encouraged Governors to create a blog (for the website) when they had been in school for an event, Learning Walk etc.	All
16/13	POLICIES FOR RATIFICATION	
	The Governing Board reviewed the following policies which had been circulated prior to this meeting:-	
	I. Equality Statement (SEAT HRS recommended)	
	It was noted that this policy had been recommended by SEAT HRS and personalised to meet the needs of this school.	
	<i>The Governing Board formally resolved to approve and adopt the Equality Statement as presented by the Head Teacher.</i>	All
	II. Use Of School Media (LA recommended)	
	The Head Teacher and Chair stressed the need to enforce this policy given recent events (staff writing to local newspaper, statements on social media etc) which were in breach of this policy.	
	It was agreed that “Twitter” should be added to point 1:2.	HT
		HT

	<p>It was agreed that the Head Teacher would add something further to point 7:4.</p> <p>The Governing Board discussed the issues around staff and volunteers using social media and mobile phones on site.</p> <p>Governor challenge: <i>A Governor asked whether the Head Teacher would approach a member of staff if it was brought to her attention and issue sanctions if necessary.</i></p> <p>Response: <i>The Head Teacher confirmed that she would raise it with the member of staff in question and that there was a strong possibility that the member of staff would be suspended whilst an investigation was conducted.</i></p> <p>It was agreed that the use of mobile phones would be an agenda item for the next meeting of the Staffing Committee</p> <p><i>The Governing Board formally resolved to approve and adopt the Social Media Policy with suggested changes to be made by the Head Teacher.</i></p> <p>III. Charging and Remissions Policy (LA recommended)</p> <p><i>The Governing Board formally resolved to approve and adopt the Charging and Remissions Policy as presented by the Head Teacher.</i></p>	<p>Action</p> <p>HT/SBM</p> <p>All</p> <p>All</p>
16/14	ANY OTHER BUSINESS	
	<p>I. The Chair provided an update on the Government proposed academisation of all schools. It was noted that he had been working with Governors looking at the legislation surrounding the proposal.</p> <p>It was noted that Liverpool Archdiocese had a policy not to support the proposal. However, recent legislation had been introduced to state that those schools judged by OfSTED as “requires improvement” must become an Academy.</p> <p>It was also noted that Tim Warren (Archdiocese Director of Education) was currently in London to discuss the Archdiocese approach with DfE representatives. He would meet with Liverpool Catholic Head Teachers at some point in the future to offer direction.</p> <p>II. The Chair thanked all Governors for their hard work and support throughout the year.</p> <p>III. The Governing Board recorded thanks to the Head Teacher, Senior Leadership Team and all staff for their continued hard work and dedication.</p>	
16/15	DATES AND TIMES OF FUTURE MEETINGS	

	<p>I. Resources Committee – Thursday 6 October 2016, 4.30 pm (Juniors Wing).</p> <p>II. Curriculum Committee – Thursday 13 October 2016, 4.30 pm (Juniors Wing).</p> <p>III. Pastoral/Safeguarding Committee – Tuesday 18 October 2016, 4.30 pm (Infants Wing).</p> <p>IV. Full Governing Board – Thursday 3 November 2016, 5.00 pm (Presbytery).</p>	