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
	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:-	
	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.	

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	IV.	Tony Hegarty (Chair) – employed by Liverpool Archdiocesan Schools Commission.	Action
17/26	ITEM	S OF ADDITIONAL BUSINESS	
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	None.		
17/27	MINU 2017	TES OF THE PREVIOUS MEETING HELD ON 23 MARCH	
		inutes of the previous meeting held on 23 March 2017 had been sted prior to the meeting for consideration by the Governing.	
	I.	Accuracy	
		The minutes of the previous meeting were agreed as a true record and signed by the Vice Chair	
	II.	Matters Arising	
		a) Page 3 Minute 17/06 (i) (a) Governor Blog	
		It was noted that the Chair had not yet produced a blog for the school website.	АН
		b) Page 3 Minute 17/06 (i) (b) Apprentice	
		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	
		c) Page 4 Minute 17/06 (i) (h) ABSOLUTE School Meals	
		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.	
		d) Page 9 Minute 17/07 (xiv) Data Report	
		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.	

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	e) Page 10 Minute 19/19 Governance	
	e) Fage to Minute 19/19 Governance	
	The Chair reported that there were very few changes to the new Governors Handbook which set out three core tasks for Governance: Set direction Accountability Money well spent (There was now a strong emphasis on Governors having an oversight on spending).	Action
	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.	
	f) Page 11 Minute 17/21 "School of the Week"	
	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.	
	g)	
	Governor challenge: A Governor asked whether things had settled down in terms of staffing issues. Response: 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.	
17/28	MINUTES OF THE BUDGET SETTING MEETING HELD ON 28 APRIL 2017	
	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.	
	I. Accuracy	
	The minutes of the Budget setting meeting held on 28 April 2017 were agreed as a true record and signed by the Chair.	
	II. Matters Arising	
	None.	

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17/29	COMMITTEE REPORTS	Action
	 Resources Committee – 28 April 2017 The minutes of the Resources Committee meeting held on 28 April 2017 had been circulated prior to this meeting. Arising from the minutes:- 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. 	All
	 II. Standards and Curriculum Committee – 20 June 2017 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:- 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: • 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)	RH
	had recently undertaken OfSTED training. She agreed to circulate the "20 Questions for Governors".	
17/30	HEAD TEACHER'S REPORT	
	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:-	
	I. Numbers on Roll	

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- a) There were currently 646 children on roll and numbers were rising.
- b) There were 68 children leaving Y6 at the end of term.
- c) There were 66 children joining the Nursery in September 2017. This figure was expected to rise by September 2017.
- 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.
- 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.
- II. SEN
 - a) SEN was a high priority across the school with targeted interventions (showing impact) as a priority for the SDP.
 - 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.
 - c) The SEN report was circulated for consideration by Governors. Arising:-
 - 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
- III. Pupil Premium

Clare Sime (Deputy Head Teacher) provided an update on Pupil Premium funding. Arising:-

- a) The school continued to chase up parents who were eligible to apply for Pupil Premium funding.
- b) Staff meetings would look at spending and impact on diminishing the difference. There were still some gaps. However, these were closing.

Action

c) The Pupil Premium statement had been posted on the school website

Action

d) The tracker was up and running and all staff had access to this. The school were looking into something similar to identify finance being spent etc.

Governor challenge: A Governor asked whether that system would provide information on value added in terms of time etc.

Response: The Deputy Head Teacher confirmed that this would do so.

e) The school would look to undertake a Pupil Premium Review in September 2017 to ensure that funding was being used effectively. This would be a good starting point for the new academic year. It was agreed that this would be reported to the autumn term meeting of the Governing Board.

The Deputy Head Teacher was thanked for her update.

IV. Sports Grant

Gill Murphy (Deputy Head Teacher) provided an update on Sports Grant funding. Arising:-

- a) The PE Co-Ordinator continued to attend training courses and meetings provided by LSSP.
- b) There were a wide variety of extra-curricular clubs for children from Reception to Y6 to attend. It was noted that sewing had become an extremely popular club.
- c) The school had entered several competitions and Y1 had won the football competition.
- d) A variety of equipment had been purchased which included things for outdoor play at lunch times.
- e) Parental questionnaires from the engagement in Active Maths had provided extremely positive feedback.
- f) The focus for next years' programme would be to offer a variety of sports to ensure that children could take part in a sport that they enjoyed and could excel in (choice).
- g) The Head Teacher had decided to take children to IM Marsh College for activities rather than previous destinations used. Children really enjoyed this.
- h) The school (Y5) had won a competition to reduce the sugar free content in food. The School Council had been asked what the £500 prize money should be spent on and they asked for bike racks. These would be installed. Governors congratulated Emily (Y5 pupil) on this great achievement.
- The school had just completed the Healthy Schools Award. The Head Teacher thanked all staff for their hard work

The Deputy Head Teacher was thanked for her update.

- V. Staffing update
 - a) The Head Teacher led Governors through the staffing lists for 2017/2018. It was noted that more experienced staff would be coaching/mentoring others. The Head

DHT.

Teacher thanked all those staff who had helped to promote the quality of teaching and learning over the academic year.

Action

The Chair felt that the structure reflected a better matched blend of staff (better placed) in Nursery and Early Years.

It was noted that Mrs Hindley would move into Y2 as the Head of Year and Phase Leader for Y2/Y3.

The Phase Leader vacancy had been filled by Mr Murray (Y3/Y4) and he would become Head of Y4. 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.

Governor challenge: A Governor asked whether staff were happy with the proposals.

Response: 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.

The Head Teacher felt that staff in all year groups had energy and commitment to work together as strong teams.

- b) Miss Cope would be leaving at the end of term.
- c) Mrs Lee and Miss O'Kane would be leaving to return to Ireland.
- d) Mrs Bailey and Miss Finnegan would be going on maternity leave in the near future.
- e) Mrs Spillane had been on long term sickness since the autumn term 2016. It was noted that she had now tendered her resignation.
- f) Staff absence was still an issue. It was noted that the Head Teacher continued to monitor and followed agreed policies and procedures,

VI. Staff Development

- a) Mr Mosaid and Mr Crowther had completed the Catholic Middle Leaders qualification.
- b) Mr Black and Mr Murray had completed the NPQML (Middle Leaders qualification).
- c) The Governing Board noted that list of CPD which was evidence of much training opportunities accessed by staff.

VII. Catholic Life

- a) The school had celebrated Easter through the role that the Holy Spirit played in lives.
- b) All classes undertook Collective Worship which was age appropriate. Older children had taken part in preparation and delivery.

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c) Y4 children had completed the sacramental programme. Parish and family engagement had been very good.

Action

- d) Children had made the Sacrament of the Holy Eucharist over recent Saturdays. Father Mark commended children on their good behaviour when in Church.
- e) It was noted that Bishop Malcolm would be visiting the school on 18 July 2017 for Collective Worship and a walk around school.
- f) Children would be producing work on the history of St Oswald as part of the Arts Quality Mark.
- VIII. Attendance/Punctuality Report 2015/16 and 2016/17
 The Attendance/Punctuality Report (2015/16 and 2016/17) was considered by Governors. Arising:
 - a) Summer 2016/17 = 93.3% (95.1% this time last year)
 - b) Overall attendance 2016/17 = 94.4% (94.9% this time last year). Target = 97%
 - 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.
 - d) PA had dropped. Autumn/Spring 2016/17 = 126 children. Summer 2017 = 95 children.
 - e) Governors noted the information on penalty notices and fines issued by the school.
 - f) Governors noted that the school did have a rewards system in place for good/improved attendance.

IX. Spring Data 2017

- 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.
 - 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.

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 Phonics: Y2 resits by 22 children had seen 87% pass the check. Those who did not pass were SEND of which three were also Pupil Premium children.

Action

- b) It was noted that summer data would be presented to the autumn term 2017 meeting of the Governing Board.
- X. LSIP report

The LSIP report was considered by Governors. Arising:-

- a) Overall effectiveness was judged as 3.
- b) Teaching was improving rapidly and would be good in the near future. This would have a positive impact on outcomes and overall effectiveness judgement.
- c) Cohorts were on track to achieve targets.
- d) All actions from the previous LSIP report had been met.
- e) Self-evaluation had judged EYFS to remain at 3. Outcomes for pupils had been judged to remain at 3 (due to gaps within Pupil Premium).
- XI. School Improvement Plan

It was noted that the School Improvement Plan had been thoroughly reviewed at the Standards and Curriculum Committee meeting held on 20 June 2017. Arising:-

- a) Achievement: The school had achieved the Liverpool Counts Quality Mark (Maths) Gold award. Maths continued to be a high profile across the school.
- b) Attainment: Raising the attainment of Pupil Premium children to the level of other pupils across the school was also a priority. This would be evaluated and updated by the end of term.
- c) Teaching: Improving the teaching of writing across the school to enable attainment of children in writing to improve was another priority.
- d) Behaviour and Safety: There was much emphasis on lunchtime clubs which were having a positive impact on behaviour and learning.
- e) Leadership and Management: The latest questionnaires completed had been extremely positive and strong. All students on placement at the school had wanted to work here. It was noted that those staff leaving at the end of term would complete exit questionnaires.

The school had also encouraged parental involvement through workshops etc. This was evidenced through the list of events and visitors to school outlined within the Head Teachers report.

The Chair requested that an element on Governance was included in the Leadership and Management priority. It was agreed that he would work with the Head Teacher to develop this.

- f) Early Years Provision: Parental Links with the school was extremely positive.
- XII. Performance Management

AH/HT

work and dedication over the year.	
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	
d) Internal transition arrangements were on-going. Y2 transition was now a smooth process. e) SEND children had additional transition visits and parents were given a booklet with supporting information. XIV. Child Protection/Safeguarding Update 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. b) The termly breakdown safeguarding data outlined within the Head Teacher's report was reviewed by Governors. c) The breakdown of behaviour data outlined was reviewed by the Governing Board. XV. Curriculum Enrichment and Beyond the Classroom. 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	
 a) The performance management cycle would end this term and performance management meetings would take place over the next few weeks. b) A final judgement would be based on lessons, books, and monitoring and evidence provided by Teacher at their review meetings. XIII. Transition Places and Applications a) Governors reviewed the breakdown of transition places and applications as outlined within the Head Teacher's report. b) The Chair was disappointed that 19 children were moving on to non-Catholic Secondary schools. Governor challenge: A Governor asked how many of the 19 children moving on to non-Catholic Secondary schools were baptised Catholics. Response: 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. c) It was noted that of the 73 children starting in the Reception (September 2017); 21 children were from other Nurseries. 	Action

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	I. Tenders had been late going out from the Archdiocese. Some companies were still to view the school for tenders to be submitted.	
	II. Due to the delay in planning permission there would be two	
	weeks delay in work commencing.	
	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	
	Governor challenge: A Governor asked whether the proposed	
	cladding to be used on the new building extension was safe, given	
	the recent Grenfell Towers tragedy.	
	Response: The Head Teacher confirmed that she had written to	
	the Buildings Project Team for assurances that it was safe (fire	Action
	resistant). The Chair stressed the need to be cautious of materials	
	to be used to ensure safety.	
	The Head Teacher was the altest for him world to	
	The Head Teacher was thanked for her update.	
17/32	GOVERNANCE	
17702	COVERNATOE	
	I. Vacancies	
	a) It was noted that the Chair and Father Mark were	AH/
	looking to fill the Foundation Governor vacancy.	FrMB
	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. II. Training/Development	
	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	A 11
	training log as evidence for OfSTED.	All
	b) It was agreed that the following Governors would form	
	the Head Teachers Performance Management Review	
	Panel along with the LSIP (Mary Regan):-	
	Graham ManleyJune Simm	
	June Simin Joanne Jones	
	c) It was agreed that members of the Staff Performance	
	Management Panel would be selected from members of	
	the Resources Committee.	
	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	HT
	meetings. The Head Teacher agreed to look into this.	

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17/35	CLOSING PRAYER	
	 I. The Chair reported that the Archdiocese was working on a template for Head Teachers reports to reduce their workload and provide consistency. 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). 	All
17/34	ANY OTHER BUSINESS	
	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.	АН
	V. DfE Publications	
	It was noted that all Governors DBS checks were up to date.	
	IV. Enhanced DBS Checks for Governors	
	III. Liverpool Learning Partnership	
	It was noted that two KS2 children had been disapplied from taking tests. It was also noted that one KS1 child had been disapplied form taking the Phonics check.	
	II. SEND and Inclusion	
	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.	Action
	I. LA 175 Safeguarding Audit	
	The Governing Board reviewed the following Executive Director's items (summer 2017):-	
17/33	EXECUTIVE DIRECTOR'S ITEMS – SUMMER 2017	
	All Governors had received copies of the SiL (School Improvement Liverpool) Governors Newsletter (Summer 2017).	
	III. Governors Newsletter	

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	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	

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