

**MINUTES OF THE MEETING OF THE GOVERNING BODY OF ST OSWALD'S
CATHOLIC PRIMARY SCHOOL HELD ON WEDNESDAY 21st MARCH 2018
AT 5.00 PM AT THE PRESBYTERY**

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 T Gentle

Also Present

Claire Sime - DHT (Observing)
Gill Murphy - DHT (Observing)
Ian Strom – School Business Manager
George Allen - Clerk

18/01 WELCOME AND OPENING PRAYER

Actions

The Chair welcomed everyone to the meeting with the prayer for St Theresa of Lisieux.

18/02 APOLOGIES FOR ABSENCE

Apologies for absence were accepted from June Simm and Joseph Albert

18/03 NOTIFICATION OF ADDITIONAL BUSINESS

- I. Correspondence – Governor Resignation
- II. Events and Services

18/04 DECLARATION OF INTERESTS

The following declarations of pecuniary interests were declared for this meeting;

- Claire Sime (DHT) – employed at school with a family member employed at the school.
- Gill Murphy (DHT) – employed at the school
- Mary Walsh (HT) – employed at school with family member employed at the school.
- Tony Hegarty (Chair) – employed by the Liverpool Archdiocesan Commission

18/05 MINUTES OF THE PREVIOUS MEETING OF 2nd NOVEMBER 2017

- I. Accuracy

The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.

II. Matters Arising

a) P3 17/45 a) Committee Reports

Father Mark is liaising with the Archdiocese in relation to the Foundation Governor vacancy.

b) P11 17/48 Section 48 Inspection

The Chair reported that the Section 48 Inspection resulted in the school being judged as Outstanding in all categories. The Chair thanked Mr Dunn (RE Lead), SLT and colleagues for the excellent outcomes of the Section 48 Inspection. This appreciation should be communicated to all staff concerned.

HT

18/06 REPORTS FROM COMMITTEES

i) Resources Committee of 22nd February 2018

The minutes of the Resources Committee of 22nd February had been circulated to governors prior to the meeting. The Chair provided feedback from the Resources Committee. Arising;

a) Finance

There will be no real terms increase in expenditure in 2018/19. Anticipated Formula Funding via Central Government could lead to changes in how future spending is allocated. Ultimately, the total amount of future school income and expenditure is still unknown.

The school has a large staff expenditure, non-teaching staff could shortly be awarded inflation-related pay increases of 5-7% after agreement with unions and officials. Careful consideration will be given to any anticipated pay award and the impact on school budget.

Governor Challenge; *A governor asked how any pay increases for staff will be funded.*

Response; *The Head Teacher reported that any increase in pay for staff employed at the school will be need to be funded from within existing budgets.*

b) Building Project

The Infant Boilers continue to cause temperature issues and are in a poor state of repair. Problems with poor heating have been exacerbated by the very cold winter of 2017/18. Children and staff have experienced problems with the poor heating in the Infant School.

Governor Challenge; *A governor enquired as to whether any parents had complained.*

Response; *The Head Teacher reported that no parents had yet complained about the low temperatures but staff have raised their concerns about the issue. It is intended that the heating issue will be addressed with the Archdiocese and fully resolved during the summer term.*

The Chair highlighted that the boiler needs to be fully functioning by September 2018.

The Head Teacher will also provide the Chair with a written reminder of the boiler problem.

HT

c) GDPR

Due to the practical issues surrounding implementation of GDPR, the Chair indicated that the Local Authority may be the most suitable to lead schools with its implementation.

Father Mark indicated that GDPR is causing current operational challenges for all schools.

d) Bought In Services

The Head Teacher confirmed that due to delays, not all services have yet had their offers sent out and been agreed. Outstanding external services include Sports and Music. The main SIL services had been received and school intended to buy continued support. It is intended that the remaining services will be signed off in conjunction with colleagues from SIL.

e) SFVS

Ian Strom reported the SFVS that had been considered and endorsed at the Resources Committee. The SFVS required the ratification of the Governing Board.

Governors adopted and approved the SFVS for 2018.

ii) Pastoral Committee of 30th January 2018

The minutes of the Pastoral Committee of 30th January had been circulated to governors, prior to the meeting. Graham Manley provided feedback from the Pastoral Committee. Arising;

The Section 48 Inspection and the SEND Report were highlighted by Graham Manley.

The Head Teacher explained that the SEND Report included CAMHS (Fresh). This is a programme designed to support mental health needs via training rather than actually CAMHS actually meeting pupils. The school is a partner in a large consortium and is looking to realise support for children via CAMHS (Fresh). Resources are limited but the school is being very proactive and expects to enable support for families. Liverpool East consortia have also agreed to spend their CAHMS money on buying in additional counselling services, this support will have to be shared with the 8 schools involved, so will only impact on a limited number of children.

iii) Standards and Curriculum Committee of 1st March 2018

The minutes of the Standards and Curriculum Committee of 1st March 2018 had been circulated to governors. Graham Manley provided feedback from the Committee. Arising;

a) Ofsted

The school is anticipating an Ofsted Inspection. The Inspection could occur at any point within this academic year. The Head Teacher stated that the school is prepared for the Inspection and the continuing support of governors will be important during this process.

18/07 HEADTEACHERS REPORT

The Head Teachers Report had been distributed to governors, prior to the meeting. The Head Teacher reported upon activities and developments since the last meeting. Arising;

I Numbers on Rolls

- a) There are currently 647 pupils on roll.
- b) Governors noted the breakdown of pupils numbers per year group

- c) There has been 23 leavers and 23 joiners to the school since September 2017
- d) Applications and Transitions. The attached table highlighted the allocation to secondary school of Yr6 pupils. 72% are opting to enrol at Catholic Secondary Schools
- e) 82 families have identified St Oswalds as their first choice for Reception, with an additional number putting school as second choice.
- f) The proportionate percentages of SEN/CLA and EAL pupils were noted by governors. The number of children who are registered as SEND has risen to 137 (increase of 13). There are 3 pending statement pupils and 33% of Yr6 pupils are SEN/CLA/EAL

The Head Teacher stated that without more funding & resources there are pressures to meet the challenges of supporting SEN children. However, staff respond very well to pupils needs. The issue of a Yr6 pupil was highlighted. The pupil has been accepted into St Oswald's, from another local school where his attendance has been 0% in Y6. He has a long history of very challenging behaviour but school felt they needed to get this child back into school.

Over the academic year since September, there have been additional new children in Y6 who have brought many challenges which have impacted on teaching and learning. Staff manage very well in difficult circumstances.

Despite discussions with the local authority and unsuccessful requests for additional support (top up), the school has devoted staff and resources to ensure that the pupils are well integrated and Receive effective support. The issue highlights how school resources can become pressurised.

II Pupil Premium Entitlement

The Pupil Premium Strategy Statement had been distributed to governors, prior to the meeting. Claire Sime presented the Statement. Arising;

- a) The total Pupil Premium budget for 2017/18 is £268,013. There are 235 eligible pupils.
- b) The Statement contains sections such as Lessons Learnt and What We Want to Achieve. It indicates the internal and external barriers that Pupil Premium funding will address.

Governor Challenge; *A governor asked for more information on the punctuality issues highlighted in the Barriers to Attainment section within the Statement.*

Response; *Claire Sime stated that punctuality was affected by various factors such as transport costs (pupils are now travelling to school from all parts of the city) and Persistent Absence. Pupil Premium enables support for transport and work with those such as EWO's.*

- c) Boosting attendance, enhancing attainment and 'Closing the Gap' between PP and non-PP pupils are strategic activities being undertaken in 2017/18
- d) Good progress is being achieved across all targeted areas of activity. The Report contains progress sections specifically denoting the outcomes that have been achieved.

Governors unanimously agreed that the Chair will act as the school Pupil Premium Champion

III PE and Sports Grant

The PE and Sports Grant Report was distributed for the information of governors. Gill Murphy presented the Report. Arising;

- a) Establishment of a PE team, promotion of healthy lifestyles (such as walking school), the

use of specialist coaches and broader level of physical activities have been activities that have been undertaken in 2017/18

- b) Year 5 swimming achievements (ie ability to swim more than 25 lengths) is being closely recorded. 96% of Yr6 pupils can swim at least 25 lengths.
- c) Working in groups and tracking pupils sporting progress are also key 2017/18 outcomes.
- d) 'Daily Mile' running activity, undertaken by children and staff, will recommence during the summer term.

Governors acknowledged the good progress made with the Pupil Premium strategy and the PE Grant and that their management and impact will be an important facet during a future Ofsted Inspection.

IV Building Project

Building work is progressing well. Most work is taking place outside of the school building but since half term it has begun to impact on the internal areas of school and cause some problems such as within the Year 3 area and the hall.

- a) Reception is now situated in the old parent's room. The old office area has been closed off (including the HT and DHT office) and are now isolated. Two classrooms have been cordoned off with plywood. Playtimes are being very closely monitored as the worker's compound has taken up a large section of the yard. .
- b) The relationship with the Building Company (Kroll) is good, construction (although behind schedule) is taking shape and the school is coping well with the schedule of works. The Head Teacher is meeting with the Building Company next week.
- c) Pupils have responded creatively have had a Q&A session with the company, have produced a blog for the website and located a time capsule within the grounds. The children were Impressed with the workings of the crane that was recently brought on the school site.

V Staffing.

New staff, commencing in post after Christmas, have made a very positive start. They have each received an induction and are fully aware of school policies and procedures.

- a) The probationary period for one staff member was not extended.
- b) The SLT have been positively addressing the overloaded curriculum with school staff.
- c) Teachers and TA's are being encouraged to reassess the Feedback Policy. The aim is to reduce staff workloads without reducing levels of achievements in the school.
- d) Staff continue to plan lessons to ensure pupils receive an exciting learning experience.
- e) Staff absence is being monitored and OH and counselling are available to address issues.
- f) A number of staff are dealing with family illnesses particularly concerning elderly parents.

The Head Teacher commended the excellence of the hard working staff and reiterated that this high calibre work is being mainly achieved against a very demanding school schedule of work.

The Chair stated that governors recognise that St Oswalds staff work beyond the call of duty and take work home. They will support the Head Teacher's aim to lessen some workloads.

VI Staff Development

A CPD Staff Training Log, for the period Sept 2017 – March 2018, was circulated for the

Information of governors. It contained a matrix of training titles and their dates for all staff.

- a) It was noted that each Wednesday all staff have 1 hour of directed time development
- b) It was noted that Ofsted Inspectors will expect a copy of the CPD Staff Training Log.

VII Performance Management

- a) Teacher are half way through their Performance Management for this academic year.
- b) Staff will receive a written mid-term review relating to performance.
- c) Pupil progress data has been collated and progress meetings have taken place to ensure that pupils are on track to achieve and that any remedial actions can be undertaken.
- d) Closing Gaps, Learning Walks and the review of books are ongoing aspects of PM and are triangulated to inform decisions.

VIII Attendance and Punctuality

- a) Autumn term attendance was 95.3%. 106 children had been persistently absent earlier within this term and this has been reduced to 76 children to date.
Governors commended the work of relevant staff in reducing the levels of Persistent Absence
- b) It was noted that 72 families were referred to the EWO.
- c) It was noted that the school continues to positively address attendance and punctuality.

IX School Development Plan 2017/18

The SDP had been discussed within the Standards and Curriculum Committee. It was distributed to governors, prior to the meeting. Arising;

The Head Teacher reported that good progress had been made in relation to the CPD. Curriculum will be added to the document. This will be presented to the next Governing Board. HT

X Child Protection/Safeguarding

- a) 175 Safeguarding Audit

The 175 Safeguarding Audit for 2017/18 for St Oswalds School was distributed to governors. The Audit is positive and the school is fulfilling duties, complying with regulations and responding to safeguarding. The audit contains safeguarding and Whistleblowing policies. Miss Mc Kenna and Mrs Hyland were thanked for their work in supporting children through their roles of Home/School liaison.

The Chair and the Vice Chair had previously signed off the 175 Safeguarding Audit

- b) Safeguarding Report (Sept 2017 to March 2018)

The Report contained all information and data relating to the school up to March 2018. Arising;

- No of pupils subject to EHATs 26
- No of pupils subject to EHATs where the school is lead professional 25
- No of referrals to Careline 1
- No of racist incidents 1
- No of Operation Encompass 6

- The racist incident was very professionally responded to within the school.
- The Careline referral concerned a Y4 EAL girl and a possible FGM case within which the work and assistance of the police was highly productive.
- E-safety remains an ongoing issue within the school. Cyber-bullying takes place from the home and can be difficult to locate. Paul Bradshaw has provided e-safety workshops and the school regularly promotes the importance of e-safety to pupils.

Paul Bradshaw and others have noted that the school is a very safe and secure environment

XI Behaviour

The Behaviour Records Analysis was circulated to governors, prior to the meeting. Arising;

- a) The various categories of behaviour will be more clarified within future reports. HT
- b) There were 118 behaviour incidents recorded from Autumn 2017 to Spring 2018.
- c) Most incidents were very minor (eg pushing) and governors were informed that Behaviour at the school improves from early September onwards.
- d) Improvements in recorded behaviour are expected to continue during the Summer term

Behaviour at the school is exemplary and high standards are maintained.

XII Standards

It was noted that the Standards and Curriculum Committee received a full report relating to curriculum performance during 2017/18. This had been considered earlier within the meeting.

Curriculum design remains a key priority for the SLT.

XIII Enrichment and Extra-Curricular Provision.

- a) A list of Spring term enrichment activities was circulated to governors for information. Kinaesthetic and activities such as dance and music are very popular amongst pupils.
- b) Staff continue to provide extra-curricular activities at lunchtime and after school. Work at Venues, like Joseph Lappin, and in promoting healthy lifestyles is a tribute to their dedication.

Governors thanked the Head Teacher and all staff for their contributions towards the excellent achievements and outcomes described within the Head Teachers Report for Spring term.

18/08 BUILDING PROJECT UPDATE

This item had been covered earlier within this agenda.

18/09 GOVERNORS TRAINING AND DEVELOPMENT

Copies of lists of governors training courses provided by both SIL and the Archdiocese were distributed for the information of governors.

- a) Governors were advised to contact Mr Strom if they wished to enrol on any chosen course.

b) Mr Strom enquired if the Governing Board wished to retain subscription to The Key. The Chair outlined that The Key continued to offer relevant and detailed information. Although the Archdiocese was looking at discounted subscription rates for this type of support, the Chair recommended that governors agree to retain The Key subscription until further notice.

Governors agreed to renew subscription to The Key until further notice.

SBM

18/10 DIRECTORS INFORMATION

The Governing Board reviewed the Executive Directors items for Spring 2018;

i) Update on funding for Liverpool Schools

Governors noted that; the funding methodology for schools had changed; the allocation for Early Years has not yet been decided and funding for 2020/21 is uncertain at this stage.

ii) Liverpool Learning Partnership

Governors raised points regarding the collaborative work of the LLP and the overall nature of its work and support for schools such as St Oswald's Catholic Primary School.

The Head Teacher reported that the school had received a grant of £1,000, from the LLP Family Programme, to support a Reading Club for vulnerable pupils

iii) The Liverpool Promise

It was noted that the school remains committed to the Liverpool Promise. The proposal for a Memorandum of Understanding with the Liverpool Promise will be considered at the next meeting of the Standards Committee.

HT

E-mail from Amanda Patmore concerning Liverpool Promise to be forwarded to the Chair.

IS

18/11 NOTIFIED BUSINESS

I. Correspondence – Governor Resignation

The Chair announced that he had received the resignation of Joanne Sullivan as a Parent Governor. Joanne has pressing employment and family commitments and is unable to devote her time and commitment to the Governing Board. The Chair appreciated that due to these circumstances, it was an understandable decision made by Joanne Sullivan.

The Head Teacher will arrange for the selection of a new Parent Governor.

HT

II. Events and Services

It was noted that the list of Events and Services, taking place over the Easter period, had been sent to governors. The list will be resent to the Chair.

HT

18/12 DATE AND TIME OF NEXT MEETING

Thursday 24th May 2018 at 5.00pm

There being no further business the meeting concluded at 6.45pm

