

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST
 OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON THURSDAY 22
 NOVEMBER 2018 AT THE SCHOOL**

PRESENT

Mr A Hegarty - Chair
 Mrs M Walsh, Headteacher
 Mr G Manley
 Mrs J Jones
 Mrs J Simm
 Mrs T Gentle
 Mrs E Williams
 Mr C Flood

Also Present:

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

18/25	WELCOME AND OPENING PRAYER	Action
	I. The Chair welcomed everyone to the meeting. He opened the meeting with a prayer. II. Colin Flood (Parent Governor) was welcomed to his first full Governing Board meeting (replacing Albert Joseph). Governors were introduced to him. III. It was also noted that Nicki Powell (Foundation Governor) had resigned due to work commitment. Albert Joseph had been nominated to fill the Foundation Governor vacancy and the school awaited confirmation from the Archdiocese.	SBM
18/26	ELECTION OF CHAIR	
	Tony Hegarty was nominated by Graham Manley to serve as Chair for the ensuing year. Joanne Jones seconded this. There were no other nominations. <i>Tony Hegarty was unanimously elected to serve as Chair for the ensuing year.</i>	AH

18/27	ELECTION OF VICE CHAIR	Action
	<p>Ruth Hill was nominated by Tony Hegarty to serve as Vice Chair for the ensuing year. Joanne Jones seconded this. There were no other nominations.</p> <p>Ruth Hill was unanimously elected to serve as Vice Chair for the ensuing year.</p>	
18/28	APOLOGIES FOR ABSENCE	
	<p>Apologies for absence were accepted from Ruth Hill (Vice Chair) and Albert Joseph.</p>	
18/29	NOTICE OF ITEMS OF ANY OTHER BUSINESS	
	<p>I. Staffing Request (Headteacher) II. EYFS Funding Consultation (Headteacher)</p>	
18/30	DECLARATIONS OF PECUNIARY INTERESTS	
	<p>I. The following declarations of pecuniary interests were declared for this meeting: -</p> <ul style="list-style-type: none"> • Claire Sime (Deputy Headteacher) – employed at the school with family member employed at school. • Gill Murphy (Deputy Headteacher) – employed at the school. • Mary Walsh (Headteacher) employed at school with family member employed at school. • Tracy Gentle (Teacher) employed by the school. 	
18/31	COMMITTEE MEMBERSHIP & LINK GOVERNOR APPOINTMENTS 2018/19	
	<p>The Governing Board reviewed and agreed that Committee membership and Link Governor appointments 2018/19 as outlines within appendix 1 to these minutes. It was agreed that the Committee membership would be reviewed as and when necessary throughout the year (new Governor appointments and resignations).</p> <p>The Chair asked Governors to think about linking about to a subject area/key stage to be agreed at the next full business meeting of the Governing Board.</p>	<p>All</p> <p>All</p>
18/32	PROTOCOL FOR GOVERNOR VISITS	

	<p>It was noted that changes had been made to the protocol for Governor visits at the recent Pastoral Committee meeting. The Headteacher agreed to circulate the revised version to Governors.</p> <p>The Chair emphasised the importance of Governor visits to school and producing evidence of their visits. He reminded Governors that they were not visiting school to make judgements on staff and referred them to the protocol for visits.</p> <p><i>The Governing Board formally resolved to approve and adopt the new protocol as agreed at the Pastoral Committee meeting held on 6 November 2018</i></p>	<p>Action</p> <p>HT</p> <p>All</p>
18/33	MINUTES OF THE PREVIOUS MEETING HELD ON 14 JUNE 2018	
	<p>The minutes of the previous meeting held on 14 June 2018 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 subject to the following amendment: -</p> <p>a) Page 2 Minute 18/18 Declarations of Pecuniary Interests</p> <p>To include: Tracy Gentle (Teacher) employed by the school.</p> <p>The minutes were then signed by the Chair</p> <p>II. Matters Arising</p> <p>a) Page 7 Minute 18/20 (v) Building Projects</p> <p>Governor challenge: <i>A Governor asked whether all building works had been completed.</i></p> <p>Response: <i>The Headteacher reported that there were still some major snagging issues being addressed. Also, the planned work for the toilet block on the first floor would not be happening (not scheduled for work anymore). The Chair reported that he had been trying to contact Chris Williams about this. He agreed to keep Governors informed of developments.</i></p>	<p>AH</p>
18/34	COMMITTEE REPORTS	
	I. Resources Committee – 27 September 2018	

		Action
	<p>The minutes of the Resources Committee meeting held on 27 September 2018 had been circulated in advance of the meeting. The Chair provided feedback from the meeting.</p> <p>Arising: -</p> <ul style="list-style-type: none"> a) The budget (Form 1) had been reviewed. A significant deficit was projected for year 3 (2020/21). b) The main costs within the budget related to staffing (90/91% of overall budget). It was felt that this had been due to supply costs. The Chair commented that this was too high to maintain moving forward. <p>The committee had felt that three year projections were not accurate as they were based on financial predictions that nobody had any accuracy about. The LSFM had notified the Chair/Headteacher of the possible need to produce a budget deficit plan at a point in the future. The Chair suggested that the year 3 projections would be similar across all Liverpool schools. He had asked the Headteacher to pursue this at LPHA and Schools Forum meetings.</p> <p>The Headteacher reported that Liz van der Waal (Chair LPHA) had addressed this at the Schools Forum meeting today. All Liverpool Primary schools had projected budget deficits in year 3. It was agreed that individual schools would not produce budget deficit plans (at this point) and the situation would be raised at LPHA when the LSFM would provide further information on behalf of the LA.</p> <p>The Chair recommended waiting for a response from the LA before taking any action. He suggested the need to be robust and ensure that every vacancy was discussed at the Resources Committee meetings before filling.</p> <p>Governor challenge: <i>A Governor asked whether this was a national issue for schools.</i></p> <p>Response: <i>The Headteacher explained that this was a national issue. However, 20% of cities had come out badly as a result of changes to the funding formulas for schools. Liverpool was one such city.</i></p> <ul style="list-style-type: none"> c) The Committee had looked at the building works programme. The Chair was chasing Chris Williams (Archdiocese) regarding outstanding work and other issues. <p>II. Pay Review Committee – 16 October 2018</p> <p>The Chair reported that the Pay Review Committee had met on 16 October 2018 to consider recommendations (with supporting evidence) presented by the Headteacher. The Pay Review Committee had discharged its duties as set out within the Teacher Pay Policy 2018.</p> <p>III. Pastoral Committee – 6 November 2018</p>	

		Action
	<p>The minutes of the Pastoral Committee meeting held on 6 November 2018 had been circulated in advance of the meeting. Tony Hegarty provided feedback from the meeting. Arising: -</p> <ul style="list-style-type: none"> a) The RE report was considered by Governors. b) The Safeguarding report and termly data were considered by Governors. c) The SEND report was considered by Governors. It was noted that the infant SENco was off work on long term bereavement absence. Cover in the form of DHT and bought in supply was in place to keep on top of work. d) The Attendance report was considered by Governors. Governors congratulated staff and pupils for achieving 96.7% attendance. This was welcomed by Inspectors during the recent OfSTED Inspection as it now meant St Oswald's attendance was above national average. <p>IV. Standards & Curriculum Committee –11 October 2018</p> <p>The minutes of the Standards and Curriculum Committee meeting held on 11 October 2018 were considered by the Governing Board. Arising from the minutes: -</p> <ul style="list-style-type: none"> a) The meeting had focussed on feedback from the recent OfSTED inspection. b) The Headteacher had received an invitation to include information on the school in the Parliamentary Review Book for a fee of £3,000. The Committee had declined the information. The Governing Board supported this decision. c) An update on Curriculum Development had been presented to the committee. 	
18/35	OfSTED INSPECTION REPORT	
	<i>See confidential extracts to these minutes.</i>	
18/36	HEADTEACHER'S REPORT	

	<p>The Headteacher 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>-</p> <p>I. Numbers on Roll</p> <p>a) There were currently 628 pupils on roll. 47 pupils had joined since the start of the autumn term. Nine pupils had left since the start of the autumn term.</p> <p>Governor challenge: <i>A Governor asked why so many pupils had joined since the start of term.</i></p> <p>Response: <i>The Headteacher felt that this was down to the good reputation of the school within the community, particularly SEND support and support for disadvantaged families.</i></p> <p>b) Governors reviewed the breakdown of pupils by group (ethnicity, FSM, SEND, etc).</p> <p>II. SEND (report previously circulated)</p> <p>Governors reviewed the breakdown of SEND/CLA/EAL pupils. Arising: -</p> <p>a) There were currently 105 pupils on the SEND register. The Headteacher expressed concern around external support for SEND pupils. Less funding was now available and higher needs top up funding was never enough to meet the needs of pupils and so the school would have to bridge the financial gap from the school budget.</p> <p>She explained that the LA proposed top slicing 0.25% from schools' budgets and create a higher needs central funding pot for delegation to special schools. However, this meant that schools would get less in their budget and so were not receiving any further financial support in real terms. This would obviously have a knock on effect if school had less to spend on lower priority SEND needs.</p> <p>LPHA had supported this proposal as the City Council was receiving less delegated funding from the Government. The Headteacher disagreed with this approach. She explained that consortia funding was reducing year on year. She stressed that SEND pupils were being let down by the system but acknowledged that she understood the issue in Liverpool had been created as a direct result of government cuts.</p> <p>The Headteacher reported that the husband of the SENco had recently passed away. Work was being covered in-house. A Supply Teacher had been recruited on one day per week to help with paperwork. Governors expressed their sadness.</p> <p>b) Children Looked After Report (previously circulated). Arising: -</p> <ul style="list-style-type: none"> • There were currently five CLA on roll in the school. • CLA tracking was carried out once per term. • Regular meetings were held with the pupils and their Carers. 	<p>Action</p>

		Action
	<ul style="list-style-type: none"> • Joanne Jones (SEND Link Governor) had been into school to look at all aspects of SEND provision within the school. • The school was currently working with the ADHD Foundation and awarded the “Partnership Working Recognition Award”. <p>III. The Pupil Premium Report (autumn) had been circulated prior to the meeting and was considered by Governors. Arising: -</p> <ul style="list-style-type: none"> a) The Lending Library was being rolled out in Y1. The Chair was extremely pleased with this as it provided focus for Early Years with, Talk, Play and Read. b) The Pupil Premium Strategy and Impact Report were posted on the school website. c) Funding was being used to focus emotional wellness. d) A Swap Shop had been set up for parents. Governors were invited to attend. e) The school was currently reviewing interventions to ensure impact. f) The Pupil Premium budget had been reviewed (Deputy Headteacher, School Business Manager and Admin Officer) to ensure sound financial planning. The School Business Manger reported that that the school was targeting families and highlighting benefits available to them which in turn would qualify them for Pupil Premium finding. <p>IV. PE/Sports Funding Governors reviewed the breakdown of PE/Sports Funding Report (autumn 2018). Arising: -</p> <ul style="list-style-type: none"> a) The Strategy and report were posted on the school website. b) The school was participating in as many competitions as possible. c) More Balancability Bikes had been purchased as this was proving extremely popular with pupils. Funding had been used to create cycle racks for storing bikes, these would be installed after Christmas. <p>Governor challenge: <i>A Governor asked whether the school had taken advantage of the possibility for the LSSP Apprenticeship scheme. Mr Flood felt this might be a good opportunity to receive PE support at a cheaper rate.</i></p> <p>Response: <i>Gill Murphy (Deputy Headteacher) agreed to look into this.</i></p> <p>V. Building Projects</p> <ul style="list-style-type: none"> a) The new build programme was not yet completed. There were still a lot of snagging issues being addressed. These included problems with ventilation. Work was being completed on a rolling programme. 	<p>GM</p>

		Action
	<ul style="list-style-type: none"> b) Miss Kerwin had moved into her new, large classroom. Teacher and pupils were very pleased with the new classroom. c) Assemblies had been held in the new hall and leadership were really pleased to finally have some access to the outside. d) The school was still waiting to hear from the Archdiocese regarding phase 2 of the building programme 	
	<p>VI. Staffing</p> <ul style="list-style-type: none"> a) Governors reviewed the staffing structure as set out within the Headteacher's report. b) Governors considered the breakdown of staff roles and responsibilities (circulated in advance of the meeting). c) Governors reviewed the breakdown of staff sickness as set out within the Headteacher's report. The Headteacher reported that absence was having an impact on teaching and learning. d) Two staff had suffered family bereavements. Governors expressed their condolences to the staff in question and their families. e) Mrs Hughes (Y5) had given birth to a baby girl. Three other Teachers would be going on maternity leave at a point in the future. f) The Headteacher recorded her thanks to all staff for their tremendous hard work and dedication. g) The breakdown of CP/Staff Development undertaken was considered by Governors. 	
	<p>VII. School Improvement Plan</p> <ul style="list-style-type: none"> a) It was noted that the School Improvement Plan (2018/19) had been considered in detail at the Standards and Curriculum Committee meeting (11 October 2018). b) The action plan arising from the recent OfSTED inspection would be presented to the next meeting of the Curriculum and Standards Committee. c) The monitoring process was on-going. 	
	<p>VIII. Performance Management</p> <ul style="list-style-type: none"> a) Performance management pay awards had been presented to the Pay Review Committee and approved 	
	<p>IX. Safeguarding/Child Protection</p> <ul style="list-style-type: none"> a) Staff were up to date with all safeguarding training. b) The LA 175 Safeguarding Audit was up to date with no outstanding actions. c) Governors reviewed the breakdown of termly safeguarding data as set out within the Headteacher's report. d) All Governors had received the updated version of Keeping Children Safe in Education. The Headteacher stressed that Governors should be familiar with the contents of the document and particularly annexe 1. 	

	<p>X. LSIP Report (previously circulated)</p> <ul style="list-style-type: none"> a) Targets were challenging. b) Steph Wells (LSIP) was working with the school (Deputy Headteachers) on developing the curriculum. c) The school had purchased many bought in professional services to support curriculum enrichment. <p>XI. Extra-Curricular Activities</p> <ul style="list-style-type: none"> a) Governors noted the many extra-curricular activities offered by the school. <p>It was noted that the Headteacher had applied to become a Local Leader in Education (supported by the Chair) she had attended an informal interview and had been successful. The role will involve a maximum of 20 days out of school across the academic year. The programme promoted sharing good practice between HTs. The Governing Board fully supported her application and congratulated her on her success.</p> <p>The Chair (on behalf of the Governing Board) thanked the Head Teacher for her report and all staff for their continued hard work.</p>	Action
18/37	EXECUTIVE DIRECTOR'S ITEMS – AUTUMN 2018	
	<p>Governors reviewed the Executive Director's Items (autumn 2018): -</p> <ul style="list-style-type: none"> I. Safeguarding Update II. Liverpool Learning Partnership Update III. Liverpool Safeguarding Children Board (LSCB) Multi Agency Training – Working Together IV. GovernorHub <p>The asked the Headteacher and School Business Manager to look into buying into the GovernorHub SLA with a view to sending/storing information on Governors meetings, Calendar of Events, Notice Board etc. (Terry Brown, Governor Services Team; 0151 233 3939)</p>	HT/ SBM
18/38	CORRESPONDENCE	
	None this cycle.	
18/39	ANY OTHER BUSINESS	
	<ul style="list-style-type: none"> I. The Headteacher shared the Archdiocese Admissions Policy 2020/21 for adoption by schools. It was noted that there were only two proposed changes: - <ul style="list-style-type: none"> • Closing date: Clarified deadline. • Deferred entry: Wording changed (read out by the Headteacher). 	

	<p>Governors discussed the proposed changes and agreed that the school would discuss individual requests to defer entry (previously as late as Y1).</p> <p><i>The Governing Board formally resolved to approve and adopt the Archdiocese Admissions Policy 2020/21 as outlined.</i></p> <p>II. The Headteacher confirmed that the end of year Calendar of Events was posted on the school website.</p> <p>III. The Headteacher reported that she had received a request from a member of the Support Staff requesting two days leave at the start of September 2019 (Friday and Monday) to attend a family wedding. She proposed making the time up across the term.</p> <p><i>The Governing Board formally resolved to approve the request made by a member of the Support Staff to take two days leave (Friday and Monday) at the start of September 2019, making up that time across the term.</i></p> <p>IV. The Headteacher reported that there were lengthy consultation discussions taking place with Liverpool Schools about EYFS funding. This school would lose £7,000 under the new arrangements. It was agreed that the Headteacher write (on behalf of the Governing Board) opposing the proposal.</p>	<p>Action</p> <p>All</p> <p>All</p>
18/40	DATES AND TIMES OF FUTURE MEETINGS	
	Full Governing Board: Thursday 21 March 2019, 4.30 pm	

Appendix 1
Revised October 2018

St Oswald's Catholic Primary School Committee Membership 2018/2019

<p>RESOURCES COMMITTEE (Budget, Financial Management, Premises, Staffing & Business Management)</p>	<p>STANDARDS & CURRICULUM COMMITTEE (Standards/Data/Outcomes for Pupils, Teaching & Learning, Narrowing the Gap, Leadership and Management, Target Setting)</p>
<p>Tony Hegarty (Chair) Ruth Hill June Simm New Foundation Governor Headteacher</p> <p>Quorum = 3 Members</p>	<p>Graham Manley (Chair) June Simm, Colin Flood Joanne Jones Tony Hegarty Tracy Gentle Headteacher</p> <p>Quorum = 3 Members</p>
<p>HEADTEACHER PERFORMANCE MANAGEMENT REVIEW PANEL</p>	<p>PASTORAL COMMITTEE (Mission & Ethos, Parents, Attendance & Punctuality, Personal Development & Wellbeing, EYFS Outcomes, Safeguarding, Community Cohesion, Equalities)</p>
<p>Ruth Hill Graham Manley Joanne Jones LSIP</p> <p>Quorum = 3 Members</p>	<p>June Simm (Chair) Ruth Hill Graham Manley Albert Joseph Joanne Jones Liz Williams Tracy Gentle Headteacher</p> <p>Quorum = 3 Members</p>
<p>DISCIPLINE, GRIEVANCE AND HEARINGS PANEL</p>	<p>APPEALS COMMITTEE</p>
<p>Tony Hegarty Albert Joseph June Simm</p> <p>Quorum = 3 Members</p>	<p>Pool of Governors not involved in original decision making.</p> <p>Quorum = 3 Members</p>
<p>PAY REVIEW COMMITTEE</p>	<p>PAY REVIEW APPEALS COMMITTEE</p>
<p>Ruth Hill Graham Manley Joanne Jones</p> <p>Quorum = 3 Members</p>	<p>Governors who were not on the original Pay Review Committee.</p> <p><i>To consider any appeals against decisions made by the Pay Review Panel</i></p>
<p>SPECIALIST LINK GOVERNORS</p>	<p>SPECIALIST/LINK GOVERNORS</p>
<p>SEN: Joanne Jones Safeguarding: Ruth Hill RE: June Simm EYFS: Tony Hegarty</p>	<p>Pupil Premium: Tony Hegarty Sports: Tony Hegarty Curriculum Design: Colin Flood H & S: Liz Williams</p>