

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST  
 OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON THURSDAY 21  
 MARCH 2019 AT THE SCHOOL**

**PRESENT**

Mr A Hegarty – Chair  
 Mrs R Hill – Vice Chair  
 Mrs M Walsh, Headteacher  
 Mr G Manley  
 Mrs J Jones  
 Mr A Joseph  
 Mrs J Simm  
 Mrs T Gentle  
 Mrs E Williams  
 Mr C Flood

**Also Present:**

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

| <b>19/01</b> | <b>WELCOME AND OPENING PRAYER</b>   | <b>Action</b> |
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|              | The Chair welcomed everyone to the meeting. He opened the meeting with a prayer.  |               |
| <b>19/02</b> | <b>APOLOGIES FOR ABSENCE</b>  |               |
|              | There were no apologies for absence.  |               |
| <b>19/03</b> | <b>NOTICE OF ITEMS OF ANY OTHER BUSINESS</b>  |               |
|              | I. Governor Skills Audits   |               |
| <b>19/04</b> | <b>DECLARATIONS OF PECUNIARY INTERESTS</b>  |               |
|              | I. The following declarations of pecuniary interests were declared for this meeting: - <ul style="list-style-type: none"> <li>• Claire Sime (Deputy Headteacher) – employed at the school with family member employed at school.</li> </ul> |               |

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|              | <ul style="list-style-type: none"> <li>Gill Murphy (Deputy Headteacher) – employed at the school.</li> <li>Mary Walsh (Headteacher) employed at school with family member employed at school.</li> <li>Tracy Gentle (Teacher) employed by the school.</li> <li>June Simm – Governor for Emmaus Primary School.</li> </ul>   |  |
| <b>19/05</b> | <b>MINUTES OF THE PREVIOUS MEETING HELD ON 22 NOVEMBER 2019</b>   |  |
|              | <p>The minutes of the previous meeting held on 22 November 2019 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 and signed by the Chair.</p> <p>II. Matters Arising</p> <p>a) Page 7 Minute 18/35 (iv) LSSP Sports Apprentice</p> <p>The School Business Manager reported that a number of companies had been contacted with a view to an Apprentice for the school. However, costs had been higher than anticipated. It was noted that he would be meeting with an LSSP representative next week and would provide Governors with feedback from it.</p> <p>b) Page 9 Minute 18/37 (iv) GovernorHub</p> <p>It was noted that all Governors now had access to the GovernorHub. The Chair stressed that this should also be used as a tool for the school to inform Governors what was being shared with parents.</p> <p>c) Page 11 Appendix 1 Committee Membership 2018/19</p> <p>The Headteacher reported that there were still some subject areas for Governors to link up with. She asked Governors to contact her with their preferences.</p> | <p><b>SBM</b></p> <p><b>HT</b></p> <p><b>All</b></p> |
| <b>19/06</b> | <b>COMMITTEE REPORTS</b>  |  |
|              | <p>I. Resources Committee – 31 January 2019</p> <p>The minutes of the Resources Committee meeting held on 31 January 2019 had been circulated in advance of the meeting. The Chair provided feedback from the meeting. Arising: -</p>   |  |

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|  | <p>a) The budget (Form 1) had been reviewed. Projections were sound until year-three. However, it was difficult to predict figures for that year as they were based on worst case scenarios (low numbers on roll, no additional grants etc). The Chair stressed the need for Governors to be mindful of the projected deficit for year-three. He indicated that he would discuss this further with the LSFM in terms of whether a deficit recovery plan needed to be considered at some point in the future.</p> <p>b) Increases to Teachers' pay and pension contributions (16 – 23%) and national pay awards for Support staff had increased the financial burden on schools.</p> <p>c) Staffing costs were high and so staffing levels may need to be considered at the next meeting of the Resources Committee.</p> <p>d) The committee had received an update on the building programme.</p> <p>e) The committee had reviewed and agreed the SfVS matrix. An action plan had been produced arising from this.</p> <p>f) The committee had agreed the following policies and procedures:-</p> <ul style="list-style-type: none"> <li>• LCC recommended Standing Orders and Financial Regulations.</li> <li>• The Statement of Internal Control.</li> <li>• The Best Value Statement</li> <li>• The Support Staff Appraisal Policy</li> <li>• The Shared Parental Leave Policy</li> </ul> <p>g) The school had been successful in securing bid funding of £15,000 for the Quiet Garden. Work would commence after the Easter holiday.</p> <p><i>The Governing Board formally resolved to approve and adopt the policies and procedures as agreed at the Resources Committee meeting held on 31 January 2019.</i></p> <p>II. Pastoral Committee – 14 February 2019</p> <p>The minutes of the Pastoral, RE and Safeguarding Committee meeting held on 14 February 2019 had been circulated in advance of the meeting. June Simm (Committee Chair) provided feedback from the meeting. Arising: -</p> <p>a) It was noted that June Simm (Committee Chair) and Liz Williams (Parent Governor) had been in attendance (not listed in minutes).</p> <p>b) It was noted that Tony Hegarty (Foundation Governor) had not been in attendance (listed in the minutes).</p> <p>c) The RE report was considered by Governors.</p> | <p><b>Action</b></p> <p><b>AH</b></p> <p><b>AH/HT</b></p> <p><b>SBM</b></p> <p><b>SBM</b></p> |
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| 19/07 | HEADTEACHER'S REPORT  | Action |
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|       | <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 643 pupils on roll. Mobility was high . 38 pupils had joined since the start of the autumn term. 20 pupils had left since the start of the autumn term.</p> <p>b) Governors considered the Y6 Allocations as set out within the report (previously circulated). 78% of pupils had transferred to Catholic Secondary Schools with the top three preferences being:-</p> <ul style="list-style-type: none"> <li>• Cardinal Heenan</li> <li>• Broughton Hall</li> <li>• St Edwards</li> </ul> <p>It was noted that there had been two appeals (St Edwards and Archbishop Blanch)</p> <p>c) Reception numbers for September 2019 were 60 (with 39 on a list). It was noted that there were 12 children in Nursery who had not yet applied for places in Reception. This would be followed up by the school.</p> <p>d) The Governing Board reviewed the breakdown of SEND termly data as set out within the report (previously circulated). The Headteacher felt that SEND support across the city was not organised well by the LA. It was noted that the Headteacher was the Chair of the SEND Consortia for this network of schools. The consortia was looking at the best ways to use funding to be needs led. The OfSTED LA SEND Summary Report (previously circulated) had been damning and found the LA to be "inadequate" in terms of provision across the city. Also, ECHPs were a priority for Secondary Schools transfers. This meant that some Y4 and Y5 parents were completing ECHP forms to guarantee Secondary School places. This put more pressure on Primary Schools to complete the process in the knowledge that applications would be declined if the school disagreed with some points.</p> <p><b>Governor challenge:</b> <i>A Governor asked whether the school had picked this up before it happened.</i></p> <p><b>Response:</b> <i>The Headteacher confirmed that it had done so.</i></p> <p>II. The LAC report (previously circulated) was considered by Governors.</p> <p>III. The Pupil Premium report (previously circulated) was considered by Governors). It was noted that the school received funding for 35% of pupils on roll. However, it was anticipated that there was up to 15% more pupils eligible which would take the figure up to 45/50%. The highest Pupil Premium numbers were in Y6. Governors noted that the gap between Pupil</p> |        |



|  |  | <b>Action</b> |
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|  | <ul style="list-style-type: none"> <li>i) In the infant building, one Teacher and three TAs were on attendance reviews.</li> <li>j) In the junior building, two Teachers, two TAs, three Cleaners and two Lunchtime Supervisors were on review. The contract had been terminated for one Cleaner who was on a cover contract for inappropriate behaviour.</li> <li>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).</li> <li>b) The action plan arising from the recent OfSTED inspection would be presented to the next meeting of the Curriculum and Standards Committee.</li> <li>c) The monitoring process was on-going.</li> </ul> <p>II. The Attendance Report – March 2019 (previously circulated) was considered by Governors</p> <ul style="list-style-type: none"> <li>a) Attendance currently stood at 96.4% (target 97%).</li> <li>b) PAs currently stood at 9.2% (national 9.8%).</li> <li>c) Policy and daily procedures were working effectively.</li> <li>d) School policy has been reviewed and amended in accordance with LA guidelines and policy</li> <li>e) 35 families had been identified for case work and have been invited into school for meetings with the EWO</li> <li>f) 111 families have received letters from EWO</li> <li>g) 27 holiday fines had been issued so far this academic year.</li> <li>h) 93 families have received attendance letters from school.</li> <li>i) 140 families received 100% attendance certificates for their children at parents evening.</li> <li>a) Attendance leads had attended Local Authority update.</li> <li>b) The School had attended training about LA attendance quality mark. School attendance leads had begun work towards this accreditation (Gold standard).<br/>The Vice Chair suggested that attendance should be celebrated particularly given how hard everyone worked to improve this. The Headteacher reported that punctuality would be the next drive for the school.</li> </ul> <p>III. The SEF</p> <ul style="list-style-type: none"> <li>a) The Headteacher reported that she had not changed the gradings within the SEF (in line with the OfSTED gradings) as it was considered that the school was “outstanding” in some areas, despite the OfSTED judgement. As the SEF was self-evaluation , governors agreed.</li> </ul> <p>IV. Performance Management</p> <ul style="list-style-type: none"> <li>a) Monitoring was being carried out with drop in lesson observations. SLT and staff felt that this had been a benefit to actually see the quality of education that the pupils received every day. Each member of staff would get a written statement of standards.</li> </ul> |               |

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|  | <p>b) Currently there were no staff on support programmes and the quality of education remained good.</p>  | <b>Action</b> |
|  | <p>V. Safeguarding/Child Protection</p> <p>a) The LA 175 Safeguarding Audit had been completed with very little actions arising from it. The school had been are of those things and already had plans to address them. Ruth Hill (Safeguarding Link Governor) would review the audit with a view to it being signed off by her and the Chair (Tony Hegarty).</p> <p>b) Governors reviewed Safeguarding Report (previously circulated) which included the termly breakdown of safeguarding data.</p>                             | <b>RH</b>     |
|  | <p>VI. LSIP Report (previously circulated)</p> <p>a) Mary Regan (LSIP) had discussed standards and targets set during her visit. Targets were very challenging. It was noted that the school was still on track to achieve end of year targets. The Chair recommended that all Governors read the report which supported the evidence of high standards within the school. It was agreed that any Governor needing data training should let the Headteacher know.</p>  | <b>All</b>    |
|  | <p>VII. Curriculum Report</p> <p>a) It was noted that the detailed Curriculum report had been considered at the recent Standards and Curriculum Committee meeting.</p> <p>b) Colin Flood (Parent Governor) had been in to school to look at the broad and balanced curriculum being delivered. He indicated that he had been impressed by what he had seen.</p> <p>c) It was noted that the broad and balanced curriculum (with plans) was accessible on the school website. This would be continually reviewed and updated.</p> |               |
|  | <p>VIII. Additional Bought-in Professional Services (list previously circulated).</p> <p>a) It was noted that the Music Teacher had been off work and the Supply cover had not been skilled enough to provide a quality service. The school had requested a refund for this service.</p>   |               |
|  | <p>IX. Extra-Curricular Activities</p> <p>a) Governors noted the many extra-curricular activities offered by the school. They welcomed the variety of clubs on offer for pupils. It was noted that the Pupil Voice contributed to determining clubs to be provided. Joanne Jones (Foundation Governor) reported that her daughter loved the Creative Writing group.</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>   |               |
|  | <p>The Headteacher thanked the SLT members and all staff for their continued hard work and dedication which was a testament to the quality of provision and outcomes for pupils.</p>   |               |



| <b>19/08</b> | <b>SCHOOLS FINANCIAL VALUE STANDARD (SfVS)</b>   | <b>Action</b> |
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|              | It was noted that this had been covered under minute 19/06 9i) (f) of these minutes.   |               |
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| <b>19/09</b> | <b>BUILDINGS PROJECT UPDATE</b>  |               |
|              | <p>I. The Chair reported that there had been meetings with various representatives (Chris Williams, Archdiocese Schools and Ian Duffey Archdiocese, Architects) regarding the replacement of the Infant department boiler (£80,000 approx). He provided the background to discussions and confirmed that the issues had been resolved so that work on the boiler would be completed.</p> <p>II. The first phase of the building project work had cost £860,000. The Archdiocese would contribute £600,000 towards this. This meant that the school would be in a position to refurbish the classrooms.</p> <p>III. The school now had enough DfC funding to complete the drainage work.</p> <p>IV. The next phase of the building project work would cost £500,000 (approx). Chris Williams had indicated that the Archdiocese would meet those costs.</p> <p>V. The snagging list should have been completed by August 2018. The contractor had promised that this would be resolved quickly now.</p> <p>VI. Costs were being gathered for the refurbishment of the Junior department.</p> <p>VII. Some of the DfC funding would be used to provide screening for the school railings (to support safeguarding children).</p> <p>The Chair and Headteacher were thanked for their update.</p> |               |
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| <b>19/09</b> | <b>SLA'S &amp; HRS SUPPORT</b>   |               |
|              | <p>The Headteacher reported that a representative from Ellis Whitham Ltd had provided a presentation to the recent Resources Committee on the services it could provide for the school in terms of HRS and employment law. The representative would be coming back into the school (next week) to discuss further and provide costs.</p> <p>The Headteacher asked the Governing Board to approve this contract which provided a much-improved service to that currently offered by SEAT HRS. This would be £500 more than the current SEAT HRS contract. She explained that the company would review and update policies (in line with employment law) ensuring that they were in line with the school ethos and provide more rapid conclusions to cases than was currently being provided by SEAT HRS. She reported that the contract would initially be for one year with a view to extending beyond that point. The company also had an electronic recording system for</p>   |               |

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|              | <p>transcripts and recording information. It was noted that the company would also work with the Archdiocese and LCC to ensure the same cover.</p> <p>The Headteacher reported that the inclusion of Health and Safety support in the contract (HRS and Health and Safety) would cost £1,2000 for 12 months (including legal support and checking documents etc). Both Deputy Headteachers supported the proposal.</p> <p><b>Governor challenge:</b> <i>A Governor asked whether any other Liverpool schools were using this company and if so, had the Headteacher spoken to any of them to find out how effective it was.</i></p> <p><b>Response:</b> <i>The Headteacher reported that so far, most of the schools were from outside Liverpool and they were Academies (not Primary Schools). However, she had spoken to a couple of them and they were happy with the service.</i></p> <p><b>Governor challenge:</b> <i>A Governor asked whether the cost included any staff training.</i></p> <p><b>Response:</b> <i>The Headteacher explained that there was a 24-hour dedicated helpline (named Solicitor) and the company would provide any training needed.</i></p> <p><b>Governor challenge:</b> <i>A Governor asked whether costs included travelling costs for the Solicitor/HRS Advisor.</i></p> <p><b>Response:</b> <i>The Headteacher confirmed that there was only a charge for attending a meeting which was not set out within the contract. The cost also included attendance at any tribunals etc.</i></p> <p><i>The Governing Board formally resolved to approve the awarding of the HRS and Health and Safety contract to Ellis Whitham Ltd for 12 months; to be reviewed at the end of that period.</i></p> |                                     |
| <b>19/10</b> | <b>GOVERNANCE</b>   |                                     |
|              | <p>The Chair confirmed that the school had subscribed to GovernorHub for communicating and sharing information between the school and Governors. He felt that this was a highly effective way of communicating which would ensure GDPR compliancy and could be accessed 24/7.</p> <p>The Clerk asked Governors to check information on their personal profiles (declarations of interests etc) and to start adding training completed. This would allow the school to cross check information and produce reports when necessary (inspections etc).</p> <p>The Chair also reported that the school had subscribed to the National Governors Association. The School Business Manger would create a link to this on the GovernorHub for easy access by Governors.</p>  | <p><b>All</b></p> <p><b>SBM</b></p> |
| <b>19/11</b> | <b>EXECUTIVE DIRECTOR'S ITEMS – SPRING 2019</b>   |                                     |



**Appendix 1**  
**Revised October 2018**

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

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