Clerking Service Agreement

### 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

19/01	WELCOME AND OPENING PRAYER	Action
	The Chair welcomed everyone to the meeting. He opened the meeting	
	with a prayer.	
19/02	APOLOGIES FOR ABSENCE	
	There were no apologies for absence.	
19/03	NOTICE OF ITEMS OF ANY OTHER BUSINESS	
	I. Governor Skills Audits	
19/04	DECLARATIONS OF PECUNIARY INTERESTS	
	I. The following declarations of pecuniary interests were declared	
	for this meeting: -	
	Claire Sime (Deputy Headteacher) – employed at the	
	school with family member employed at school.	

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	<ul> <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>	
19/05	MINUTES OF THE PREVIOUS MEETING HELD ON 22 NOVEMBER 2019	
	The minutes of the previous meeting held on 22 November 2019 had been circulated prior to the meeting for consideration by the Governing Board.	
	Accuracy  The minutes of the previous meeting were agreed as a true and signed by the Chair.	
	II. Matters Arising  a) Page 7 Minute 18/35 (iv) LSSP Sports Apprentice	
	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.	SBM
	b) Page 9 Minute 18/37 (iv) GovernorHub  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.	нт
	c) Page 11 Appendix 1 Committee Membership 2018/19  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.	All
19/06	COMMITTEE REPORTS	
	Resources Committee – 31 January 2019  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: -	

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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	Action
LSFM in terms of whether a deficit recovery plan	АН
needed to be considered at some point in the future. b) Increases to Teachers' pay and pension contributions (16 – 23%) and national pay awards for Support staff	All
<ul> <li>had increased the financial burden on schools.</li> <li>c) Staffing costs were high and so staffing levels may need to be considered at the next meeting of the Resources Committee.</li> </ul>	AH/ HT
d) The committee had received an update on the building	
programme.  e) The committee had reviewed and agreed the SfVS matrix. An action plan had been produced arising from this.	
f) The committee had agreed the following policies and	
<ul> <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> <li>g) The school had been successful in securing bid funding of £15,000 for the Quiet Garden. Work would commence after the Easter holiday.</li> <li>The Governing Board formally resolved to approve and adopt the policies and procedures as agreed at the Resources Committee meeting held on 31 January</li> </ul>	
2019.	
Pastoral Committee – 14 February 2019	
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: -	
<ul> <li>a) It was noted that June Simm (Committee Chair) and Liz Williams (Parent Governor) had been in attendance (not listed in minutes).</li> </ul>	SBM
<ul><li>b) It was noted that Tony Hegarty (Foundation Governor) had not been in attendance (listed in the minutes).</li><li>c) The RE report was considered by Governors.</li></ul>	SBM

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II.

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d) The Safeguarding report and termly data were	
considered by Governors.  e) The SEND report was considered by Governors. It was noted that an application for higher needs top up funding had been put on hold unless the amount was considerable. She provided the background to this.  Governors agreed that the school was providing excellent SEND, safeguarding and pastoral support for pupils.  f) The Headteacher had presented the SMSC Curriculum Map to the committee. Governors after detailed discussion agreed that this provided evidence of how	Action
well diversity was included in all areas of the curriculum. g) Homework would be considered at the next meeting of the committee.  III. Standards & Curriculum Committee – 28 February 2019  The minutes of the Standards and Curriculum Committee meeting held on 28 February 2019 were considered by the Governing Board, Graham Manloy (Committee Chair) provided	нт
Governing Board. Graham Manley (Committee Chair) provided feedback from the meeting. Arising from: -  a) Mary Regan (LSIP) had delivered Data Dashboard and ASP training to Governors. This had been well received. Governors had discussed the DfE changes to assessment in terms of data. It was noted that the school was currently reviewing is Assessment Policy in light of this.  b) Mary Regan (LSIP) had presented her termly report to	нт
the committee.  c) The committee had received an update on standards and progress across the school. Tony Hegarty (Chair) felt that the analysis of pupil data had revealed that standards and progress were extremely high within the school. He suggested that on that basis, the recent OfSTED judgement should have been "Outstanding" and not "Good".  d) The committee had reviewed and agreed the following policies:-	
<ul> <li>Parental Complaints Policy</li> <li>CCTV Policy</li> <li>The Governing Board formally resolved to approve and adopt the policies agreed at the Standards and Curriculum Committee meeting held on 28 February 2019.</li> </ul>	All
e) The Governor's Action Plan had been reviewed at the meeting.	

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19/07	HEAD	OTEACHER'S REPORT	Action
		leadteacher reported on the organisation and activities within the I since the last full business meeting of the Governing Board. Her	
		had been circulated prior to the meeting. Arising from the report:	
	- '		
	١.	Niverbore on Dall	
	I.	Numbers on Roll  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. 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:-	
		Cardinal Heenan	
		Broughton Hall	
		St Edwards	
		It was noted that there had been two appeals (St Edwards and Archbishop Blanch)	
		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.	
		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 damming 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.	
		Governor challenge: A Governor asked whether the school	
		had picked this up before it happened.	
	II.	<b>Response</b> : The Headteacher confirmed that it had done so. The LAC report (previously circulated) was considered by	
	".	Governors.	
	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	

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Premium and non-Pupil Premium pupils was narrowing year on year. The lower down the school, the gaps were greater. Teachers were aware of the gaps and targeted support was in place. They also undertook planning, progress meetings and regular tracking for Pupil Premium Pupils. Y4 Pupil Premium pupils had been identified for Maths support (having computer sessions once per week). Governors considered the intervention programmes being delivered by the school as set out within the report. Wellness Wednesday had been introduced to support MHEWB and promote learning. A Swap Shop event had taken place before Christmas 2018. A uniform Swap Shop was planned for after the Easter holiday. Governors also noted the planned actions for the future.

- e) Tony Hegarty (Pupil Premium Link Governor) had met with Clare Sime (Deputy Headteacher) to look at all aspects of SEND provision within the school.
- IV. The Sports Premium Report (previously circulated) was considered by Governors. It was noted that bike racks had been purchased for pupils with younger pupils brining in scooters. The Daily Mile and Bikeability classes continued. Everton in the Community had delivered girls football coaching. LLSP Coaching had been bought-in for one session per week. The school had taken part in several sports competitions with Y6 having won five of their last six games. Summer term would include "Healthy Sports Week" with activities planned for parents and children.
- V. Staffing
  - a) The Headteacher commended staff for their continued hard work and dedication.
  - b) The school would undertake the Writing Quality Mark assessment, next Friday (morning). Governors were invited to take part.
  - c) Governors considered the CPD for staff as outlined within the report previously circulated. It was felt that there were many opportunities for staff development.
  - d) Mrs Swift had continued to be off since the start of her pregnancy. She was due to go on maternity leave in April 2019
  - e) Mrs Black would go on her maternity leave at Easter 2019. She would be replaced by Mr Boyle (pupils knew him well as he has covered most of Mrs Swifts' absence. Transition arrangements have already been started and a letter will go out to parents next week.
  - f) Mrs Baily would be going on maternity leave from mid-April 2019. This would be covered by Miss Hatton
  - g) Mrs Reading has returned to school on a reduced timetable after the loss of her husband. She was being supported as much as possible.
  - h) The breakdown of Staff absence was considered by Governors. The Headteacher suggested that thus was still an issue. The school was working hard to monitor.

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i) In the infant building, one Teacher and three TAs were on attendance reviews.j) In the junior building, two Teachers, two TAs, three

- Action
- review. The contract had been terminated for one Cleaner who was on a cover contract for inappropriate behaviour.

  a) It was noted that the School Improvement Plan (2018/19) had been considered in detail at the

Cleaners and two Lunchtime Supervisors were on

- (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.
- II. The Attendance Report March 2019 (previously circulated) was considered by Governors
  - a) Attendance currently stood at 96.4% (target 97%).
  - b) PAs currently stood at 9.2% (national 9.8%).
  - c) Policy and daily procedures were working effectively.
  - d) School policy has been reviewed and amended in accordance with LA guidelines and policy
  - e) 35 families had been identified for case work and have been invited into school for meetings with the EWO
  - f) 111 families have received letters from EWO
  - g) 27 holiday fines had been issued so far this academic vear.
  - h) 93 families have received attendance letters from school.
  - 140 families received 100% attendance certificates for their children at parents evening.
  - a) Attendance leads had attended Local Authority update.
  - b) The School had attended training about LA attendance quality mark. School attendance leads had begun work towards this accreditation (Gold standard). 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.

#### III. The SEF

- 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.
- IV. Performance Management
  - 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.

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	<ul> <li>b) Currently there were no staff on support programmes and the quality of education remained good.</li> </ul>	Action
V.	Safeguarding/Child Protection	
	a) The LA 175 Safeguarding Audit had been completed	
	with very little actions arising from it. The school had	RH
	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).	
	b) Governors reviewed Safeguarding Report (previously	
	circulated) which included the termly breakdown of	
171	safeguarding data.	
VI.	LSIP Report (previously circulated)	
	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	AII
	report which supported the evidence of high standards	All
	within the school. It was agreed that any Governor	
	needing data training should let the Headteacher know.	
VII.	Curriculum Report	
	a) It was noted that the detailed Curriculum report had	
	been considered at the recent Standards and	
	Curriculum Committee meeting.	
	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.	
	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.	
VIII.	Additional Bought-in Professional Services (list previously	
	circulated).	
	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.	
IX.	Extra-Curricular Activities	
1/\.	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.	
The (	Chair (on behalf of the Governing Board) thanked the Head	
	her for her report and all staff for their continued hard work.	
The I	Headteacher thanked the SLT members and all staff for their	
contin	nued hard work and dedication which was a testament to the	

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quality of provision and outcomes for pupils.

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19/08	SCHOOLS FINANCIAL VALUE STANDARD (SfVS)	Action
	It was noted that this had been covered under minute 19/06 9i) (f) of these minutes.	
19/09	BUILDINGS PROJECT UPDATE	
	<ul> <li>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.</li> <li>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.</li> <li>III. The school now had enough DfC funding to complete the drainage work.</li> <li>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.</li> <li>V. The snagging list should have been completed by August 2018. The contractor had promised that this would be resolved quickly now.</li> <li>VI. Costs were being gathered for the refurbishment of the Junior department.</li> <li>VII. Some of the DfC funding would be used to provide screening for the school railings (to support safeguarding children).</li> </ul>	
	The Chair and Headteacher were thanked for their update.	
19/09	SLA'S & HRS SUPPORT	
	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.  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 that 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	

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	transcripts and recording information. It was noted that the company would also work with the Archdiocese and LCC to ensure the same cover.	
	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.	
	Governor challenge: 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.  Response: 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.	
	Governor challenge: A Governor asked whether the cost included any staff training.  Response: The Headteacher explained that there was a 24-hour	
	dedicated helpline (named Solicitor) and the company would provide any training needed.  Governor challenge: A Governor asked whether costs included	
	travelling costs for the Solicitor/HRS Advisor. <b>Response:</b> 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.	
	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.	
19/10	GOVERNANCE	
	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.	
	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).	All
	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.	SBM
19/11	EXECUTIVE DIRECTOR'S ITEMS – SPRING 2019	
19/11	LALGUTIVE DIRECTOR 3 HEWS - SPRING 2019	

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I. The Chair indicated that he would not deal with a staff request for changing hours of work at this meeting as there was a formal procedure to be followed for this. It would be dealt with outside this meeting.  II. The Chair indicated that another request for time off (three days) during term time (to attend a wedding in September 2019) would not normally be dealt with at this meeting. However, given that this was not a family member, the request would not be granted anyway.  II. The Chair reported that since producing the Governor skills matrix there had been several changes to Governor membership. A blank matrix had been produced and Governors were asked to complete new skills audits (to be returned to the School Business Manager). Results would be anonymised and shared via the GovernorHub.  II. The Vice Chair reported that Father Mark's jubilee celebrations would take place on 16 July 2019 with a Mass held in the Church. The Saturday after that, there would be a barbeque at St Sebastian's. Fund raising was underway to support the events. The school planned to hold a celebration in the school grounds (TBC). All Governors were welcome to attend the events. Information would be posed on the school website.  All  DATES AND TIMES OF FUTURE MEETINGS  Full Governing Board: Thursday 4 July 2019, 4.30 pm		The Clerk reported that the process for Chair's briefings and reporting Executive Director's items was currently under review.	Acton
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	18/14	DATES AND TIMES OF FUTURE MEETINGS	
Full Governing Board: Thursday 4 July 2019, 4.30 pm		271. 10 7. 110 OF TOTAL MELTINGS	
		Full Governing Board: Thursday 4 July 2019, 4.30 pm	

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Appendix 1 Revised October 2018

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

RESOURCES COMMITTEE	STANDARDS & CURRICULUM
(Budget, Financial Management, Premises,	COMMITTEE
Staffing & Business Management)	(Standards/Data/Outcomes for Pupils,
	Teaching & Learning, Narrowing the Gap,
To a Harris (Obala)	Leadership and Management, Target Setting)
Tony Hegarty (Chair)	Graham Manley (Chair)
Ruth Hill	June Simm,
June Simm	Colin Flood
New Foundation Governor	Joanne Jones
Headteacher	Tony Hegarty
	Tracy Gentle
	Headteacher
Quorum = 3 Members	Quorum = 3 Members
HEADTEACHER PERFORMANCE	PASTORAL COMMITTEE
MANAGEMENT REVIEW PANEL	(Mission & Ethos, Parents, Attendance &
	Punctuality, Personal Development &
	Wellbeing, EYFS Outcomes, Safeguarding,
D (1.18)	Community Cohesion, Equalities)
Ruth Hill	June Simm (Chair)
Graham Manley	Ruth Hill
Joanne Jones	Graham Manley
LSIP	Albert Joseph
	Joanne Jones
	Liz Williams
	Tracy Gentle
	Headteacher
Quorum = 3 Members	Quorum = 3 Members
DISCIPLINE, GRIEVANCE AND	APPEALS COMMITTEE
HEARINGS PANEL	
Tony Hegarty	Pool of Governors not involved in original
Albert Joseph	decision making.
June Simm	
Quorum = 3 Members	Quorum = 3 Members
PAY REVIEW COMMITTEE	PAY REVIEW APPEALS COMMITTEE
Ruth Hill	Governors who were not on the original Pay
Graham Manley	Review Committee.
Joanne Jones	
	To consider any appeals against decisions
Quorum = 3 Members	made by the Pay Review Panel
SPECIALIST LINK GOVERNORS	SPECIALIST/LINK GOVERNORS
SEND: Joanne Jones	Pupil Premium: Tony Hegarty
Safeguarding: Ruth Hill	Sports: Tony Hegarty
RE: June Simm	Curriculum Design: Colin Flood
EYFS: Tony Hegarty	H & S: Liz Williams
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