

**MINUTES OF MEETING OF THE GOVERNING BOARD OF ST
 OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON THURSDAY 4
 JULY 2019 AT THE SCHOOL**

PRESENT

Mr A Hegarty – Chair
 Mrs R Hill – Vice Chair
 Mrs M Walsh, Headteacher
 Mr G Manley
 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)
 Mr I Strom (School Business Manager)
 A Whitelaw - Clerk

19/15	WELCOME AND OPENING PRAYER	Action
	The Chair welcomed everyone to the meeting. He opened the meeting with the prayer for St Teresa of Avalon.	
19/16	APOLOGIES FOR ABSENCE	
	An apology for absence was accepted from Joanne Jones (Foundation Governor)	
19/17	NOTICE OF ITEMS OF ANY OTHER BUSINESS	
	I. Pattern of meetings for 2019/20 (Chair).	
19/18	DECLARATIONS OF PECUNIARY INTERESTS	
	I. The following declarations of pecuniary interests were declared for this meeting: - <ul style="list-style-type: none"> • Claire Sime (Deputy Headteacher) – employed at the school with family member employed at school. 	

	<ul style="list-style-type: none"> • 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. • June Simm – Governor for Emmaus Primary School. • Gram Manley – Employed by Copyright Ltd (providing a service to the school). 	Action
19/19	MINUTES OF THE PREVIOUS MEETING HELD ON 21 MARCH 2019	
	<p>The minutes of the previous meeting held on 21 March 2019 had been posted on the GovernorHub in advance of the meeting for Governors to login and access.</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 2 Minute 19/05 (ii) (a) LSSP Sports Apprentice</p> <p>The Headteacher reported that it would cost £6,000 to employ a LSSP Apprentice. However, the apprentice would not be able to teach the curriculum without another member of staff present. The Headteacher felt that it would still be good to have someone of such quality working at the school, finance permitting.</p> <p>b) Page 4 Minute 19/06 (iii) (a) KS2 Data</p> <p>It was noted that unvalidated KS2 data would be published on 9 July 2019.</p>	
19/20	COMMITTEE REPORTS	
	<p>I. Resources Committee – 23 May 2019</p> <p>The minutes of the Resources Committee meeting held on 23 May 2019 had been posted on the GovernorHub in advance of the meeting for Governors to login and access.</p> <p>Arising: -</p> <p>a) The school faced challenges ahead in terms of the budget.</p> <p>b) The increase in Teachers' pensions had had a massive impact on schools' budgets. The TPG devolved to schools was not enough to cover the increase and was</p>	

	<p>only allocated for one year, placing even more pressure on budgets for future years (with uncertainty in year two and year three). The school budget had been reviewed by the committee and all statutory requirements would be met for 2019/20.</p> <p>The Committee had looked at ways of saving money. The Headteacher and Chair had discussed a debt recovery plan with the Liverpool Schools Finance Manager.</p> <ul style="list-style-type: none"> c) The Headteacher presented performance management information to Governors. d) The Chair had carried out a check on the administration of SATs tests (to ensure in line with DfE regulations) He had found everything to be in order. e) The committee had agreed that staff leaving would not be replaced to save costs. f) The Headteacher had attended a meeting of LPHA at which Steve Reddy (Executive Headteacher) had indicated that schools stockpiling funds would have it clawed back from them. <p>II. Standards & Curriculum Committee – 18 June 2019</p> <p>The minutes of the Standards and Curriculum Committee meeting held on 18 June 2019 had been posted on the GovernorHub in advance of the meeting for Governors to login and access. Graham Manley (Committee Chair) provided feedback from the meeting. Arising:-</p> <ul style="list-style-type: none"> a) The committee had been provided with an update on end of year targets which showed a marked improvement for children in terms of GLD. Boys writing continued to improve with targeted interventions. b) The Headteacher had provided an up date on the School Development Plan and answered questions about this. c) Paul Bradshaw (SIO, ICT) had been into school and inspected the IT provision. His feedback had been extremely positive suggesting that there had been massive improvements since his last visit. The school awaited his report. 	Action
19/21	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 posted on the GovernorHub in advance of the meeting for Governors to login and access. Arising:-</p>	

		Action
	<p>I. Numbers on Roll</p> <p>a) There were currently 646 pupils on roll. Mobility was high . 62 pupils had joined since the start of the autumn term. 30 pupils had left since the start of the autumn term.</p> <p>b) Governors considered the breakdown of numbers on roll by year groups and category.</p> <p>c) Governors considered Y6 Allocations as set out within the report. The majority of pupils had transferred to Catholic Secondary schools. Figures for this were higher than previous years.</p> <p>d) 83 pupils would be admitted to Reception in September 2019 (arriving from 17 external providers). The parents meeting had gone well.</p> <p>II. The SEND report (previously circulated) with the breakdown of SEND by year groups and category was considered by Governors. Arising:-</p> <p>a) There was an increasing number of SEND pupils with challenging behaviours joining the school. The Headteacher shared her concern that because of budget restraints there was not enough TA support to meet the demands. She had discussed the issues with those parents concerned. It was noted that higher needs top up funding did not meet the full cost of supporting SEND pupils. However, SEND pupils did make good progress.</p> <p>b) The local consortia had been planning for 2019/20 with most resources targeted to support SEMH.</p> <p>c) The consortia had also looked at new funding arrangements for Early Years with Communication and Language a target for support.</p> <p>Governor challenge: <i>A Governor asked what the level of speech and language was for those children joining the Nursery.</i></p> <p>Response: <i>The Headteacher reported that this was low in the Nursery. However, improvements could be seen once they were in Reception. However, this was still only 60%.</i></p> <p>It was agreed that this would be an item for the autumn term full business meeting of the Governing Board: looking at comparisons for between those coming in from different settings.</p> <p>The school had bought-in the WELLCOM programme which was having a positive impact on speech and language with vocabulary being built up from Nursery to Y6.</p> <p>Governors discussed the apps available for parents to support modelling good language (such as Easy Reading). It was noted that the school had not used Story Barn this year. However, it would be used again in 2019/20.</p> <p>d) The consortia looked to set up sensory circuits within schools</p>	<p>HT</p> <p>HT</p>

		Action
	<p>III. CLA report (previously circulated) was considered by Governors. Clare Sime (Deputy Headteacher) led Governors through the report. There were currently five CLA on roll at the school. Governors noted that support being accessed by those pupils as set out within the report. Progress for those pupils was tracked across the year.</p> <p>IV. The Pupil Premium report (previously circulated) was considered by Governors). It was noted that the school received funding for 230 pupils on roll (£297,000). The Deputy Headteacher felt that more families were eligible for the funding with the school doing as much as possible to support them accessing it. Governors reviewed the programmes being delivered to support Pupil Premium pupils in diminishing the difference. They also considered the breakdown of performance data for Pupil Premium pupils as set out within the report. It was noted that the gap was diminished by the time pupils left in Y6. It was also noted that the data would be updated when the KS2 data was received (9 July 2019). It was noted that in future Pupil Premium plans would be produced on a three yearly basis as opposed to the current annual plans.</p> <p>Strategies included Quality Teaching for All, additional adults providing one to one support, targeted interventions, parents workshops and wellness programmes for pupils such as Wellness Wednesdays (which were going well)</p> <p>V. The Sports Premium Report (previously circulated) was considered by Governors. Gill Murphy (Deputy Headteacher) led Governors through the report. The school received £20,860 to promote healthy lifestyles and in turn raise standards and progress. Governors reviewed the breakdown of sporting activities accessed and the outcomes for learners as set out within the report. The school had achieved the Sports Quality Mark (silver level). The school had also entered several sports competitions coming second in the 800 metres.</p> <p>VI. Staffing</p> <p>a) The proposed staffing structure 2019/20 was considered by the Governing Board. It was noted that Gill Murphy (Deputy Headteacher) would be leaving at the end of the summer term having successfully been appointed as Headteacher for St Anne’s Catholic Primary School. It was noted that her post would not be filled at this point in time to make savings within the budget. Governors recorded their thanks to Mrs Murphy for her hard work and dedication during her time at this school. They wished her well in her new post.</p> <p>b) Mrs Swift, Mrs Black and Mrs Bailey were on maternity leave. Miss Hatton would be taking Mrs Black’s class in September 2019 until her return autumn half term. Mrs Swift and Mrs Baily were likely to return in spring 2020. The staffing may have to change termly.</p> <p>c) The Headteacher commended staff for their continued hard work and dedication.</p>	<p>HT</p>

		Action
	<p>a) The Chair would meet with the Headteacher to discuss staffing appointments for September 2019.</p> <p>II. The Attendance Report – June 2019 (previously circulated) was considered by Governors</p> <p>a) Attendance currently stood at 96.1% (national target 97% and national average 95.8%).</p> <p>b) PAs currently stood at 10% (national 9.8%).</p> <p>c) Policy and daily procedures were working effectively.</p> <p>d) There was a focus on 20 – 25 families almost at the PA level for improved attendance. Much work was being done to support those families and get pupils into school.</p> <p>Governors discussed whether fining parents was effective given that it was still less than paying for holidays during school holidays.</p> <p>III. The School Improvement Plan (circulated in advance of the meeting. It was noted that it had been considered in depth at the Standards and Curriculum meeting (18 June 2019). A massive amount of work was being done to develop a broad and balance curriculum with three areas underpinning everything: Intent, implementation and impact.</p> <p>Internal data had shown that EYFS and KS1 were performing well. KS2 data would be finalised when results had been published (9 July 2019).</p> <p>The school had successfully achieved the Liverpool Counts Quality Mark supporting improvement in Maths in the school.</p> <p>IV. The SEF was currently being updated and would be presented to the full Governing Board meeting in the autumn term 2019. The SDP would be updated arising from this.</p> <p>V. Performance Management</p> <p>a) Performance management meetings were underway.</p> <p>The Headteacher said that she had no concerns.</p> <p>Governor challenge: <i>A Governor asked whether the LSIP was involved in the Headteacher's performance management review.</i></p> <p>Response: <i>The Headteacher confirmed that this was so.</i></p> <p>b) Support staff performance management reviews would commence next week.</p> <p>c) Much CPD was undertaken by staff which was mainly carried out internally (mentoring and coaching)</p> <p>VI. Safeguarding/Child Protection (report previously circulated).</p> <p>a) Governors reviewed the termly breakdown of safeguarding data as set out within the report.</p> <p>b) There were currently six Child Protection Plans in place.</p> <p>c) The school was currently leading on 27 EHATs.</p> <p>d) It was noted that the school would not be able to buy into the Family Support service (2019/20) due to financial constraints.</p> <p>e) There had been two actions arising from the LA 175 Safeguarding Audit. One action had been completed and the final action only needed dates organised for the termly visit from the Safeguarding Governor.</p>	

	<p>f) Much support was being given to families in need which was set out within the report.</p> <p>g) The behaviour of the majority of pupils was very good. The Good to be Green programme was used to support good behaviour.</p> <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 (18 June 2019).</p> <p>VIII. Interventions End of Year Report June 2019 (previously circulated). The detailed report showed positive outcomes for pupils. Curriculum staff would report back when interventions were not working out and needed changing.</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.</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>	Action
19/22	EXECUTIVE DIRECTORS ITEMS – SUMMER 2019	
	The Clerk reported that the process for reporting Executive Director's items was currently under review.	
19/23	GOVERNANCE	
	<p>I. Training & Development</p> <p>The Chair reminded Governors that he had held this position for six years. He felt that (in line with succession planning) it was time for another Governor to take up this role. He reported that the National College ran courses for the development of Chairs of Governors. He encouraged any Governor interested in taking up the role to access this training.</p> <p>There had been no training undertaken since the last full business meeting of the Governing Board.</p> <p>The Clerk reminded Governors to keep their training log up to date with their personal profile on the GovernorHub. This would allow the school to produce a report when necessary (OfSTED inspection etc).</p> <p>II. Pattern of Governors Meetings for 2019/20</p> <p>Governors agreed the following cycle of meetings for 2019/20:-</p>	<p>All</p> <p>All</p>

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>SEND: 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>