

## MINUTES OF MEETING OF THE GOVERNING BOARD OF ST OSWALDS CATHOLIC PRIMARY SCHOOL HELD ON THURSDAY 19 SEPTEMBER 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  
Mr C Flood

### Also Present:

Mrs C Sime - DHT (Observing)  
Mr I Strom (School Business Manager)  
A Whitelaw - Clerk

19/27	WELCOME AND OPENING PRAYER	Action
	Tony Hegarty welcomed everyone to the meeting. He opened the meeting with the prayer for St Teresa of Avalon.	
19/28	ELECTION OF CHAIR	
	Tony Hegarty was nominated to serve as Chair for the ensuing year. Ruth Hill seconded this. There were no other nominations.  <i>Tony Hegarty was unanimously elected to serve as Chair for the ensuing year.</i>	AH
19/29	ELECTION OF VICE CHAIR	
	Ruth Hill was nominated by Graham Manley to serve as Vice Chair for the ensuing year. Albert Joseph seconded this. There were no other nominations.  <i>Ruth Hill was unanimously elected to serve as Vice Chair for the ensuing year.</i>	RH

<b>19/39</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>Action</b>
	Apologies for absence were accepted from June Simm (LA Governor), Tracy Gentle (Staff Governor) and Liz Williams (Parent Governor).	
<b>19/40</b>	<b>NOTICE OF ITEMS OF ANY OTHER BUSINESS</b>	
	None.	
<b>19/41</b>	<b>DECLARATIONS OF PECUNIARY INTERESTS</b>	
	<p>I. All Governors present completed pecuniary interests proformas and returned them to the School Business Manager to maintain the register (for audit purposes) and post on the school website. It was agreed that Governors not present today should complete and return proformas to the School Business Manager as soon as possible.</p> <p>The Clerk reminded Governors to keep this information up to date on their personal profile on the GovernorHub to allow the School Business Manager to cross check information and ensure the register and information on the school website were kept up to date.</p> <p>II. The following declarations of pecuniary interests were declared for this meeting: -</p> <ul style="list-style-type: none"> <li>• Claire Sime (Deputy Headteacher) – employed at the school with family member employed at school.</li> <li>• Mary Walsh (Headteacher) employed at school with family member employed at school.</li> <li>• Graham Manley – Employed by Copyright Ltd (providing a service to the school).</li> </ul>	<p><b>JS/TG/ EW</b></p> <p><b>All</b></p>
<b>19/42</b>	<b>GOVERNOR CONTRACTS</b>	
	<p>I. The proposed Governor contracts were tabled by the School Business Manager and considered by Governors. The reported that he would meet with individual members to discuss strengths, areas for development and ideas for how the Governing Board could improve performance.</p> <p>II. The proposed Link Governor Terms of Reference had been posted on the GovernorHub in advance of this meeting for Governors to login and access. It was agreed that Governors provide the Chair with feedback on the proposed terms of reference. Governors agreed that the document was very comprehensive and support them in their role. The Headteacher felt that this would also help staff to be aware of what to expect in terms of how the process would be run.</p>	<p><b>AH/ All</b></p> <p><b>All</b></p>

		Action
<b>19/43</b>	<b>REVIEW OF COMMITTEE MEMBERSHIP 2019/20</b>	
	Governors reviewed and agreed the committee membership 2019/20 and Link Governor appointments as set out in appendix 1 to these minutes. The committee terms of references (TORs) would be reviewed at the first meeting of each committee.	<b>All</b>
<b>19/44</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 4 JULY 2019</b>	
	<p>The minutes of the previous meeting held on 4 July 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 from the Minutes</p> <p>None.</p>	
<b>19/45</b>	<b>HEADTEACHER UPDATE ON NEW TERM</b>	
	<p>The Headteacher provided an update on the organisation and activities within the school since the start of the autumn term 2019. Her report was considered by Governors. Arising:-</p> <p>I. The Headteacher felt that there had been a positive start to the new academic year.</p> <p>II. The Infant department Caretaker had suffered a heart attack over the summer holidays. The Headteacher provided the background to this and how school was keeping in contact and supporting him through his recovery. A temporary Caretaker had been appointed to provide cover.</p> <p>III. The new boiler had been fitted in the Infant department. There were now three fully functioning boilers in that department. SLT members had been trained in how to operate it. The contractors had completed an excellent job and communicated well with the school throughout the process. The company had also offered to re-paint the ground area where work had been carried out and also the playground where pupils played games.</p> <p>IV. There had been no transition issues.</p> <p>V. The new Reception intake had some challenging pupils. The Headteacher provided the background to the issues which included one pupil being fast tracked for an EHCP. She felt that the school routine over the past few weeks had helped those</p>	

		<b>Action</b>
	<p>pupils. It was noted that some of those pupils required one to one support.</p> <p>VI. The Staffing Structure 2019/20 was shared with Governors. Arising:-</p> <ul style="list-style-type: none"> <li>a) It had been revised due to the departure of Gill Murphy (Deputy Headteacher and not being replaced (due to budget restrictions). The Headteacher stressed that staff from the infant department had stepped up to this change and taken on additional work which had resulted from her departure and non-replacement.</li> <li>b) Governors reviewed the breakdown of Support Staff provision as outlined within the structure. It was noted that TA support was targeted for greater impact. It was also noted that one TA would be returning to work in October 2019. It was also noted that one TA was looking for a teaching position.</li> </ul> <p>VII. Numbers on Roll</p> <ul style="list-style-type: none"> <li>a) There were currently 609 pupils on roll (619 pupils on roll in November 2018).</li> <li>b) Nursery numbers (43) were lower than the previous year. However, it was expected that more children would join across the year.</li> <li>c) Six pupils had left since the start of the autumn term (of which four were GD) moving out of the area.</li> <li>d) Two EAL pupils had joined since the start of the autumn term.</li> <li>e) Two EAL pupils (no English) would be joining next week.</li> <li>f) FSM pupil numbers were down on the previous year. The Headteacher explained that it was difficult to get some parents to provide information. It was noted that changes to universal credit benefits had also impacted on numbers eligible for FSM.</li> </ul> <p>VIII. Governors reviewed the breakdown of SEND information contained within the Headteacher's report.</p> <p>IX. EYFS/KS1 &amp; KS2 Data Headlines (Summer 2019)</p> <ul style="list-style-type: none"> <li>a) The school was in a strong position in terms of data being above the national figures across all areas. Governor welcomed this extremely positive news given that pupils were joining Nursery and Reception well below the baseline.</li> <li>b) KS1 data was broadly in line with national figures.</li> <li>c) It was noted that the school had applied for seven/eight SATs papers to be reviewed. However, only three had been revised with increased results.</li> </ul> <p>X. The SEF</p> <ul style="list-style-type: none"> <li>a) The SEF had been revised and would be shared in detail at the next meeting of the Standards and Curriculum Committee. The SDP would be drawn up arising from this. The Headteacher led Governors through the six priorities for the SDP and the action to be to meet them:-</li> </ul>	

	<ul style="list-style-type: none"> <li>• Continue to review the curriculum to ensure intent, implementation and impact are effective for raising standards.</li> <li>• Further develop Subject Leadership to ensure that the new OfSTED expectations are met and all Subject Leaders have knowledge and skills for “deep dive”.</li> <li>• Build sustainable capacity I the school workforce(Succession planning).</li> <li>• Ensure school learning, resources ad experiences continue to fully support diversity and equality. (resources represent the community in which children lived).</li> <li>• Develop children’s vocabulary through speaking and listening, reading and writing. (ensuring children know more words and were extended at every single point)</li> <li>• Ensure teaching routinely challenges pupils, especially the most able, to make consistently strong progress across all subjects. (arising from OfSTED report).</li> </ul> <p>Subject Leaders would produce Subject Development Plans arising from the SDP.</p> <p>The Chair welcomed the positive report to the start of the academic year from the Headteacher.</p>	Action
<b>19/47</b>	<b>PROPOSED TERM DATES 2020/21</b>	
	<p>The proposed term dates 2020/21 had been posted on the GovernorHub in advance of the meeting for Governors to login and access. The Headteacher outlined the three proposed options.</p> <p>The Chair asked that the Leadership Team consider the three options and agree the best one to adopt. The Headteacher suggested that option three would be the preferred option for the school. It was agreed that this matter would be considered at the next meeting of the Resources Committee and put for ratification at the next full business meeting of the Governing Board</p>	HT
<b>19/46</b>	<b>BUDGET REPORT</b>	
	<p>The School Business Manager tabled the LSFO Financial Summary and Budget Narrative (September 2019) for consideration by Governors. Arising:-</p> <ol style="list-style-type: none"> <li>Gill Farrington (LSFO) had recently visited the school to review and update the budget.</li> <li>Proposed staffing changes had been considered for inclusion in the budget deficit action plan. However, the staffing costs</li> </ol>	

	<p>(2019/20) would still account for 99% of the overall budget. It was noted that with savings this would drop to 97% in 2020/21. It was also noted that most staffing costs were down to Teachers pay progression (performance management) and inflation. Also several staff were at the top of salary scales. The Headteacher stressed that the school was not replacing any staff leaving it. However, it still faced extremely challenging financial difficulty (due to inflation, increased pension costs, Teachers and Support Staff pay increases etc).</p> <p>III. Pupils numbers had fallen (with the highest numbers at the top end of the school).</p> <p>IV. FSM numbers had dropped (-£11,620) which had been updated within the budget (line i05) to reflect £261,620.</p> <p>V. The balance to be carried forward 2019/20 = £1,849.</p> <p>VI. The school looked to save on agency costs by provided cover in-house.</p> <p><b>Governor challenge:</b> A Governor asked whether savings could be made by having volunteers supporting in school.</p> <p><b>Response:</b> The Deputy Headteacher confirmed that the school did have volunteers supporting it. The Headteacher explained that the school had highly skilled TAs in place and that volunteers were limited in terms of what they could do in the school. She suggested that the lack of SEND funding (higher needs top up) had a negative impact on school budget as they struggled to meet the financial gap between top up funding received and actual spending on support. She felt that it was a national problem.</p> <p>VII. The school needed to reduce spending by approximately £100,000 over the next two years to clear the projected deficit.</p> <p>VIII. The Headteacher had invited representatives from the Pensions provider to come into school to discuss options for staff (with some looking to reduce hours and access their pension to prevent loss of income). The Chair stressed that Governors still had a responsibility to ensure that pupils received a high quality education provision despite financial reductions to be made. He suggested that cutting staff may lead to greater problems in terms of the quality of education on offer. Governors discussed the impact that the cuts to central services (Social Care, SEND etc) had had on schools.</p> <p><i>The Governing Board formally resolved to approve and adopt the revised budget (Form 1) as outlined. This was signed by the Headteacher and Chair.</i></p>	<p><b>Action</b></p>
		<b>All</b>
<b>19/47</b>	<b>STAFF APPOINTMENTS</b>	
	<p>The Headteacher requested that Governors consider succession planning given the departure of Gill Murphy (Deputy Headteacher) and that Clare Sime (Deputy Headteacher) was actively looking for a Headteacher post.</p>	

	It was agreed that this would be looked at in depth at the next meeting of the Resources Committee.	<b>Action HT/AH</b>
<b>19/48</b>	<b>CORRESPONDENCE</b>	
	None.	
<b>19/249</b>	<b>ANY OTHER BUSINESS</b>	
	<p>I. The Chair reported that he was looking at making an area within the SDP focussed on Governance in terms of Governors being more proactive and effective in their roles. He asked that the Link Governor role descriptors be shared with staff for their feedback. This was agreed.</p> <p>II. Headteacher reported that the new school app had been launched and Governors would be invited to join it.</p>	<p><b>HT</b></p> <p><b>All</b></p>
<b>19/50</b>	<b>DATES AND TIMES OF FUTURE MEETINGS</b>	
	<p style="text-align: center;"><u>Autumn Term 2019</u></p> <p style="text-align: center;">Pay committee Thursday 17 October 4.30pm Resources Thursday 26 September 4.30pm Standards Thursday 21 November 4.30pm Full Governors Tuesday 10 December 5.00pm</p> <p style="text-align: center;"><u>Spring Term 2020</u></p> <p style="text-align: center;">Resources Tuesday 10 March 4.30pm Full Governors Thursday 26 March 5.00pm</p> <p style="text-align: center;"><u>Summer Term 2020</u></p> <p style="text-align: center;">Resources &amp; one item agenda for budget Thursday 14 May 4.30pm Full Governors Thursday 25 June 2.30pm preceded by lunch with staff and class visits.</p>	

**Appendix 1**  
**Revised September 2019**

**St Oswald's Catholic Primary School Committee Membership 2019/2020**

<b>RESOURCES COMMITTEE</b> (Budget, Financial Management, Premises, Staffing & Business Management)	<b>STANDARDS &amp; CURRICULUM COMMITTEE</b> (Standards/Data/Outcomes for Pupils, Teaching & Learning, Narrowing the Gap, Leadership and Management, Target Setting)
Tony Hegarty (Chair) Ruth Hill June Simm Albert Joseph Liz Williams Headteacher	Graham Manley (Chair) June Simm, Colin Flood Joanne Jones Tony Hegarty Tracy Gentle Headteacher
<b>Quorum = 3 Members</b>	<b>Quorum = 3 Members</b>
<b>HEADTEACHER PERFORMANCE MANAGEMENT REVIEW PANEL</b>	
Ruth Hill Graham Manley Joanne Jones Mary Regan - LSIP	
<b>Quorum = 3 Members</b>	
<b>DISCIPLINE, GRIEVANCE AND HEARINGS PANEL</b>	<b>APPEALS COMMITTEE</b>
Tony Hegarty Albert Joseph June Simm	Pool of Governors not involved in original decision making.
<b>Quorum = 3 Members</b>	<b>Quorum = 3 Members</b>
<b>PAY REVIEW COMMITTEE</b>	<b>PAY REVIEW APPEALS COMMITTEE</b>
Ruth Hill Graham Manley Joanne Jones	Governors who were not on the original Pay Review Committee.
<b>Quorum = 3 Members</b>	<i>To consider any appeals against decisions made by the Pay Review Panel</i>
<b>SPECIALIST LINK GOVERNORS</b>	<b>SPECIALIST/LINK GOVERNORS</b>
<b>SEND:</b> Joanne Jones <b>Safeguarding:</b> Ruth Hill <b>RE:</b> June Simm <b>EYFS:</b> Tony Hegarty <b>English:</b> Colin Flood <b>Maths:</b> Albert Joseph	<b>Pupil Premium:</b> Tony Hegarty <b>Sports Premium:</b> Tony Hegarty <b>Sport &amp; PE Curriculum:</b> Colin Flood <b>H &amp; S:</b> Liz Williams <b>Data:</b> Ruth Hill