
ST OSWALDS CATHOLIC PRIMARY SCHOOL
MINUTES OF THE BUSINESS MEETING
HELD AT 4:30^{PM} ON THURSDAY 15th SEPTEMBER 2022 IN SCHOOL

Present:

Mrs R Hill	-	Vice-Chair
Mrs M Walsh	-	Headteacher
Mrs T Gentle	-	Staff Governor
Mr G Manley	-	Foundation Governor
Mrs C Kirk	-	Parent Governor

Also, Present:

Mr I Strom	-	School Business Manager
Mrs D Hay	-	Deputy Headteacher
Mrs K Green	-	Clerk (cover)

Items	Discussion	Action
22/01	WELCOME AND OPENING PRAYER	
	i) The chair opened the meeting with a prayer.	
22/29	MEMBERS PRESENT AND APOLOGIES	
	Apologies were received from Mr A Hegarty, Mrs J Simm and Mr C Flood	
20/30	ELECTION OF CHAIR AND VICE CHAIR	
	<p>i) Chair: Tony Hegarty was proposed as the Chair by Ruth Hill for the forthcoming academic year. This was seconded by Graham Manley. There being no other nominations, Tony Hegarty was elected as Chair for the ensuing year. Tony Hegarty had previously indicated that he would accept the nomination.</p> <p>ii) Vice-Chair: Ruth Hill was proposed as the vice Chair by Graham Manley. Tracey Gentle seconded the proposal. There being no other nominations, Ruth Hill was elected as Vice-Chair for the ensuing year. Ruth Hill accepted the nominations and agreed to be the Vice-Chair.</p>	
20/31	DECLARATION OF PECUNIARY INTERESTS & GOVERNOR CONTRACT	
	<p>The annual documentation was shared via GovernorHub. There was no declaration of interests specific to the items on the agenda for this meeting.</p> <p>Governors were reminded that declarations need signing at the start of each year via GovernorHub. Governors also need to read and sign the KCSIE 22 document.</p> <p>Action: To send a reminder to all Governors to complete their declarations via GovernorHub. To also note that governors need to attend as many meetings as possible, the governor code of conduct was highlighted and it was asked that governors refer back to it as it is the start of the new year.</p> <p>Training: The school has a Service Level Agreement (SLA) with SIP and Governors can book onto any training.</p>	
20/32	NOTIFICATION OF ADDITIONAL BUSINESS	
	<p>i) Academisation – 30 September consultation deadline.</p> <p>ii) 2 letters from teachers.</p>	
22/06	MINUTES OF THE PREVIOUS MEETINGS	
	i) Accuracy	

	<p>The minutes of the Full Governing Board Meeting dated 23rd September 2021 were AGREED as a true record and signed by the Vice Chair.</p> <p>ii) Matters Arising: There were no matters arising.</p> <p>All governors agreed the minutes to be an accurate record of the meeting.</p>	
20/33	DATES OF GOVERNOR MEETINGS 2022-2023	
	<p>Governor meeting dates had been circulated prior to the meeting. They have been agreed in June and added to calendar on GovernorHub.</p> <p>Autumn Term Business meeting: Thursday 15th September 4.30 pm Pay committee: Tuesday 18th October 4.30pm Standards committee: Thursday 6th October 4.30pm Resources committee: Thursday 17th November 4.30pm Full Governors meeting: Thursday 8th December 4.30pm</p> <p>Spring Term Standards committee: Thursday 2nd February 4.30pm Resources committee: Thursday 9th March 4.30pm Full Governors meeting: Thursday 30th March 5.00pm</p> <p>Summer Term Resources & one item agenda for budget: Tuesday 18th May 4.30pm Full Governors meeting: Thursday 6th July 2.30pm (preceded by lunch with staff and class visits).</p> <p>INSET Days School is closed to pupils on the following days for staff training: 1st and 2nd September 2022 21st December 2022 17th February 2023 (included in February half term) 9th June 2023 (included in May/June half term)</p> <p>Date of HT PM: 3rd or 10th November at 1.30pm SIP Paul Bradshaw to attend. Graham Manley can make either date. Ruth Hill is to check dates and contact HT.</p>	RH to agree date.
20/34	AGREEMENT ON COMMITTEES, TOR & LINK GOVERNORS	
	<p>Terms of Reference had been previously shared on GovernorHub. Following a discussion, governors agreed to continue with their roles on the following committees:</p> <ul style="list-style-type: none"> • Resources Committee Cheryl Kirk, Ruth Hill, Tony Hegarty, Jo Jones. • Pay Review Committee Ruth Hill, Joanne Jones, Graham Manley. • Standards and Curriculum Committee Graham Manley, Tracy Gentle, Tony Hegarty, June Simm, Colin Flood • Discipline, Grievance and Hearings Panel 	

	<p>As required.</p> <ul style="list-style-type: none"> • Headteacher Performance Management Agreed annually. <p>Governors agreed the Link Governor roles: Behaviour and attendance: June Simm SEND: Cheryl Kirk and Graham Manley. EYFS: Tony Hegarty. RE: June Simm Safeguarding: Ruth Hill PP: Tony Hegarty. English: Action: Ian Strom to post on GovernorHub to those absent from the meeting today. Cheryl Kirk nominated herself. Maths: Albert Joseph</p> <p>Action: To invite governors to key days/training etc that links to their roles. Action: Look at TOR in relation to Governor role and committee.</p>	
20/36	HEADTEACHER VERBAL UPDATE ON THE NEW TERM	
	<p>Mary Walsh gave a verbal report to governors. The key points were as follows:</p> <p>Data</p> <ul style="list-style-type: none"> i. 610 pupils in school, some year groups are full. ii. The lowest intake is in reception, currently at 66. This intake is low across the city, a lot of children are joining during the year, meaning that the numbers can change considerably as the year progresses. Governor challenge: Where do school pick up children from? Staff explained that children move into the city from other cities or they arrive new to city. Capacity is 90 in each year group. iii. 10 new applications on 1st day of term, there are a lot of applications to be processed at the council. Governor challenge: Do you take pupils who email in? HT response: Yes we do, we meet the parent and discuss the pupil attending and agree a start. We will contact prior schools to find out SEND or safeguarding arrangements. Governor response: A friend of mine has contacted schools directly with no response. HT response: Very unusual, maybe check email address. Is this for September 2023 intake, if so there is an application to make via LCC. iv. The data looking strong i. 4 new teachers: Reception Layla Wolstenholme Year 1 Jannette Liu Year 2 Jessica Henderson Year 6 Claudia Mooney all appear to have been inducted well and have made a pleasing first impression. ii. 2 INSET days took place at start of the year, religious service and CPD. iii. Children returned to school on Monday 12th September, reception children have settled in well, parents were allowed into the area but as the children settled so quickly the families left too. iv. Year 2 to year 3 was a smooth transition so we had no issues with our Y3 moving building and starting in the juniors. Our transition arrangements were tight. 	

	<p>v. School mass on Monday focused on reflections for the new school year.</p> <p>vi. Big change in infants, no more packed lunches. There have been 3-4 parent comments and discussions took place with them to reassure. The cook and kitchen staff have adapted well, some children only want certain foods and the kitchen staff are very accommodating to the children's wishes. We have a wide range of food available daily, parents have a copy of the menus. Next to tackle pack lunches in the juniors.</p> <p>Governor challenge: How do you deal with fussy eaters ?</p> <p>HT response: 1 child only eats crisps, we show her the food, we show her children eating other foods, we try to introduce new food and children encourage each other. This particular child is SEND and will eat her crisps after lunch away from the other children but we will keep introducing new textures to her. Sometimes it is the parents influence and anxieties.</p> <p>Governor response: They do follow other children and will try something new with their friends.</p> <p>Governor response: Some children are entitled to FSM, money is short, they receive a free meal, if have a few children, it saves the parent a lot of money.</p> <p>vii. Attendance is generally positive, except for those taking an extended holiday. The latest figures are 98% if we disregarded some PA pupils, but was actually 95.4%, with nearly 3% are on holiday. We actively discourage holidays, but parents' factor in the fines.</p> <p>There are some new guidelines regarding co-production with other agencies on attendance and child welfare. The changes are to be put in place with EWO and changes in the city. Hopefully with cross agency support educational neglect will be seen as serious.</p> <p>viii. Currently focusing on getting to know children and staff, evaluation, looking at data, setting priorities, setting action plans and assessing the impacts. There are 8 priorities, looking at what could be improved, aimed to be smarter and achievable, the school will go through this with their SIP in 2 weeks-time.</p> <p>ix. OFSTED window not expected this year, possibly next year.</p>	
20/37	BUDGET REPORT	
	<p>The HT started by giving the budget headlines:</p> <p>i. The financial picture is not good for all schools.</p> <p>ii. Teacher & support staff pay rises and rising energy bills are the main contributors.</p> <p>Ian Strom continued:</p> <p>iii. A meeting on Tuesday with the school's finance officer from the LA, looked over the budget agreed in May updated with the anticipated added on pay scales inflations, which will be approx. 5-8% minimum. The increase needs agreeing by unions.</p> <p>iv. High needs pupils Additional top up funding is requested and received for each pupil with high needs, but it does not cover all costs and the school adds the initial £6,000 plus the top up to cover staff costs. This has a huge impact on the school, there are currently 14 pupils with high needs and it is a lot of money on a small number of children. Parents are requesting an EHCP for their child with more frequency.</p>	

	<p>Funding may be top rate of £7,500, with the additional £6,000, £13,500 does not cover the cost of a TA. The school has to fund the TA role, it does work out at an approx. £10-12,00 extra cost to the school per child.</p> <p>It has a huge impact on what you can do with the rest of the pupils.</p> <p>v. With the 3 main added increases, the school will be in deficit.</p> <p>Governor challenge: What are schools expect to do?</p> <p>BM response: We cannot set a deficit budget, the additional costs are late, we have budgeted for the pay rises and energy costs. The bottom line is an overspend of £150,000 this academic year and an estimated £850,000 overspend over the next 3 years.</p>	
20/38	ANY OTHER BUSINESS	
	<p>i) Academisation consultation:</p> <p>The HT has drafted a response, a Governor task group is required to review the response. An alternative is for governors to review and send their responses via email.</p> <p>Action: Send email with dates to meet to all governors.</p> <p>ii) Receipt of letters from 2 teachers:</p> <p>1. Miss Jones is requesting 1.5 days leave as she is getting married. The dates requested are Monday 19th and Tuesday 20th (half day) December. The school policy states that teachers can have 1 day paid leave.</p> <p>All governors agreed to the request.</p> <p>2. Donna Parry, TA, would like to change her working week, from 5 to 4 days. There has been some illness since last Christmas and DP returned to work in July. 4 days would be less stressful and tiring after the illness, health is important. The request is to drop a Monday or a Friday leaving a 3 day weekend.</p> <p>All governors agreed to the request.</p>	
	There being no other business the meeting closed at 5:40pm	