
**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF ST OSWALD'S CATHOLIC PRIMARY SCHOOL
HELD AT 4:30^{PM} ON THURSDAY 30th MARCH 2023 IN SCHOOL**

Present:

Anthony Hegarty	-	Foundation Governor & Chair
Joanne Jones	-	Foundation Governor
Graham Manley	-	Foundation Governor
Ruth Hill	-	Foundation Governor
Tracy Gentle	-	Staff Governor
Cheryl Kirk	-	Parent Governor

Also, Present:

Donna Hay	-	Deputy Headteacher
Steven Dunn	-	RE Lead
Jo Richardson	-	Clerk

Items	Discussion	Action
23/01	WELCOME AND OPENING PRAYER	
	The Chair welcomed everyone to the meeting and the meeting opened with a prayer.	
23/02	APOLOGIES FOR ABSENCE	
	Apologies received and accepted for Mary Walsh, Colin Flood, June Simm and Ian Strom.	
23/03	DECLARATION OF PECUNIARY INTERESTS	
	There were no new declarations for this meeting.	
23/04	NOTIFICATION OF ADDITIONAL BUSINESS	
	i) Headteacher Recruitment Update	
23/05	RE UPDATE	
	<p>S Dunn presented to governors. The key points were as follows:</p> <ul style="list-style-type: none"> - The presentation included reports on Assessment, Catholic Life, INSET/CPD, Live Simply Award and Observations. - A new program by the Religious Education Director was being trialled called 'To know you more clearly'. - A Prayer and Liturgy (Collective Worship Progression) document was shared with governors. The document provided details of participation and progress in collective worship. It was important that children had the opportunity to evaluate their own experience of collective worship both as a leader and as a participant. The program was being phased in with staff, pupils and parents. Year 6 was the focus for the summer term. - Resources were available from the recent closure of St Paschal Baylon school. - Due to the closure of the program 'Come and See', staff could download the resources. The site would be available to access resources until 1.9.2023. - A summary of the Religious Education Directory (RED) was shared with governors including the Year 6 model curriculum. 	

	<ul style="list-style-type: none"> - PSHE used Ipsative assessment that included a combination of teacher assessment. School was part of a cluster group for moderation and assessment. - Catholic life included the return to Catholic Mass which had seen a huge impact on the children. Weekly gospels were displayed around the school. Next steps included the introduction of Catholic Mass to KS1. The receiving of Holy Communion had also improved. Attending Mass consistently was key. Year groups took it in turn to lead Mass. - CAFOD visitors were welcomed to assemblies and workshops were planned. - Fundraising the displays had been fantastic with a huge variety of events. - Parents had been invited to KS2 church worship. - Summer 1 to include the setting up of a new Prayer Council and Mini Vinnies was due to start in the summer term. - The RE Lead attended cluster meetings and provided feedback to SLT. The Archdiocese newsletters were shared with staff. - A summary with examples of the Live Simply Award were shared with governors. - Next steps included lesson, prayer and liturgy observations, Catholic Self Evaluation Document review and completion, Live Simply Award action plan and a review of the school website. - A discussion ensued around RE inspections. It was noted the inspections would be done over 2 days. <p>Governors thanked S Dunn for the report. <i>S Dunn left the meeting.</i></p>	
23/06	MINUTES OF THE PREVIOUS MEETINGS	
	<p>a) Accuracy The minutes of the Full Governing Board Meeting dated 8th December 2022 were AGREED as a true record and signed by the Chair.</p> <p>b) Matters Arising There were no matters arising.</p>	
23/07	COMMITTEE REPORTS	
	<p>Minutes of the previous meetings had been circulated to governors prior to the meeting. Governors were provided with a headline summary.</p> <p>1. Resources Committee</p> <ul style="list-style-type: none"> - The meeting minutes dated 9th March 2023 had been shared on GovernorHub prior to the meeting. - An update on increasing energy costs would be shared at the next meeting. The impact of staff absence, increasing SEND costs and unfunded pay increases had all impacted on the budget. - The staffing update/proposals were shared with governors. The focus was to ensure SEND children had the required support. <i>Governors AGREED to the staffing proposals.</i> - The needs of the reception class 2023 cohort were unknown therefore staffing required to be flexible. - The Budget was shared with governors. The deficit was highlighted at £204k. However, positives included additional EYFS funding of £17k, pupil numbers had increased to 643 and Nursery would be full after Easter. The deficit next year was expected to reduce to £101k, with a balanced budget in year 3. <p>2. Standards and Curriculum Committee</p>	

	<ul style="list-style-type: none"> - The meeting minutes dated 2nd March 2023 had been shared on GovernorHub prior to the meeting. 	
23/08	HEADTEACHER REPORT	
	<p>D Hay and T Gentle provided an update. The Headteacher's report had been shared with governors prior to the meeting. The key points were as follows:</p> <ul style="list-style-type: none"> i) Pupil Numbers <ul style="list-style-type: none"> - There was a positive increase in pupil numbers to 643. Nursery numbers had increased to 67. - It was noted that 29 children had joined without funding as they had joined after the census. Many of these children also had complex needs. A discussion ensued around admissions and the impact on the budget. ii) SEND <ul style="list-style-type: none"> - There had been a significant rise in numbers of children with SEND, currently 20%. - One on four children were EAL. iii) Safeguarding <ul style="list-style-type: none"> - The Single Central Record had been checked and was up to date. - The completion of the 175 Audit was underway. The new format was very extensive and required evidence for every statement. - Governor training was available on GovernorHub. - All staff had received training. - LAC children were monitored carefully for both pastoral and educational support. - The Safeguarding data report March 2023 was shared on GovernorHub. - CPOMS was used effectively and the filtering the monitoring systems were highlighted. - There had been 2 informal complaints of which both had been resolved. The details were shared with governors. - The Behaviour Report Spring 2023 was available on GovernorHub. - 2 x exclusions were highlighted, and the details were shared with governors. - Lunchtime supervisors had received training around behaviour. iv) Curriculum Development <ul style="list-style-type: none"> - There was a key focus on basic skills. - A pedagogy approach would be embedded across the school. - The updated SEF would be shared with staff and governors after Easter. - A staff questionnaire had received a 97% response. All were anonymous and school would reflect further on the responses. - Governor comment: it was noted that in all areas most of the staff questionnaire responses were 'agree' or 'strongly agree'. - A Keep Up Not Catch-Up approach to intervention had been trialled in certain year groups to ensure children received timely support to master the skills and knowledge required. v) CPD <ul style="list-style-type: none"> - CPD continued to be a priority and linked to the SDP, however, it may need to be streamlined to make further budget savings. vi) Links with the community <ul style="list-style-type: none"> - Parents had completed a questionnaire and 231 responses had been received. Parental engagement received positive feedback. - Newsletters and sign posting parents to the school website was an action. - The pupil survey results would be shared at the next meeting. vii) Building development 	

	<ul style="list-style-type: none"> - School had been allocated £925k to finish the phase in the junior building. - The junior building roof was being partially replaced, with work to start in April for 10 weeks. - A governor health and safety walk was arranged for 31.3.2023 at 9:30am. 	
viii)	<p>Governor visits</p> <ul style="list-style-type: none"> - A safeguarding visit and check of the Single Central Record had been completed. All safeguarding was well managed and statutory requirements met. - A SEND visit had taken place during the Autumn term. - An Attendance visit was planned for after Easter. 	
ix)	<p>Quality of Learning</p> <ul style="list-style-type: none"> - A robust program of strategies was in place. - The focus continued to be on intent, implementation and impact. - Successes were celebrated. - School continued to work in networks and partnerships for external validation of judgements, support and challenge. - Staff received additional RWI coaching. 	
x)	<p>Curriculum Enrichment</p> <ul style="list-style-type: none"> - A wide range of extra-curricular clubs continued to be offered for all year groups. SLAs were highlighted. - Trips had been booked for the summer term and parents notified. - Students from Hop University had been working on an Enabling Environments Project. 	
xi)	<p>Development of Staff</p> <ul style="list-style-type: none"> - Staffing remained stable with the only movement for absence or 1:1 need. - Staffing for September had been discussed at the Resources Committee meeting. 	
xii)	<p>Pupil Outcomes</p> <ul style="list-style-type: none"> - Autumn data had been shared at the Standards Committee meeting. - Positive impact was evident from interventions, particularly for PP and targets were expected to be achieved. - An additional TA and a PGCE student were supporting Year 2 to help raise standards. - In KS2 the impact of a 4th mixed ability class and small group interventions was positive. Teacher assessment data was on track to be in line or exceed both national and school data from 2022. 	
xiii)	<p>Pupil Progress</p> <ul style="list-style-type: none"> - Autumn data was shared at the Standards Committee meeting. - All children were discussed at pupil progress meetings, with a focus on those who were making limited progress. - Provision plans had been reviewed and new targets set for SEND pupils. The plans had also been shared with parents. 	
xiv)	<p>Behaviour</p> <ul style="list-style-type: none"> - Behaviour standards remained high through consistency of expectations. - Staff work closely with families. - A behaviour analysis report was shared with governors. 	
xv)	<p>Personal Development</p> <ul style="list-style-type: none"> - The school's Catholic ethos was central to everything, and the children take part in lots of community events. - Results from the Oxwell survey would be available at the next meeting. 	

	<ul style="list-style-type: none"> - The pupil voice survey was underway and would help to identify any issues. <p>xvi) Attendance</p> <ul style="list-style-type: none"> - Attendance continued to remain high priority. School absence was currently 6.3% and PA was 19.8% and were broadly in line with LA and national. - The attendance team worked relentlessly with families and strategies were in place. - The EWO highlighted the school was a model of good practice. The attendance gap was closing. - School was currently ranked 68th in the LA. - It was noted that attendance had been impacted by the strike days. <p>xvii) Quality of Early Years</p> <ul style="list-style-type: none"> - The development of communication and language skills continued to be high profile. - The ELKLAN funded pilot project in Nursery was due to end and final assessments would be completed. All children had made progress, however, children taking part in the pilot project had made significant progress. The program would start again for another group of children. - The SIP visit had been successful with many positive aspects highlighted. The Progression of Skills document clearly mapped out the expectations for learning across Nursery and Reception. - Children were highly motivated and fully engaged in provision, with adults effectively supporting their learning. A written report was due, and any recommendations would be included in the EYFS action plan. <p>Governors thanked D Hay and T Gentle for the report.</p>	
23/09	ACADEMISATION INFORMATION	
	<p>The Chair shared the headlines from the Archdiocese Academy Strategy Update Meeting on 13.3.2023. The summary document had been shared on GovernorHub. A discussion ensued around CMATs. It was noted that academisation remained on hold and governors would be kept updated.</p>	
23/10	POLICIES	
	<ul style="list-style-type: none"> • Whistleblowing Policy (updated) • Young Carers Policy • Flexible Working Policy and Procedure • Education Visits Policy • Volunteer Policy • Looked After Children Policy • Acceptable Use Policy • Social Media Policy • Young Carers Policy • Tackling Extremism and Radicalisation Policy • Lost or Missing Children Policy • Absconding Child Policy <p><i>Governors AGREED to adopt the above policies.</i></p>	
23/11	ANY OTHER BUSINESS	
	<p>i) Headteacher Recruitment</p> <ul style="list-style-type: none"> - The Chair provided an update on the recruitment process so far. 	

23/12	DATE AND TIME OF THE NEXT MEETING	
	Thursday 6 th July 2022 at 2:30pm	
	There being no other business the meeting closed at 6:45pm	