



**MINUTES OF THE MEETING OF FULL GOVERNING BODY OF
ST MARY'S CATHOLIC PRIMARY SCHOOL HELD IN SCHOOL
ON WEDNESDAY, 5TH FEBRUARY 2020 AT 6.30PM**

PRESENT: Canon J Batthula (Chair, Foundation); Mr C Hartley (Vice Chair, Foundation); Mrs K O'Flynn (Foundation); Mr M Doherty (LA); Mrs N Henderson-Andrade; (Elected Parent); Mr P Haley (Elected Parent); Mr S Taylor (Foundation); Mrs J Hurst (Foundation); Mr A McArdle (Foundation); Mrs E Morgan (Foundation); Miss P Pickering (Head); Mrs S Lawrence (Staff);

APOLOGIES: None

IN ATTENDANCE: Mrs N Winter (Clerk); Miss L Grant (Deputy Head)

1. Chair opened meeting with prayer.

2. Meeting was declared quorate.

3. **Register of Interests**

There were no conflicts of interest declared. All governors were requested to update their Pecuniary Interest forms – forms were issued and returned to Clerk duly completed.

4. **Minutes of the full GB meeting** of 9th October were declared to be a true record and were signed by Chair.

Matters Arising

All action points have been addressed.

It was suggested and agreed that the Governors' Training Course Record could be placed on Google Drive and would prompt Governors to notify Clerk of updates.

In response to AP10 (although the update of the School vision is still to be completed), the Head has made in depth enquiries regarding Wrap Around Care. She has met with and investigated the services of a lady who owns High Flyers, a company which already operates Breakfast and After School Clubs in two other schools in Oxfordshire. As previously discussed in Governors' meetings, Head did not feel she wanted to take on the management of such a club and it wasn't felt that the school needed to make a profit from such a service. One of the main reasons for introducing Wrap Around Care is to encourage parents to send their children to St Mary's and therefore increase our numbers on roll. At the moment, we would be able to accommodate this club in school as we have an empty class. However, should numbers rise, Governors need to be aware that plans will need to be made to provide additional space for it to continue. Head feels it is something we should really go ahead with and asked for Governors' approval. The plan is to launch the Club on February 10th with a view to starting it immediately after Easter as an After School Club only and then, possibly, introduce a Breakfast Club in September. There are two time options for After School Club – either finish at 4.30pm or finish at 6.00pm (with a light tea provided for the later finish). Registration will be made on line direct with High Flyers. Head has approached a couple of members of staff who are willing to be involved. Although this is an independent service, with Ofsted being carried out separately, Head has made the

company owner very aware of our expectations, standards of behaviour and the importance of the ethos of this school.

On the launch date, flyers and posters will be available and an email will be sent to parents. A banner will also be on display.

It was felt it would not be possible to claw back applications for September 2020 if parents were to be made aware of this service but hopefully by 2021, we would see the benefits.

Governors gave their approval for this venture to proceed.

A link to High Flyers website for Governors to have a look is <http://www.highflyers.org.uk/>

5. Headteacher’s Report (circulated in advance)

Head explained that the new Curriculum would be showcased to parents in each phase of the school. She has instructed teachers that she wants all phases to be different and teachers are very motivated in planning this. Dates will appear in the School Newsletter next week. Children will write invitations to parents so that they can plan ahead.

During her visit in November, the System Leader was exceptionally positive about the school. The purpose of these visits is to show that the LA are monitoring schools between inspections.

Lots of work is being done on the Curriculum and feedback from teachers is very positive. Despite the large workload, our staff still have the enthusiasm to do the very best for our children. The Head feels very fortunate to have positive, respectful staff. She continues to work on upskilling leaders as set out in the Ofsted framework, with staff helping each other and having a very collaborative approach.

Personal Development – Governors were informed that 80% of pupils have taken up an After School Club activity. Governors queried whether there was a figure for SEND and Pupil Premium children attending. Head advised that often it was the logistics of family circumstances that prevented some children being able to attend. There are lunchtime clubs available but consideration has to be given to the fact that some pupils would be better off interacting with their peers on the playground during this time. We identify pupils from these groups because numbers are so low and then liaise with parents.

6. SDP Review

Governors have been completing their allocated responsibility on the on-line document. There are still some areas to be completed – Leadership & Management, Website, Stakeholder and Engagement and Governor Skills. Pupil Premium area was showing Red but Pupil Premium strategy on website has now been updated as of February 2020. SEND Policy out of date on website (needs updating).

Stakeholder/Engagement – It was felt by Head for Governors to consider that we should engage with staff this year as under the current Ofsted framework, we need to look at CPD and Worklife Balance. It would be prudent of us as Governors to have gone through the process annually. Governors discussed the best way of approaching this. It was agreed that a combination of a Questionnaire (providing anonymity) and some group meetings, possibly in Phases, would work. It would have to be done this academic year, looking at the Ofsted time cycle. Therefore, Governors will prepare questionnaire and have this ready by May to go ahead in the summer term.

Governor Skills area has now been updated. However, it is still Red as it has been identified that Financial Training is necessary for PH and AMA. Also need to look at the new roles of

Governors in order to identify other areas of training needed. The information will be collated and any gaps identified.

7. Reports from Committees

a) Buildings/H&S/Finance

Meeting took place last week and minutes have been circulated.

We have had a DFC refund and this has to be allocated or spent before end February 2020.

Head has put in another bid to the Diocese for the lighting/wiring in the hall to be upgraded/renewed. Head confirmed that we will use Spicers to find us a contractor if we are successful. If not successful, then we will certainly look at spending the DFC money on this project.

██████████ continues to support us with maintenance work and fire and water statutory testing.

Our Health & Safety Audit has been scheduled for 13th May.

As regards the Budget, everything is on track. Our carried forward figure is over the 8% allowed but we are going to use some of that money on the EYFS play equipment.

The Cleaning contract has come back in-house which will save a reasonable amount of money.

Potentially in Year 3 the budget could be in deficit. One way to help this is to increase pupil numbers which we are endeavouring to do. The main cost in budget is Staff and the Head will have to make decisions on whether to replace support staff who leave. Head spoke of the positive advantage of having a non-teaching SENCo and the asset she has been to the school.

Governors discussed the SFVS and the benefits of benchmarking. This is difficult because a lot of the data is retrospective April to March 2018/19. Discussion at the Finance Meeting could not correlate the information. Governors had a discussion about benchmarking and have not disregarded it. Staffing has changed so much and roll numbers have also changed. Benchmarking against other schools' current situation is difficult. Therefore, in conclusion, we were not sure what decisions we should be making as Governors to change that.

Safeguarding Report to Governors. The report for 2018/2019 has been presented to Governors and it was agreed that this was very comprehensive and was constantly evolving. The on-line assessment has been initiated and it is felt that an area for improvement is the training/induction of new Governors. It was agreed that although Safeguarding Policies and information are on the Governors' Google Drive, there needs to be some form of Compliance Declaration which Governors can sign/tick to confirm they have read and understood the policies and reply back to school. AMA will prepare a Compliance Declaration.

Anti Bullying – there has been no adverse feedback received on Parent View. Head is confident that parents would come direct to her if they had a problem with bullying rather than go to Parent View. Clerk to add comment to Safeguarding Report to indicate this. School Council have talked about re-introducing Bus Stops outside for pupils who felt left out or bullied. However, they felt it was not needed. It was agreed by Governors that the Headteacher report should include a statement to record whether any bullying incidents had been raised since last meeting.

b) Curriculum (minutes distributed)

Curriculum policies were reviewed – Maths and Maths Calculation; Literacy (including Phonics); DT and PE.

It was good to have two members of staff speak to the committee about their subjects – History and Geography - and present subject reports. The teachers spoke positively and enthusiastically about their objectives.

Outcomes for Learners – Predictions for this year are very good at 76% across all 3 areas (meeting or exceeding). Deputy Head asked to vouch for how secure the predictions were. Secure at this moment in time – everything being done that can be done to ensure accuracy. More tests being done in school, 4 TAs working before school every morning to reinforce work being done in class, in liaison with LG. Have looked at last year's predictions to see where we might have gone wrong. We have tried to make Maths predictions more secure. We have eased off reasoning and concentrated on arithmetic in the first term. We have some very low attaining pupils who are now getting it right.

Reading score is out of 50. However, Maths is out of 110. There are individual factors for some of these children. The Government have not yet explained how progress will be calculated this year externally but we are predicting attainment and progress by looking at where they were at KS1.

Governors reviewed a summary of the ASP data for the 18/19 Academic Year. Two main questions were raised:

What can be done to improve Maths progress which for several years has been below National Average (although still within 'Average' category). Answer to this question was that Maths progress results over the years has been adversely impacted by one or two children performing poorly. But it is not about our Maths teaching overall. [redacted] has been working hard to put in place an improved whole school maths curriculum and this will provide the framework for improvements in Maths progress. Head agreed that any governor who wished to speak to [redacted], the Maths Co-ordinator, about what she has put in place in Maths is quite welcome to do so. PP & LG are working with individual children daily to ensure good progress is being made.

In conclusion, governors were told that current predictions would be based on clear baseline assessments and the expectations for individual children.

What lessons can be learned from the poor progress figures for 18/19 PP Yr 6 children? When Pupil Premium is only two children, the figure is 100%, 50% or 0%. There are many factors in addition to being Pupil Premium, ie Special Educational Needs that impact on progress.

Governors suggested that pupils should take the on-line test on Pupil attitudes. However, the paper version was completed at the beginning of the year and indicated a high percentage of pupils who feel they are not good at either English, Maths, Art or P.E. This is an area which is being tackled by the SDP objective 'To introduce a focus on growth mindset in order to create confident, resilient and independent learners' and there is a plan in place to achieve this objective.

c) Admissions

Closing date for applications for September 2020 has now passed. The indication is that this may be another small year group – we will not know how many until April.

Our Open Morning in November was not particularly well attended although it was advertised in local playgroups, nurseries and in the parish.

Admissions Policy 2021/2022 has been prepared and determined (taken from the Diocesan Education Service Model Policy) and will now be sent to the Diocese and the Local Authority.

d) Personnel

No meeting has taken place this term. Teachers' Appraisal Policy has been reviewed and was discussed at previous meeting in October 2019. AMA will organise follow-up meeting.

A review of the staff appraisal outcomes for 18/19 was presented to the meeting. The written report will be circulated to Governors.

Training and Development – as discussed at last meeting quite a lot of financial outlay for courses and qualifications has, in the past, been spent on teachers who have then left St Mary’s. Governors feel that for significant courses/outlay, specifically requested by the member of staff themselves, there should be a Learning Contract whereby staff would be liable to pay a cost/contribution if they were to resign within 12 months. AMA will locate a Policy for governors to look through.

AMA to send Minutes from Personnel Meeting which took place on 9th October to all Governors.

8. Update on Academy Status

The Head spoke about her personal thoughts regarding the Academy Strategy. She had invested much time in seeking to find out how the pupils of St Mary’s would benefit from being part of the Pope Francis MAC and despite exhaustive enquiries was unable to believe that they would.

She assured Governors that she knew the decision was not about any one individual but about the school and the children they have a responsibility to nurture and educate. Despite being committed to Catholic education and St Mary’s, she would find it difficult to reconcile being part of something she so passionately disagreed with.

She added that we are told nothing will be different within a MAC, but the constitutional structure is such that individual governing bodies do lose control over critical areas of decision making.

As the Governing Body would make the decision regarding academisation, the Head asked that they only make the decision having satisfied themselves that the Catholic ethos and capacity for school improvement would be enhanced for the benefit of the pupils in St Mary’s.

Chair responded by saying that it was the wish of the Archbishop that all schools in the Archdiocese are academy ready by September 2020. There are a few schools who have not joined an academy and these schools have been requested to have a plan in place. Chair explained that Governors needed to understand the process and impact but that it would not be for Governors to vote – it was the Archbishop’s decision. It was proposed that a full discussion take place at an Extraordinary Meeting of Governors to be arranged within the next month. Chair will liaise with the Schools Commission and arrange for their representatives to come along to talk to Governors on how the process will be led and what is involved. Chair to provide Governors with a date for this meeting.

9. Pastoral

Chair reported that Advent Masses had been very well attended by parents, children and staff during December.

Confirmation will take place on 14th March – with the Commitment Mass for Sponsors taking place on Sunday, 8th February.

██████ continues to visit the school every Monday afternoon.

10. Any Other Business

Several Governors have recently attended a Governor Services’ Induction Course. They reported as follows:

- All statutory documents must be up-to-date on the website;
- Minutes of full board/sub committee meetings should not contain any names or initials

except in Action Points.

- At all committee meetings another person, other than members of the committee, should take the minutes.

It was suggested by Governors that, in an effort to improve Governors' visibility, some members should attend events such as Parents' Evenings. Although this procedure has been trialled before, it was agreed that, provided Governors had directed questions and had discussed areas they wanted to pursue, then this could be tried out again at say, Sports Day or Summer Fete where parents were available for longer.

ST will prepare an article on Curriculum for inclusion in the Newsletter to go out before half-term.

11. Dates of Next Meeting

Extraordinary Meeting of Governors (Academies) – **TBA**

FGB - **Wednesday, 6th May at 6.30pm in school**

Finance/H&S/Buildings – Tuesday, 28th April at 8.30am in school

Curriculum – Wednesday, 29th April at 5.00pm in school

The meeting closed at 21:10

NW/07/02/2020