

LANCASHIRE COUNTY COUNCIL
GOVERNOR SERVICES

ST MARY'S RC PRIMARY SCHOOL, SABDEN

SPRING TERM MEETING

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE
SCHOOL ON MONDAY 11 MARCH 2019 AT 6PM

PART A

PRESENT: Mr M Mulrooney (*Chair*)
Mrs R Bowes
Miss A Bishop
Mr J Doyle
Mrs MB Hilton
Mr G Latta
Mr J McNulty
Mr P White
Miss C Halstead (*Headteacher*)

IN ATTENDANCE: Mrs C Dobson (*Clerk*)

The Chair welcomed everyone, introduced Mrs Wolfenden and asked Mrs Bowes to lead governors in an opening prayer

<u>ACTION</u>

19.01 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mrs Donnelly-Nelson and Monsignor J Corcoran. Mrs Hilton had advised she would join the meeting as soon as she could.

19.02 GOVERNING BODY MATTERS

a) Declaration of interest

There were no declarations of interest in relation to agenda items.

b) Membership

The governing body were advised that Mrs Wolfenden's application for the position of LA governor had been approved by the appointments panel and forwarded for governors to review and approve. The governing body appointed Mrs

Wolfenden as LA governor.

The clerk advised there were no other changes to report.

c) DBS Checks for Governors

The governing body confirmed that DBS checks were in place for all governors and would be carried out for Mrs Wolfenden.

The Single Central record had been checked by the Chair and was up to date.

19.03 MINUTES OF THE PREVIOUS MEETING

It was agreed that the minutes of the meeting held on 19 November 2018, having been circulated, be approved and signed by the chair as a correct record.

19.04 MATTERS ARISING FROM THE MINUTES

The following matters arising were reported from the minutes of the meeting held on 19th November: -

18.52 Updates from the DfE – Governors had received and read Keeping Children Safe in Education 2018.

19.05 REPORTS

a) Committee Reports

The governors noted and accepted the minutes of the Resources Committee meeting held on 27 February 2019.

The governors noted and accepted the minutes of the Curriculum and Standards Committee meeting held on 27 February 2019.

b) Nominated Governors

The governing body received the following reports from nominated governors: -

SEND – Mr J McNulty

Staff/governor moderation – Mr Mulrooney & Mr Doyle

Parish forum link governor – Mr J Doyle

Whole school assembly 1st March - Mr Mulrooney

c) Chair's Action

The chair reported action taken on behalf of the governing body since the last meeting, which involved approving the admissions ranking, and approving the replacement of the boiler.

The Resources committee has discussed the situation with the school heating system and a meeting had been arranged to look

at the information on the second boiler. Mrs Wolfenden offered her help with this as her partner is a plumber.

19.06 SCHOOL IMPROVEMENT AND SELF-EVALUATION

The governing body received a RAG rated copy of the School Improvement Plan and a progress report from the headteacher on its implementation: -

Priority 1: To further develop schools processes for the teaching of grammar across school ensuring that:

- grammar is taught systematically throughout school
- a higher percentage of Y6 pupils achieve expected standards in the end of KS2 SATs

This priority was on track. Most actions for terms 1 and 2 were green and the amber actions would be green once the end of term had been collected and analysed.

Priority 2. To provide Reception pupils with the correct learning experiences in order to help them to achieve the best start in Primary School including

- excellent outdoor learning experiences
- charting their progress through rigorous observations
- moderation of assessments

This priority was largely on track and will be green once the end of term data had been collected. An EYFS baseline assessment tool had been purchased however due to staff resignation this had not been introduced. A manual system was still in place.

Priority 3. To ensure the Catholic Life of the school continues to flourish having a positive impact on pupils by

- revisiting the School Mission Statement to let it reflect the school we are now
- embedding the SRE scheme
- ensuring all RE teaching is of the best quality

The mission statement would be the focus of this week's staff meeting where the process of revisiting it with as many members of the school community as possible would be planned. The SRE scheme was in place ready to be taught in the summer term. Information had not yet been communicated to parents.

Priority 4: To maintain a focus on maths and higher ability writing in order to continue the improvements already made. This will include a particular focus on

- high quality teaching
- teaching most effective methods for pupils to succeed in both areas

By the end of term, all aspects of the monitoring and evaluation schedule would be complete eg planning scrutiny and data analysis

and the actions for term 2 would change from amber to green.

The Head reported that the Self Evaluation Form was in the process of being written with the assistance of the School Advisor.

LSIP

The governing body received the one page LSIP 2017/18 for governors. It was noted that there were a number of purple boxes (meaning a positive trend) and upward arrows (meaning an increase in attainment or progress). There was one box highlighted red, indicating that school was in the lowest quintile for children in KS2 achieving the combined maths/reading/writing expected standard. The floor standard was 65% and this school achieved 50% in 2017/18. The Head reminded governors that there were 14 pupils in that Year 6 cohort and 50% had joined this school in KS2. The maths results had brought down the combined result and this was being addressed in the School Improvement plan this year.

The governing body agreed that the School Improvement plan addressed the weaker areas highlighted by the LSIP, and so the strategies for future school improvement were already agreed and underway.

6.15pm – Mrs Hilton joined the meeting.

19.07 HEADTEACHER'S REPORT

a) Termly report

The headteacher's report on the achievements and developments in school since the last meeting of the governing body was received and noted.

The report included information regarding: -

Key facts

- Numbers on roll
- Attendance
- SEND
- Finance

Curriculum

- End of Key Stage 1 results 2017/18
- EYFS outcomes
- Phonics screening
- End of KS2 attainment and progress
- Current attainment and progress
- Curriculum special events
- Special achievements

SIP Priority Areas

- School improvement priorities

Parents and carers

- Issued raised – online safety information circulated
- Parental involvement
- Special events

Leadership and management

- Innovation/new legislation – Operation Encompass
- Staff development
- Staff changes

Learning environment

- Buildings - boiler
- Behaviour management
- Educational Visits

Governance

- Visits to school by governors

Religious Education and matters

- RE Curriculum
- Pupil chaplains

The headteacher invited questions and the following areas were discussed: -

- i) **Number on roll** – There are now 86 pupils on roll. There had been 29 preferences for the 12 Reception places. These applications had been ranked and parents would find out which school they had got in April. The Year 6 pupils had found out which secondary school they had been offered. 3 children did not get into St Augustine's. They were not baptised Catholic. All 3 are going through the appeals process. In the past pupils have got in on appeal, however the school is massively oversubscribed this time.
- ii) **Current progress** – During the Autumn term 100% of pupils in most year groups made expected progress from their starting points. The only exceptions were Year 3 reading and writing (92.8%) and Year 4 reading (91%). An intervention programme was in place for pupils not making expected progress or working below the expected standard.
- iii) **Training and development** – The Head highlighted the amount of training attended by individual members of staff as well as the whole staff training sessions linked to the School Improvement Plan.
 - *Q. Is the ELSA training provided through the Listening Tree?*
 - *No, however on the training course it was suggested that school has a trained Mental Health First Aider, and this can be done through the Listening Tree.*
- iv) **Operation encompass** - This initiative should be active after Easter for Primary schools. Contact details for the school DSL have been collected. The Head noted that it could be

some time before she could report on how the system works as school may not have anything sent through the system for a while.

- *Q. Is there training offered?*
- *Yes the Head has attended the training session*

Governors thanked the Head for her report.

b) Approval and Evaluation of Educational Visits

There were no visits to approve at this time. The Curriculum and Standard Committee had reviewed the Autumn term visits.

c) Unavoidable School Closures

The headteacher advised that there had been no unavoidable closures since the last meeting.

19.08 FINANCE

a) Schools Financial Value Standard (SFVS)

The working party agreed by the Resources Committee had met to talk through the questions on the SFVS.

The governing body noted the information provided regarding the Schools Financial Value Standard and;

- approved the report and completed self-assessment prepared by the working party;
- agreed the SFVS action plan;
- confirmed that the approved standard and action plan would be submitted to the local authority by 31 March 2019.

The Chair thanked the Bursar for her hard work.

b) School Budget 2019/20

A small group of governors had met with the Head and the Schools Finance Officer Nicola Christie. They had found it very useful to be able to ask questions and improve their understanding of the school budget.

The governing body requested the Resources Committee to consider and prepare the school's budget plan for 2019/20 and to arrange for it to be submitted to the authority by Friday 17 May 2019. The budget would be formally approved at the summer term governing body meeting.

c) Lancashire Schools' Forum

The governing body noted the information provided about the Schools' Forum election process and delegated to the Chair, the

responsibility for voting on behalf of the governing body should an election take place.

19.09 POLICY REVIEWS

The governing body reviewed and approved the following policies:

- A) Accessibility Plan**
- B) Supporting Pupils with Medical Conditions**

19.10 GOVERNOR TRAINING AND DEVELOPMENT

The training link governor reported on:

- The training needs of individual governors – It was suggested that new governors attend the New Governor training course
- Training undertaken by individual governors – Mr P White had attended Pay and appraisal training.
- Diocesan training available to governors at the Cathedral – it was noted that the courses can be done in any order as they all cover different areas.
- Online courses available through NGA

The governing body discussed the effectiveness and impact of training attended. Mr White reported that the training was informative and had highlighted that school already had everything in place regarding appraisal and pay.

The training link governor confirmed that a record of all training undertaken by governors was being maintained.

19.11 INTRODUCING SUPERVISION TO ADDRESS STAFF WELLBEING

Governors noted the information provided in the supporting information booklet.

Governors discussed whether the school would benefit from introducing supervision beyond the Early Years Foundation Stage (EYFS) staff. The Head explained that EYFS teachers have to have supervision, which is about being able to talk to someone in a safe environment, and the suggestion was this could be useful to all members of staff. When Mrs Thoburn attended ELSA training she was signposted towards a mental health first aider course which was one option for school. There were alternative options, such as sending a member of staff on the LCC Supervision course or using an external organisation like the Listening Tree.

Governors considered the budget allocation to address staff wellbeing. It was felt that having Mrs Thoburn trained as the Mental Health First Aider would be beneficial so that staff could talk to her, and that if Mrs Thoburn wanted someone to talk to the Listening Tree could be brought in on a termly basis.

- *Q. Is this a free service?*
- *No there are some costs involved.*

Governors discussed how the Headteacher could access regular external supervision. The Head reported that she found the cluster meetings useful as this provided the opportunity to talk. In addition the Listening Tree could be utilised.

19.12 SCHOOL ADMISSIONS ARRANGEMENTS 2020/21

Admissions Arrangements 2020/21

The governing body noted the information relating to school admissions and delegated to the headteacher the responsibility of forwarding the determined admission arrangements (whether changes have been made or not) to the authority by 15 March 2019.

Governors also noticed the requirement to place the document on the school's webpage, clearly marked, allowing parents to see the policy easily. Where applicable, it was noted that policies should be sent to neighbouring local authorities and neighbouring out of county schools.

Admissions Policy 2021/22

The Head presented governors with the existing Admissions policy and the proposed changes for the 2021/22 policy. The governing body looked at the current admissions criteria in turn and the proposed changes to these criteria. The main changes meant that all SEND children will come under criteria 2 and that all Baptised Catholic siblings will come under criteria 3. The governing body approved all the proposed changes. It was noted that the consultation window for this would open in October 2019 and the task of submitting this to LCC and the Diocese was delegated to the Head.

Head

- *Q. Are there enough school places across this area?*
- *There are schools being extended to take more pupils. All schools were asked by LCC to indicate if they would consider extending. The Head expressed an interest however this school has not been granted an extension.*

19.13 INFORMATION, UPDATES AND ITEMS FOR FUTHER DISCUSSION

Governors noted the following in the Information Booklet: -

- a) Children and Family Wellbeing Service – Delivering Early Help – The Head noted that school already uses this a lot.
- b) Supply Agency Recruitment and Selection Checklist
- c) Ofsted Annual Report
- d) Learning Life-Saving skills in school is crucial
- e) Schools challenged to go single-use plastic free by 2022 – school is recycling more and children are taught about plastics
- f) Consultation on proposals for changes to the Education Inspection Framework
- g) New site to help schools save thousands of recruitment costs
- h) Compare School Performance

19.14 FORUMS FOR CHAIRS AND VICE-CHAIRS

The governing body received a report from the Chair regarding topics covered at the latest forum meeting:

- Ofsted presentation on the new framework
- Interim Head of LCC Education gave a talk on Brexit and advised that guidance is being sent to Headteachers so they can give parents from other countries advice.
- Inclusion Hubs – looking after children who need to move into a non-mainstream setting, and supporting children before they need social services.

The Head noted that this school takes part in managed moves to help avoid permanent exclusion. A Year 4 child had started in school today on a managed move.

- *Q. Does additional funding come with this child?*
- *This pupil does not yet have a diagnosis so there is no additional funding. While he is dual-registered the other school are continuing his assessments to keep the process towards additional funding moving. If the managed move does not work he would go back to the other school, and they could include this as evidence of his need for a place in a special school.*

19.15 LANCASHIRE ASSOCIATION OF SCHOOL GOVERNING BODIES (LASGB)

The governing body noted that information regarding the LASGB was available via their website. There was a seminar on 20th March on the Ofsted framework which governors could book themselves onto.

19.16 CONFIDENTIALITY

There were no items deemed confidential.

19.16 DATE AND TIME OF NEXT MEETING

The following dates were confirmed: -

Standards and Curriculum - Monday 29th April at 6pm
Resources committee – Monday 29th April at 7pm
Full Governing Body – Wednesday 12th June at 6pm

The Chair thanked governors for their attendance and duly closed the meeting.