

**ST MATTHEW'S CATHOLIC PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD MEETING  
HELD AT 4:00<sup>PM</sup> ON WEDNESDAY 24<sup>TH</sup> NOVEMBER 2021 VIA ZOOM**

**Present:**

Claire Sime	-	Headteacher
Michelle Black	-	Foundation Governor
Ronald Burke	-	Foundation Governor & Chair
Cathie Sergeant	-	Foundation Governor & Vice-Chair
Conor Stainton-Pollard	-	Foundation Governor
Martin McNally	-	Staff Governor
Alison Fair	-	Parent Governor

**Also, Present:** Jo Richardson - Clerk

Items	Discussion	Action
<b>21/01</b>	<b>WELCOME AND OPENING PRAYER</b>	
	C Sime welcomed everyone to the meeting and introductions were made. Father Conor opened the meeting with a prayer.	
<b>21/02</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies received and accepted from Paula Regan, Darren Gidman and Frank Vaudrey.  Governors agreed that as Helen Lockley had not attended meetings for a continuous period, more than six months, without the consent of the governing body, she would be automatically disqualified from serving as a governor at the school. A letter would be sent to Helen Lockley confirming the governor's decision.  It was noted Claire Byrne had resigned from her role as parent governor.	Chair
<b>21/03</b>	<b>CONFIDENTIALITY</b>	
	The Chair reminded governors of the importance of confidentiality. It was noted that Item 21/16 would be recorded as a separate confidential item.	
<b>21/04</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b>	
	Governors were reminded to update their annual declarations within their personal profiles on Governorhub.  There were no declarations for this meeting.	All
<b>21/05</b>	<b>CHAIR'S EMERGENCY DECISIONS</b>	
	The procedure for the Chair making emergency decisions was agreed by governors. There were no emergency decisions to be made for this meeting.	
<b>21/06</b>	<b>NOTICE OF ITEMS FOR ANY OTHER BUSINESS</b>	
	i) Governor Code of Conduct	
<b>21/07</b>	<b>GOVERNING BODY MEMBERSHIP</b>	
	i) 2 x parent governor vacancies. Election papers had been sent out to parents.	

	<p>ii) 1 x foundation vacancy. A discussion ensued around recruiting a new governor. Governors felt it was important to encourage more people with skills especially from multi-ethnic backgrounds to ensure the board remained diverse and effective. Clerk to contact Governor Services for further advice on recruitment.</p> <p>iii) Michelle Black agreed to be the Safeguarding Link Governor</p> <p>iv) Governor Skills Audit A discussion ensued and governors agreed to complete an annual skills audit to identify any gaps. The outcome of the audit would then help to form a 'skills-based set of recruitment criteria' for governor appointments. Clerk to send the skills audit document link to governors.</p>	<p>Clerk</p> <p>Clerk</p>
<b>21/08</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p>a) <b>Accuracy</b> The minutes of the Full Governing Board meeting dated 6<sup>th</sup> October 2021 were AGREED as a true record. The minutes would be signed when the Chair next attended school or electronically via GovernorHub.</p> <p>b) <b>Matters Arising</b> There were no matters arising.</p>	<p>Chair</p>
<b>21/09</b>	<b>LOCAL AUTHORITY PAPERS</b>	
	<p>i) Governor briefing The next Chairs Termly Briefing was on 19<sup>th</sup> January 2022 (this was a meeting for the Chair or a representative of the governing body)</p> <p>ii) School holiday dates The Local Authority term dates were AGREED by governors.</p>	
<b>21/10</b>	<b>HEADTEACHER REPORT</b>	
	<p>C Sime provided an update. The report had been shared with governors via GovernorHub prior to the meeting. The key points were as follows:</p> <p>i) Governors were referred to the governor overview plan with details of the focus for meetings for 2021-2022. The plan had been discussed at the previous meeting.</p> <p>ii) Number of pupils on roll was currently 415. This was over capacity by 35 pupils. The total number on roll was expected to increase further to 420 by the end of the week. Of the new children who had joined the school since September 2021, 5 x EAL and 1 x SEND. There had been a significant influx with the LA filling places across the city. This was a city-wide issue especially as majority of the children were EAL. Extra support would be required for 2 x EAL children.</p> <p>iii) Pupil Premium funding had increased and there were currently 56 PP children. Food and winter fuel vouchers were being provided by the LA.</p> <p>iv) Covid 19 Update</p> <ul style="list-style-type: none"> <li>- C Sime remained the Covid lead.</li> <li>- Risk Assessments and procedures continued to ensure the safety of all, including face coverings, social distancing, if possible, one-way systems and staggered starts and</li> </ul>	

	<p>finishes. Classroom bubbles remained in place, and this had helped contain other winter viruses.</p> <ul style="list-style-type: none"> <li>- There were a few unvaccinated members of staff, and this may have future impact. School would be guided by HR.</li> <li>- <b>Governor challenge:</b> how many staff were unvaccinated? <b>Response:</b> 4 staff out of a total of 40. It had been optional for staff to disclose whether vaccinated or not, however, it had helped to prepare risk assessments.</li> <li>- Systems were in place for the current time.</li> <li>- School continued to work closely with the LA and followed government guidance.</li> <li>- <b>Governor challenge:</b> as school were over capacity on pupil numbers, this may present further challenges. <b>Response:</b> yes, it could present further challenges. The numbers of children currently affected by covid were highlighted.</li> </ul> <p>v) Staffing</p> <ul style="list-style-type: none"> <li>- 1 x member of the admin team would be leaving at the end of the term to start a new SBM role in another school. The member of staff would be greatly missed, and governors thanked her for her hard work and support to the school and wishes her well in her new role. Letter to be sent to the expressing thanks and gratitude.</li> <li>- <b>Governor challenge:</b> would school still pay for the SBM training? <b>Response:</b> yes, this was noted, however, school did not want to stand in the way of career progression.</li> <li>- 2 x TA jobs had been advertised. The roles would offer a wide variety of interventions across the school.</li> <li>- 1 x staff was due to return from MAT leave.</li> <li>- 1 x teacher post advertised.</li> <li>- The pastoral support role was under review. Staff had done an amazing job, however another member of staff was required. The role of attendance was discussed.</li> <li>- 1 x catering manager post re-advertised.</li> <li>- <b>Governor challenge:</b> did Food for Thought provided the current supply cook? <b>Response:</b> yes.</li> </ul> <p>vi) Culture and Ethos in school</p> <ul style="list-style-type: none"> <li>- The general culture in school felt good and some staff had noted this. Children were happy to be in a positive environment and it was noticed children generally appreciated school a lot more.</li> <li>- Support and wellbeing systems were offered to staff. Staff supported each other. It was noted that the pressure and stress was evident in all schools, however, the Autumn Term had been particularly stressful. A discussion ensued around the impact covid had had on children and how this was now becoming further evident.</li> </ul> <p>vii) CPD</p> <ul style="list-style-type: none"> <li>- LA/external training continued virtually but it was hoped this would move more to face to face training. The training continued to support the school's priorities.</li> </ul> <p>viii) SIP</p> <ul style="list-style-type: none"> <li>- Judy Boyce (SIP) planned 2 visits before Xmas. Governor training would also be available. C Sime to send dates to governors.</li> </ul>	<p style="text-align: center;">Chair</p> <p style="text-align: center;">CS</p>
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	<ul style="list-style-type: none"> <li>- Learning walks were positive and any actions completed.</li> </ul>	
ix)	<p>Phase Updates:</p> <ul style="list-style-type: none"> <li>- EYFS - Significant improvements had been made and staff feedback was positive around the new systems in place.</li> <li>- KS1/KS2 – the 3-week model for the teaching of science and foundation subjects was working well. Pupil voice was also very enthusiastic.</li> </ul>	
x)	<p>Behaviour</p> <ul style="list-style-type: none"> <li>- Throughout the school behaviour and attitudes to learning were good and pupil voice demonstrated clear enjoyment and progress in learning.</li> <li>- Play leaders helped with the unstructured times during the day and football had been limited to just one day per week for each year group.</li> <li>- Lunchtime groups supported SEN.</li> </ul>	
xi)	<p>Assessment</p> <ul style="list-style-type: none"> <li>- The lowest 20% have been identified for reading, writing and maths and interventions were in place.</li> <li>- Vernon spelling and Salford reading assessments had been completed.</li> <li>- Year 2 phonics screening would be completed this term and children who do not meet the expected standard will be able to re-sit the phonics check in the summer term.</li> </ul>	
xii)	<p>Whole school procedures for the assessment of Foundation Subjects</p> <ul style="list-style-type: none"> <li>- The assessment for foundation subjects would continue with the addition of a tracking document so the subject leaders can clearly identify the bottom 20% and carry out any further analysis, ensuring inclusivity.</li> <li>- A tracking document had been created for SEN to identify support.</li> </ul>	
xiii)	<p>December Assessments</p> <ul style="list-style-type: none"> <li>- NFER tests for year 2 to 6 were being completed at the beginning of December and question level analysis would be carried out by the end of term.</li> <li>- Results from the tests would be used to plan priorities.</li> </ul>	
xiv)	<p>School Improvement Priorities</p> <ul style="list-style-type: none"> <li>- The main priorities would be summarised in the SEF (school evaluation) and would be reviewed by the SIP.</li> </ul>	
xv)	<p>Curriculum</p> <ul style="list-style-type: none"> <li>- The curriculum updates were highlighted.</li> <li>- The Read Write Inc scheme was being implemented and staff had received training. Children were assessed every 6 weeks. Feedback from staff was positive.</li> <li>- Spanish had been introduced. Parents had been supportive of the change and there would be a launch in January 2022.</li> </ul>	
xvi)	<p>Extra-Curricular Clubs</p> <ul style="list-style-type: none"> <li>- The clubs remain popular with lots of choice. All children had access to a club and feedback was positive.</li> </ul>	
xvii)	<p>RE</p> <ul style="list-style-type: none"> <li>- Staff had completed training and action plans were in place to achieve the Live Simply award by the end of 2022-23 as part of an archdiocese initiative.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Advent resources had been ordered for a take home Nativity pack for families.</li> <li>- A mince pie and bauble event was planned for parents and would be covid risk assessed.</li> </ul> <p>xviii) CLA (Children Looked After)</p> <ul style="list-style-type: none"> <li>- 1 child was receiving emotional support from the school counsellor and SENDCO.</li> <li>- Governor challenge: how many days did the counsellor attend school? Response: currently 1 day per week but have requested more. The counsellor, mental health worker and family support worker were supporting several children.</li> </ul> <p>xix) Attendance remained a key focus for school and across the city. Attendance was currently good at 96.2%. Covid coding in SIMS had affected attendance.</p> <p>xx) Pupil Premium lead had completed the impact statement for 2020-21 and the report had been uploaded to the school website.</p> <p>xxi) PE and Sports Grant.</p> <ul style="list-style-type: none"> <li>- Sport and health continue to be a priority. The PE and Sports Grant funding had been published on the school website.</li> </ul> <p>xxii) Performance Management</p> <ul style="list-style-type: none"> <li>- The new performance management targets had been shared with staff.</li> </ul> <p>xxiii) Child Protection/Safeguarding</p> <ul style="list-style-type: none"> <li>- The termly safeguarding report was shared with governors.</li> <li>- All training had been completed</li> <li>- Training for LSAs and governors was planned. Dates to be sent to governors.</li> </ul> <p>xxiv) Health &amp; Safety</p> <ul style="list-style-type: none"> <li>- Covid-19 risk assessments were updated and reviewed regularly.</li> <li>- Compliance had implemented a new Health and Safety Policy and were reviewing the Lockdown Policy.</li> <li>- School had reviewed the first aid and medicines procedure. Training was planned for members of the medical team.</li> <li>- The food allergies register had been updated.</li> <li>- There were no accidents in school to report since the last meeting.</li> </ul> <p>xxv) Fire evacuation</p> <ul style="list-style-type: none"> <li>- The fire evacuation plan had been reviewed with a copy sent to all staff.</li> </ul> <p>xxvi) Nursery</p> <ul style="list-style-type: none"> <li>- There were no further updates since the last meeting.</li> </ul> <p>Governors thanked C Sime for her report.</p>	CS
<b>21/11</b>	<b>BUDGET</b>	
	<p>C Sime provided an update. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) The 3-year Budget was shared with governors.</li> <li>ii) The budget remained positive with a carry forward balance of £25k</li> <li>iii) The budget included all staffing changes.</li> </ul>	

	<ul style="list-style-type: none"> <li>iv) Meetings took place weekly to discuss the budget and school priorities.</li> <li>v) The LA budget officer had commented how well the budget was recorded and managed.</li> </ul>	
<b>21/12</b>	<b>GOVERNOR LEARNING WALKS</b>	
	<ul style="list-style-type: none"> <li>i) M Black provided an update on the SEND and Safeguarding learning walks.</li> <li>ii) C Sergeant to arrange a meeting with EYFS.</li> <li>iii) Link governor roles to be saved to the school website.</li> </ul>	CS
<b>21/13</b>	<b>GOVERNORS'S FORUM</b>	
	<p>Governors were sign posted to the following governor resources:</p> <ul style="list-style-type: none"> <li>i) Governors were referred to the Liverpool Governance Forum (LGF) website. The next meeting of the LGF was 7<sup>th</sup> December 2021. All Liverpool schools were members of the LGF, and governors were welcome to attend meetings.</li> <li>ii) The Key for School Governors was also available to access through GovernorHub.</li> <li>iii) School was now a member of the National Governance Association (NGA).</li> </ul>	
<b>21/14</b>	<b>GOVERNOR TRAINING</b>	
	<p>Governors were reminded to check GovernorHub for training opportunities.</p> <p>Governors were sign posted to the following School Improvement Liverpool governor training sessions available: Attendance – 6<sup>th</sup> December 2021 Handling School Complaints – 30<sup>th</sup> November 2021</p>	
<b>21/15</b>	<b>ANY OTHER BUSINESS</b>	
	<ul style="list-style-type: none"> <li>i) Governor Code of Conduct The NGA model governor code of conduct was discussed. The document would be saved to GovernorHub for governors to confirm they have read and agree to abide by it.</li> </ul>	
<b>21/16</b>	<b>RESERVED ITEM</b>	
	<p><i>Please see confidential extract to these minutes</i></p> <p><i>Martin McNally left the meeting</i></p>	
<b>21/17</b>	<b>DATE AND TIME OF FUTURE MEETINGS</b>	
	<p>Full Governing Board meetings: Thursday 20<sup>th</sup> January 2022 at 4pm Thursday 10<sup>th</sup> March 2022 at 4pm Thursday 12<sup>th</sup> May 2022 at 4pm Thursday 7<sup>th</sup> July 2022 at 4pm</p>	
	There being no other business the meeting closed with a prayer at 6:30pm	