
**ST MATTHEW'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
HELD AT 4:00^{PM} ON THURSDAY 7th APRIL 2022 VIA ZOOM**

Present:

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| Claire Sime | - | Headteacher |
| Jane Garvey | - | Parent Governor |
| Maria Murphy | - | Parent Governor |
| Michelle Black | - | Foundation Governor |
| Ron Burke | - | Foundation Governor & Chair |
| Cathie Sergeant | - | Foundation Governor & Vice-Chair |
| Fr Conor Stainton-Pollard | - | Foundation Governor |

Also, Present: Jo Richardson - Clerk

| Items | Discussion | Action |
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| 22/16 | WELCOME AND OPENING PRAYER | |
| | C Sime welcomed everyone to the meeting. Father Conor opened the meeting with a prayer. | |
| 22/17 | APOLOGIES FOR ABSENCE | |
| | Apologies received and accepted from Darren Gidman and Frank Vaudrey. | |
| 22/18 | DECLARATION OF PECUNIARY INTERESTS | |
| | Governors were reminded to update their annual declarations within their personal profiles on Governorhub. There were no declarations for this meeting. | |
| 22/19 | CONFIDENTIALITY | |
| | Governors were reminded about the importance of confidentiality. | |
| 22/20 | NOTICE OF ITEMS FOR ANY OTHER BUSINESS | |
| | <ul style="list-style-type: none"> i) Letter re planning permission ii) Academisation | |
| 22/21 | WELCOME BACK | |
| | C Sime welcomed governors back into school for in person meetings and invited governors to walk around and see the work on display and the school environment. | |
| 22/22 | MINUTES OF THE PREVIOUS MEETING | |
| | <ul style="list-style-type: none"> a) Accuracy The minutes of the Full Governing Board meeting dated 20th January 2022 were AGREED as a true record. The minutes were signed by the Chair. b) Matters Arising There were no matters arising. | |
| 22/23 | SINGLE CENTRAL RECORD | |
| | The Single Central Record was up to date and had been checked by the Chair. | |

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| 22/24 | GOVERNANCE | |
| | <ul style="list-style-type: none"> i) Terms of Office Cathie Sergeant's term of office was due to expire on 31 August 2022. ii) Governor overview planning document - the structure of the summer term's meetings to be reviewed. A separate staffing and welfare meeting was discussed. | |
| 22/25 | LOCAL AUTHORITY PAPERS | |
| | <ul style="list-style-type: none"> i) School holiday dates – dates were available on GovernorHub. | |
| 22/26 | HEADTEACHER REPORT incl. BUDGET | |
| | <p>C Sime presented the headlines. The report had been shared on GovernorHub prior to the meeting. The key points were as follows:</p> <ul style="list-style-type: none"> i) Number of pupils on roll was currently 415. There were 3 new starters of which 2 were EAL. The school was now at capacity with places filled. The LA had contacted school looking for places for children new to country. ii) Number of Reception applications totalled 101 and it was likely appeals would be made. It was noted the number of LAC children had increased. iii) Governor question: what was the situation on Ukrainian refugees coming to the area? Response: school were awaiting further information from the LA. iv) There were 9 families appealing their secondary allocations and school were supporting with these. A discussion ensued around the high proportion of families choosing non-Catholic secondary schools. 1 x LAC with an EHCP had been placed at St Edwards, but the family felt it was not the right provision. v) Covid-19 Update <ul style="list-style-type: none"> - Following risk assessments, staff were still wearing face coverings due to the number of covid cases around school. - School had started gathering in a measured way and were moving to face to face class assemblies. - After Easter the staggered starts would end. Children would continue to exit the school via different locations. Letters would be sent to parents before Easter advising them of the changes. - Lunchtime had reduced to maximise learning in the afternoon. - Parent events in school had been successful, i.e., Swap Shop. - Parents evening had also moved to face to face meetings and parents had enjoyed seeing the children's work. Read Write Inc had also received very positive feedback from parents. Governors were invited into school to have a look at Read Write Inc. Progress was extremely positive. - Governor question: what was the current policy on covid isolation, and did it go on the staff sickness record? Response: school were following the guidance with staff being 5 days and children 3 days, however it couldn't be enforced. School were awaiting advice from HR regarding recording staff absence due to covid. - Parents enjoyed the Ukraine event in school. vi) Attendance <ul style="list-style-type: none"> - School had signed up to a new 'School Study Bugs' app that was endorsed by the DfE and NHS England. NHS advice was sent to | |

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| | <p>parents and the details of the absence were messaged direct to the school register. The app would also reduce the attendance admin workload.</p> | |
| vii) | <p>Staffing</p> <ul style="list-style-type: none"> - A full-time pastoral role had been appointed. The role would include aspects of attendance and safeguarding and setting up Thrive. This new role would reduce pressure on staff. - Two site manager posts had been advertised. One position had been filled and the other would be readvertised in the summer term. | |
| viii) | <p>Culture and Ethos</p> <ul style="list-style-type: none"> - Staff questionnaires had been completed and were very positive. The questionnaire would be repeated at the end of the year. - Pupil and parent questionnaires had been completed and were very positive. Student leadership was praised. Further information would be shared at the next meeting. - A discussion ensued around the restructure and the challenges this brought. It was hoped morning briefings would be moved to face to face. | |
| ix) | <p>School Improvement visits</p> <ul style="list-style-type: none"> - External support helped prepare for Ofsted, including meeting subject leaders, whole school staff training and subject reviews. Staff had given positive feedback and had appreciated the changes made. - A deep dive of maths had taken place this half term. Following a review, it was clear Mathematics no problem was not meeting the needs of the children therefore school were reviewing and amending policies and available resources. Staff training was planned with support from SIL. Positives from the changes could already be seen. White Rose maths, Numacon and a review of maths resources would all provide further support. | |
| x) | <p>Phase updates</p> <ul style="list-style-type: none"> - EYFS had made progress in their Read Write Inc groups. RWI was fully embedded into the curriculum. RWI and Reading Lead had commented on the rapid progress seen this half term. - Seesaw was planned to be implemented in September. - Governor question: have you focused on EYFS? Response: yes, following covid EYFS was a priority and would continue to review and build on the new framework. Governors were invited to walkaround EYFS. - KS1/KS2 expectations remain high. Staff directed time had focused this term on expectations and non-negotiables. The marking policy had been shared with staff. A discussion ensued around the marking policy, and it was highlighted a whole school moderation exercise had taken place. Staff had agreed they needed to raise the expectation. - SIL had supported the curriculum change to half termly blocks and staff were feeling positive about the change. | |
| xi) | <p>SIP</p> <ul style="list-style-type: none"> - The School Development Plan was complete and had been shared with staff. - The School Evaluation Framework would be sent to governors after Easter. | CS |
| xii) | <p>Behaviour</p> | |

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| | <ul style="list-style-type: none"> - Throughout the school behaviour and attitudes to learning remained good. Restorative practice was being developed with the policy. School continued to embed a framework that focused on relationships, self-belief and self-confidence. Showing an interest and making the time listen we all key. | |
| xiii) | <p>Assessment</p> <ul style="list-style-type: none"> - Triangulation of assessment was key. All staff had discussed the comparative data between December teacher assessments and December NFER results. - Reasons for the difference were included in the report. - Staff had attended standardisation training. - It was expected the data from Spring data drop would be more reliable. | |
| xiv) | <p>National Tutoring Programme</p> <ul style="list-style-type: none"> - Small groups of children had been identified for tuition. 58 children had been targeted for maths and English support. The support would continue for 15 weeks. - Governor question: who generated the list and are they assessment to check impact? Response: it was based on PP data and assessments would be done at the end of May. | |
| xv) | <p>Y4 Multiplication check</p> <ul style="list-style-type: none"> - Parents had been provided with the necessary documents published by the DfE and staff and children were preparing for the test. | |
| xvi) | <p>RWI Assessment</p> <ul style="list-style-type: none"> - EYFS and KS1 had been assessed in November prior to the programme starting. Progress made from end of Autumn 1 to end of Spring 1 was highlighted. Children were targeted in small groups. Progression would be further report at the next meeting. - Governor question: do you also send home reading books for pleasure? Response: yes, children have a reading for pleasure book and RWI book. | |
| xvii) | <p>Curriculum</p> <ul style="list-style-type: none"> - Updates included reading, phonics, geography and PE remained a key focus including the upskilling of staff. - The wide variety of extra-curricular clubs were very popular. Children's University had been very positive with Y5 taking part in a research project. | |
| xviii) | <p>RE</p> <ul style="list-style-type: none"> - The application for the 'Live Simply' award had started. - Governor comment: Fr Connor commented on the children's first confessions. They had been stunningly beautiful and were a tribute to C Sime and her leadership. Response: the children are amazing and guided a lot of the collective worship. Artwork around the school was all based on the children's ideas. | |
| xix) | <p>SEND</p> <ul style="list-style-type: none"> - Provision for children with SEND remained a priority, but also a challenge. The amount of paperwork continued to be a challenge and C Sime supported staff and systems were in place. The half term had seen an additional 4 x EHCP requests from parents with each application taking several hours to complete. - Governor question: are they EHCP requests school agrees with? Response: not always. | |
| xx) | <p>Performance Management was complete.</p> | |

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| | <p>xxi) Safeguarding</p> <ul style="list-style-type: none"> - The annual 175 Safeguarding audit had been submitted. A copy would be shared with governors. - Safeguarding governor training had been completed. - The termly Safeguarding report had been shared with governors on GovernorHub. <p>xxii) Buildings, Health and Safety</p> <ul style="list-style-type: none"> - A Fire/Lockdown had been completed by Compliance. - An accident had occurred on Townsend Lane where a child had been injured. Messages had been sent to parents about parking and children reminded about crossing roads. <p>xxiii) Budget</p> <ul style="list-style-type: none"> - The budget was running to plan and there were no major changes to report. It was noted that the increase in energy costs and the restructure was proving difficult to set the budget for next year. The budget and staffing would be reviewed further at the next meeting. <p>xxiv) Nursery</p> <ul style="list-style-type: none"> - A bid for additional funding had been submitted. It was included in the budget as a planned project. <p>xxv) In-School research-based projects</p> <ul style="list-style-type: none"> - Y3 were working on a memory project. - School were involved in improving vocab workshops and training sessions. <p>Governors thanked C Sime for the report.</p> | |
| 22/27 | GOVERNORS'S FORUM | |
| | <p>Governors were sign posted to the following governor resources:</p> <ul style="list-style-type: none"> i) The Key for School Governors was available to access through GovernorHub. ii) School was a member of the National Governance Association (NGA), and Governors could access information via the NGA website. iii) The next Chairs Termly Briefing was on 11th May 2022. Feedback to be shared at the next meeting. iv) The next Liverpool Governance Forum was on 24th May 2022 at Moss pitts Primary School. | |
| 22/28 | GOVERNOR TRAINING | |
| | <p>Governors were reminded to check GovernorHub for training opportunities.</p> <p>Governors were sign posted to the following: SEND Governor Training – 17th May 2022</p> | |
| 22/29 | POLICIES | |
| | <p>The following policies had been shared on GovernorHub for governors to review:</p> <ul style="list-style-type: none"> - Governor Allowance Policy - Governor Expenses Policy - LLC Financial Recommendation - Liverpool Financial Scheme - LAC Policy - Support Staff Appraisal Policy - Support Staff Capability Policy - Young Carers Policy | |

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| 22/30 | WHAT CAN CELEBRATE FROM THIS MEETING? | |
| | <ul style="list-style-type: none"> i) Safer Recruitment Training was complete ii) The budget was positive iii) The return of face-to-face meetings | |
| 22/31 | ANY OTHER BUSINESS | |
| | <ul style="list-style-type: none"> i) Letter re planning permission – shared with governors ii) Academisation – highlighted to governors | |
| 22/32 | DATE AND TIME OF FUTURE MEETINGS | |
| | <p>Full Governing Board meetings: Thursday 26th May 2022 at 4pm in school Thursday 7th July 2022 at 4pm</p> <p>Friday 27th May 2022 – Queens Jubilee Street Party in school – C Sime to send schedule to governors.</p> | CS |
| 22/33 | RESERVED ITEM | |
| | <ul style="list-style-type: none"> i) Staffing and Restructure – see <i>confidential extract to these minutes</i>. | |
| | There being no other business the meeting closed with a prayer at 6:40pm | |