

**ST MATTHEW'S CATHOLIC PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD MEETING  
HELD AT 4:00<sup>PM</sup> ON THURSDAY 26<sup>th</sup> MAY 2022 IN SCHOOL**

**Present:**

Claire Sime	-	Headteacher
Darren Gidman	-	LA Governor
Jane Garvey	-	Parent Governor
Maria Murphy	-	Parent Governor
Martin McNally	-	Staff Governor
Ron Burke	-	Foundation Governor & Chair

**Also, Present:**

Lynne Evans	-	Deputy Headteacher
Jo Richardson	-	Clerk

Items	Discussion	Action
<b>22/34</b>	<b>WELCOME AND OPENING PRAYER</b>	
	C Sime welcomed everyone to the meeting and the meeting opened with a prayer.	
<b>22/35</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies received and accepted from Michelle Black, Paula Regan, Cathie Sergeant, Fr Conor and Frank Vaudrey.	
<b>22/36</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.	
<b>22/37</b>	<b>CONFIDENTIALITY</b>	
	Governors were reminded about the importance of confidentiality.	
<b>22/38</b>	<b>NOTICE OF ITEMS FOR ANY OTHER BUSINESS</b>	
	<ul style="list-style-type: none"> <li>i) Single Central Record</li> <li>ii) RE Inspection</li> </ul>	
<b>22/39</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<ul style="list-style-type: none"> <li>a) <b>Accuracy</b> The minutes of the Full Governing Board meeting dated 7<sup>th</sup> April 2022 were AGREED as a true record. The minutes were signed by the Chair.</li> <li>b) <b>Matters Arising</b> There were no matters arising.</li> </ul>	
<b>22/40</b>	<b>LOCAL AUTHORITY PAPERS</b>	
	None	
<b>22/41</b>	<b>GOVERNANCE</b>	
	<ul style="list-style-type: none"> <li>i) Terms of Office - Cathie Sergeant's term of office was due to expire on 31 August 2022.</li> <li>ii) There was 1 x Foundation Governor vacancy.</li> </ul>	

<b>22/42</b>	<b>HEADTEACHER REPORT incl. BUDGET</b>	
	<p>C Sime presented the headlines. The report had been shared on GovernorHub prior to the meeting. The key points were as follows:</p> <p>i) Number of pupils on roll was currently 412. School were looking to fill any spaces and there was a waiting list for some year groups. Some asylum seekers had been admitted via the LA admission team.  <b>Governor question:</b> how long did children stay on the waiting list?  <b>Response:</b> 1 year.  <b>Governor question:</b> were there many in-year transfers? <b>Response:</b> 3 had moved to the school. 2 had moved to Forest School/home school and 2 had moved out of the area.  <b>Governor question:</b> were asylum seekers prioritised? <b>Response:</b> the LA did ask school to try and prioritise these children.</p> <p>ii) Transition forms were being completed for Year 6 and activities were planned to support transition to secondary school. SEND transition forms were also being completed. CPOMS helped support the transfer of safeguarding information. School had supported families with any appeals.</p> <p>iii) Admissions highlighted a lower number of catholic applications than the previous year due to covid delays in baptisms. There were currently no appeals.</p> <p>iv) SEND</p> <ul style="list-style-type: none"> <li>- The SEND Report had been shared with governors prior to the meeting.</li> <li>- Provision for children with SEND continued to be a priority but also a challenge.</li> <li>- Parental requests for EHCPs had caused a lot of additional work.</li> <li>- There were 103 children on the SEND register. The breakdown of SEND in year groups was highlighted. The primary need was communication and interaction and RWI would help to support this.</li> </ul> <p>v) CLA</p> <ul style="list-style-type: none"> <li>- 1 child remained on long term foster care. It had been a challenging year for the child.</li> </ul> <p>vi) Finance and Budget</p> <ul style="list-style-type: none"> <li>- The finance officer had completed an end of year review and financial health check, looking at areas of need and priorities to ensure the funding was correct.</li> <li>- The budget remained positive with a planned carry forward.</li> <li>- Increasing energy costs were highlighted with the recent bill being £8k. The previous month had been £2k.</li> <li>- There were no further updates regarding the nursery funding.</li> </ul> <p style="text-align: center;"><i>Governors formally AGREED the budget.</i></p> <p>vii) Staffing</p> <ul style="list-style-type: none"> <li>- Karen Barnes had started as the new pastoral lead. This was a non-teaching role.</li> <li>- The new site manager had settled in well.</li> <li>- 1 x staff was absent due to work related stress.</li> <li>- 1 x additional DHT and 3 TLR roles had been appointed for September.</li> <li>- 1 x teacher was leaving in July, and another was starting MAT leave.</li> </ul>	

	<ul style="list-style-type: none"> <li>- 1 x teacher job advert had been placed and the closing date was 13<sup>th</sup> June.</li> <li>- Systems of support were in place, including a Headteacher open door policy, mental health and wellbeing continued to be prioritised, subject leaders given time to focus on need, staff have access to governor email and counselling.</li> <li>- The INSET day was planned for report writing at home.</li> <li>- Plans for staffing in September were being put together and were subject to any further staffing changes.</li> </ul>	
viii)	<p>Phase updates</p> <ul style="list-style-type: none"> <li>- EYFS continued to be a key focus and would be assessed against emerging and exceeding. Stay and play sessions had resumed and continued to be reviewed and developed. These sessions were very successful with parents. There was lots going on in school for parents to attend and this had been very much appreciated by parents.</li> <li>- KS1/KS2 expectations remained high for all children. Staff directed time training continued to focus on expectations and non-negotiables.</li> </ul>	
ix)	<p>School Improvement Priorities</p> <ul style="list-style-type: none"> <li>- Staff had completed action plans for their areas of responsibility.</li> <li>- Meetings were planned with subject leaders to review action plans focusing evidencing of impact for noted actions and objectives.</li> <li>- <b>Governor question:</b> how often was the SIP reviewed? <b>Response:</b> termly.</li> </ul>	
x)	<p>School Improvement Visits</p> <ul style="list-style-type: none"> <li>- Visits continued to support school with positive feedback from staff and the SIP.</li> <li>- <b>Governor question:</b> can subject leaders be invited to governor meetings? <b>Response:</b> yes, this could be arranged for future meetings.</li> </ul>	
xi)	<p>Curriculum</p> <ul style="list-style-type: none"> <li>- Reading remained a key priority.</li> <li>- Training for RWI had started in November.</li> <li>- There was a focus on subject leaders, and they had been given the opportunity to undertake planning, pupil voice and action plans over a 3-day period.</li> <li>- Melanie Pitt from SIL support staff with a coaching and mentoring programme.</li> <li>- Schools within the network worked in triads to share good practice.</li> <li>- The same schools were used for moderation and staff had built good working relationships.</li> <li>- Sharing of good practice also helped to save costs on training.</li> <li>- Curriculum blocks had been extended to ensure children can recall what they have learnt.</li> <li>- The school had a full curriculum including during SATs week.</li> <li>- <b>Governor question:</b> what was the rationale for MFL compared to other subjects? <b>Response:</b> Spanish was a new language in school.</li> </ul>	
xii)	<p>Assessment – L Evans provided an update:</p> <ul style="list-style-type: none"> <li>- The Spring data drop and analysis had been completed.</li> <li>- Following conversations with staff, there had been an increase in moderation, working with the network and SIL.</li> <li>- The data looked more realistic.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Another data drop would be done in the summer term.</li> <li>- 3 x SEND children did not sit SATs. Progress had been made but they had not been ready. 1 child had only started school in Year 6 and had missed a lot of education.</li> <li>- <b>Governor question:</b> how does data compare to 2018/19? <b>Response:</b> it was lower due to covid.</li> <li>- <b>Governor comment:</b> it was clear the focus on reading was having a positive impact.</li> <li>- <b>Governor question:</b> was there a gender gap? <b>Response:</b> there were less girls in the cohort.</li> </ul>	
xiii)	Phonics <ul style="list-style-type: none"> <li>- RWI continued in KS2 together with daily interventions.</li> <li>- 73% of Year 2 passed the phonics test in November. Those children who did not meet the expected standard would take the check again in June 2022.</li> <li>- The Fresh Start program was appropriate for older children.</li> </ul>	
xiv)	RE <ul style="list-style-type: none"> <li>- RE was high profile in school.</li> <li>- Prayer assemblies worked well on zoom.</li> <li>- Weekly class assemblies had returned to face to face.</li> </ul>	
xv)	First Communion – the Chair provided feedback. <ul style="list-style-type: none"> <li>- The service had been beautiful with children signing. The children had been very well behaved and for some children it was their first time in church after 2 years.</li> <li>- School would continue to plan more experiences for the children.</li> </ul>	
xvi)	Family Support <ul style="list-style-type: none"> <li>- The school mobile and email continued to be manned.</li> <li>- Staff were outside at drop off and pick-ups.</li> <li>- ‘Bring a parent to school’ week was planned to help build relationships.</li> <li>- It’s Your Child’s Life Courses were held in the Spring Term with approx. 15 parents attending. The course had been very popular and had received great feedback from parents. Further courses would be run in the Autumn term.</li> </ul>	
xvii)	Child Protection/Safeguarding <ul style="list-style-type: none"> <li>- Safeguarding remained a critical area of school life and was highly effective.</li> <li>- The termly safeguarding report was shared with governors.</li> <li>- Systems were regularly reviewed to ensure continued effectiveness.</li> <li>- The 175 Audit was complete.</li> <li>- Training was up to date and CPOMS worked well.</li> <li>- <b>Governor question:</b> how many daily entries were there on CPOMS and how did you respond to them? <b>Response:</b> approx. 30 entries per day, PSHE lessons and assemblies dealt with issues. Paul Bradshaw was doing a workshop next term. SMS tracker and safe messages were tracked.</li> <li>- <b>Governor question:</b> how did governors deal with difficult situations? <b>Response:</b> staff had access to counselling if needed.</li> </ul>	
xviii)	Attendance <ul style="list-style-type: none"> <li>- Currently 95.4% (96% without the worst 15 attenders)</li> <li>- Penalty notices continued to have a positive impact.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Studybugs in partnership with the NHS provided a communication platform for children's health. Parents are being encouraged to sign up to the app as it feeds directly into SIMS.</li> <li>- Holidays in term time had increased.</li> <li>- PAs fluctuated and were mainly due to holidays.</li> <li>- School supported families through attendance meetings.</li> <li>- <b>Governor question:</b> what about the attendance of SEND children? <b>Response:</b> attendance was on the agenda for every meeting including safeguarding meetings.</li> </ul> <p>xix) Performance Management</p> <ul style="list-style-type: none"> <li>- The performance management cycle for 2021-22 continued for all staff.</li> </ul> <p>Governors thanked C Sime for the report. Governors also wished to thank all the staff for their continued hard work.</p>	
<b>22/43</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) The Key for School Governors was available to access through GovernorHub.</li> <li>ii) School was a member of the National Governance Association (NGA), and Governors could access information via the NGA website.</li> <li>iii) The next Chairs Termly Briefing was on 7<sup>th</sup> June 2022. Feedback would be shared at the next meeting.</li> </ul>	Chair
<b>22/44</b>	<b>GOVERNOR TRAINING</b>	
	<p>Governors were reminded to check GovernorHub for training opportunities.</p> <p>Governors were sign posted to the following: Dealing with Disruptive &amp; Aggressive Parents – 16<sup>th</sup> June 2022 Role of the School Governor Part 1 and 2 – 21<sup>st</sup> June 2022</p>	
<b>22/45</b>	<b>POLICIES</b>	
	<p>The following policies had been shared on GovernorHub for governors to review:</p> <ul style="list-style-type: none"> <li>- Whistleblowing Policy</li> </ul>	
<b>22/46</b>	<b>WHAT CAN CELEBRATE FROM THIS MEETING?</b>	
	<ul style="list-style-type: none"> <li>i) The budget was positive and had been signed off.</li> <li>ii) The return of face-to-face meetings.</li> <li>iii) Building positive links with parents, the parish and community.</li> <li>iv) It was positive that parents wanted to be involved with the school.</li> </ul>	
<b>22/47</b>	<b>ANY OTHER BUSINESS</b>	
	<ul style="list-style-type: none"> <li>i) The Single Central Record was up to date and had been checked and signed by the Chair.</li> <li>ii) RE Inspection – C Sime had attended a meeting at LACE. The new inspection framework would start in September. The handbook would be shared on GovernorHub. An inspection was due during the Autumn term and governors would be kept updated.</li> </ul>	CS
<b>22/48</b>	<b>DATE AND TIME OF FUTURE MEETINGS</b>	
	Full Governing Board - Thursday 7 <sup>th</sup> July 2022 at 4pm	

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<b>22/49</b>	<b>RESERVED ITEM</b>	
	i) Staffing and Restructure – see <i>confidential extract to these minutes</i> .	
	There being no other business the meeting closed with a prayer at 6pm	