

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

Present:

Claire Sime	-	Headteacher
Maria Murphy	-	Parent Governor
Martin McNally	-	Staff Governor
Ron Burke	-	Foundation Governor & Chair
Michelle Black	-	Foundation Governor
Paula Regan	-	Foundation Governor
Cathie Sergeant	-	Foundation Governor
Father Conor	-	Foundation Governor

Also, Present: Lynne Evans - Deputy Headteacher

Items	Discussion	Action
22/50	WELCOME AND OPENING PRAYER	
	C Sime welcomed everyone to the meeting and the meeting opened with a prayer by Father Conor. Prayers were also made for Frank Vaudrey.	
22/51	APOLOGIES FOR ABSENCE	
	Apologies received and accepted from Jane Garvey and Darren Gidman.	
22/52	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.	
22/53	CONFIDENTIALITY	
	Governors were reminded about the importance of confidentiality.	
22/54	CHAIR'S EMERGENCY DECISIONS	
	i) Safeguarding – Single Central Record (SCR) M Black had attended a meeting in school to check the SCR. It was proposed termly checks termly. All actions from the previous meeting had been addressed.	
22/55	NOTICE OF ITEMS FOR ANY OTHER BUSINESS	
	i) Frank's celebration A date in July had been set and governors were invited to attend. However, following a discussion, it was agreed to move the celebration date to the Autumn term.	
22/56	MINUTES OF THE PREVIOUS MEETING	
	a) Accuracy The minutes of the Full Governing Board meeting dated 26 th May 2022 were AGREED as a true record. The minutes were signed by the Chair. b) Matters Arising There were no matters arising.	
22/57	LOCAL AUTHORITY PAPERS	
	i) Governor briefing	

	<p>Governors were invited to attend the next Chair's termly meeting re academisation. C Sime had attended a Headteacher's meeting with the agenda being academisation. The Archdiocese consultation documents were still awaited, and once received the governing body would need to discuss academisation further including the timeframe of joining a MAT. C Sime had spoken to Maria McGarry who had said it was expected the first round of school's would academise in April 2023. Schools were expected to join one of the three Liverpool MATs. It was noted the school's governing body would remain the same and the trust would control the budget. Further information would be required before any decisions could be made and governors would be updated again in the Autumn term.</p> <p>ii) School holiday dates The dates had been agreed and were on the school website.</p>	
22/58	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> <p>i) Number of pupils on roll was currently 413 (over by 34). Numbers in each year groups remained static, and any spaces were always tried to be filled. FSM totalled 117 and continued to rise. New Reception parents had been targeted to apply for FSM. FSM vouchers would be available over the summer in the sum £145 per child. Governor question: could incentives for parents to apply for FSM be the vouchers? Response: yes, this was explained to the reception parents. No packed lunches continued to be in place again for next year for Reception and so far, worked well. It was noted the National Insurance numbers could be checked on a portal. It was suggested laptops be set up to support parents apply for FSM.</p> <p>ii) Transition forms for Y6 had been completed and shared with identified schools. Class teachers, safeguarding lead and SENDCO had met with secondary school staff to share information. Secondary summer schools were also planned, and secondary schools were contacting parents direct. Other year group transitions had included 'meet the new teacher' with parents able to drop in. Positive feedback received. Further transition days and transition booklets were also arranged. 'Bring your parent to school' week had received an amazing response from parents. Parents attended in hourly slots of 6 parents per class which had worked well.</p> <p>iii) Finance and Budget</p> <ul style="list-style-type: none"> - Costings for gas and electricity were highlighted. Percentage increase for gas was 66% and electricity 410%. School were trying to reduce costs where possible including not leaving equipment in standby mode. The LA have stated they would pay schools back 60% of the increased charges, however this would not cover the full impact of increased energy costs. - The financial implications of the restructure were highlighted. From September pay protection would begin for 5 members of staff and there were 3 new TLR roles. School had worked with the finance officer to ensure these costs were planned for in the budget. - All lines of spending continued to be monitored closely. Ordering of exercise books had been streamlined and stock levels were monitored carefully. 	

	<ul style="list-style-type: none"> - Governor question: was it possible to conduct an audit of all resources, not just books? Response: yes, audits were done, however, school did not hold general stock. Stock was very carefully monitored to ensure school did not over order. - The Budget for Year 1 to 3 remained good with a planned carried forward balance. <p>iv) Admissions / New Reception</p> <ul style="list-style-type: none"> - All nursery visits had been completed for Reception children. Parent meetings in school had received positive feedback. Stay and play sign up sessions including a tour of the school had also been positive. - There were 2 x LAC joining Reception. - It was noted 2 x EHCP children in the current Reception class were awaiting alternative provision. <p>v) SEND</p> <ul style="list-style-type: none"> - A detailed SEND Report for Summer 2022 had been shared on GovernorHub prior to the meeting. - SEND remained a huge challenge. Parental demands continued to be challenging, with staff receiving requests during the holidays which provided further implications around the timeframe for responding to applications. C Sime had sent a letter to parents around the current position within the city and the school. C Sime to share the letter with governors. - Communication to SEN parents was a key focus. <p>vi) CLA</p> <ul style="list-style-type: none"> - 1 child remained on long term foster care and received a variety of additional support. 2 x CLAs with complex needs were joining in September. <p>vii) Staffing</p> <ul style="list-style-type: none"> - An overview of Staff and Classes 2022-2023 had been shared on GovernorHub prior to the meeting. The overview also identified the learning support assistants and their location. It was noted that the current Y2 class were very challenging with complex needs and demanding parents, therefore the group had been split. - Karen Barnes, pastoral lead had a clear vision for the role including work on attendance. - 2 teachers were leaving, and 1 member of staff would be starting maternity leave. 3 new teachers were joining the school in September and governors were provided with an overview. - 1 LSA had given notice. Options for employing an ECT teacher instead of an LSA were being pursued. - The headteacher open door policy continued and new door signs were planned. The staff mental health and wellbeing continued to be prioritised. - Changes to PPA had been discussed and staff consulted. A response was awaited from staff. Governor would be kept updated. - Staff absence was highlighted. The management of leave of absence including return to work was a key focus. Meetings were planned with HR for support and guidance. C Sime kept in touch with staff on long term absence. <p>viii) Assessment</p> <ul style="list-style-type: none"> - 2022 Data was shared on GovernorHub. Further data would follow including whole school summary report. 	CS
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	<ul style="list-style-type: none"> - Key headlines for the expected standard were, Maths 47%, Reading 66%, Spelling and Grammar 71%, Writing 73%. Maths was considerably below target, however, 15 children were 98 or 99 and papers were being checked. It was noted that maths had been lower nationally. Maths data had been shared with SIL and reflected the changes. A discussion ensued around maths resources and the plans in place. Progress had already been made in maths. - Governor question: with regard to maths, had any allowances been made for lockdown? Response: no. - Governor question: was there a gender gap for maths? Response: a further detailed report would be provided in the Autumn term. - Following the challenges of covid, the Y6 results should be celebrated, children were settled and happier. Books would be shared with governors during the Autumn term. <p>ix) Monitoring</p> <ul style="list-style-type: none"> - SLT and SIL had completed learning walks. All monitoring informed planning for 2022-23. <p>x) External Validation</p> <ul style="list-style-type: none"> - Reports for English, Maths and Geography were shared on GovernorHub. Progress was evident. Read Write Inc training sessions were planned. The new program would also support teacher workload. <p>xi) Pupil Premium update</p> <ul style="list-style-type: none"> - Quality first teaching, quality interventions and support remained a key focus. <p>xii) PE and Sports Grant</p> <ul style="list-style-type: none"> - Sport and health remained high profile. The PE and Sports Grant had been published on the school's website. LSSP had been very successful, along with staff CPD and many after school clubs. <p>xiii) 1:1 Tuition update</p> <ul style="list-style-type: none"> - School continued to use this support for interventions. All 15 hours of support had been completed. Information had been shared on GovernorHub. <p>xiv) SDP</p> <ul style="list-style-type: none"> - SLT and SIP had been working on the document including feedback from end of year reviews and subject leader action plans. <p>xv) SEF</p> <ul style="list-style-type: none"> - Shared and evaluated in March 2022. The document would be reviewed again in the Autumn term. <p>xvi) Phase updates</p> <ul style="list-style-type: none"> - All teachers continued to work hard. Regular EYFS meetings continued, and progress was evident. - Governor question: how are gifted children supported? Response: traffic light systems help to rank children. - KS1/KS2 planning continued to be detailed and noted progress. <p>xvii) Curriculum Summer update</p> <ul style="list-style-type: none"> - Curriculum reports were on GovernorHub prior to the meeting. The curriculum remained a key focus for next year. <p>xviii) RE</p> <ul style="list-style-type: none"> - RE remained high profile in school. Weekly prayer assemblies continued on zoom as this worked well with RWI timings. Class 	<p>CS</p> <p>CS</p> <p>CS</p>
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	<p>assemblies continued in the school hall with parents invited and positive feedback continued to be received.</p> <ul style="list-style-type: none"> - The Live Simply Award Application was being submitted, summer assessments were taking place and school had hosted RE cluster meetings. Other Faiths week and a Leavers mass was also planned. - Father Conor's 25th Anniversary celebrations had taken place. - The RE inspection was due in the Autumn term. <p>xix) SLAs</p> <ul style="list-style-type: none"> - Governors were provided with an overview of the SLAs including costings. <p>xx) Staff CPD</p> <ul style="list-style-type: none"> - CPD had been identified and organised for 2022-2023. Inset training had also been identified and planned. The full report had been shared on GovernorHub prior to the meeting. <p>xxi) Behaviour</p> <ul style="list-style-type: none"> - The policy would be shared with governors in the Autumn term. - Zones of Regulations were being reviewed and restorative practice was being further developed. SLT had received training about developing restorative practice as a tool to support behaviour systems. Restorative practice fit well with the ethos of the school. <p>xxii) Family support</p> <ul style="list-style-type: none"> - The school family support worker continued to work with identified families and had delivered informative sessions for parents. It's your child's life parents' course was planned for the Autumn term. School continued to receive positive feedback from parents. <p>xxiii) Child Protection/Safeguarding</p> <ul style="list-style-type: none"> - The termly safeguarding report dated July 2022 had been shared on GovernorHub prior to the meeting. - Safeguarding remained a critical area of school life and was highly effective. Weekly safeguarding meetings continued and the impact of monitoring the completion of actions was now even more effective. - CPOMS worked well and continued to be reviewed. CPOMS supported the transfer to secondary schools very well. - Mental health support included thrive and rise groups, drawing and talking groups, seedlings, mental health worker and the counsellor also provided support. Termly meetings to discuss individual children continued. - Paul Bradshaw from SIL had delivered e-safety workshops and staff had attended Prevent training. E-safety on the school website continued to be developed. <p>xxiv) Attendance</p> <ul style="list-style-type: none"> - Attendance continued to be high priority and school were applying for the Attendance Quality Mark. - Systems were in place and consistency was key. - Holidays in term time continued to be a challenge. A discussion ensued around holidays due to covid. <p>xxv) Performance Management</p> <ul style="list-style-type: none"> - Meetings were planned and no issues had been identified. <p>xxvi) Nursery</p> <ul style="list-style-type: none"> - There were no further updates. 	CS
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	<ul style="list-style-type: none"> - Governor question: it was suggested the new nursery extension be called 'The Frank Vaudrey Annex'. There were no new updates on the building work. C Sime to chase. <p>Governors thanked C Sime for the report</p>	CS
22/59	PREMISES HEALTH AND SAFETY UPDATE	
	<p>The document had been shared on GovernorHub prior to the meeting.</p> <ul style="list-style-type: none"> - Compliance continued to support the school well. - The number of accidents in the school yard were highlighted. The wooden play furniture was becoming a hazard and work would be done over the summer improve the furniture. 	
22/60	GOVERNANCE	
	Governors were reminded to check GovernorHub for training opportunities.	
22/61	ANY OTHER BUSINESS	
	i) Staffing – <i>see confidential extract to these minutes</i>	
22/62	DATE AND TIME OF FUTURE MEETINGS	
	<p>Full Governing Board – Thursday 22nd September at 4pm in school</p> <p>Agenda items:</p> <ul style="list-style-type: none"> i) Policies ii) Election of Chair and Vice-Chair – to be moved to the Autumn term iii) Roles and Responsibilities iv) Terms of Reference v) Staff Discipline Policy vi) Staff Grievance Policy vii) Instrument of Government 	
	There being no other business the meeting closed with a prayer at 6pm	