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**ST MATTHEW'S CATHOLIC PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD MEETING  
HELD AT 4:00<sup>PM</sup> ON THURSDAY 10<sup>th</sup> NOVEMBER 2022 IN SCHOOL**

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**Present:**

|                |   |                             |
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| Claire Sime    | - | Headteacher                 |
| Maria Murphy   | - | Parent Governor             |
| Jane Garvey    | - | Parent Governor             |
| Ron Burke      | - | Foundation Governor & Chair |
| Michelle Black | - | Foundation Governor         |
| Darren Gidman  | - | LA Governor                 |

**Also, Present:**

|               |   |                               |
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| Toni Gaskell  | - | Deputy Headteacher and SENDCO |
| Alex Dunbar   | - | Y6 Lead                       |
| Jo Richardson | - | Clerk                         |

| Items        | Discussion   | Action          |
|--------------|--|-----------------|
| <b>22/82</b> | <b>WELCOME AND OPENING PRAYER</b>  |                 |
|              | C Sime welcomed everyone to the meeting and the meeting opened with a prayer.  |                 |
| <b>22/83</b> | <b>APOLOGIES FOR ABSENCE</b>   |                 |
|              | Apologies received and accepted from Paula Regan, Canon Conor, Cathie Sergeant and Lynne Evans.<br><br>No apologies received from Martin McNally.  |                 |
| <b>22/84</b> | <b>DECLARATION OF PECUNIARY INTERESTS</b>  |                 |
|              | There were no declarations for this meeting.   |                 |
| <b>22/85</b> | <b>CONFIDENTIALITY</b>   |                 |
|              | Governors were reminded about the importance of confidentiality.   |                 |
| <b>22/86</b> | <b>GOVERNANCE</b>  |                 |
|              | <ul style="list-style-type: none"> <li><b>i) Governor Vacancies</b><br/>2 x Foundation Governors</li> <li><b>ii) Governor Training</b><br/>Governors were reminded to check GovernorHub for training opportunities. The training matrix would be reviewed at the next meeting.</li> <li><b>iii) GovernorHub</b><br/>Senior leadership team to be added GovernorHub.</li> </ul> | CS<br><br>Clerk |
| <b>22/87</b> | <b>CHAIR'S EMERGENCY DECISIONS</b>   |                 |
|              | None   |                 |
| <b>22/88</b> | <b>NOTICE OF ITEMS FOR ANY OTHER BUSINESS</b>  |                 |
|              | <ul style="list-style-type: none"> <li>i) Academisation Update</li> <li>ii) Safer Recruitment Updates (online searches)</li> <li>iii) Admissions Policy</li> </ul>   |                 |
| <b>22/89</b> | <b>MINUTES OF THE PREVIOUS MEETING</b>   |                 |
|              | <ul style="list-style-type: none"> <li><b>a) Accuracy</b><br/>The minutes of the Full Governing Board meeting dated 22<sup>nd</sup> September 2022 were AGREED as a true record. The minutes were signed by the Chair.</li> <li><b>b) Matters Arising</b></li> </ul>   |                 |

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|              | There were no matters arising.  |  |
| <b>22/90</b> | <b>SAFEGUARDING - SINGLE CENTRAL RECORD</b>   |  |
|              | The Single Central Record had been checked and was up to date.  |  |
| <b>22/91</b> | <b>HEADTEACHER REPORT incl. BUDGET AND NURSERY UPDATE</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> <ul style="list-style-type: none"> <li>i) Current numbers on roll were 407. Numbers in year groups were highlighted and any places were filled from the waiting list. Six children had left since September and the reasons were given.<br/><b>Governor question:</b> what happens when a parent requests to leave?<br/><b>Response:</b> the parent meets with the Headteacher. It was noted some parents moving their child to Runnymede St Edward's Catholic Primary helped them to secure secondary school places.</li> <li>ii) Key updates: <ul style="list-style-type: none"> <li>- Staff absence continued to have an impact on general running of the school. Subject leader's time had also been affected. Staff were aware that all was being done to provide additional time. School worked closely with HR and followed the Absence Policy. School were trying to keep costs down by not using supply wherever possible. It was important to keep consistency of teaching staff.</li> <li>- School Improvement Liverpool (SIL) continued to offer support for all areas of the curriculum and strategies for adaptive teaching.</li> <li>- The school PTFA had provided considerable support, helping to do bagels for the children in a morning.</li> <li>- Cash for kids had raised approx. £6,000.</li> </ul> </li> <li>iii) Staffing <ul style="list-style-type: none"> <li>- There were a number of long-term absences including the business manager. Back to work meetings continued to be held after every absence. A discussion ensued around the implications of staff absence.</li> <li>- ECTs were all working well, and systems were in place.</li> <li>- Meetings had taken place with HR to review policy and procedures around staff absence.</li> </ul> </li> <li>iv) Finance <ul style="list-style-type: none"> <li>- A full review would be completed by the end of November.</li> <li>- A deficit budget meeting was planned. Costs were being reduced wherever possible and it was hopefully the budget would recover if costs were kept to a minimum.</li> <li>- Claims on staff insurance would continue and school were looking at ways to increase income. A questionnaire had been sent to parents regarding an after-school club. Holiday clubs, letting of the school building and funding through grants were all possibilities.</li> <li>- <b>Governor question:</b> what about de-carbonisation? <b>Response:</b> a meeting would be arranged.</li> </ul> </li> <li>v) CPD <ul style="list-style-type: none"> <li>- The focus remained on RWI, Read to Write and Maths. Bespoke training was in place and school continued to work closely with SIL. There were planned visits to other schools to look at different aspects of their provision.</li> </ul> </li> <li>vi) Read to Write <ul style="list-style-type: none"> <li>- Governors were provided with an overview of the scheme. It was very structured and consistent across the school. Teachers had the same</li> </ul> </li> </ul> |  |

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|       | <p>planning framework in each year group, children were enjoying the scheme and overall, it was working well.</p> <ul style="list-style-type: none"> <li>- <b>Governor question:</b> had there been an increase in reading for pleasure? <b>Response:</b> yes, children really enjoyed their reading for pleasure time, it was a very calm and relaxing start and end to the day. Teachers all read with the children.</li> </ul>  |    |
| vii)  | <p><b>SIP</b></p> <ul style="list-style-type: none"> <li>- The SIP had been working closely with subject leaders and the leadership team with a focus on Ofsted preparation.</li> <li>- The Headteacher performance management meeting was booked for 1.12.2022.</li> </ul>  |    |
| viii) | <p><b>Phase updates</b></p> <ul style="list-style-type: none"> <li>- The school EYFS team continued to work with the LA advisor. Despite staff absence, EYFS was positive.</li> <li>- KS1 and KS2 had a consistent approach and time had been spent reviewing timetables.</li> <li>- <b>Governor question:</b> Would there be an opportunity for governors to speak to subject leads to see clarity of the intent, implementation and impact? <b>Response:</b> yes, subject leads could be invited to the next meeting.</li> </ul>   | CS |
| ix)   | <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>- Behaviour and attitudes to learning were good and pupil voice demonstrated clear enjoyment and progress in learning.</li> <li>- The Behaviour Policy had been reviewed and shared with staff.</li> <li>- School were looking at a variety of ways to support ASD children including a Quiet Space.</li> <li>- The LA had been invited to look at the outdoor space and observe playtimes. Positioning of zones were key and a review of the wooden furniture was planned once the survey had been completed.</li> <li>- School continued to address restorative behaviour.</li> </ul>   |    |
| x)    | <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>- All reception baselines had been completed and all children were being assessed for communication and language needs by the SENDCO and the speech and language therapist.</li> <li>- The updated IDSR data was available to view on GovernorHub.</li> <li>- Systems were in place for maths to drive standards forward. The maths lead would attend the next meeting to update governors on White Rose Maths.</li> <li>- <b>Governor question:</b> what about times tables? <b>Response:</b> Each key stage was regularly tested and Times Tables Rockstars was in place. The SIP provided support and strategies for children.</li> <li>- <b>Governor question:</b> were children grouped? <b>Response:</b> all children have access to a highly ambitious curriculum. Y6 group to help target support. Staff had received adaptive training to support children to achieve objectives. Children don't move on with skills until children are ready. Children receive lots of strategies and each year groups focus on times tables.</li> </ul> | CS |
| xi)   | <p><b>School Improvement Priorities (SIP)</b></p> <ul style="list-style-type: none"> <li>- The SIP 2022-23 was being finalised. Areas for development included maths, greater depth, new writing schemes and phonics. Whole school consistency, standards and expectations would lead to improved outcomes.</li> </ul>   |    |
| xii)  | <p><b>Curriculum</b></p>   |    |

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|  | <ul style="list-style-type: none"> <li>- Staff had been supported by SIL for maths, including planning workshops. A parent workshop was offered.</li> <li>- The use of seesaw was used to record things orally for SEND children and to help build Read to Write.</li> <li>- Read to Write was a key focus.</li> <li>- The curriculum reports for English, PE Sports Premium, Science, Art and MFL were all available on GovernorHub</li> <li>- The SEF would also be shared on GovernorHub.</li> </ul> <p>xiii) RE</p> <ul style="list-style-type: none"> <li>- Training for the Catholic Self Evaluation Document (CSED) and the new Catholic Schools Inspection was booked.</li> <li>- Come and See Collective workshops had taken place.</li> </ul> <p>xiv) Extra Curricular Clubs / Residential Trips</p> <ul style="list-style-type: none"> <li>- Clubs continued to be popular and pupil voice helped to review the provision.</li> <li>- Y4's 2-day residential trip to colomendy had been successful and Y2 were going to Crosby Hall for 1 night.</li> </ul> <p>xv) SEND – T Gaskell provided an update</p> <ul style="list-style-type: none"> <li>- The SEN Information Report had been shared on GovernorHub prior to the meeting.</li> <li>- Workload remained a challenge. There were currently 8 EHCPs and 20 pending. A lot of parents were requesting EHCPs. EHCPs could take up to 20 weeks to process.</li> <li>- Governor question: which year group had the most EHCPs?<br/>Response: Y5 had the most. Some parents had requested them in time for secondary.</li> <li>- A discussion ensued around meeting the needs of the children and the challenges this brings. School would continue to provide as much SEND support as possible.</li> <li>- Pupil profiles had been sent to parents.</li> <li>- A discussion ensued around a SEND child with very complex needs.</li> <li>- The curriculum was bespoke to SEND children.</li> <li>- <b>Governor question:</b> did many children use the sensory circuit?<br/><b>Response:</b> it was set up in the hall but school were looking at other options for setting up in a corridor. Approx 15 children used the sensory circuit at the moment and it provided positive support for the children. It helped to regulate.</li> </ul> <p>xvi) Children Looked After (CLA)</p> <ul style="list-style-type: none"> <li>- There was 1 CLA, 3 SGO and 3 adopted.</li> </ul> <p>xvii) Family and pastoral support</p> <ul style="list-style-type: none"> <li>- School had strong links with outside agencies to provide as much support as possible.</li> <li>- Workshops were planned.</li> <li>- Governor question: were the workshops popular? Response: yes, especially the Art sessions.</li> <li>- Food parcels had been arranged. Parents could also access Fair Share.</li> </ul> <p>xviii) Pupil Premium</p> <ul style="list-style-type: none"> <li>- Spending would remain focused on quality first teaching and interventions.</li> <li>- <b>Governor question:</b> how many PP children were there? <b>Response:</b> 114 children (over 25%) and growing. Interventions were in place.</li> <li>- <b>Governor question:</b> is analysis done for PP and non-PP?<br/><b>Response:</b> yes and it is included in pupil progress meetings,</li> </ul> | CS |
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|              | <p>xix) Performance Management targets</p> <ul style="list-style-type: none"> <li>- The Appraisal/Performance Management Objectives were shared with governors.</li> <li>- <b>Governor question:</b> do staff get the same 2 objectives? <b>Response:</b> yes, all staff get the same but there are different levels depending on experience.</li> </ul> <p>xx) Child Protection/Safeguarding</p> <ul style="list-style-type: none"> <li>- A safeguarding review by Phil Cooper was planned for this term. Safeguarding remained high profile.</li> <li>- The report included the key actions and next steps.</li> <li>- <b>Governor question:</b> how do you record incidents? <b>Response:</b> The CPOMS online system works very well.</li> <li>- The termly safeguarding report was shared with governors.</li> </ul> <p>xxi) Projects in School</p> <ul style="list-style-type: none"> <li>- The projects this year included Transforming Teaching Inspire, Development of a quiet space in school, Attachment and Trauma.</li> </ul> <p>xxii) Health &amp; Safety</p> <ul style="list-style-type: none"> <li>- School were awaiting the report from Compliance and this would be shared with governors. All systems were in place.</li> </ul> <p>xxiii) Nursery</p> <ul style="list-style-type: none"> <li>- After many emails a response had been received. Currently the Archdiocese do not see a way forward as planners will not allow a modular building and the alternative is not affordable. It would be kept under review.</li> <li>- Installing new toilets for children and staff was a priority over the Nursery.</li> </ul> <p>Governors thanked C Sime for her report.</p> |  |
| <b>22/92</b> | <b>LOCAL AUTHORITY PAPERS</b>  |  |
|              | <p>The Chair provided an update from a recent meeting:</p> <p>i) Governor Briefing – 17<sup>th</sup> October 2022</p> <ul style="list-style-type: none"> <li>- The meeting had discussed energy costs, attendance and the new guidelines and academisation. Slides were available from the meeting for governors to view.</li> </ul>   |  |
| <b>22/93</b> | <b>POLICIES</b>  |  |
|              | <p>The following policies had been shared on GovernorHub:</p> <ul style="list-style-type: none"> <li>- Accessibility Plan</li> <li>- Teachers Pay Policy</li> <li>- Teacher Capability Policy</li> <li>- Charging &amp; Remissions Policy</li> <li>- Data Protection Policy</li> <li>- Teacher Appraisal Policy</li> <li>- Cleaning and Maintenance Policy</li> <li>- Credit Card Policy</li> <li>- Staff Travel Expenses Policy</li> <li>- Data Breach Policy</li> <li>- Data Retention Policy</li> <li>- Freedom of Information Policy</li> <li>- CCTV Policy</li> <li>- Subject Access Request Policy</li> <li>- Health and Safety Policy</li> </ul>  |  |

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|              | <i>Governors formally RATIFIED the above policies.</i>  |    |
| <b>22/94</b> | <b>WHAT CAN WE CELEBRATE FROM THIS MEETING?</b>   |    |
|              | <ul style="list-style-type: none"> <li>i) Ethos Day was amazing! A mission day meeting had been planned to look at ideas from the children. Governors were invited to join the meeting. The day had also been very positive for staff.</li> <li>ii) Governors having the opportunity to spend time together and ask questions.</li> <li>iii) Governors enjoyed having staff members join the governor meeting.</li> </ul>   |    |
| <b>22/95</b> | <b>ANY OTHER BUSINESS</b>   |    |
|              | <ul style="list-style-type: none"> <li>iv) Academisation Update <ul style="list-style-type: none"> <li>- C Sime had attended a meeting for Headteachers and provided governors with an update. The PowerPoint presentation would be shared with governors. Expressions of interest would be done in the Spring term. A discussion ensued around whether to join a CMAT. Governors would be kept updated.</li> </ul> </li> <li>v) Safer Recruitment Updates (online searches) <ul style="list-style-type: none"> <li>- Governors were provided with new guidance around conducting online searches for new staff. The LA HR had provided a plan for schools to follow.</li> </ul> </li> <li>vi) Admissions Policy <ul style="list-style-type: none"> <li>- The Admissions Policy would be available to view on GovernorHub. It was required to be ratified by Feb 2023.</li> </ul> </li> </ul> | CS |
| <b>22/96</b> | <b>RESERVED ITEM</b>  |    |
|              | i) Staffing Update - <i>see confidential extract to these minutes</i>   |    |
| <b>22/97</b> | <b>DATE AND TIME OF FUTURE MEETINGS</b>   |    |
|              | <p>Full Governing Board Meetings:</p> <ul style="list-style-type: none"> <li>- 19<sup>th</sup> January 2023 at 4pm</li> <li>- 16<sup>th</sup> March 2023 at 4pm</li> <li>- 18<sup>th</sup> May 2023 at 4pm</li> <li>- 13<sup>th</sup> July 2023 at 4pm</li> </ul>   |    |
|              | There being no other business the meeting closed with a prayer at 7:15pm  |    |