
ST MATTHEW'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
HELD AT 4:00^{PM} ON THURSDAY 19th JANUARY 2023 IN SCHOOL

Present:	Claire Sime	-	Headteacher
	Michelle Black	-	Foundation Governor
	Ron Burke	-	Foundation Governor & Chair
	Jane Garvey	-	Parent Governor
	Darren Gidman	-	LA Governor
	Maria Murphy	-	Parent Governor
	Paula Regan	-	Foundation Governor
	Cathie Sergeant	-	Foundation Governor & Vice-Chair
Also, Present:	Lynn Evans	-	Deputy Headteacher
	Toni Gaskell	-	DHT and SENDCO / Associate Governor
	Alex Dunbar	-	Y6 Lead / Associate Governor
	Joanne Collins	-	EYFS & KS1 Lead / Associate Governor
	Mark Edwards	-	Teacher / Associate Governor
	Jo Richardson	-	Clerk

Items	Discussion	Action
23/01	WELCOME AND OPENING PRAYER	
	The Chair welcomed everyone to the meeting and the meeting opened with a prayer.	
23/02	APOLOGIES FOR ABSENCE	
	Apologies received and accepted for Canon Conor.	
23/03	DECLARATION OF PECUNIARY INTERESTS	
	Governors were reminded to update their annual declarations on GovernorHub. There were no declarations for this meeting.	
23/04	CONFIDENTIALITY	
	Governors were reminded about the importance of confidentiality.	
23/05	GOVERNANCE	
	i) Governor Vacancies 2 x Foundation Governors ii) Governor Training Governors were reminded to check GovernorHub for training opportunities.	
23/06	CHAIR'S EMERGENCY DECISIONS	
	None	
23/07	NOTICE OF ITEMS FOR ANY OTHER BUSINESS	
	i) Teacher's Strike Action ii) Foundation Governor vacancy iii) Governor visits	
23/08	MINUTES OF THE PREVIOUS MEETING	
	a) Accuracy	

	<p>The minutes of the Full Governing Board meeting dated 10th November 2022 were AGREED as a true record. The minutes were signed by the Chair.</p> <p>b) Matters Arising</p> <p>There were no matters arising.</p>	
23/09	SAFEGUARDING - SINGLE CENTRAL RECORD	
	The Single Central Record would be checked by the Chair or Vice-Chair on their next school visit.	
23/10	HEADTEACHER REPORT incl. BUDGET UPDATE	
	<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) Current numbers on roll were 411. Numbers in year groups were highlighted. School was almost full, and they were working hard to fill any place. ii) New to Reception applications totalled 59 however this number was expected to rise and the latest count was at 70 applications. It was expected that Reception would be full with the possibility of appeals. iii) Key updates: <ul style="list-style-type: none"> - Staff absence continued to have an impact on general running of the school. The absence of the Business Manager and Admin Officer had been particularly challenging. It was noted that budgetary decisions would need to be made around the Business/Admin positions. A discussion ensued around cover for the office. <p><i>Governors AGREED to the additional admin support required and related costs.</i></p> <ul style="list-style-type: none"> - Steps to Read was being introduced in Spring 2 to ensure the National Curriculum Reading objectives were taught in a focused way. Reading was everywhere in school. Rich experience of text was important. <p>Governor question: would there be a reading impact report? Response: yes, at the next governors meeting data would be available for Read Write Inc.</p> - School Improvement Liverpool continued to offer support for all areas of the curriculum and strategies for adaptive teaching. - Governor question: how many children were on the tutor program and what was the impact? Response: 94 children had been identified. There had only been 2 sessions, so impact reports were not yet available. - The PTFA continued to provide a considerable amount of support, helping to do bagels for the children in a morning. The school was very grateful for all they do. <ul style="list-style-type: none"> iv) Staffing <ul style="list-style-type: none"> - Mrs Pritchard had returned and all the children were absolutely delighted. Her flexible retirement would start after half term. v) Culture and Ethos <ul style="list-style-type: none"> - Wellbeing strategies included daily staff breakfast, weekly running and exercise clubs. A staff questionnaire had been completed and the analysis would be shared at the next meeting. - The staff room had been re-designed and was a calm and relaxing space. 	

	<ul style="list-style-type: none"> - Pupil and parent questionnaires had been completed and shared with governors. Any actions had been completed. There were many positives. There had been 140 replies. 	
vi)	<p>CPD</p> <ul style="list-style-type: none"> - Training had been mostly virtual. Headteacher meetings had been in person. Training had been kept to a minimum due to funding and would continue to be reviewed. Maths and English were the priority. - Governor question: what about the HEARTS project? Response: it was about changing the culture re behaviour. It was bespoke to school and the community and looked at the reasons for the behaviour. Restorative practice was already in place and next steps were in place. Attachment and trauma training had been very powerful for staff and helped to change the culture of the school. Children could show cards if they needed to see an adult. Virtual schools would complete an audit and staff training sessions would follow. It was a 2 year program after which time the school would become a trauma informed school. 	
vii)	<p>Finance & Budget</p> <ul style="list-style-type: none"> - A full review would be complete by the end of January. School continued to be mindful with spending and would continue to reduce costs wherever possible. - Photocopying costs were highlighted. All lines of spending would be reviewed. - Staff absence insurance was very restricted on pay outs and did not cover pre-existing conditions. A discussion ensued around keeping a pot of money instead of having absence insurance. - School were looking into grants to increase the budget including renting the school hall and setting up an after school club. 	
viii)	<p>Phase updates</p> <ul style="list-style-type: none"> - EYFS – J Collins provided an update. - The children, the ECT and more experienced teacher had all settled in well. The outdoor provision was being reviewed. WellComm screening had been completed. Read to Write was working well and the children enjoyed using it. - KS1/KS2. There was a consistent approach to teaching English, Maths and other curriculum areas. Timetables remained under review. Reading was a key focus. - Governor question: how much time was allocated for English and Maths? Response: 5 hours. School opened at 8:45am so children had 15 mins reading for pleasure time. Children had been really focused. Time restraints were working well. - Transforming Teaching INSET day was planned so staff can work together. - Learning objectives were tailored to each class. Adaptive teaching was present. - Governor question: does staff collaboration reduce workload? Response: yes, staff discuss and share together. - Governor question: what about extra hours? Response: it was included in the staff directed hours. 	
ix)	<p>Behaviour</p> <ul style="list-style-type: none"> - The behaviour policy had been reviewed and shared with staff. - Restorative practice and a trauma informed approach was used to meet the needs of the children. - Strategies from the HEARTS project were being implemented, 	

	<p>x) Assessment</p> <ul style="list-style-type: none"> - NFER tests for years 2 to 6 had been completed in December. Question level analysis had been carried out by subject leaders and information had been shared with staff to inform their planning for spring and summer term. - The lowest 20% had been identified for RWM and interventions were in place. - Reading, writing and maths continued to be a key focus and were key areas for development. SEND was also a key focus. - Monitoring and moderation was underway for EYFS. Prime areas were a key focus. GLD targets were in place. - Progress meetings continued. - WellComm screening would also provide information for support. <p>xi) Curriculum</p> <ul style="list-style-type: none"> - The wide range of extra-curricular clubs continued to be popular. - Children's university attended Hope University graduation ceremony. <p>xii) RE – M Edwards provided an update.</p> <ul style="list-style-type: none"> - The SEF document was complete and all staff had had an input. - The inspection was due in the Summer term. - The mission statement was highlighted. - Children are aware of helping the local community. - The mini Vinnies club was due to start after half term. - The children had all really enjoyed the travelling cribs. - The prayer wall had been set up outside and school were planning to create a prayer garden. - Governor question: what is included in an RE inspection? Response: a discussion ensued around the catholic ethos that runs through the whole school and the impact on the school and community. <p>xiii) SEND – T Gaskell provided an update.</p> <ul style="list-style-type: none"> - School had a designated parent's day for meetings and phone calls. - Next steps included monitoring classes and implementing strategies whilst waiting on referrals to external agencies. - The EHCPs and parent's expectations remained a challenge. A discussion ensued around the city SEND approach. - The nurture base was discussed including a special teacher starting in September. C Sime had looked at different models in other schools. It was noted the nurture base would just be for St Matthews children and there would be a referral procedure. <p>xiv) CLA</p> <ul style="list-style-type: none"> - 1 child was currently supported in school and funding was spent in accordance with needs. <p>xv) Family Support</p> <ul style="list-style-type: none"> - School continued to work with identified families. The community food bank was a great success. Family support continued to be a real strength of the school. <p>xvi) Christmas support for families</p> <ul style="list-style-type: none"> - Families had been very grateful for the support. School would continue to build on the support offered to families. <p>xvii) Attendance</p> <ul style="list-style-type: none"> - L Evans provided an update. - There had been an increase in the number of holidays and illness had impacted attendance at the end of last term. Fines had been issued for holidays. - The EWO continues to visit weekly. 	
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	<ul style="list-style-type: none"> - Termly traffic light letters had been sent out to all parents. - Incentives were in place and school were doing all they could to raise awareness and improve attendance. <p>xviii) Pupil Premium</p> <ul style="list-style-type: none"> - The pupil premium statement was on the school website. - The strategy plan for 2022-23 was being reviewed and would be shared on GovernorHub. <p>xix) Child Protection and Safeguarding</p> <ul style="list-style-type: none"> - A safeguarding review had been booked with Phil Cooper on 6th Feb. - Regular safeguarding meetings were scheduled weekly and children were identified and monitored. - There were currently no children on Child Protection or Child in Need Plans. - Identified vulnerable children were discussed at Pupil Progress Meetings. <p>xx) Health & Safety</p> <ul style="list-style-type: none"> - Staff had completed first aid training. - It was also planned for children to receive first aid training. - There had been one serious accident in school where a member of staff had a fall and broke her elbow. An accident review had been completed. <p>Governors thanked C Sime for the report.</p>	
23/11	LOCAL AUTHORITY PAPERS	
	Chair's Termly Briefing – 1 st February 2023 at 6pm.	
23/12	POLICIES	
	Admissions Policy Complaints Policy and Procedure School Exclusion Policy Equality Opportunities Policy Statement	
23/13	ANY OTHER BUSINESS	
	<p>i) Teacher Strike</p> <ul style="list-style-type: none"> - C Sime provided an update - Staff had been asked to inform C Sime for planning purposes if they intended to strike. It was noted there may be a picket line and school would need to be closed to children. - Support staff and leaders would still be in school. - Further information was awaited from the LA and would be shared with governors. - Parents would be informed by letter. <p>ii) Foundation Governor vacancy</p> <ul style="list-style-type: none"> - Chris Price was keen to join the governing body. R Burke to speak to Cannon Conor. <p>iii) Governor visits</p> <ul style="list-style-type: none"> - C Sime to send dates to governors. <p><i>Members of staff and parent governors then left the meeting.</i></p>	Chair CS
23/14	RESERVED ITEM	
	i) Staffing Update - see confidential extract to these minutes.	

23/15	DATE AND TIME OF FUTURE MEETINGS	
	Full Governing Board Meetings: <ul style="list-style-type: none">- 16th March 2023 at 4pm- 18th May 2023 at 4pm- 13th July 2023 at 4pm	
	There being no other business the meeting closed with a prayer at 6:40pm	