



St Matthew's Catholic Primary School

Meeting of the Governing Body held on Monday, 18th May 2026 at 5pm

Present: Mrs C Sergeant Via Zoom (Foundation Governor & Co Chair), Mrs R Burdett (Parent Governor), Mr M Edwards (Staff Governor), Mrs M Murphy (LA Governor & Co Chair), Mrs C Sime (Headteacher)

Also Present: Mrs T Gaskell (Associate Governor), Mrs T Cunliffe (Clerk)

Item Number		Actions
24/26	Welcome and Opening Prayer: M Edwards opened meeting with a prayer. Mrs Sergeant & Mrs Murphy agreed to Chair the meeting.	
25/26	Absences and apologies: Apologies had been received from Mr D Gidman, Mr A Doyle, Mrs P Regan, and were accepted. Canon C Stainton-Polland did not attend. HT to follow up with DG regarding his attendance to the meetings.	HT
26/26	Declaration of personal interests for any item on this agenda: There were none declared. Confidentiality: Governors were reminded of the need to keep matters under discussion confidential to the meeting.	
26/26	Items for any other business: Road Traffic Accident.	
27/26	Previous governing body minutes, matters arising and action log: The minutes from the meeting that took place on May 18, 2026, were only received on the day of this meeting; consequently, they had not been uploaded to the governor hub prior to today's meeting. Governors were provided with hard copies, and the HT will upload the document onto governor hub for governors to read before confirming minutes. Minutes to be discussed at next meeting and any matters arising.	HT to upload minutes (23.03.26) meeting to governor hub.
28/26	Academisation Update: HT informed the governors that she had uploaded a folder to the governor hub concerning academisation and the Archbishop's speech.	

She encouraged the governors to review it, emphasising the importance of being aware of the upcoming changes and the Archdiocese's plans for moving forward with academisation.

HT highlighted the key points discussed during the Archdiocese meeting, including the Archbishop's new vision under Canon Law. All Catholic schools and colleges in Liverpool and St Helens will be incorporated into St Joseph's Multi Academy Trust, which will hold the ultimate authority and the power to override both governors and the HT.

Each school or college transitioning into St Joseph's MAT has been categorized into waves, with a total of five waves planned. St Matthews will be included in wave 3.

The first wave will play a crucial role in shaping the overall process. The duration for each wave could range from 12 to 18 months; however, this timeline may be adjusted as familiarity with the process increases, potentially leading to shorter time frames.

HT reiterated the necessity for governors to be aware of the process, acknowledging that staff will likely have questions and concerns as they move forward.

Governors asked

What are staff's primary concerns.

Their Terms and Conditions, Contracts, Job Roles, changes to the curriculum, and the stigma associated with St. Joseph's MAT, which is known for taking over underperforming schools.

The Head Teacher expressed worries that both she and the Governors will lose significant autonomy, and that decisions made by the governing body will be diminished.

Have staff been informed of the changes and waves.

Yes, the staff have been informed about the changes and the phases, and they understand that St. Matthews will be in wave 3. They have also been advised that they can reach out to the SLT if they have any questions or concerns.

CS pointed out that the SLT has been provided with very limited information, which does not assist them in reassuring the staff. The Business Manager role will become null and void, and schools will no longer have a BM on-site, only a bursar, as everything will be centralised. The administrative team will undergo a significant restructuring.

	The Head Teacher (HT) proposed to the Governors that St. Matthews consider joining the All Saints Multi-Academy Trust (MFAT), which is a Partner Academy Trust. Other schools in Liverpool are already part of this academy. The Governors expressed their support for the HT to collect more information regarding the comparisons, advantages, and disadvantages. Since St. Matthews is in wave 3 and has a significant advantage, the Governors believe there is ample time to observe the implementation of wave 1. This topic will be discussed at every Governors' meeting and will remain a regular agenda item. The Governors suggested creating a Google Form to be distributed to all staff and Governors to gather their concerns, which will assist the school in supporting staff during the uncertain times ahead.	HT to send Google Form
29/26	Head Teacher's Report Copies of the Headteacher's detailed report were shared with governors, who were given time to read through the document and ask questions. Numbers continue to grow. EAL families new to area continue to rise, Mr White is taking EAL as his responsibility in school and will liaise with OLI to help support. Reception places for September 2026 have all 60 places currently filled. School had worked really hard on marketing and parent sessions for parents to come into school to see the provision and this had paid off. Mrs Black attended the transition event today and will gather all relevant information. <i>Governors asked what year group has the most places available.</i> Reception and Year 1 are currently the smallest year groups; however, this is in line with both city and country low birth rate. Staffing: HT informed the governors about recent staff changes. Three experienced teachers are departing for both personal and professional reasons. After a thorough recruitment process, the school has appointed three ECTs, all of whom excelled during the interview process. Mrs. McDonald has been appointed as the EYFS Lead and Phonics Lead in a pivotal role. She is a highly experienced teacher with a background in RWI, which will enable her to effectively lead this initiative. The interviews were rigorous, requiring candidates to perform tasks and demonstrate RWI alongside other components of the assessment. Mrs. McDonald's references were exceptional, and she exudes a sense of calmness along with a genuine passion for EYFS. The new staff members have all been offered dates to attend	

	school throughout this last term to help transition for September. The school had advertised the SENDCO position through SIL, but finding the right candidate has been challenging. The SEN situation across the city is quite difficult, and unfortunately, the school has not been successful in filling the role. The school received five applications; however, three candidates withdrew, and the remaining two were not sufficiently qualified. As a result, the Senior Leadership Team (SLT) convened and decided to issue a secondment for the position, aiming to attract a broader pool of applicants, with plans to readvertise later. The Head Teacher (HT) has shared the advertisement with various networks. Additionally, the school has a contingency plan in place as a last resort, where the responsibilities of the role would be managed internally. Finance & Budget: HT requested MM to visit the school before May 31st to review the documents that need her signature, after which they will be submitted accordingly. MM confirmed that she will come to the school this week. HT clarified that the budget officer visited the school and collaborated with both the HT and BM regarding the budget. The school is currently in a robust financial position, boasting a surplus for five consecutive years, thanks to the diligent efforts of the staff to maintain this status. As mentioned in earlier meetings, if staff absences persist, it will ultimately adversely affect the budget. The management of absences is being addressed within the school, and this topic will be revisited later in the meeting. Phase Updates: <i>Governors asked how often will Nicky Beatie be delivering sessions in school.</i> HT has confirmed that NB will be present at St Matthews once a week to implement programs designed to enhance the existing curriculum. SNB participated in a staff meeting to outline the programs and assist staff in gaining a deeper understanding of the neuroscience involved. NB will collaborate closely with Mrs. Black, and the feedback from staff has been overwhelmingly positive. CS expressed her delight that NB is conducting sessions at St Matthews, noting her previous experience with OLI, which received excellent feedback, and that the children are effectively utilizing the strategies provided. HT clarified that NB will conduct coaching sessions during the autumn term as part of SLT	MM to sign finance documents
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	meetings, contributing to team building and supporting the new SLT team. Subject Reports: The school continues to provide a wide range of extracurricular activities for families. Staff members consistently go above and beyond their expected duties, and the Head Teacher is interested in exploring options to reward staff in a manner that benefits both the school and its employees. The Head Teacher will consider this for implementation in September 2026. SEN Report: On April 1, 2026, CS conducted a visit with the SENDCO, during which they reviewed the plans for two children with EHCPs, observing their classroom to see activities and the work in their books. It was a productive day, and it was encouraging to see the planning and implementation of the EHCPs in action. <i>Governors asked if the governors SEN action plan will be completed before end of summer term.</i> The Head Teacher (HT) has confirmed that the school will accomplish as much as possible; however, it is expected that the document will remain a working draft to be handed over to the new Special Educational Needs Coordinator (SENDCO), containing numerous actions to facilitate the transition. CS has volunteered to participate in any meetings scheduled for the end of the term, should it be necessary. Both the HT and the SENCO expressed their gratitude to CS for her assistance. <i>Governors asked to see tracking on what impact the Rainbow Tree Hub has had on exclusions.</i> HT will bring data to the next meeting, and as of next year this will be added to part of schools tracking. MM requested to visit Rainbow Tree Hub to have a better understanding of the provision. Rainbow Tree Hub Report – On Governor hub. Behaviour: Report on the Governor hub regarding a visit to KS2 by Daniel (HEAL), who was recommended to the school from another local school. He focused on identifying both strengths and areas for improvement, providing quick wins for the staff. The Senior Leadership Team (SLT) acknowledges that behaviour is challenging and wants the staff to know that they are committed to helping and supporting them in every possible way.	HT -Data for next meeting. MM to visit Rainbow Tree Hub
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Last term, there were 11 exclusions at St. Matthews. The Co-Chair of Governors (CS) requested that the Head Teacher (HT) Provides governors a detailed report to monitor exclusions more closely, as governors require more detailed information to comprehend the complex situations and the individual needs of the children. The HT agreed and reassured the governors that the school is working exceptionally hard to understand the individual needs of the children, explaining some of the very specific challenges they face.

Safeguarding 175 audit:

Governors asked is the monitoring and filtering report was shared to governors.

HT clarified that the report was sent to her and the BM, but she had not forwarded it because the report was difficult to decipher and lacked details on logins and devices. HT plans to reach out to Louise at OLI to discuss their reporting process and how they present it in a clearer format.

Governors asked for tracking of LAC and Children open to social care to be added as part of the data from autumn term 2026.

HT agreed this will be actioned.

SATS:

The procedure was adhered to, with all Senior Leadership Team members participating and utilising guidance to assist the cohorts. A Governor did not attend.

Ms. Burdett (Parent Governor) shared that her child felt very positive and that the measures implemented by the school helped alleviate their anxiety.

Catholic Life:

Mr. Edwards informed the governors that Year 4 had their communions last weekend, and the event was a great success. The significance of the occasion was well captured, and the service was enjoyable and uplifting for all attendees. Mr. Evans is in the process of scheduling dates for a school celebration during the summer term, which will include a photographer and a disco.

Buildings H&S:

Reports uploaded to governor hub indicate that the primary concerns are the overall age of the building and the need to replace the internal doors, which are outdated and heavy. There is scheduled work during the half term to install new bike racks. Additionally, painting is planned for the summer term during the six-week holiday period. MM reminded the governors about the opportunity to utilize members of her team for maintenance assistance. HT will coordinate and schedule the

	necessary dates.	
30/26	Budget for 2026 – 2027 Ratification: MM to visit school and sign	
31/26	What can we celebrate from this meeting? A number of topics discussed at the meeting were noteworthy of celebration: • TG Congratulated on new job. • SATS • Communions • Budget	
32/26	Policy's: • Whistle Blowing • Flexible Working Policy • Opal Play Policy There were no changes to the above policies. Governors agreed.	
33/26	AOB HT reminded the governors about the ongoing challenge the school faces regarding the road and parking situation. Parents are repeatedly cautioned about the dangers of parking near the school. The local MP visited the school and will return for a meeting, bringing along someone from the local highways department to meet with HT and the governors. HT is currently awaiting dates, and once received, she will reach out to the governors to discuss their availability. The Education Partner for the Local Authority is visiting the school this week and has been requested to come at the end of the day to observe the challenges the school is encountering. Staff currently do not have designated parking. Unfortunately, a child from a nearby high school was recently struck by a car outside St. Matthews and has sustained life-changing injuries. The school is providing support to the child and their family where possible. MM reminded governors to attend relevant governor training where possible. Exclusion Training is now available.	
34/26	Date of next meeting: The provisional date for the next meeting was set at 6 th July at 5 pm. This would be confirmed once agreed with the permanent	

	clerk. There being no further business, the meeting closed at 7 pm.	
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