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|  | **Part One Items** | | **Lead** | **Mins** |
|  | **Welcome and Apologies for Absence** | | **TMcG** | **2** |
| **Governor** | | **Attendance** | | |
| Richard Coakley (Vice Chair) | | Remote attendance | | |
| Carol Copoc | | / | | |
| Lynne Jackson | | / | | |
| Maria McGarry | | / | | |
| Tony McGuiness (Chair) | | / | | |
| Sheelagh O’Keeffe | | A | | |
| Joe Quilty | | / | | |
| Tracey Jones | | O | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Governance Professional) | | / | | |
| Emma Scott (Acting DHT) | | / | | |
| Danielle Smith SBM | | / | | |
| **The meeting met its quorum. Apologies were received and accepted from SO’K. The absence of TJ was noted.** | | | | |
| **1** | **Prayer** | | **TMcG** |  |
| **TMcG opened the meeting in prayer.** | | | | |
| **2** | **Declaration of Personal or Pecuniary Interest and Governor Eligibility (Statutory)** | | **CO** | **1** |
|  | 1. Governors to declare any personal interest in agenda items | |  |  |
| **There were no declarations of interest in any agenda item. New Governors completed the annual declaration of interests.** | | | | |
| **3** | **Minutes of the Last Meeting** | |  | **5** |
|  | 1. To agree the minutes of the meeting held on 17 October 2022 | |  |  |
| **The minutes of the last meeting were agreed as a true record. RC proposed and LJ seconded the acceptance of the meeting.** | | | | |
| **4** | **Matters Arising other than on today’s agenda** | | **TMcG** | **10** |
|  | * To note any matters arising and actions required since the last meeting | |  |  |
| **There were no matters arising not on this agenda.** | | | | |
| **5** | **Governance** | | **TMcG** |  |
|  | 1. **Update to Governors on recent changes** | |  |  |
| TMcG reported that SO’K has been absent since half term and that he had received a phone call from Joan McCarthy, Archdiocese to ask him to take on the role of Chair of Governors. He introduced MW who has been appointed as Executive Head for two terms.  RC informed the meeting that he had been keeping in touch with SO’K to check her wellbeing and recently TMcG has also done this. RC reported that he had welfare reports for SO’K and that he would bring them into school (see item 3). | | | | |
|  | 1. **To receive feedback from training** | |  |  |
| There was no feedback from training since the last meeting. | | | | |
|  | 1. **To note any Chair’s Action since the last meeting** | |  |  |
| RC reported that he had met with SO’K four times and met with ES. The appointment of the Executive Headteacher was made by RC together with Joan McCarthy and other officers.  Governors were involved in the appointment of ES as Interim Deputy Headteacher. TMcG reported that following a successful interview, ES accepted the post for two terms.  **Resolved**  **To agree the appointment of Matt White as Executive Headteacher and Emma Scott as Interim Deputy Head for two terms.** | | | | |
| **6** | **Headteacher Report** | | **MW** | **20** |
|  | 1. **EHT to report on findings from first fortnight in post** | |  |  |
| MW introduced himself to the meeting and outlined his previous experience as Executive Headteacher at St Ambrose. He officially takes up his role at St Marie’s in January however, he has spent 3 days for the last few weeks in the school to find out more about the school. He added that he had received a warm welcome from staff who are keen to work to move the school forward for the benefit of the children and local community. He reported that he had put together a brief action plan which will be developed further to create a robust School Development Plan. Initial actions include:   * Safeguarding: The mesh on the fencing is to be replaced in the new year. * Improvements to the external environment * Re-introduction of parents onto the site to enable positive relationships to be developed. Feedback has been positive.   **MM: How have parents been when MW has not been on site?**  ES: Parents have been good and are thankful to be able to get onto site and have access to teachers.  MW continued to note actions to be taken during the spring term:   * T&L development including the number of hours children spend in school. This is variable between key stages. * Cross school moderation and moderation * Curriculum: This needs to be broadened in order for children to receive the full national curriculum.   He noted that there were a number of actions to be taken and that there is a lot of goodwill and positivity in the school. CC noted this was a good starting point. Staff will need resources.  **MM: Will 32.5 hours be in place for September?**  MW: Yes. There will be a directed time calendar which outlines this.  TMcG: There have been no major safeguarding concerns. As Chair of Governors, I would like to pass on thanks to staff for managing a very difficult term for the school. The challenge moving forward is to create calm and stability with a short term action plan to make swift gains.  **Resolved**  **To receive the Executive Headteacher’s report.** | | | | |
| **7** | **Finance** | |  |  |
|  | 1. To receive the cost centre report dated 12 December 2022 and projected out turn for 2022/23 | | **DS** | **20** |
| DS summarised her report including the current overspend of £37k. This is expected to increase before the end of the financial year due to the current circumstances and the need to procure more resources.  **Action**  **1-year and 3-year financial plan at the next meeting.**  She highlighted:   * 40% for tutoring costs were not included in the budget as these were not known when the budget was set. * Underspend in curriculum: Curriculum leads are now in place and they will need to procure resources as necessary. * Building improvements: The hall curtains are expected to cost around £10k. Fencing panels, costing £7k and the hall curtains will require Governor authorisation.   **TMcG: Are the curtains essential?**  MW: We need to invest in the school. The building and environment do not provide the service and quality the children need.  **TMcG asked Governors if they supported these recommendations made by the SLT. This was unanimously agreed. He asked if there were any other significant variances at the moment.**  DS: Agency costs are showing an overspend of £40k. This was anticipated as there are posts which have been covered by agency staff.  **Action**  **Consider the creation of a finance committee comprising TMcG, SO’K, DS and a few Governors MW**  **Action**  **Staffing needs to be reviewed in January MW SO’K DS**  **TM: Has there been any indication of admissions for September 2023?**  DS: Not as yet however, we do expect to be at PAN.  **Resolved**  **To receive the finance report for 12 December 2022.** | | | | |
|  | 1. **To review the benchmarking report** | |  |  |
| Governors reviewed the benchmarking report. DS reported that both nationally and locally, the school was in line with similar schools. The outlying areas are:   * Insufficient income generation: consider letting the sports hall * Premises costs are high: this is an old building; costs are similar to schools with buildings of a similar age * Workforce: another school with the same budget has a larger workforce.   **Resolved**  **To note the content of the benchmarking report.** | | | | |
|  | 1. **To review the school fund** | |  |  |
| Governors noted the drop in income and the balance at the end of September showing a closing balance of £546.68.  **Resolved**  **To receive the school fund report.** | | | | |
|  | 1. **To review the Archdiocesan capital plan** | |  |  |
| The Archdiocese have agreed to new heating this will cost approximately £350k; works have been delayed to summer 2023.  **TMcG: Has there been an allocation from the Archdiocese?**  DS: It was £150k and now this is £350k?  MW reported that he had contacted Chris Williams for a meeting to discuss this. The date has yet to be agreed.  **CC: Is there a condition survey?**  MM: Yes, this is done on an annual basis.  DS: The water leak remains an issue @ £68k.  **MM: Has this been factored into the budget?**  DS: Yes. The matter has been pursued with the water company and with the LA.  **TMcG reported that, should it be necessary, Governors would send a letter of support with MW to the LA and Archdiocese regarding this issue.**  **Action**  **Action plan for premises works to be developed MW/DS**  **Resolved**  **To note the Archdiocesan premises proposals.** | | | | |
|  | 1. **To agree the Scheme of Delegation** | |  |  |
| **Governors agreed the reviased financial scheme of delegation allowing for the following levels of authorisation:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Authority to Purchase | Certifying Invoices | Virement Limits | Imprest Signatory | School Fund Cheque Signatory | Bad Debt write off | Disposal of Assets | | Governing  Body | Over £50,000 | No | Over £10,000 | No | No | Over £500 | Over £1,000 | | Resources Committee | Over £5,000  Up to £50,000 | No | Over £3,000  Up to £10,000 | No | No | Over £25  Up to £500 | Over £200  Up to £1,000 | | Executive Headteacher |  |  |  | No | No |  |  | | Headteacher | Up to £5,000 | Yes | Up to £3,000 | Yes | Yes | Up to £50 | Up to £200 | | Deputy Headteacher | Up to £999 | Yes | No | Yes | Yes | No | No | | School Business Manager | Up to £999 | Yes | No | Yes | Yes | Refer to Head | Refer to Head |   In the absence of the Headteacher, the SBM will have the same powers of the Headteacher  Limit above which 3 quotes must be obtained before raising requisition is £3,000  Limit above which purchases must be put out to tender is £50,000  **Resolved**  **To agree the Scheme of Delegation** | | | | |
| **8** | **Health & Safety** | | **DS** | **10** |
|  | **To note any H&S or site concerns** | |  |  |
| Legionella fails in November and December were due to water/heating system issues.  **TMcG: Has this been addressed?**  DS: It will be once thermostats are replaced. The LA and our H&S company are aware of this. This is at a concern level.  Fencing panels and mains heating in classrooms are concerns. There was a possibility that there has been some asbestos disturbance due to crack in lintel outside one of nursery classroom. DS noted that she was not sure it this would be classed as a disturbance and as a precaution the area has been quarantined. A sample test has been undertaken which suggested that this was not a disturbance. Other samples have been taken and the report  The boiler in Sports and & Arts building is not working as the parts are obsolete. A report has been submitted to the Archdiocese. Some activities such as the sensory circuit have been relocated into the main school; currently no children are using the building.  The Fire Panel was serviced last week. This is not compliant and it is to be referred to the Archdiocese for review. The school already has DfC funding totalling £15k which could be used to address this. There will be a further requirement for £15k for energy saving measures.  **Action**  **Consider new boiler replacement.** | | | | |
| **9** | **Safeguarding** | |  |  |
|  | 1. To note new concerns | | **ES** | **5** |
| ES summarised the current position:   * Child Protection: 5 new referrals * Child in Need: 3 new referrals * Early Help Assessment: 4 new referrals.   Total numbers of live cases are as follows:   * Child Protection Plan: 8 * Child in Need: 2 * Early Help: 29 including 16 led by the school * 13 open cases with the family support worker. * 0 Operation Encompass referrals. * 1 child has been escalated to CP * Graded care profile was received by SW today   **LJ noted that these were high numbers for such a small school. She noted that 16 EHA’s led by school was very significant.**  MW noted that SW was operating as a full time safeguarding officer rather than a Learning Mentor.  **TMcG: Are necessary processes in place to keep children safe?**  ES: Yes.  **TMcG noted that the school was clearly proactive in this area.** | | | | |
| **10** | **Policy Update** | |  |  |
|  | To agree the updates to   1. **Admissions Policy 2024/25** | |  |  |
| There were no proposed changes to policy which has been prepared by the Archdiocese. This was unanimously agreed.  **Resolved**  **To agree the Admissions Policy 2024/25** | | | | |
|  | 1. **Complaints Procedure and Parents Guide** | |  |  |
| Governors considered the highlighted point. i.e. timescale for response to be extended from 15 to 30 days. It was agreed that the policy would be reviewed at the next FGB.    **Action: Complaints Procedure and Parental Guide at the nest meeting.** | | | | |
|  | 1. SEND | |  |  |
| The policy was received for information.  **Action: SEND Policy deferred to next meeting.** | | | | |
| **11** | **Ofsted and SEF Priorities** | | **MW** | **10** |
|  | 1. To discuss | |  |  |
| **This item is to be deferred to the next meeting.**  **Action: Agenda item 30/1/23** | | | | |
| **12** | **Any Other Business** | |  | **5** |
| **Date and time of meetings**   |  |  |  |  | | --- | --- | --- | --- | | **Spring Term** | | | | | Monday | 30 | January | 2023 | | Wednesday | 22 | March | | **Summer Term** | | | | | Monday | 8 | May | 2023 | | Tuesday | 11 | July | | | | | |
|  | | | | |

**The meeting closed at 18.10.**