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|  | **Part One Items** | | **Lead** | **Mins** |
|  | **Welcome and Apologies for Absence** | | **TMcG** | **2** |
| **Governor** | | **Attendance** | | |
| Richard Coakley (Vice Chair) | | / | | |
| Carol Copoc | | / | | |
| Lynne Jackson | | / | | |
| Maria McGarry | | A | | |
| Tony McGuiness (Chair) | | / | | |
| Sheelagh O’Keeffe | | A | | |
| Joe Quilty | | A | | |
| Tracey Jones | | O | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Governance Professional) | | / | | |
| Emma Scott (Acting DHT) | | / | | |
| **The meeting met its quorum.**  **Apologies were received and accepted from SO’K, MM and JQ. 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 personal interest in agenda items.**  **Food for thought: MW declared that he was chair of this cooperative.** | | | | |
| **3** | **Minutes of the Last Meeting** | |  | **5** |
|  | 1. To agree the minutes of the meeting held on 19 December 2022 | |  |  |
| **The minutes of the last meeting were agreed as a true record subject to the amendment 5.3. the appointment of the EHT was made by Joan McCarthy and other officers. RC was not involved in the process.** | | | | |
| **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** | **10** |
|  | 1. To receive feedback from training 2. To note any Chair’s Action since the last meeting | |  |  |
| There were no reports from training  TMcG met with RC to discuss the handover of complaints.  TMcG has met with MW to discuss developments in school since the last meeting.  **TMcG has also undertaken a KIT meeting with SO’K.**  **There were no Chair’s Actions taken since the last meeting**  **Resolved**  **To note Governance items above.** | | | | |
| **6** | **Headteacher Report** | | **MW** | **20** |
|  | 1. **EHT to report since the last meeting.** | |  |  |
| The term began with an INSET led by Andrew Black to reflect with staff about the core values and purpose of the school. MW reported that a new positive behaviour policy, based on restorative practice had been introduced. Relationships are being developed amongst children to help them understand their impact on each other. Some staff have been redeployed within in KS2 to provide support. TAs are hard to recruit at the moment. This is not a situation which is peculiar to St Marie’s.  **SEF:** The evaluation of where the school is currently at is a work in progress as in some areas the school is not where it would want to be. The report showed the school to be amber in some areas.  **Outcomes:** Pupil data has been difficult to gather. The Insights profile is a useful tool however, staff need to have a better understanding of the data to inform provision. In 2022, outcomes were positive and were broadly in line with national.  **School Improvement**: Priorities for the remainder of this academic year are:   1. Culture 2. Aspiration 3. Resources 4. Community 5. Environment   A 3-year improvement plan is being developed. Curriculum is a key area for improvement. This needs to reset with the needs of the children at the heart of the curriculum.  **TMcG: Is there a SDP (School Development Plan)?**  MW: There were headline priority areas however, there was not a full plan. This will be shared at the next meeting.  **CC: How did you choose the success criteria come?**  MW: My observations and identification of gaps as well as feedback from staff have informed the immediate areas for improvement. Although outcomes are positive, there is a need to increase aspirations and ensure they are challenged to achieve at Greater Depth. 2023 targets were set by SO’K and staff; these have been retained as their knowledge of the children is better. Targets are challenging particularly for the multiplication tables check for Yr 4.  **CC noted the importance of involving parents in target setting.**  MW agreed this and reported that many families do have high aspirations however, they are unsure how to realise them.  **Catholic Life:** The planning meeting with RE co-ordinator had to be postponed due to illness. This has been re scheduled for this week. The areas are amber at the moment. The next Section 48 inspection is due in September 2026  Implementation of curriculum, mapping etc… appear to have been held on the laptop held by Jan Harris. This has been retained by the family and therefore it might be necessary to start again. MW has asked staff to begin planning the curriculum implementation again.  **School Life**: trips and events have including Black History month, Stay and play, Yr 2 visit to Chester Zoo, Yr 1 Dylan’s Reptile Time, Yr 6 trip to Martin Mere and to the new Shakespeare Theatre in Prescot.  **CPD**: ES has been leading staff meetings. MW has met with all staff to talk positively about expectations and working practice. There is an energy around school.  **Safeguarding** report was provided by SW. The number of Child Protection referrals were 3, 1 Child in Need referral and 2 new EHATs (Early Help Assessments). The total caseload is   * Child protection plans: 10 * Child in need plans: 3 * EHATs: 32 * EHATs where the school is the lead professional: 14 * Family First/ Support Worker: 13   Behaviour issues are adding to the workload of a small group of staff. MW commended the work of SW both in school and with families. Supervision for SW and the safeguarding team needs to be provided.  5 children are showing persistently poor conduct. 2 of these children are at risk of suspension and have received some restorative strategies.  Mark Strevens from the LA is to visit the school to discuss support and intervention for these children.  **TMcG noted that 5 children were in the same class and 3 had additional needs. He suggested that someone from the SEND team be invited to this meeting.**  LJ noted the incidence of racist incidents and she reported that following discussions with the Police that issues in the community had increased since the arrival of a large number of asylum seekers and refugees in the area.  She added that suspension was regrettable but that on some occasions this might be necessary in order to provoke a response from external agencies and for the LA to understand needs within the school. There needs to be a graduated response to concerns.  **TMcG noted that attendance was particularly high at the school and above LA averages.**  **Action: Behaviour and Relationships Policy to be agreed at the next meeting.**  **Governors thanked MW for a comprehensive report.**  **Resolved**  **To receive the Executive Headteacher’s Report.** | | | | |
| **7** | **Finance** | |  |  |
|  | 1. **To receive the cost centre report and projected out turn for 2022/23** 2. **To receive an update on the Archdiocesan capital plan** 3. **School Fund Audit (this is being completed on 1 February)** | | **DS** | **20** |
| The report provided an overview of income and expenditure to 23 January with projections to 31 March showing a projected deficit of £66k. This includes the water bill however there is £70k in Reserves.  DS summarised variances as follows:   * Agency supply overspend of £46,356 * TA overspend of £9k due to the appointment of an additional member of staff for EYFS * 2 1to1 additional agency staff have been included to end of March costing £14k. DS sought approval for this. * Clawback from tutoring monies at £3k no information about this had been received. A 40% contribution from the school to the tutoring programme will be in the region of £5978. * Service charges are overspent and include anticipated utilities expenditure to the end of March. The water bill dispute is ongoing. A 5-year energy review has been undertaken by the LA. * £9k overspend on day to day maintenance. The cost of the pressurisation unit and fire alarm system need to be factored in. * Fencing panels have been included * Heating for classrooms included at £1k   **RC: Any DFC monies remaining?**  DS: There is £15k in DfC plus an additional £15k for energy saving.  **TMcG: When will we receive the 3-year projection?**  DS: Figures have arrived today so the budget can be started.  **TMcG: Are the LA, EHT and HT aware of the likely overspend. I expect as 3 year financial plan to help manage this deficit with the reduction in numbers on roll. We need to be mindful that there was a £70k surplus moving to the school having a £66k deficit**  DS: The plan should be ready for the next meeting.  **Capital:** The Archdiocese is to fund £300k for a heating system above ground. This is currently out to tender. The school may be required to contribute part of its DfC. The works would be expected to be completed during the summer holidays with some minimal disruption at the start of the new academic year.  Sports Hall is currently unused. This is a possible income generating opportunity.  **TMcG: The boiler in the Sports Building is obsolete the building is not approved by Archdiocese for community use.**  **Action: Options for the development of the Sports & Arts building at the next meeting DS/MW**  MW reported from a meeting with Nadine Carroll regarding the financial implications of improvements to the site and the potential deficit situation. Important to make sure the children are at the centre of any financial decisions.  **Action: School Fund Audit agenda item at the next meeting DS**  **Resolved**  **To receive the Cost Centre report dated 23 January and Capital Works programme.** | | | | |
| **8** | **Health & Safety** | | **DS** | **10** |
|  | **To note any H&S or site concerns** | |  |  |
| Asbestos report was returned as clear of concerns. An updated asbestos management plan is to follow. The pressurisation unit is to be installed at half term which will solve the legionella fail.  Fencing panels are being replaced and a secure access system has been installed around school.  **Resolved**  **To receive the H&S report** | | | | |
| **9** | **Safeguarding** | |  |  |
|  | 1. To note new concerns | | **MW** | **5** |
| **See item 6.** | | | | |
| **10** | **Policy Update** | | **MW** | **10** |
|  | To agree the updates to | |  |  |
| 1. **Complaints Procedure and Parents Guide**   This LA policy was agreed for use.  **Resolved**  **To agree the Complaints Procedure.**   1. **SEND**   The annual update has been completed taking new guidance into account.  **Resolved**  **To agree the SEND Policy.**   1. **Dignity at Work Policy**   RC noted that on page 2, responsibilities need to be checked. TMCG advised that the policy be shared with staff prior to acceptance.  **Action: Dignity at Work Policy shared with staff and agreed at the next meeting. DS/MW** | | | | |
| **11** | **Ofsted and SEF Priorities** | | **MW** | **10** |
|  | 1. To discuss | |  |  |
| **See HT report**  **Action: Agenda item at the next meeting.** | | | | |
| **12** | **School Calendar 2023/34** | | **MW** | **5** |
|  | 1. **To agree term dates** | |  |  |
| Proposed dates have been aligned to All Saints with a one-week Whit this year and 2 weeks at Easter. The purpose is to Increase attendance and punctuality. Knowsley, Sefton, Knowsley have different dates TMcG is to raise this at a Headteacher’s meeting to try to get a harmonised model. INSET days are to be confirmed**.**  **Resolved**  **To agree the School Calendar 2023/24 subject to the confirmation of INSET days.** | | | | |
| **13** | **Any Other Business** | |  | **5** |
| **Industrial Action**  Reception, Yr 2 and Yr 5 and 1 Yr 6 class will be in school on 1 February. Support staff will be in school.  Packed lunches will be provided for children. Parents have been informed about the arrangements.  **Wesbite**  LJ reported that a member of All Saints staff is listed on the website as part of the SEND team which is confusing for parents. She has received 2 enquires for St Marie’s.  **Action: Update SEN area on website DS**  **Time of the end of the school day**  Staggered times of the end of day to be ceased; everyone is to finish at 3.30. There will be no afternoon break for KS2 children which will be replaced by a comfort break. This is to increase curriculum time and the directed time calendar will be amended as a result. The intention is to introduce this after half term.  **Catering**  **Notice has been given to the current provider that the contract will not be renewed due to the half portions and mouldy food being provided. 2 other schools are moving away from the LA provider.**  3 quotes to be provided including from Food for Thought. Staff are visiting other schools to see provision e.g. Northwood Primary.  **RC: Have Knowsley indicated what they will do with the kitchen equipment?**  DS: We currently pay £1500 for its usage.  **Governors agreed that the catering provider should be reviewed.**  **Action: Seek quotes from alternative providers DS** | | | | |
| **Date and time of meetings**   |  |  |  |  | | --- | --- | --- | --- | | **Spring Term** | | | | | Wednesday | 27\* | March (new date |  | | **Summer Term** | | | | | Monday | 8 | May | 2023 | | Tuesday | 11 | July | | | | | |
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