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|  | **Part One Items** | | **Lead** | **Mins** |
|  | **Welcome and Apologies for Absence** | | **TMcG** | **2** |
| **Governor** | | **Attendance** | | |
| Richard Coakley (Vice Chair) | | A | | |
| Carol Copoc | | / | | |
| Lynne Jackson | | / | | |
| Maria McGarry | | / | | |
| Tony McGuiness (Chair) | | / | | |
| Sheelagh O’Keeffe (HT) | | A | | |
| Joe Quilty | | A | | |
| Tracey Jones | | O | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Governance Professional) | | / | | |
| Emma Scott (Acting DHT) | | / | | |
| Danielle Smith (SBM) | | A | | |
| **The meeting met its quorum.**  **Apologies were received and accepted from SO’K, RC and JQ.** | | | | |
| **1** | **Prayer** | | **TMcG** |  |
| **TMcG opened the meeting in prayer for the Governing Body and in remembrance of the parent who died recently on the school playground.** | | | | |
| **2** | **Declaration of Personal or Pecuniary Interest and Governor Eligibility (Statutory)** | | **CO** | **1** |
| There were no declarations of interest in any agenda item. | | | | |
| **3** | **Minutes of the Last Meeting** | |  | **5** |
|  | 1. To agree the minutes of the meeting held on 30 January 2023 | |  |  |
| **The minutes of the last meeting were agreed as a true record and signed by TMcG as Chair.** | | | | |
| **4** | **Matters Arising other than on today’s agenda** | | **TMcG** | **10** |
|  | * To note any matters arising and actions required since the last meeting | |  |  |
| * 5.3 MM wished to clarify that RC has the former Chair of Governors had signed the agreement on behalf of the Governing Body * The SDP is almost complete and will be ready for the next meeting. * The Behaviour and Relationships Policy is almost complete * Fencing panels have been completed. * A Parent’s Course is scheduled to take place in the Sports and Arts building. * Industrial Action: the school was closed as there was insufficient staffing to ensure that the school could open safely. * Catering: Visits to other schools have been arranged to review provision in other schools. The current service has deteriorated since the last meeting, mouldy food, insufficient food and poor service. The menu provided for parents to select the preferred food for their child. This is often changed at the last minutes and parents are not happy that their children are not receiving what has been ordered. * The LA provider has been contacted who has apologised and given assurance that this will not happen again. Notice has been given as required. * Cleaning: Notice has also been given to the cleaning service. This is also being reviewed. TMcG asked that staff are reassured that it is the provider who has been served notice. | | | | |
| **5** | **Governance** | | **TMcG** | **10** |
|  | 1. To receive feedback from training and visits to school 2. To note any Chair’s Action since the last meeting | |  |  |
| There has been no training or Chair’s Action since the last meeting.  MM reported that she had visited school to meet with ES and the school council.  **Resolved**  **To note Governance items.** | | | | |
| **6** | **Headteacher Report** | | **MW** | **20** |
|  | 1. **EHT report for the Spring Term** 2. **Behaviour** | |  |  |
| MW highlighted areas within the report:   * Yr 5 are a cohort presenting challenge in terms of behaviour and parental discontent. Work is ongoing with Behaviour Team. An audit has been undertaken and a plan is in place. Every member of staff has been used with the cohort and supply staff are not willing to work with them. The plan is to reach out to Liverpool for staff to create a nurture group.   There were 3 suspensions last week i.e. 2 for 1 day and 1 for 3 days due to attacks on staff. 2 have returned successfully and the third has yet to return. This is impacting on the rest of the school. Monitoring of teaching and learning is continuing.  **CC: Has any consultation with children been undertaken and if so, what did this say?**  MW: They are frustrated as they wish to learn and disrupted by 4/5 children who are not stable due to, SEN needs, trauma and the impact of Covid.  **CC: Would a different learning style help?**  MW: Issues stem from the impact of outside influences.  **LJ: How many are there in the cohort?**  MW: 25 and 3 are withdrawn. The PSHE/relationships provision is having some success however, the relationship with one family is non-existent. Staff are wary of dealing with this family.  **TMcG summarised the current position and concerns regarding Yr 5 etc. and noted the limits this put on day to day management. He reported that the ‘right people’ are in the room to help deal with this and added that he had met with them to allow them to air their frustrations.**  **LJ: What is the LA’s plan?**  MW: There is a medium term plan at best. One child should be in special provision. 2 should go to Meadow Park. The others are to remain in school for intervention**.**  **TMcG: Is there any other alternative to Meadow Park?**  MW: Maybe a place at Northwood. Mark Strevens, KMBC will be meeting with parents and myself on Wednesday.   * Staffing: HR Has joined SLT as acting AHT * Joe Watson from the Cathedral has made a great start working with choir. * Self-Evaluation: Slight change to the behaviour and attitudes grade. Apart from Yr 5, strategies are beginning to bear fruit. * Curriculum implementation: some inroads in relation to the curriculum have been made. Provision has been rag rated and action plans are being developed by subject leaders which they are working on. Philosophy for Children is still being considered. * Visits and visitors to enrich the curriculum has been extensive e.g. Harry Potter day has taken place today. MW reported the drive and determination of staff credit who stayed behind after the INSET day on Friday to prepare for today. * CPD: Restorative Practice and Positive Handling   **LJ: Are incidents being recorded on CPOMS?**  MW: Yes, and staff are informing parents. The quality of reporting has improved.   * The meeting reviewed the current safeguarding caseload which is primarily being managed by SW. LJ reported that SW was seeking supervision from her and that she was not the most appropriate person to provide this. She advised that the LA should provide something through the SLA. * The report provided a further summary of behaviour and attendance. The restorative work with one individual is ongoing following a previous racist incident. There have been no incidents related to protected characteristics. * Attendance is 94.7% for statutory age children which is above the national and local averages. St Marie’s is rated 5th in the LA and 2nd in Kirkby. PA is 10.5% which is broadly in line with national.   **CC noted that in spite of everything, attendance was high.**  MW: The vast majority of children enjoy coming to school. Other parents in Yr 5 are choosing for their children to remain at St Marie’s at the moment however, this may not continue.  ES: We have lost 2 this academic year.  **LJ: The LA need to understand that plans need to provide for 5 children and the rest too.**  **Governors thanked MW and staff for the detail and quality of report which provided the oversight of what is going on in school.**  **Resolved**  **To receive the Headteacher’s Report for the Spring Term.** | | | | |
| **7** | **Finance** | |  |  |
|  | 1. **To receive the cost centre report and projected out turn for 2022/23** | | **DS** | **20** |
| TMcG stressed the need to look at the 3-year budget which is essential for sound financial planning. He stated that a Finance Committee would meet from September. The budget is being prepared for 2023/24 based on historical income and expenditure. A projected in-year deficit of £130k is not sustainable.  It was agreed that TMcG would review the financial plan and pupil numbers on behalf the of the GB under Chair’s action.  MW noted that pupil numbers were a cause for concern.  TMcG noted that discussions with the LA should focus on them filling existing places rather than expanding other schools in the locality. Reception is expected to be full for September however there are spaces in other year groups. He suggested contact with Jo Tully regarding pupil place planning.  **Action**  **Meeting with Nadine Carroll regarding managing the licensed deficit going forward TMcG/MW**  The meeting noted the use of reserves with the £60k overspend with concern.  DS has recommended that the Education Mutual Absence insurance be retained. It is slightly more expensive but cover and pay out etc are better than cheaper options.  **Resolved**  **To receive the finance report and agree the Education Mutual Absence Insurance.** | | | | |
|  | 1. To receive an update on the proposals for the Sports & Arts building | |  |  |
| **The item is to be carried over to the next meeting.** | | | | |
|  | 1. **School Fund Audit** | |  |  |
| The meeting received the audit statement and accounts prepared by Jeanette Ward. This was a clean audit report with a balance of £626.63.  **Resolved**  **To receive the School Fund Audit to August 2022** | | | | |
|  | 1. **SFVS 2023** | |  |  |
| The SFVS was reviewed and amendments/actions were agreed by Governors.  **Resolved**  **To agree the SFVS subject to amendments**  **Action**  **Revise SFVS prior to submission and circulate to Governors DS** | | | | |
|  | 1. **Catering Provider** | |  |  |
| **See matters arising.** | | | | |
| **8** | **Health & Safety** | | **DS** | **10** |
|  | To note any H&S or site concerns | |  |  |
| Concerns regarding access to the school site and buildings have been addressed. A lot of work has been done around the site including the removal of security shutters from some windows and doors to enhance the external appears of the school.  There were no other H&S reports.  **Resolved**  **To receive the H&S Report** | | | | |
| **9** | **Safeguarding** | |  |  |
|  | 1. **To note new concerns** | | **ES** | **5** |
| The breakdown of the current caseload was included in the Headteacher’s report. This showed an increase in the number of Child Protection, Child in Need referrals and Early Help Assessments.  **Resolved**  **To note the safeguarding report.** | | | | |
| **10** | **Policy Update** | | **MW** | **10** |
|  | To agree the updates to   1. Behaviour and Relationships Policy 2. Dignity at Work Policy | |  |  |
| **The Behaviour and Relationships Policy will be presented at the next meeting. The Dignity at Work Policy was agreed in January.** | | | | |
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| **11** | **Ofsted and SEF Priorities** | | **MW** | **10** |
|  | 1. To discuss | |  |  |
| MW reported the need for a refocus for next year in terms of Teaching & Learning, consistency of expectations and standards amongst staff i.e. in lessons, books and marking etc.  Staff hard working and children are learning and making progress however inconsistency is limiting this.  Staff changes etc. to enhance subject leadership, distribute leadership and shared responsibility is needed.  **CC: How will you achieve this?**  MW: There needs to be direction regarding good leadership in a primary school. The aim is to get the school into a position ready to handover to a substantive Headteacher. Every member of staff needs to see they have the opportunity to develop and grow. He added that the school would be judged to be requiring improvement if it was inspected at the moment.  **MM: That is happing with phonics?**  MW: Phonics results have dipped. A new leader of Phonics is in place. A review with Phonics consultant will be undertaken remotely. This will be followed by a visit.  MW outlined how phonics sessions are arranged and time limited to provide pace and drive  **TMcG summarised the ‘bumpy’ year; vulnerabilities have been identified. In the Summer term, a long term plan to drive school forward will be developed. MW, ES and HR have undertaken a curriculum audit against the EEF framework and identified barriers which have informed direction of travel.** | | | | |
| **12** | **Any Other Business** | |  | **5** |
| **There were no additional items of business.**  **Date and time of meetings**   |  |  |  |  | | --- | --- | --- | --- | | **Summer Term** | | | | | Monday | 15 | May | 2023 | | Tuesday | 11 | July | | | | | |

**The meeting closed at 17.40.**