|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Part One Items** | | | **Lead** | **Mins** |
|  | | **Welcome and Apologies for Absence** | | | **TMcG** | **2** |
| **Governor** | | | **Attendance** | | | |
| Richard Coakley (Vice Chair) | | | / | | | |
| Carol Copoc | | | / | | | |
| Lynne Jackson | | | / | | | |
| Maria McGarry | | | / | | | |
| Tony McGuiness (Chair) | | | / | | | |
| Sheelagh O’Keeffe | | | Resigned | | | |
| Joe Quilty | | | L | | | |
| Tracey Jones | | | O | | | |
| Matt White (Exec HT) | | | / | | | |
| **In attendance** | | |  | | | |
| Carole Owen (Governance Professional) | | | / | | | |
| Emma Scott (Acting DHT) | | | / | | | |
| **The meeting met its quorum. The absence of TJ was noted.**  **Action**  **Contact Parent Governor re non-attendance TMcG** | | | | | | |
| **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 | | |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | **Member** | **Entity** | **Nature** | **From** | | Richard Coakley  foundation | St Francis Xavier's College | Governor | 15 Nov 22 | | Liverpool Archdiocese | Employee | 01 Sep 22 | | Carol Copoc  LA | Tiger Tots Nursery | Owner |  | | Lynne Jackson  foundation | All Saints Catholic High School | Employee | 28 Feb 00 | | Miss Tracey Jones  parent | St Marie’s Catholic Primary School | Employee |  | | Maria McGarry  faith | Liverpool Archdiocese |  |  | | Tony McGuiness  foundation | All Saints Catholic High School | Headteacher |  | | Miss Sheelagh O'Keeffe  Headteacher | St Marie's Catholic Primary School | Headteacher | 04 Apr 15 | | Mrs Carole Owen  Governance Professional | Padgate Academy | Chair of Governors | 01 Feb 19 | | EQTC Ltd | Director | 15 Apr 14 | | Mr Joe Quilty  foundation | Runnymede School | Employee |  | | MS Emma Scott | St Marie’s Catholic Primary | Employee |  | | Mrs Danielle Smith  SBM | St Marie’s Catholic Primary | Employee |  | | Matt White | St Marie’s Catholic Primary | Executive Head | 01 Jan 23 | | Food for Thought Lt | Chair | 01 Jan 20 | | Liverpool District Catholic Schools Association | Chair | 01 Sep 19 | | Much Woolton Catholic Primary School | Headteacher | 01 Aug 08 | | | | | | | |
| **3** | | **Minutes of the Last Meeting** | | |  | **5** |
|  | | 1. **To agree the minutes of the meeting held on 27 March 2023** | | |  |  |
| **The minutes of the last meeting were agreed subject to the amendment of a typo. These were signed by TMcG as Chair electronically.** | | | | | | |
|  | | **Matters Arising other than on today’s agenda** | | | **TMcG** | **10** |
|  | | * To note any matters arising and actions required since the last meeting | | |  |  |
| **Behaviour**  MW provided an update on behaviour since the last meeting. There have been a number of suspensions and 3 children who are being considered by the Fair Access Panel. The teacher overseeing the Nurture group will not be in post after half term. The behaviour team is providing support.  **MM: Will parents have to agree the decision of the panel?**  MW: It is understood that the decision of the panel is final. Children may be allocated a place at Meadow Park for one term and will be dual registered with St Marie’s. Their return to St Marie’s will be dependent on their progress at Meadow Park.  **Licensed Deficit**  The LA is favourable to the potential to a licensed deficit. An application for this will need to be made.  **TMcG reported that he had met with MW and DS re finance.**  The SFVS was submitted by the deadline. | | | | | | |
| **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** 3. **To appoint a link OPAL governor** | | |  |  |
| * CC reported that she had undertaken panel training. * TMcG has met with DS and MW virtually to monitor the school finances. * JQ was proposed as OPAL Governor. This was agreed in his absence.   **Resolved**  **To note governance matters as above.** | | | | | | |
| **6** | | **Mission Statement** | | | **MW** | **15** |
|  | | 1. To discuss | | |  |  |
| MW reported from the day of reflection last term which focussed on what the school was aiming to achieve and how this would be achieved. Staff subscribed to the process positively. At the end of the day, a further meeting to discuss the outcomes was held at All Saints. He presented the draft proposal which is being consulted on with staff. He sought the views of Governors in relation to the content which had condensed the feedback from staff. The key word for inclusion was nurture and a love of Christ. Staff wished for guidance and inspiration from Christ.  **TMcG: Is this a new mission statement?**  MW: Yes.  **TMcG sought feedback from Governors and an outline of next steps.**  ES: There are 3 CPD opportunities planned. This will focus on wellbeing for staff and children, different learning styles and metacognition and bringing the community into school to inspire the children. A community day is planned for 14th July focussing on a love of Christ.  MW noted a lack of faith in some families with low church attendance and few children making their first Holy Communion. Christian values will be embedded in all aspects of school life; the role of Mary and providing a safe haven for children links with St Marie’s vision and values is central.  **CC: Why has there been a breakdown between families and Church?**  **RC: This is found in many schools; children may have been baptised but do not attend Church.**  **TMcG: School is our Church. Christ and Our Lady are at the centre of all we do and how we pass on our faith.**  **MM: How will you ensure staff have Christ at the centre of their lives?**  DS: This was evident at the session at All Saints. Staff are keen to have the love of Christ at the centre of their life and work in school.  **CC: Can the Church come into school?**  DS: They have done but the changes of Parish Priests have not cemented this. A visible local Church leader would drive this further.  **LJ: The values that we role model should enable the children to see that Christ is at the centre of all that we do. The mission statement should be felt on entrance.**  **TMcG: It is essential that candidates are questioned on interview about their support for the Christian ethos of the school.**  MW reported that the new Priest would be supporting the school further.  **TMcG: Gospel values under pin everything in St Marie’s which makes the school distinct to other local community schools.**  **MM: Have children been involved in the process?**  ES: It was discussed by the School Council.  **Governors unanimously agreed the Mission Statement.**  **Resolved**  **To agree the Mission Statement.** | | | | | | |
| **7** | | **Finance** | | | **DS** | **20** |
|  | | 1. **To receive the cost centre report and final out turn for 2022/23** 2. **To agree the Budget 2023/24 and 3 Year Plan including the proposed staffing structure for the next academic year** 3. **To receive an update on the proposals for the Sports & Arts building/capital works update** 4. **To agree the financial procedures including the scheme of delegation** 5. **Catering Provider update** | | | | |
| **DS outlined 2 potential budget scenarios based on an alternative staffing structures i.e.**  **Budget 1 based on a traditional HT model and Budget 2 is based on EHT and DHT.**    **TMcG: How do similar school’s staffing percentage compare to St Marie’s?**  MW: Many are 80%+ which means we are low by comparison. We have to consider how we spend the rest of the budget carefully.  **TMcG: SLAs are expensive and need to be reviewed for value for money.**  DS: LA building and SEN SLAs are expensive. Schools meals, cleaning, and buildings will provide for the greatest savings. Some things can be brought in house which will provide efficiencies. SBMS locally are looking to see if joint procurement and effect further savings.  The two financial models were considered.  **TMcG thanked DS for the context. He asked if the PE coach appointment could be justified.**  MW: Experience shows that this would provide additional opportunities for children including competitive sports. It might be possible to offer holiday clubs if a 52-week contract is given.  **TMcG agreed there was a strong educational basis for the recommendation.**  **RC: What are the working hours for the coach?**  DS: 32.  **JQ supported the appointment on the experience of his own school. He noted the value of having specialist provision.**  **RC: Have support staff been consulted on the changes?**  DS: HR have advised that they do not expect unions to object to an increase in hours.  **The rationale for changes to contractual hours was discussed and agreed: these have been built into the budget.**  **TMcG proposed the acceptance of the new leadership and support staff structure. This was seconded by MM and unanimously agreed.**  *MW DS ES left the meeting*  SO’K resigned with effect from April 2023.  **TMcG expressed some concern regarding the potential to recruit a strong and suitable HT in the current climate. MW will therefore remain in post for a further year as EHT (Executive Head) due to the timing of a potential recruitment process and to bring some stability to the school.**  **Governors discussed the advantages and disadvantages of the two models and potential to increase the PAN. Their preference would be to attract a substantive Headteacher.**  **TMcG proposed that Plan 1 be presented to the LA with a submission of a request for a licenced deficit.**  **This was seconded by JQ and unanimously agreed.**  **Resolved**  **To agree the 2023/24 budget and 3-Yr Plan.**  *MW DS ES re-joined the meeting*  **Financial Procedures**  DS recommended the adoption of the Financial Procedures manual and revised Scheme of Delegation which allows MW to assume a higher spending level.  **Resolved**  **To agree the revised Financial Procedures and Scheme of Delegation.**  **Catering**  2 catering quotes have been received from Food for Thought and RRPG. ES and DS visited Much Woolton and were impressed by the menu choice and quality of provision. There was a low level of food waste with any left overs being reused appropriately.  **RC: Do children choose in advance or select on the day?**  DS: There is a published menu for parents so that they know what is on offer for children to choose from.  The Chef and staff are very aware of children’s allergies etc.  RRPG: at Northwood the menu had a greater range of dishes than currently at St Marie’s however, this was not as varied as Food for Thought. Staffing levels are higher with RRPG who do not plan for the use of leftover food.  **MW: What is the cost for parents?**  DS: £2.20. Next step is for 3 providers to present and tender for the contract. Existing staff will be TUPED to the new provider if necessary**.**  **TMcG sought a Governor to be a member of the appointments panel. This was agreed.** | | | | | | |
| **8** | | **Health & Safety** | | | **DS** | **10** |
|  | | To note any H&S or site concerns | | |  |  |
| No H&S concerns were reported.  **Sports and Arts Building**  Heating works are planned for the summer holiday with a completion date of 1 September. Costs are 350k  And will be done in 3 phases. The Sports and Arts boiler will be replaced if there are any monies left over.  The water leak has been investigated again. The leak has still to be located; another meter reading has been taken. It would appear that the leak is on the United Utilities side and a leak claim form may be submitted.  Utility costs amount to approximately £100k.  **TMcG: Will Sports and Arts works cost the school?**  DS: None as the £350k is LCVAP money.  **Resolved**  **To receive the H&S and Premises update.** | | | | | | |
| **9** | | **Safeguarding** | | | **MW** | **10** |
|  | | 1. To note new concerns | | |  |  |
| There are no new concerns. MW thanked SW and ES for their management of a very heavy caseload working with external agencies.  **Resolved**  **To receive the Safeguarding update.** | | | | | | |
| **10** | | **School Improvement Plan** | | | **MW** | **15** |
|  | | 1. **To agree school priorities for 2022-25** | | |  |  |
| MW provided the proposed plan and highlighted the mission statement on p3. And the 4 themes of curriculum, values, faith and nurture. A full discussion will be held at the next meeting ready for the launch of the plan in September 2023. | | | | | | |
| **11** | | **Policy Update** | | | **MW** | **10** |
|  | | To agree the updates to   1. **Behaviour and Relationships Policy** | | |  |  |
| ES explained the move towards a more relationships focus in the policy. Restorative training has been completed which aligns to the new school ethos. This has been revisited in classrooms. There has been a bumpy start to the implementation however, there has been a noticeable difference in relationships amongst children and between adults and children.  MW: The plan is to move towards trauma informed practice.  Children are much more aware of their value and role in school. Staff are on board with this new approach and lunch time staff need more training.  **MM: Has the policy been informed by DfE guidance?**  ES: Yes  **The policy was proposed for acceptance by MM, seconded by CC and unanimously agreed.**  **Resolved**  **To agree the Behaviour and Relationships Policy which will be reviewed December 2023.** | | | | | | |
| **12** | | **Any Other Business** | | |  | **5** |
|  | | | | | | |
| **Date and time of meetings**   |  |  |  |  | | --- | --- | --- | --- | | **Summer Term** | | | | | Monday | 10 | July | 2023 | | | | | | | |
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**The meeting closed at 6.05pm.**