|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Part One Items** | | **Lead** | **Mins** |
|  | **Welcome and Apologies for Absence** | | **RC** | **2** |
| **Governor** | | **Attendance** | | |
| Richard Coakley (Vice Chair) | | / | | |
| Carol Copoc | | / | | |
| Lynne Jackson | | / | | |
| Maria McGarry | | Remote | | |
| Tony McGuiness (Chair) | | 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 RC, and JQ. The continued absence of TJ was noted.**  **RC chaired the meeting in RC’s absence.** | | | | |
| **1** | **Prayer** | | **RC** |  |
| **RC 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  St Lewis, Croft  St Albans, Warrington | CoG  Vice Chair of |  | | Tony McGuiness  foundation | All Saints Catholic High School | Headteacher |  | | 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 | |  | Merseyside Sports Partnership | Director | 1 April 2023 | | | | | |
| **3** | **Minutes of the Last Meeting** | |  | **5** |
|  | 1. To agree the minutes of the meeting held on 15 May 2023 | |  |  |
| **The minutes of the last meeting were agreed as a true record and signed by RC who chaired the meeting.** | | | | |
| **4** | **Matters Arising other than on today’s agenda** | | **RC** | **10** |
|  | * To note any matters arising and actions required since the last meeting | |  |  |
| **Behaviour**  Nurture group finished at half term. 1 child has taken up a place at Meadow Park.  **LJ: Has the child settled in?**  ES: Yes. He is enjoying it and doing well.  A second child has been allocated a place at Finch wood from September.  The school is trying to commission a further place for a child at Meadow Park.  1 family has declined a place at Meadow Park pending EHCP assessment.  A Yr 3 child is being monitored for a potential place at Meadow Park.  Yr 5 children overall have settled somewhat.  Yr 5 supply teacher is taking up a substantive post from September.  **Mission Statement**  6 children completed their first Holy Communion this year. 5 will be attending Mass as the other will be at Meadow Park.  Contact has been made with the new Parish Priest, Fr William who has agreed to hold Mass in school.  **Staffing**  Consultation regarding changes to TA has been completed for all except 1.  **Catering**  TUPE information has now been received in order for tenders to be prepared and considered. LJ has agreed to represent the Governing Body on the selection panel. It is likely that the start date will be 1 January 2024**.**  **RC: Will KMBC remove equipment?**  DS: They are likely to or will charge us for it. | | | | |
| **5** | **Governance** | | **RC** | **10** |
|  | 1. **To receive feedback from training and visits to school** 2. **To note any Chair’s Action since the last meeting** 3. **To agree the governance structure and agree meeting dates for 2023/24** | |  |  |
| There has been no Chairs Action since the last meeting  RC has held KIT check ins with MW.  LJ completed Prevent training last week.  **Action**  **EDI training for Governors login CO.**  It was agreed that there would be 6 FGB meetings per year as follows:   |  |  |  |  | | --- | --- | --- | --- | | **2023/24** | | | | | **Autumn Term** | | | | | Monday | 9 | October | 2023 | | Monday | 20 | November | | **Spring Term** | | | | | Monday | 22 | January | 2024 | | Monday | 18 | March | | **Summer Term** | | | | | Monday | 29 | April | 2024 | | Monday | 8 | July | | All meetings start at 4.30  \*Pay Committee and Finance Committee dates TBA | | | |   **Action**  **Check with RC regarding the Finance Committee and that this would be held at 3.30 on day of FGB meetings or within the school day. CO**  **Resolved**  **To agree governance items as above.** | | | | |
| **6** | **Executive Headteacher report** | | **MW** | **15** |
|  | 1. To discuss the summer term report | |  |  |
| The meeting received the detailed report. Governors stated that it provided a comprehensive view of the term.  **RC: Can you explain the colour coding?**  MW: The RAG rating reflects the progress of the school this year. The curriculum implementation is progressing well. New teachers and a new EYFS lead will be joining the school in September and therefore judgements are cautious.  **RC: Which subject areas need more focus?**  MW: It is about building confidence and knowledge amongst staff regarding the sequencing, consistency and delivery time of the curriculum. The new teaching and support team will establish the St Marie’s model of delivery particularly around mastery, set standards and high expectations  ES: Resilience will also be built in so that subject leaders develop confidence.  **RC: Will training be provided in house?**  MW: Maths mastery will be delivered by the Cheshire and Wirral Maths Hub.  Mark Burns planning and effective teaching and learning**.**  **Resolved**  **Top receive the Executive Headteacher report.** | | | | |
| **7** | **Finance** | | **DS** | **20** |
|  | 1. **To receive the cost centre report June 2023** 2. **To receive the final 3 Yr Plan** 3. **To agree the** 4. **To receive the School Fund statements for April and May** 5. **To receive an update on the proposals for the Sports & Arts building/capital works update** 6. **Catering Provider update** | |  |  |
| **Cost Centre**  The cost centre report is currently showing an underspend. Changes to staffing has mean that the planned deficit will be £28k.   |  |  | | --- | --- | | SBS | 1200436 | | Budget Allocation | 1228897 | | Out turn | -28461 |   The LA has agreed the deficit and a plan to recover monies over 3 years has been delivered. DS explained how SLAs will be adjusted and efficiencies will be created.  A meeting will be held with DS, MW and the LA to agree the monitoring process. DS expressed confidence that the deficit could be managed. She reported that RC reviewed the plan prior to submission to the LA.  Curriculum: purchases are now being authorised  1 LTS will be covered  **Employee costs:** Staffing savings will be made on the recruitment of teachers on MPR 1 grades (previously MPR6/UPR 1) x 2 and recruitment into UPS3 post with MPR 2.  Agency committed costs are high due to staff covering vacant posts and 1 long term sickness absence which will be offset by absence insurance reimbursements. Future cover will be covered by using internal staff and 2 x HTLA effectively to plan and manage expenditure.  **Action**  **MM and RC to contact Chris Williams re lighting approval MM/RC**  WN1 Will complete the lighting during October half term.  **School Fund:** there has been minimal expenditure or movement of funds since the last report.  **The Licensed Deficit Policy** was unanimously agreed.  **Resolved**  **To receive the finance and cost centre reports and agree the Licensed Deficit Policy.** | | | | |
| **8** | **Health & Safety** | | **DS** | **10** |
|  | **To note any H&S or site concerns** | |  |  |
| DS outlined the timeline for the replacement of the heating system.Phase 2 has been delayed to summer 2024 due to the water leak on site. Pipe work will run along the corridor walls at a high level due to asbestos in the ceiling.  Meetings will be held and the project will be monitored by DS and MW during the holidays.  **Water leak**  A leak has been located on the inlet of the mains system, and therefore the responsibility lies with Water Plus. Bills were reduced in May to £1, 300 from £3,500.  **Connect the Classroom**  The funding application to upgrade the internet connectivity has been approved by the DFE at the highest quote received level £33,876.29 – works will commence in September.  The Projector and sound system upgrade will cost £6K; approval to be brought to Governors for approval.  **Resolved**  **To receive the H&S and premises update.** | | | | |
| **9** | **Safeguarding** | | **MW** | **10** |
|  | 1. To note new concerns | |  |  |
| Additional security measures have been put on the toilet widows.  Additional security on the hall doors is to be put in place as mag locks will be used to secure them. DfC funds will be used to cover the cost of approximately £2.5K.  The Safeguarding report was included in the EHT report. The workload continues to be heavy.  **LJ: Do numbers reflect individual children or families?**  MW: They are individual children however, some are from the same family.  Bullying and racist incidents have decreased. Potential issues are being identified much earlier. ‘My Happy Mind’ is to be introduced from September to support children’s mental health. This is an NHS programme which helps children to regulate their conduct whilst having more understanding about their bodies. Teachers will facilitate sessions so that this practice can be sustained.  **LJ: How often are they? Is it age specific?**  ES: it is 20 minutes once per week. It is progressive for each cohort. It costs approximately £2.5k for the year and is funded by monies from the Northwood Project.  MW: Dog Therapy has been replaced.  **LJ: 32 EHATs is a lot. Who is the lead for these?**  DS: 14 are led by the school.  **LJ: It would be helpful to have this information broken down so we can monitor the workload.**  MW: Simon will have a more structure to his role to make his work load more manageable.  **LJ: Over time, SW has picked up additional responsibilities beyond his Learning Mentor role and therefore his expertise has been spread thinly.**  MW: His role is now Safeguarding and Attendance Officer which reflects what he is doing on a daily basis. He was fully consulted about this change.  **LJ: Who is picking up mentoring?**  ES: 2 staff are ELSA trained and they will pick up mentoring.  **Resolved**  **To note the Safeguarding Report.** | | | | |
| **10** | **School Improvement Plan** | | **MW** | **15** |
|  | 1. **To agree school priorities for 2022-25** | |  |  |
| The meeting received the headlines for the 2-year plan. MW explained that the intention was to ensure that St Marie’s becomes as successful and sustainable as it can be.  The environment is a limiting factor however, the hope is that more financial support will be provided by the Archdiocese.  MW explained how the entrance etc. will be remodelled and children will be photographed and act as ambassadors for the school.  A Community Afternoon will be held on Friday 14 July from 2.30. Classes have their own staff such as the Fire Service NHS, Healthy living, LFC beat the goalie and local football team.  Arna and Elsa from Frozen characters are aimed to bring community in whilst raising funds for school and give a positive end to the year.  CPD: Staff will be undertaking training prior to the summer break in readiness for the new academic year.  St Marie’s is to be a healthy and exciting place for colleagues to work in. It needs to be established this half term.  DS: One member of staff has recently talked about the ‘uplift’ she feels about her job which is also impacting at home noted by her husband.  **Resolved**  **To note the priorities for the next two academic years.** | | | | |
| **11** | **Term Dates 2023-24** | |  |  |
|  | 1. To agree | |  |  |
| This item was not required. | | | | |
| **12** | **Any Other Business** | |  | **5** |
| There were no additional items of business. | | | | |
| **Date and time of next meeting: 9 October 2023** | | | | |

**The meeting closed at 5.55pm.**