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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 | | / | | |
| Tony McGuiness (Chair) | | / | | |
| Joe Quilty | | L | | |
| Tracey Jones | | Resigned | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Clerk) | | / | | |
| Emma Scott (Acting DHT) | | / | | |
| Danielle Smith (SBM) | | / | | |
| The meeting met its quorum.  JQ apologised for his late arrival to the meeting. There were no other apologies. | | | | |
| **1** | **Prayer** | |  |  |
| **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 and complete the annual declaration of interests | |  |  |
| **Governors completed the annual declaration of interests and returned them to the Clerk for uploading onto Governor Hub. There were no declarations of interests in agenda items.**  **Action: CO** | | | | |
| **3** | **Minutes of the Last Meeting** | | **TMcG** | **5** |
|  | 1. To agree the minutes of the meeting held on 10 July 2023 | |  |  |
| **MM proposed and MW seconded the acceptance of the minutes which were agreed as a true record. These were 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 | |  |  |
| There are currently 2 children at Meadow Park. Staff are working with the Behaviour Team regarding a third child moving to Meadow Park from the Spring Term.  1 parent has declined a place at Meadow Park pending completion of an EHCP assessment.  Staffing Structure: TAs have accepted the increase in hours with the exception of one who did not want the full increase.  Catering: see item 7.3.  Lighting Approval: MM contacted Chris Williams. MW also contacted the Arch who decided that any decision should be taken by Governors. 3 quotes have been obtained from WN1, Prospect and E-light.  Water Leak: this has been capped off. Heaters have been replaced.  The water meter has also been replaced and the bill has been drastically reduced from £68k to £40. DS indicated that she was pursuing a further reduction. | | | | |
| **5** | **Governance** | | **TMcG/CO** |  |
| 1. **To agree the election of Chair and Vice Chair for 2023/24**   TMcG was proposed by LJ and seconded by MM for reappointment as Chair. This was unanimously agreed.  RC was nominated to continue as Vice Chair which was also unanimously agreed.  **Resolved**  **That Tony McGuiness and Richard Coakley be appointed as Chair and Vice Chair respectively for the current academic year.**   1. **To note the Instrument of Government, changes to membership and dates of office**   TJ has resigned as Parent Governor.  **Action: seek nominations for staff and parent governors: MW**  The instrument of Government was reviewed and agreed as remaining fit for purpose. The staff and parent vacancies were noted.   1. **To agree the Code of Conduct 2023**   The Archdiocese will be circulating a version of the Code of Conduct which incorporates CES Code of Conduct;  until this is received the NGA Code was agreed as binding on all parties.  **Resolved**  **To agree the Code of Conduct 2023.**   1. **To note attendance at meetings 2022/23**   The attendance log for the last academic year was received showing an average of 66.4% attendance which was lower than the previous year..   1. **To agree the membership of the Pay Committee and agree the Terms of Reference for the Full Governing Body and Pay Committee.**   The Terms of Reference for the FGB and Pay Committee were agreed. The Pay Committee will comprise TMcG, CC and JQ.  TMcG as Chair and the Chair of Governors from Much Woolton will undertake the Exec Headteacher’s Performance Management on 17 November at 2pm.  **Resolved**  **To agree Terms of Reference and membership of the Pay Committee.**   1. **To agree dates of learning walks and focus of visits**   It was agreed that link visits would take place once per term either on site or remotely.  **Action: MW to coordinate Governors visits**   1. **To agree link Governor roles for:**   Link roles were agreed as:  • Curriculum inc EYFS, English and Maths: MM  • RE: TMcG  • Safeguarding/Child Protection: LJ  • SEN: CC   * Pupil Premium: RC * Outdoor Play/Learning: JQ   **Resolved**  **To agree link Governor roles.**   1. To agree the frequency of meetings and arrangements for financial reporting see below   **The proposed schedule of meetings was confirmed with the focus of meetings as finance/business in the first half term and Quality of Education in the second.** | | | | |
| **6** | **Headteachers Report** | |  |  |
| MW reported that there had been a solid start to the year. Children have returned well and have been more compliant in terms of standards of uniform and behaviour.  New staff appointments have made a positive impact. The 2 new experienced staff have settled well. ECTs have been inducted well and made a promising start to their careers.  The new Sports Coach, Chris Manning has transformed lunchtime play and after school activities. More children are now involved in competitions. It has been a good start to the year.  MW wished to credit to DS and Bill, Site Manager for their work to ensure the school opened on time after the building works.  The NSET day held at All Saints provided a positive opportunity for cross school liaison.  **Attendance** is currently 95% which is slightly below last year. 1 child is missing from education; this is being followed up. Another child who is at Meadow Park was on a significantly reduced timetable due to behaviour concerns. MW reported the aim is for attendance to be 96%.  Governors noted that this level of attendance compared very favourably with national figures.  **TMcG: How many holidays have been taken in term time?**  MW: There have been a few. The relevant processes are being followed.  **Pupil wellbeing:** The Healthy Minds curriculum has been introduced. It is too early to see impact at the moment; restorative practices which were introduced last year continues to bear fruit. There have been 2 racist incidents from one child who is currently suspended for 2 days. A learning programme is to be used with the child and the family has been asked to back this.  **The OPAL programme is being continued.**  ELSA sessions are being delivered by 2 TAs.  SW is overseeing pupil voice and the adjustment to his job description and title is providing him with more focus.  **MM: What is in place to help ECT support children’s mental health?**  ES: The Heathy Minds programme runs throughout the school. Children have their own journals to record their thoughts and feelings.  MW: All staff have begun a mental fitness programme to provide themselves with the skills to support themselves in the first instance which will feed into pupil wellbeing.  **Pupil Outcomes**  **ES presented a report and detailed the success of children at all phases in school i.e.**  **MM: Was the GLD data moderated?**  ES: There was no EYFS moderation however there was for KS1.  **Action**  **Updated report and agenda item at the next meeting ES**  **TMcG observed that there were many positives to note during a period of instability however the issue at KS2 in Maths is a concern. Is Ma a significant weakness?**  MWE: It is a weakness and therefore we have linked in with Cheshire Maths Hub for training to provide consistency. Emma B is providing maths coaching and co-teaching.  **TMcG: RWM Combined sig drop why is this? Should Maths be a key focus?**  ES: Maths data is not as strong last year.  MW: Consistency is the key. Training last year had not been focussed on or followed up consistently. MW cited examples of this in relation to Power of Maths. A co-coaching model is being led by HR to develop consistent pedagogy across the school.  **CC: How will you measure impact?**  MW: We have a plan for monitoring lessons book scrutiny pupil voice drop ins co-coaching etc. the data capture will show the impact. End of term testing is not ideal but it would give us an indicator of progress on a topic by topic basis.  **Resolved**  **To receive the Headteacher’s Report.** | | | | |
| **6** | **Policy Update** | | **MW** | **20** |
| To agree the   1. **Safer recruitment Policy** 2. **Child Protection Policy** 3. **Allegations Management Policy**   LJ reported that the legislation references in the model LA polices were incorrect. There need to be checked before polices can be agreed and published.  **Action**  **Amend policies and submit for approval at the next meeting MW** | | | | |
| **7** | **Finance** | | **DS** | **15** |
| 1. **To receive the Cost Centre Report** 2. **To receive the Finance Report**   DS explained that the LA moved over to the new LA finance software, which is not compatible with school systems, has created issues in the report. The cost centre report does not show salaries at the current time. Figures are showing an underspend which is not the case.  **TMcG: Are you saying that the figures are not accurate due to LA software? What is the solution?**  DS: No solution has been given at the moment. Schools have not received an update.  **TMcG: Who are you dealing with?**  DS: David Norton and another member of the finance team.  **Governors expressed grave concern that they are not able to make informed decisions based on accurate financial information.**  **Action**  **Email to David Norton and Jackie Dick MW/TMcG**  DS highlighted:   * Salaries are current under by £40k * Agency supply is overspent as EMP 09 as some staff who are moving onto contracts are currently being paid from this code. This will be mitigated by savings in supply costs. * Curriculum expenditure is accurate. * The Maths curriculum review has highlighted the need for significant investment in Maths resources. * School Development: coaching for mental health, curriculum lead support and other CPD for staff will increase costs from £6k to £10k. * A grant of £2k families in need funding will be used to purchase PE kit for some children. * Further hardship funding is expected. * £32k approved by TMcG for Connect the Classroom which will be reimbursed by the Archdiocese. * SLAs cannot be reported on currently. No surprises are expected. * Water rates should reduce and gas bills have reduced from £1700 to £400/month.   **TMcG: Currently we are projecting an underspend of £2k?**  DS: School led tutoring monies are expected to be clawed back by the end of the year. This is due to the number of hours allocated and utilised. The decision not to use this in future has been taken.  **TMcG: Are you confident that staff are being paid correctly?**  DS: I have received reassurance that they are however, TAs with new salaries cannot tell if they are**.**  **Action**  **Request dummy payroll report on 10th of each month prior to staff being paid DS**  **TMcG: £28k carry forward; does this assume the annual pay rise for teachers and incremental progression?**  **Action**  **Email for assurance payroll that staff pay rises in December salary from LA DS**  **TMcG to be copied into all emails DS**   1. **School Meals Specification**   DS and MW met with James Holmes, Facilities Management and staff to indicated that the school is tendering for the school meals contract. A key element is value for money meals with food cooked from scratch and locally sourced. Children to be taught about food as well.  RP3 will be visiting next week. Tenders are expected from DNS and the LA.  LJ is to review the tenders and report to the board as to who the preferred provider is. DS advised that it was expected that the new service would be operational from February and TUPE requirements will be in place.  **Resolved**  **To receive the finance report and note the school meals tendering process.** | | | | |
| **8** | **Audit Report** | | **DS** | **10** |
|  | 1. To review the completion of actions from the last Audit Report | |  |  |
| 6 recommendations have now been fully completedcomprising:   * Declarations of Interest * Expenditure levels * Business use for staff car insurance; n this has been purchased at £400/year cost. Staff have to declare that they have no penalties on their licence and that their car is roadworthy. * Signatories have been increased i.e. DS, ES, MW and HR. * Purchase Orders: order must be raised before the invoice is received process now in place * Minibus log book is now being completed to show that checks have been undertaken   **Action**  **Contact Auditors to show they are satisfied with actions taken DS**  **Resolved**  **To note completion of the Auditors action plan.** | | | | |
| **9** | **H&S/ Premises** | | **DS** | **10** |
|  | To note any H&S or site concerns including RAAC (Reinforced Aerated Concrete) | |  |  |
| **Cunliffes have assured the school currently however the DfE is sending another inspector to check the building. The Archdiocese is confident there is no RAAC on site.**  **TMcG: Have we done all that we have been required to?**  **DS: Ye, there are no other H&S concerns.**  **Resolved**  **To receive the H&S update.** | | | | |
| **10** | **Safeguarding** | |  |  |
| 1. **Keeping Children Safe in Education 2023 and review the role of governors.**   **RC: who are the safeguarding leads?**  ME: The Designated Safeguarding Lead is SW and the Deputy Designated Safeguarding Lead is ES supported by MW.  **MM: Who would be in place if both DSL and DDSL are not in school?**  MW outlined the staff with experience and training in this area. He expressed confidence that issues would be well managed.  **TMcG have all staff had update on KCSIE and completed training?**  MW: There is a 7 min session every week in staff briefing.  **Actions**  **Governors to sign a declaration that they have read and understood the new guidance All**  **Follow up safeguarding training with catering staff etc with SW LJ**  **Resolved**  **To receive Keeping Children Safe in Education 2023 and the arrangements for training.** | | | | |
| **11** | **Any Other Business** | |  | **5** |
| **Data Breach**  Seedlings paperwork was handed in, in an envelope which was left on a desk. It did not reach the SENCo  This has been reported to DPO (Judiciium) The ICO is reviewing the breach to see if it meets the threshold.  MW has reviewed the process for the management of sensitive paperwork handed in by parents etc.  MW met with parents who are happy with the actions taken to date and have asked to be kept informed of ICO outcome.  New Data Protection training is to be provided to staff over 2 twilight sessions.  **Vulnerable Schools**  At the end of the last school year. KMBC required Headteachers to complete a self-evaluation form. MW stated that St Marie’s was a vulnerable school. As a result, St Marie’s has been placed on vulnerable schools list. Meeting is to be held with LA in November. | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Date and time of meetings 2023/24** | | | | | **Autumn Term** | | | | | 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 20 November at 4pm. | | | | | | | | |
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**The meeting closed at 18.05.**