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|  | **Part One Items** | | **Lead** | **Mins** |
|  | **Welcome and Apologies for Absence** | | **TMcG** | **2** |
| **Governor** | | **Attendance** | | |
| Hayley Brasier | | / | | |
| Richard Coakley (Vice Chair) | | / | | |
| Carol Copoc | | / | | |
| Lynne Jackson | | / | | |
| Maria McGarry | | / | | |
| Tony McGuiness (Chair) | | / | | |
| Joe Quilty | | / | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Clerk) | | / | | |
| Danielle Smith | | / | | |
| Emma Scott (Acting DHT) | | / | | |
| **There were no absences from the meeting which met its quorum.** | | | | |
| **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 | |  |  |
| **There were no new declarations of interest or additional to the register.**  **Action**  **Complete declaration asap HB** | | | | |
| **3** | **Minutes of the Last Meeting** | | **TMcG** | **5** |
|  | 1. To agree the minutes of the meeting held on 9 October 2023 | |  |  |
| **The minutes of the last meeting 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 | |  |  |
| Meadow Park: the 2 children have weekly checks. There are ongoing issues with them. ES and SW check attendance etc. The third child remains on role  Lighting: the third quote is awaited. It was agreed that TMcG would act on behalf of the Governing Body once this has been received. This will be reported at the next meeting.  Premises: The water leak has been capped off. The new heating system in place however, the old boilers are struggling to supply it. The hot pipes in classes means the lack of temperature control.  **MM: What mitigation is in place?**  DS: The issue is mainily in corridors. Downstairs pips are protected. Upstairs’ these are exposed however, assurance has been given that coverage is not required for KS2 children.  Link Governor visits will be scheduled for this half term.  Financial Reporting: DS has contacted David Knowsley and Jackie Dick who have advised that a dummy payroll is not possible with the council system.  Anomalies due to the new LA finance system have been addressed i.e.  The SEN allowance incorrectly paid will be recouped over the next two months.  The maternity pay issue has been addressed with no impact on the budget.  1 member of staff paid has been at 46 weeks instead of 52 and 1 person did not receive their TLR payment. These have been addressed now.  The reconciliation for July which was received in October.  Data Breach: the process is ongoing with Judicium Education.  Vulnerable school status: MW met with Penny France to request financial support needed from the LA and the support already. place. PF requested that a bid be submitted to cover costs. The outcome of the bid is awaited. | | | | |
| **5** | **Governance** | | **TMcG** |  |
| 1. **To note changes to membership**   The meeting noted the appointment of HB as Parent Governor. ES has been appointed as staff Governor both with effect from  **Resolved**  **To note the appointment of Hayley Brasier as Parent Governor and Emma Scott as Staff Governor with effect from 1 November 21023 to 31 October 2027.**   1. **To receive feedback from visits to school**   There have been no visits since the last meeting.   1. **To receive feedback from training**   Governors reported from the following training:  LJ: Working Together update  CC: Operation Encompass training  MM: Attendance training and safeguarding training.  **Action**  **Safeguarding training in January meeting substantive item MW** | | | |  |
| **6** | **Executive Headteacher’s Report** | | **MW** |  |
|  | 1. To receive the report including pupil progress, attendance, behaviour and well-being | |  |  |
| **Governors noted the length of the report which was a reflection of all that had been going on since September.**  MW reported that there had been a good start of the year with improved behaviour and a calmer atmosphere. Attendance is satisfactory and there has been some progress with punctuality.  New staff have generally settled well; two are agency staff.  Chris Manning Sports Coach is making a significant contribution to school life and has transformed the outdoor play and lunchtime activities.  **TMcG: Do we have a full complement of staff?**  MW: Yes.  The new EYFS lead has made changes to provision and providing coaching for the teaching of phonics. There is increasing fidelity to the Read Write Inc approach.  All subject leaders have met with School Improvement Liverpool to provide a more cohesive approach to curriculum planning and delivery.  **Self-Evaluation:** Governors reviewed the RAG rating and noted that dark green represented real strength. Areas shown as light green reflect the deployment of ECTs  Overall effectiveness is amber.  **L&M** is improving due to the new EYFS lead and subject leader development.  Overall the school is in a much stronger position than at the end of the summer term. Staff attendance, competency CPD etc have all improved. MW stated that progress to date was pleasing.  **School Priorities 2023/24:** the 5 key areas remain   1. Culture 2. Aspiration 3. Resources 4. Community 5. Environment   MW welcomed HB’s involvement in the GB as she gives much to the school and is well respected by families in the community  **Governors noted the clarity of priorities and agreed the success criteria.**  **Outcomes 2022/23**  Headlines were reviewed. There were in line with targets last year which showed the accuracy of teacher assessments. KS2 outcomes pleasing given the staffing and contextual issues within the cohort. Maths outcomes particularly at the higher standard was pleasing at 28%.  **Targets setting for 2024** shows that there is an increase in aspiration particularly for Greater Depth Writing. Maths needs strengthening and reading for Pleasure at home is a key area. MW stated that the ambition is to develop a library but the room has needed to be used for a child requiring one to one support.  KS2 RWM Combined was below target. A thorough approach to target setting this year with increase aspiration has been implemented.  Progress scores from KS1 were disappointing.  **MM raised the concern regarding the lack of children achieving RWM combined at the higher standard. TMcG queried the reasons for this.**  MW: 2 years of Covid affected these children.  **TMcG: This was the same for every school**  MW: There was also a period of great instability in the school which exacerbated this.  **RC: What progress has been made in other year groups?**  ES: There was also staffing issues in some other classes.  **MM: 72% GLD was not moderated. Can you give assurance in relation to the accuracy of this? This will require higher expectations going forward.**  MW: QA involved a sampling exercise. The sample was satisfactory. There were some questions regarding this and children are being closely monitored in Yr 1.  **MM observed that progress would be measured from EYFS to KS2.**  **TMcG: Was underachievement across the whole cohort or were there a number of outliers who brought the data down?**  MW: We did have some outliers.  **TMcG summarised position in that there were a number of children who achieved well this year however this is distorted by a group of underachievers. He noted that reassurance given by MW in relation to the increased quality of provision and delivery this year.**  MW referenced the targets set on p6&7 which had been agreed with the staff in each phase. There is no phonics target for Yr 2 as yet as this is still being assessed; 80% is ambitious.  **Yr 4 multiplication table check: RC queried the threshold for determining if children met the standard.**  MW and ES confirmed that children had to score between 20 and 25 in the test.  **RC: Why is the average score lower this year?**  **TMcG queried the progress measures.**  MW: These will be positive this year.  **TMcG: Is the 48 to 68 RWM increase of 20% achievable?**  MW: There is a group of children who require a lot of help to get the EXS in all 3 years. Helen R is confident that she can move them forward. If the 5 borderline children do not achieve then there will be a negative progress measure.  **MM: Will there be intervention and support? How will this be delivered?**  MW: She will do this as she knows the children best and will be able to direct intervention appropriately.  **Catholic School Inspection**  MW has undertaken one day of training to date to become an inspector. The programme is to continue.  There has not been a systematic approach to the delivery of RE. MW summarised how the profile of RE has been increased through the Catholic life of the school i.e. daily prayer, hymn practice.  **TM: when is the next Section 48 inspection due?**  **MM: It is likely that it will be between 7 and 8 years. MM agreed to be the lead Governor for Catholic Life, RE and Collective Worship to monitor**  **Action: Check the possible timing of the next Section 48 inspection MW**  **Curriculum implementation**   * The RAG rang was noted with no red areas. * Happy Minds mental health programme; there is still work to do on this. * **Planning is green** * **Educational visits and visitors: there is a lot going on. Staff are looking for opportunities for children to get out beyond the local community. Financial limitations have to be considered as staff cannot ask parents for contributions. The locality is being used at the moment i.e. visit to QVC to look at job opportunities etc.**   **MM: There are no plans for Yrs 1 and 2 until Spring 2. Why is this?**  ES: The enrichment calendar has been designed with School Improvement Liverpool. This is a working document and there will be other events which will be added.  **CC: How do you involve parents in trips etc.?**  MW: There is no PTFA etc. we need to get parents involved in their child’s learning. We will use this as the basis to build stronger parent partnerships and possible establish a PTFA. We do have a strong enthusiastic group of parents.  ES: We have had a lot of parents attend collective worship and the turnout at parents’ evenings has been good.  **Kirkby collaborative awards:** a number of children received awards which was pleasing.  Forthcoming events: MW invited Governors to the end of term events.  **CPD** has focussed on pedagogy and outdoor play learning. Routines are clearly displayed around school. Positive handling training has been completed as well as data handling and GDP, maths mastery coaching and mental fitness.  **Safeguarding:** the caseload for the Autumn Term was noted. Figures for terms 2 and 3 related to last year.  There have been a lot of EHATs creating work for SW and the Safeguarding Team.  **LJ: Does SW attend all TAF meetings?**  **MW: He does the majority and now that Megan has returned from maternity leave she is also attending these.**  **Social care involvement with some families has led to an improvement in behaviour of these children**  **There have been 2 suspensions since the last report; Alternative provision is being sought for one of these children.**  **LJ: Operation Encompass notification: how is the voice of the child gathered?**  ES: It is done by the person who has the best relationship with the child.  **LJ: Who undertakes MASSH referrals?**  ES: Again this is done collectively; SW co-ordinates this.  **TMcG: Is there sufficient capacity to deal with need and is there appropriate supervision for SW?**  MW: Supervision is in place. SW has the opportunity to meet with an external provider which he does access. SW has had a review of his role.  DS has introduced a new attendance system and Sharon in the office is involved with this. She has the ability to question families etc as she gets to know them more. Capacity is stretched however, we are monitoring this.  **Behaviour:** Alternative provision for a child who has recently joined the school and is in dire need is being commissioned.  **TMcG: Did you receive the behaviour log from the previous school?**  MW: The child presented the same issues in his previous school. We have only recently received the log following several requests**.**  **TMcG: A managed move may have been a fairer way of managing this.**  **Attendance** is 94.6% which is currently above the national average. PA has reduced from last year.  A new attendance system has been introduced which is more detailed. The First day response is fully in place and this has increased punctuality. Absences is not authorised if a child is more than 30 minutes late.  **TMcG summarised expectations culture which has been established i.e. here every day, on time every day and learning every day.**  **Resolved**  **To receive the Executive Headteacher’s Report.** | | | | |
| **7** | **Policy Update** | | **MW** | **20** |
| To agree the   1. **Safer Recruitment Policy** 2. **Child Protection Policy** 3. **Allegations Management Policy** 4. **Admissions Policy 2025/26**   All legislation has been corrected in the LA policies have been adopted.  The Admissions policy was received last week from the Archdiocese. There are no proposed changes and therefore a consultation is not required.  All policies were unanimously agreed.  **Resolved**  **To agree the Safer Recruitment, Child Protection., Allegations Management and Admissions Policies.** | | | | |
| **8** | **Finance** | | **DS** | **15** |
| 1. **To receive the Cost Centre Report**   Figures are still not completely reliable due to the issue with reconciliation process and payroll issue. governors noted with great concern that they were not able to make informed decisions.  Agency supply looks overspent at £29k However, some income is within teachers’ salaries.  School Development costs are overspent in the expectation that the LA will provide the additional funding  Other grants are expected and these will be shown at the next reconciliation.  **Action**  **Email LA regarding Governors concern re decision making and financial reporting DS**  The Chair and Vice Chair of Governors, Executive and Deputy Head and SBM are due to meet for financial planning etc. however they do not feel able to do this until they have sound financial information.   1. **To receive the Finance Report**   This was not available due to the issues with the fiancé system.   1. **School Meals Tender update**   The specification and timetable for submissions etc. were issued to the 3 companies. Unfortunately  RPJ3 have withdrawn from the process. Only 2 other local companies remain one of which is the LA. A third company now needs to be sourced in line with financial procedures.  MW we are wanting a bespoke service providing fresh food prepared on site.  **TMcG asked Governors if they were happy to proceed with the process with only 2 providers. This was unanimously agreed.**  **Resolved**  **To progress the School Meals Tender.** | | | | |
| **9** | **H&S/ Premises** | | **DS** | **10** |
| 1. **To note any H&S or site concerns**   **Heating and pipes:** see matters arising.  **Asbestos survey:** There is some in the ceiling and in the floor. There was a low amount in sample advised not a major concern.  There is crumbling plasterwork in one classroom at a high level whilst other rooms have crumbling plaster at a low level. DS reported that a survey is being undertaken.  **Resolved**  **To receive the H&S Update.** | | | | |
| **10** | **Safeguarding** | |  |  |
|  | 1. **To note the current caseload of concerns** | |  |  |
| This item was discussed in item 6. | | | | |
| **11** | **Any Other Business** | |  | **5** |
| |  |  |  |  | | --- | --- | --- | --- | | **Date and time of meetings 2023/24** | | | | | **Spring Term** | | | | | Monday | 22 | January | 2024 | | Monday | 18 | March | | **Summer Term** | | | | | Monday | 29 | April | 2024 | | Monday | 8 | July | | All meetings start at 4.30 | | | | | | | | |

**The meeting closed at 6.15pm.**