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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 | | A | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Clerk) | | / | | |
| Emma Scott (Acting DHT)  Danielle Smith (SBM) | | A  / | | |
| **The meeting met its quorum.**  **Apologies were received and accepted from JQ and ES.** | | | | |
| **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 declarations in agenda items or changes to the annual register.** | | | | |
| **3** | **Minutes of the Last Meeting** | | **TMcG** | **5** |
|  | 1. To agree the minutes of the meeting held on 20 November 2023 | |  |  |
| **RC proposed and MM seconded acceptance of the minutes which were unanimously 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 | | |  |
| * A third child (Yr 6) is now attending Meadow Park. 2 further children are to be considered: a Yr 3 child is being assessed and a Yr 5 is going to panel * The lighting was approved under Chair’s action. * Water bills have been reduced from £3k/month to approximately £800. Negotiations are ongoing regarding the repayment of some outstanding monies * Data Breach is ongoing; the appointment of a case worker has yet to be assigned. TMcG urged DS and MM to continue to press the ICO to appoint the case worker. * CC reported that she undertook a link visit on Friday * Bank reconciliations: all are now up to date. * £10,050 has been received from the LA which is a Vulnerable Schools Grant. * 2 agency staff now have a school contract. | | | | |
| **5** | **Policy Update** | | **MW** | **20** |
| To review the   1. **Charging Policy**   No significant changes to the policy or changes to charges for Breakfast Club were proposed. Lunch costs for 30hr provision is £4.30. Room rental costs have been included. Facilities are not currently let out however, there is an organisation who may choose to host events on the school site.  **Resolved**  **To agree the Charging Policy**   1. **Use of School Buildings**   This is a generic LA policy. There are no changes to the existing policy.  **Resolved**  **To agree the Use of School Buildings Policy** | | | | |
| **6** | **Finance** | | **DS** | **15** |
| 1. **To receive the Cost Centre Report**   The predicated out turn to 9 January which is an underspend of approximately £3k. DS highlighted variances in the following areas:  Income variances:   * SEND children small amount * Pupil Premium is slightly lower due to the number of PLAC children * LA Nursery funding has increased due to new admissions in January.   **TM: Have we had Connect the Classroom income?**  DS: This will be received from the DfE.  Expenditure variances:  EMP salaries variance due to the departure of staff.  Perm teachers is showing an underspend of £54k due to UPS teachers being replaced by ECTs.  Some maternity costs  TAs underspend: club contracts ceased as pupil numbers did not sustain the provision.  Agency staff is overspent due to  SDP costs CURR32 are overspent by £23k due to the implementation of Maths training etc. This is subsidised by the £10.5k from Vulnerable Schools monies from the LA.  £8k recovery grant was reclaimed as the tutoring monies were not used. There is no intention to apply for the grant this year.  The deficit has been repaid at the end of year one. DS requested permission to spend on much needed classroom refurbishment.  MW: £70k has been allocated to improve the buildings however, the further £27k would be helpful to ensure the building provides an aspirational environment to support children. Joan McCarthy, Archdiocese visited school and was supportive of the changes.  MW presented the following wish list for buildings improvement and the categories of need:  **Safeguarding/ H&S**  • Fire system not fit for purpose re lockdown etc  • Heating system in Sports building now condemned  • Flooring in hall and corridors now lifting and breaking- asbestos issue  • Stairwells unsafe re children able to jump over and climb  • Windows failed, safety / locking restrictions not working  • Door access to sports building needs changing to avoid students crossing main car park for access also to prevent students egressing school site via vehicle exit  **Teaching and learning**  • 1 classroom (Y5) is still open plan and disrupted by people walking through to access rooms further along the upstairs corridor. This needs partitioning to enable this class to thrive.  • The 'music' room is a full-sized classroom that is unsuitable for regular lessons because of the flooring, plasterwork and heating. Should more children attend St Marie's and the PAN change, this room would be vital to these plans.  **Aesthetics**  • Plasterwork in classrooms broken and peeling  • Paintwork throughout school unsightly and not in line with school theme  • Radiators in toilets rusted and/ or working  • Classroom window sills rotten require pvc covering  • Playground facilities including sheltered areas which have had to be removed  **Managerial**  • Relocating leadership rooms back downstairs so present at main entrance to school  • Partition school hall into two areas for dining/ sports / assemblies etc  Governors agreed that the school to invest as much as it can and plan for small deficit whilst requesting investment from Archdiocese.  **TMcG commended the work of DS and MW to move the school out of deficit at the end of year 1 rather than 3 years as agreed with the LA.**  **CC: Will the recovery plan be the same?**  MW: Yes. I will approach the LA for further funding.  **TM proposed that the 3-year deficit be retained in order for the school to invest in the building.**  **This was unanimously agreed.**  **Resolved**  **To retain the 3 year licensed deficit**   1. To receive the Finance Report 2. School Meals Tender Decision   ***MW reminded the meeting of his interest in FFT and withdrew from the discussion.***  LJ represented the board to review the two tenders. She reported from the meetings with KMBC Schools Meals service and Food for thought. 8 questions asked of the providers as well as the price implications of the service. Key questions observations were  Q: Making food from scratch: Knowsley responded 75% Food for Thought F4T responded 100%. They also suggested they might introduce some restaurant family style dining to improve social skills. Knowsley said they would have plastic trays for food  Q: Increase take up: Knowsley say have done this by 50% across the Borough but this has not happened at St Marie’s  The Deli Bar by Knowsley is not being used as intended. The said they would need to revisit this. Food for Thought will have this in place immediately.  Food for Thought have an established programme which promotes the use of locally sourced food and the curriculum in relation to ‘field to fork’.  Q: Food standards: there appeared to be no difference.  Q: Environmental impact re food waste: In particular there are well established processes with Food for Thought as left over food is shared with parents. Food for Thought also has low food miles due to local sourcing.  Themed day pictures from other schools were provided by Knowsley but that has not been the experience at St Marie’s.  Q: Meal costs: Knowsley charge £2.20 with Food for Thought charging £1.60  There would be cost implications to the school from Food for Thought and staff would be required to TUPE to the new provider if selected.  Children are not allowed to be hungry. High quality well balanced meals were better from Food for Thought than the LA and this is at lower cost to parents.  The recommendation is that Food for Thought would provide a betterquality service than KMBC however, there is the concern that there are the additional costs to school.  **Action**  **Further research re staff costings DS/LJ**  **Further information regarding TUPE to St Marie’s required DS/LJ**  **TMcG thanked LJ for the time she took to undertake the tendering process.**  **RC: How much do we receive for UFSM? This might be higher than Food for Thought costs and therefore this might mitigate any overall increase to the school.**  **CC: Will there be extra costs in terms of managing the staff if they become our employees?**  DS: I would expect this would be part of my role**.**  In summary, Governors noted the risks of the change to Food for Thought in terms the staffing issues as such but Governors supported the proposal in principal. TMcG recommended and CC seconded the proposal that the catering tender be awarded to Food for Though subject to clarification of the actions above.  The decision of the 4 remaining Governors was unanimous in supporting the proposal. MW withdrew from the vote.  **Resolved**  **That the catering tender be awarded to Food for Thought subject to clarification of staffing costs and TUPE requirements.**   1. **Benchmarking**   **DS completed the comparison exercise with local schools of a similar size. Generally, St Marie’s is in the medium range except from premises and services. The reasons for this are well known.**  **St Marie’s is just below the middle in the national comparison.**  **Resolved**  **To note the benchmarking reports.**   1. **LA School Audit**   **DS confirmed that all actions have been completed.**  **The quotation level is £3k for Governor approval in the financial procedures however, the Auditor still wants evidence of 3 quotes above £1k.**  **TMcG noted that items requiring governor approval were supported by 3 quotes.**   1. **School Fund Statement and Audit Finding**   The statement was received and the external audit confirmed that the account was in excellent order.  **Resolved**  **To receive the School Fund Audit.** | | | | |
| **7** | **H&S/ Premises** | | **DS** | **10** |
|  | 1. **To note any H&S or site concerns** | |  |  |
| The issue with the bannister is of great concern. Quotes from Cunliffes are awaited.  **Action**  **Solution to be sought MW**  The Sports and arts entrance cuts across the site and represents a flight risk for some children. The proposal is to remodel the current entrance and fire exit in order to keep access within the boundary fence. The doors will be mag locked.  **Resolved**  **To receive the H&S update.** | | | | |
| **8** | **Safeguarding** | | **MW** | **20** |
|  | 1. **To undertake annual safeguarding training** | |  |  |
| **Attendance has declined from 94% to 91.5%.**  **LJ: Are you following processes to check the wellbeing of families?**  MW: We have meetings planned with 70 families this week.  **MM: What checks is in place for children at Meadow Park?**  MW: A daily attendance check is undertaken with and weekly face to face monitoring. This will be followed up at the next meeting**.**  **Resolved**  **To receive the Safeguarding update.** | | | | |
| **9** | **Any Other Business** | |  | **5** |
| |  |  |  |  | | --- | --- | --- | --- | | **Date and time of meetings 2023/24** | | | | | **Spring Term** | | | | | Monday | 18 | March |  | | **Summer Term** | | | | | Monday | 29 | April | 2024 | | Monday | 8 | July | | All meetings start at 4.30 | | | | | | | | |

**The meeting closed at 5.52**