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|  | **Part One Items** | | **Lead** | **Mins** |
|  | **Welcome and Apologies for Absence** | | **TMcG** | **2** |
| **Governor** | | **Attendance** | | |
| Hayley Brasier | | / | | |
| Richard Coakley (Vice Chair) | | A | | |
| Carol Copoc | | / | | |
| Lynne Jackson | | / | | |
| Maria McGarry | | / | | |
| Tony McGuiness (Chair) | | / | | |
| Joe Quilty | | A | | |
| Emma Scott (Acting DHT) | | / | | |
| Matt White (Exec HT) | | / | | |
| **In attendance** | |  | | |
| Carole Owen (Clerk) | | / | | |
| Danielle Smith (SBM) | |  | | |
| The meeting met its quorum.  **Apologies were received and accepted from RC and JQ. The meeting 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 interests.**  **Action**  **Update confirmation on Governor Hub TMcG** | | | | |
| **3** | **Minutes of the Last Meeting** | | **TMcG** | **5** |
|  | 1. To agree the minutes of the meeting held on 22 January 2024 | |  |  |
| **The minutes of the last meeting were agreed as true record and signed by TMcG as Chair subject to the amendment of a typo on item 6.1 predicted to replace predicated.** | | | | |
| **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: there are now 4 children attending. 2 x Yr 6 1 x Yr 5 and 1 x Yr4.   **MM: Are they on turnaround programmes?**  MW: This is to be determined.   * ICO has closed the data breach case. The parents have been informed. * Catering tender actions: see item * Bannister: Cunliffes have undertaken a full survey of the school. This has been submitted to the Archdiocese. Issues have been ranked according to priority areas with H&S matters being identified as priority 1. * **H&S: Safeguarding suitability and condition issues.**   **TMcG: Are we waiting for the Archdiocese to address this?**  MW: Yes as the solution is beyond what we can afford ourselves.  **TMcG: Are there any vulnerabilities to the school?**  MW: We have the best circulation plan in place. We hope to receive the funding allocation in May which will enable us to address priority 1 areas. | | | | |
| **5** | **Headteacher report** | | **MW** | **20** |
| MW highlighted areas in the report:   * Joint INSET day in January: the benefits of the trauma informed practice are being seen. The audit planned for today is to be rescheduled as the assessor was unwell. * A fifth child is being considered for alternative provision * A TA has a long term health issue: see part 2 confidential. * Curriculum: the new curriculum is fully in place and green shoots are being seen throughout the school. Skills and knowledge of staff are being enhanced. They are receiving support from SIL and the Collaborative.   **MM reported that she had undertaken her first visit of the term. She commented that the EYFS curriculum was in place; staff were clear about the intention of the curriculum and the focus is on implementation. She added that behaviour was calm and that children appeared to be well cared for.**   * **Self-Evaluation:**   **TMcG: If we compare March 2024 to March 2023 are behaviour and attitudes now good?**  MW: Yes, a strong good.  **TMcG: Do we have any external validation of this?**  MW: Mark Cotton validated judgements as being good overall. He observed that the school was calm and organised. He will become the schools SIP.  **TMcG: Did Mark produce a report?**  **Action**  **SIP Report to be shared with Governors MW**  **Governor visits form to be shared CO**  **TMcG thanked Governors for their visits to date.**   * **Life Governors completed their ‘Live Simply Pledge’** * **The RE Directory and development of the RE curriculum is ongoing.**   **Pupil Outcomes:**  EYFS  48% GLD with a target range of 58-75%. 3 children are being targeted carefully.  Other predicted outcomes are close to or within target range  **KS1**  Reading 72%  Writing 56%  Maths 52%  **KS2**  Reading 67%  Writing 64%  Maths 56%  Maths is a concern at 42% on track to meet EXS (Expected Standard) at the moment. There is one 1 new child in the cohort. Staff are aware of what needs to be done. The current Yr 6 had a greatly disrupted year last year.  RWM combined is 33% .  **MM: Do you have sufficient staff to enable catch up?**  MW: Yes, however absence is an issue in this cohort. The attendance term is working hard with families.  **TMcG summarised the current position in Yr 6 is the picture the same in the current Yr 5?**  MW: It is a Yr 6 issue.  **TMcG: If we are not meeting national averages then how can Quality of Education be good?**  MW: It is not just outcomes that lead to the judgment. The quality of the curriculum, intent and impact over time will support the judgement. Aspirations for Yr 5 are high.  **TMcG: We have been given assurance that other year groups are making the necessary progress. How do you know?**  MW: We now have consistency and a set curriculum which is being implemented. This change is impacting in lower year groups. We have raised expectations in all phases of the school. New staff have brought an energy however, as ECTs they do still need support. We have invested heavily in their training.  **TMcG noted that he had undertaken a visit to Yr 6 today and that in year admissions or outliers were impacting on outcomes in this small cohort. He encouraged staff to create case studies. He added that this cohort was impacted by the pandemic more than any other.**  **MM: Where were the children at the end of KS1?**  ES: They were broadly in line in all areas.  Clare Harkin from All Saints raising the profile of Catholic Life in the school particularly for those children who have not been baptised as a Catholic.  **TMcG: When was the last Catholic School Inspection?**  DS: The last one was in 2020.   * Subject knowledge and pedagogy is being increased. * A plan for educational visits has been created; Governors reviewed the extensive curriculum enrichment activities * The parenting course was accessed by a number of parents. Numbers were higher in Yrs 1 and 2 and the training was well received. * Children’s University event is helping raise aspirations.   ES: There has been a focus in EYFS on preschool games  Yrs 1 and 2 different theme each week which encouraged children to work with their children at home.  **LJ: Have parents been attending regularly?**  MW: Yes and we will continue with parenting courses   * All Saints Yrs 12 and 13 active citizen programme has provided students to help with reading and their learning. * Attendance and Punctuality: this was 91.6% when the report was written. This is 1.69% below the national figure.   Punctuality: SW is working with attendance officer to address this. A robust system is in place however, this requires ongoing attention.  Attendance remains a key priority area. Friday attendance in particular is an issue. MW asked Governors to allocate further resources to address this.  **TMcG: What is being done to address this?**  ES: We have a weekly draw for individual pupils and highest class attendance.  MW: First day response is in place. Rewards are there however, the ‘stick’ is there too; 73 EPN warning letters have been issued.  DS: There are a lot of children who are PA (persistently Absent). We need physical resources to manage identification and then have the capacity to follow up.  **TMcG: Are parents being interviewed?**  MW: Yes. I do this alongside SW. We need to consider membership of an Attendance Hub as well as SW’s workload. Safeguarding and attendance both have a heavy workload.  ES: SLT members make calls also.  **TMcG welcomed the distributed management of attendance. Do you make afternoon calls to prompt the return of the child the following day?**  DS: The question is asked during the first response call.  **TMcG offered support and advice from the attendance lead at All Saints. He added that Governors understand that attendance below national and note the impact on outcomes. He asked for a proposal at the next meeting.**  **Action**  **Attendance strategy proposal MW/DS**  **LJ observed that she had discussed the pressure of introducing new systems in November and that the absence of Sharon in the office had added to this. SW confirmed that SLT were now assisting with the calls home etc.**  **TMcG: The close of register needs to be checked.**  **Resolved**  **To receive the Headteacher’s Report.** | | | | |
| **6** | **Finance** | | **DS** | **15** |
| 1. To receive the financial headlines   DS explained the variances in the report:   * SDP costs * Permanent teachers: This has been offset by supply costs for those posts being covered by leavers. Supply costs show the true expenditure which is in line with budget. * Agency staff have been engaged to work one to one with children with additional needs. To provide a best fit for each child. * The school received £33k high needs funding expenditure approx. £55k have approached the LA regarding pay rates and additional funding etc. * The projected year end is showing £59041 underspend against the £28461 budget planned deficit. If funding for LED lighting is received before the end of the financial year then the surplus will increase. Governors noted the previous decision to spend on premises and retain licensed deficit.   Governors congratulated DS and MW for their prudent approach to expenditure.  The 2024/25 budget and 3-year plan will be brought to the next meeting.   1. **School Meals consultation**   Following the request at the last meeting, DS reported that there is a £7k difference in UFSM figures in favour of F4Thought. The contractual details are being checked by DS and noted TUPE costs have not been provided by the LA. **Governors expressed concern at the slow progress of the TUPE progress and delay to completion.**  **Action**  **Email James Holmes regarding the slow progress of the process cc CoG DS**  The timeline for TUPE was not forthcoming from HR therefore an approach has been made to Judicium for advice. A 28-day notice period is required to move staff across.  3 staff will be TUPE to St Marie’s however the consultation period has not commenced due to communication issues.  A 30-day consultation (working days) should be undertaken however, there is no legal obligation to do consultation for only 3 staff however this would be best practice.  There is a tight turnaround to ensure that staff are paid promptly therefore the means to enable them to be paid on 15 April.  **TMcG reminded Governors that Food 4 Thought had already been agreed as the catering contractor and asked Governors to delegate required actions to MW and DS as appropriate. This was unanimously agreed. There may be a need to delay the process by 1 month.**  **Resolved**  **To delegate to MW and DS the authority to act on behalf of the Governing Body to progress the implementation of the new catering contract.**   1. **SFVS completion by 31 March 2024**   The SFVS was discussed and areas for action agreed as follows:   * SEND funding * Long term plan for children needing assessment… high level needs funding rates. * Maintenance plan to sit alongside the capital works plan * School Development and training plan to be created. * Supply and building costs   **Action circulate SFVS for approval by TMcG under Chairs Action DS**  **Resolved**  **To receive the finance report and agree the SFVS subject to final check by TMcG.** | | | | |
| **7** | **H&S/ Premises** | | **MW/ DS** | **10** |
| 1. **Archdiocesan proposed capital works**   He meeting received the Proposed works for capital form for information. Governors agreed that £27k would be used for premises works at the last meeting thereby retaining the licensed deficit.  There is £31k in DfC of which £15k is allocated to LED lighting.  Plasterwork and alarm system upgrade to access system costs £33k via Cunliffe’s. School quotes are around £7k. DS checking comparability of quotes etc.   1. **Fire report**   Fire Service have deemed the school to be adequately safe.  Enhancements to the fire alarm and detection system i.e. new sirens in some places and replacement fire doors and seals are required. Both have these have been given allocated priority 1 in the Archdiocesan plan.  The Cleaners trolley has had to be relocated from the switch room. | | | | |
| **Resolved**  **To receive the Capital Works and Fire Report.** | | | | |
| **8** | **Safeguarding** | | **MW** | **20** |
| 1. Filtering and monitoring information   Racist incidents have resulted in 2 suspensions. The Yr 3 child is on a restricted timetable. MW has approached the LA who appear not to be fulfilling their statutory responsibility for this child.  An Ed Psych assessment will be undertaken next week. MW stated that he anticipated significant challenge to and from the LA regarding provision for this child.  **Governors noted that the child was at risk of permanent exclusion.**  **TMcG: Is there anything we need to do from the Behaviour Policy?**  MM: Does the child have one to one support?  MW: Yes.  **Action: Governor Behaviour Plan/Committee to be organised as necessary MW**  **Safeguarding training**  Governors received an overview of the filtering and monitoring system as required by Keeping Children Safe in Education. MW expressed frustration that timely and individual reports are not being received from the LA. **TMcG asked DS to pursue the matter with Gary Melia et al and give assurance to the Governors and staff that there have been no alerts for St Marie’s.**  **LJ reinforced the need for this.**  MW provided a report from the free SWGFL reporting process which showed that blocks were in place for child sexual abuse and adult content.  **Resolved**  **To receive the safeguarding and filtering and monitoring report.** | | | | |
| **9** | **Any Other Business** | |  | **5** |
| **Admissions Policy**  **The Admissions arrangements were accepted from the Archdiocese. There have been no substantive changes to the criteria in the policy.**  **Governor visits**  **Safeguarding:** LJ undertook a visit on 27 February. She summarised the content of the visit including an overview of attendance, signing in and out of school as well as access to and from the site.  **MM: Is there a pack for visitors for school detailing safeguarding and H&S requirements?**  DS: Yes, it covers all aspects of safeguarding and H&S which is provided on arrival.  The SCR is to be checked during the next meeting alongside training records. Policies were shared at the start of the year.  SW is DSL and he has queried if the job description in KCSIE is included in his new role description.  Cover arrangements if SW not available are needed as well as MASSH arrangements etc.  DS maintains the safeguarding log.  CPOMS reports evidence the impact of trauma informed approaches to managing behaviour.  Safeguarding induction for new staff. DS confirmed that the checklist provided by SIL is used for all new staff and visitors to school.  **LJ observed many of the safeguarding policies are out of date on the website.**  DS assured LJ that staff sign that they have received the staff code of conduct.  **LJ: Which staff have completed Safer Recruitment training**  DS: I have and am to undertake further training.  **Action: Check policies on website ES**  **Action: Check PEP completion by teacher/staff nominated as responsible for CLA DS/MW**  **Action: Check Job Description for SW DS**  **EYFS Visit:** MM provided a summary of findings to supplement earlier observations i.e. curriculum development  Welkomm (Speech & Language) provision: The Deputy Head is a Lead Practitioner for the LA has a great understanding of the programme.  **TMcG noted the identified strengths in the report and areas for further work.** | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Date and time of meetings 2023/24** | | | | | **Summer Term** | | | | | Monday | 29 | April | 2024 | | Monday | 8 | July | | All meetings start at 4.30 | | | |   **The meeting closed at 6.20pm** | | | | |