



# **ST BRIDGET'S CHURCH OF ENGLAND PRIMARY SCHOOL (CONTROLLED)**

## **Action**

## **Minutes Of The Meeting Of The Full Governing Body**

**Date and Time of Meeting:-** 22 September 2015

### **Present**

Mr N Ledingham (NOL)	Dr A Owen (AO)
Dr S Darby (SD)	Mrs S McHattie (SMch)
Mr F Price (FP)	Mr N Le Feuvre (NLF)
Mrs A Waring (AW)	Miss K Hanson (KH)
Mrs C King (CK)	Mrs I Longmore (IL)

### **In Attendance**

Mr R Brown (RB)  
Clerk to the Governors (Clerk/SM)

### **0.0 Welcome**

NOL welcomed Governors to the first meeting of the academic year

### **0.1 Opening Prayers**

Lead by: SD

### **1.0 Attendance/Apologies**

#### **1.1 Apologies Already Received**

Rev J Bleazard (JB)  
Mrs S Lea (SL)  
Ms A McDonald (AMcD)  
Mrs J Connah (JC)

#### **1.2 Other Apologies**

Dr A Bates (AB)

### **2.0 Declaration of Business, Pecuniary or Other Interests (in any matter on the agenda)**

NOL advised Governors that once a year, at beginning of the academic year, each Governor formally completes a Declaration of Business, Pecuniary or Other Interest form. This is returned to the Clerk (SM) before the end of the first meeting or as soon as possible thereafter. At the beginning of each subsequent meeting throughout the academic year we minute whether any Governors have any interests that hadn't been declared.

None Declared at this meeting.

### **3.0 Election of Chair, Vice Chair and establishment of Committees**

#### **3.1 Election of Chair**

CK proposed NOL to return as Chair to the Governing Body  
Seconded: SMcH  
Vote: all Governors present voted in favour  
Clerk advised NOL who returned to the meeting

#### **3.2 Election of Vice Chair**

NOL advised the Governors that AB did not wish to stand for Vice Chair this year. NOL mentioned that SD had expressed an interest and spoken to NOL and NLF prior to this meeting.

NOL asked if there was anybody else who would be interested in acting as Vice Chair. Nobody else expressed an interest.

NOL proposed SD for Vice Chair

Seconded: KH

Vote: all Governors present voted in favour

Clerk advised SD who returned to the meeting

#### **3.3 Confirmation of Headteacher Governor**

NOL asked the Headteacher if he was happy to continue as Headteacher Governor, NLF confirmed that he was.

#### **3.4 Establishment of Committees, Nominated and Link Governors**

NOL lead the Governors present through the committees and nominated posts for the coming academic year. Clerk to post new lists to the VLE 23.9.15

SMcH left the meeting at 7.20pm

Clerk by  
23.9.15

3.5	<p><b>Terms of Reference of the Governing Body</b> (posted to VLE)</p> <p>NOL confirmed with Governors present they were all agreed that we should adopt the Terms Reference. The clerk gave a copy of the Terms for 2015 – 2016 to NOL who signed as chair.</p> <p>Clerk to send a signed copy to NOL</p>	Clerk
3.6	<p><b>Updating Website entries for 2015/2016</b></p> <p>SM to update website with new committees, Nominated and Link Governors after meeting , SM to email Governors when completed so that Governors can check their own entry and advise SM of any updates or confirm that all is correct SM had advised JB that FP Foundation Governor's term of office had finished. JB confirmed FP had been reappointed and JB just needed to send off the relevant Diocesan forms</p>	<p>Clerk</p> <p>All Governors</p> <p>JB</p>
4.0	<p><b>Minutes of the Previous Meeting (7 July 2015)</b></p> <p>All Governors present agreed that these were a true record. NOL signed minutes as Chair of Governors. Clerk to post final copy to main school website and Governors VLE.</p>	Clerk
5.0	<p><b>Matters Arising from the Minutes of the Previous Meeting</b></p>	
5.1	<p>NOL advised that there is a pro-forma report on courses Governors have attended now on VLE. Governors were encouraged to make sure their submissions of completed reports were sent to KH. These would be updated and given to SM to update VLE document.</p> <p>Q: AO asked if we need to advise KH prior to attending a course KH confirmed that this isn't necessary.</p> <p>NOL asked NLF to read out an email referencing Ofsted training and coming year for Wirral Governors. He stressed the forums final comment;</p> <p><i>It is often said that we are 'volunteers' but if we volunteer to be a Governor then we have a duty to our school to do the best we can by taking the opportunity to self-evaluate, receive training, attend briefings and generally keep ourselves up to date with the issues that affect our schools. I hope the Newsflash helps you with your continuing development as a Governor.</i> <i>Jane Owens, Chair, Wirral Governors' Forum. (@wirralgov)</i></p> <p>NLF further commented that as a Governor we have this</p>	All Governors

responsibility which is a weight but also a privilege. We should ask ourselves 'what do we want to be as a school' If we are good others will follow, how can we get things right for our school? This is why I encourage incorporating Governors into the life of the school.

## **5.2 Reports from Governors about visits to school**

School visit record is on the Governors VLE  
NOL stressed the importance of Governors sending these reports in promptly for SM to post to the VLE as an Ofsted requirement. He expressed that it doesn't need to be a major exercise for example it could be; just helping with reading a note that you have talked to teacher whilst you are in school etc. if you could then fill out form and return it to SM this way list will grow showing how Governors are involved with the school and are on the school premises

## **5.3 Schools Vision – Analysis of responses**

### **Schools Vision – Analysis of responses**

This point was dealt with before 5.2

NOL reiterated that at the last meeting Governors had agreed we would do this task 'as homework' so as not to spend more time at meeting it had been disappointing that only 8 responses had been returned prior to the meeting and SM had spent time chasing these.

NOL referred to last meeting and his comments on attendance and asked Governors to bear this in mind for the coming academic year.

The task set was to suggest a vision for our school: responses put together by SM, it was noted that AO had sent in a response SM to add to the list after the meeting.

Clerk

NLF further explained that we are looking at what we have and asking ourselves 'what do we want for our children?'

A discussion arose amongst Governors lead by NLF. The follow main comments were made

- IL found the comment 'lifelong learning' to be quite powerful
- CK added that the best a child can achieve academically and socially was important
- AW read out her ideas for the Governors present
- JC and FP liked the use of good citizens

IL asked how long the final vision should be– giving ideas for how it should be

NLF outlined this	
NOL commented that we do have the School Mission Statement and Aims so the vision of the school is a new venture. It was agreed that JC AO NLF IL would act as a team on behalf of the Governors to finalise a Vision to be put to the Governors at the next meeting	JC,AO,NLF, IL
Team to report back shortly before half term to SM who will circulate to all Governors	Clerk
NOL asked SM to re-circulate with the two additional comments added to the team. The teams ideas to be circulated shortly before half term to be agreed at next Full Governors meeting	Clerk
<p><b>5.4 NGA Skills Audit</b></p> <p>NOL commented on the analysis completed by SM on behalf of the Governors. He noted that there was a higher return rate on this task.</p> <p>NOL talked through the following results using the key: - Level of experience/skill: 1 =none, 5 = extensive</p> <ul style="list-style-type: none"> <li>• They had scored 5 for all essentials</li> <li>• It was noted that the Governing Body were a 'bit light on' in some areas however this was fairly balanced</li> <li>• There are a couple of areas that we need to keep an eye on (scoring 2);  <b>Knowing your school and community</b> - Links with local businesses  <b>Financial oversight</b> -Experience of premises and facilities management</li> <li>• Part of the reason for doing this is to see the skills we are light on and maybe address this</li> </ul> <p>NLF added that where we need it we can obtain advice from 3<sup>rd</sup> parties i.e. LA.</p> <p>A discussion arose about the analysis results and the conclusions were;</p> <ul style="list-style-type: none"> <li>• AW to talk about local business involvement with NLF</li> <li>• SD believes her husband may be able to help with this and will follow this up</li> <li>• NOL to put on the agenda for next time</li> </ul>	<p>AW</p> <p>SD</p> <p>NOL</p>

## 6.0 Headteachers Report

NOL asked if NLF could also mention Anglican schools meeting for the Governors.

NLF gave an overview;

- School improvement plan - NLF explained that this was a process of him understanding school data and he would follow this up with an email to Governors explaining his findings. However, overall the news is good; last year our school improvements were great, NLF outlined some of the data for the Governors at the meeting. RB has written this up that afternoon for Governors, draft copies to be sent out after this meeting.

RB & NLF

NLF confirmed that SD, FP, and SMcH had attended the Anglican schools meeting at St Bridget's and that it had been very successful. Also attending were visiting Headteachers and Chairs of Governors from other schools involved in the partnership over last couple of years. The overall consensus was that this is good productive work for schools. NLF commented that seven schools were represented and they had asked the question 'if we became an academy would we work together?' As this is possibly on the cards for the future we needed to look at what the opportunities are, and what could we achieve across the borough

Outcomes from this were; if we consider becoming an academy 'who owns the land the school is on?' All seven schools are to look into this.

NLF and Clerk

NOL commented that AB constantly keeps an eye on this to help us to be ready should it happen

## 7.0 Written Reports from Committees and Visiting Governors (including Head Teacher Wellbeing from Personnel Committee, and Health and Safety Matters from Finance, Buildings and Health and Safety committee)

NOL commented that as a Governing Body we should always have a written report if a meeting or visit has taken place. If this is close to the date of the next full Governors meeting the report should be deferred to next meeting to give Governors and opportunity to read reports before the full Governors meetings. NOL asked if this this could also be done in the case of SEN reporting by RB

All Governors

RB

## 7.1 17.9.15 – Christian Ethos Committee

Minutes to be reviewed at next meeting

## **7.2 Head Teachers Performance Management**

NOL briefly explained for the benefit of new Governors the process of the Head Teachers Performance Management. SMcH, chair of the team confirmed that the next Performance Management would be on 5<sup>th</sup> October 2015 at 1pm.

## **7.3 Finance, Buildings and Health and Safety Committee**

Last meeting 12.6.15 minuted at Full Governors on 7.7.15

The meeting for the Health & Safety walk round for the 17.9.15 had been cancelled as NLF was attending a Diocese meeting, a new date to be confirmed

The Finance Buildings Health & Safety Meeting for 25.9.15 had been cancelled for Health & Safety walk around (to be reported to next Finance Buildings Health & Safety Meeting). The first meeting for the committee will be on 20<sup>th</sup> November 2015 at 9.30am with the bursar attending

## **7.4 Personnel Committee**

Last meeting 9.6.15 minuted at Full Governors on 7.7.15

## **7.5 Curriculum Committee**

Last meeting 1.7.15 minuted at Full Governors on 7.7.15

## **7.6 Visiting Send**

(Special Educational Needs or Disability) Governor's report (Frank Price and Sue Lea)/SENCO update (RB)  
Last report 02.03.15

## **8.0 School Visits by Governors**

### **8.1 Written reports received**

NOL (Chair of Governors) Wednesday 9 September 2015 at 12:30pm had an informal meeting with Head Teacher to review various matters this report had been posted to the VLE prior to the meeting

## **9.0 Governors Reports on Training** (This is also a Local Authority agenda item) (KH)

KH reported the following;

<ul style="list-style-type: none"> <li>• KH &amp; SD attended meeting last night at our lady of pity which discussed teacher sharing with other schools</li> </ul> <p>SD brought up the matter that Governors could possibly come on training days (Inset days) to attend training with teaching staff and curriculum evenings NOL agreed that it would be useful for Governors to attend. NLF reminded Governors that there were curriculum evenings next week and that Governors were welcome to attend.</p> <p>NLF to give other future dates to SM to circulate</p>	NLF & Clerk
<p><b>9.1 ECM courses in 2015/16 (based in Chester) (circulated by Karen Hanson)</b></p> <p>NOL asked if KH could recirculate this list for Governors. SM confirmed that these are also posted to the VLE for Governors to access. NLF confirmed that this training would be paid for by school</p>	KH
<p><b>9.2 Training and Development Programme for Governors 2015/16 – Wirral EQ (copy on VLE)</b></p> <p>NOL showed the Governors a copy of the information KH keeps for Governors.</p> <p>NOL and KH stressed that Governors need to email KH after training or development to advise her of their own updates (forms are on the Governors VLE in the training folder) KH can then update the list for SM to post to the VLE.</p> <ul style="list-style-type: none"> <li>• SD commented that all Governors now have to attend safeguarding training. NOL asked if SM could verify if this local requirement for Governors</li> <li>• CK advised that she has booked to attend the next available training she confirmed that she has already done the training but you are required to update every 3 years</li> </ul> <p>FP asked if an expert could come in to school if the training is mandatory for Governors NLF to look in to this possibility</p> <p>A discussion about booking training arose amongst the Governors. NOL concluded this by confirming to Governors that now is the time to book training and everyone needs to set themselves up on relevant courses</p> <p>NOL asked Governors present if they were all receiving the</p>	<p>Clerk</p> <p>NLF</p> <p>All Governors</p>



<p>Diocesan newsletter, all present acknowledged that they were. NOL reminded Governors that they have their own training courses for Governors to attend, strongly recommending that foundation Governors attend their course on being a Governor in a church school.</p>	<p>Foundation Governors</p>
<p><b>10.0 Wirral Governors Forum</b> (This is also a Local Authority agenda item)</p> <p>KH advised that the next meeting was on 19.11.15</p>	
<p><b>11.0 Local Authority Agenda Items</b></p>	
<p><b>11.1 Approve School Improvement Plan</b></p> <p>This matter had been addressed in 6.0</p>	
<p><b>11.2 Agree term dates</b></p> <p>NOL advised Governors that they now have to agree the school term dates. SM had provided a tabled copy of school dates for Governors</p> <p>FP proposed the current dates were accepted by the Governors All present agreed</p> <p>The Governors had a brief discussion on term date allocation and it was concluded that NLF would talk to other local schools about how it works for them and report back to Governors</p>	<p>NLF</p>
<p><b>12.0 Any Other Notified Business</b></p> <p>NOL asked Governors to advise SM of Committee Meeting dates and appointments of Vice Chair to committees (where applicable) as soon as possible</p>	<p>All Sub Committee Chairs</p>
<p><b>12.1 Academy Update</b></p> <p>Standard item no discussion</p>	
<p><b>12.2 Voluntary contributions to School Fund</b></p> <p>NOL raised the point that in other schools in West Kirby and Catholic schools in the borough asked parents to make a voluntary contribution to school fund. NLF made the point that is possible schools are going to struggle in the next</p>	

couple of years. NOL commented that St Bridget's should look at this and posed the questions 'should St Bridget's do this?'

The Governors present discuss this matter generally and the conclusion reached was that

- CK to give copy of letter from her child's school to NOL
- SM to give copy of Calday Grammar's letter to NOL
- All to look at non catholic primary schools

CK

Clerk

AW asked if the money raised would be used to cover the deficit. NOL confirm that this would not be the case it was for enhancement to the school curriculum e.g. library books All present agreed to come back to this matter in the coming months

NOL

### 12.3 NGA – Code of Conduct for School Governing Boards (copy on the VLE)

NOL advised the Governors that best practice was for school Governing Boards to sign up to this Code of Conduct, and this should be done at the current meeting, if all present were in agreement. All present were happy to do this. Governors re-read the Code of Conduct at the meeting

NLF asked if all Governors present were happy to adopt this code

All present agreed they were

### 12.4 Governors' New Homework – Governors Self Evaluation, or "20 Questions Every Governing Body Should Ask Itself" – (copy of this on the VLE)

NOL reminded Governors that we had agreed at the last meeting to approve the next homework at the current meeting. It was agreed to complete the 20 Questions and feed back to SM so she can draw the information together before the next meeting. All present agreed that these should be returned to SM by 4<sup>th</sup> November, ready for the meeting on 17<sup>th</sup> November.

Clerk by  
17.11.15

All  
Governors  
by 4.11.15

NOL proposed that he or SM would circulate as a word document to allow Governors to add their comments electronically. NOL further commented that annotations should be a short sentence and Governors can comment

NOL/Clerk

that they don't know if this is the case

### 13.0 Conclusion

NOL noted that the Ofsted regime has now changed. NLF reassured the Governors that he and RB are well trained and prepared the main challenge for Governors is for them to be well trained and familiar with our school too.

NLF by  
31.10.15

NOL asked if one of the staff Governors could thank school staff for allowing them to use the staff room , KH volunteered to do this

KH

AW brought up the issue of parent parking and asked if the Governors approved of her writing to the council about this matter

A discussion arose about this and it was concluded that RB & NLF to organised with AW a course of action

AW,NLF,RB

### 13.1 Closing Prayers

Lead by: SD

### 13.2 Date and time of next meetings

These will be held at 6.30pm in the Staff Room on:-

Tues 17 Nov 2015

Tuesday 1 March 2016

Tuesday 17 May 2015

Tuesday 5 July 2016

Tuesday 11 October 2016

Staff/Governors summer social event – 28.06.16

### 13.3 The meeting closed at 9.10pm

### Minutes approved by the Chair of Governors:

Date:

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