



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

Action

Minutes Of The Meeting Of The Full Governing Body

Date and Time of Meeting:- 6.30pm 17 May 2016

Present

Mr N Ledingham (NOL)
Dr A Bates (AB)
Dr S Darby (SD)
Mrs A Waring (AW)
Mrs C King (CK)
Mr N Le Feuvre (NLF)

Ms A McDonald (AMcD)
Mrs S McHattie (SMcH)
Mrs J Connah (JC)
Miss K Hanson (KH)
Mrs I Longmore (IL)

In Attendance

Clerk to the Governors (Clerk)

0.0 Welcome

NOL opened the meeting and thanked everyone for attending and asked SD to say prayers.

NOL noted that one of the things we are meant to do is evaluate the meeting. NOL tabled forms inviting Governors to complete them after the meeting.

0.1 Opening Prayers

Opening prayers were led by Sue Darby

1.0 Attendance/Apologies

1.1 Apologies Already Received

Rev J Bleazard (JB)
Mr F Price (FP)
Dr A Owen (AO)
Mrs S Lea (SL)

		Action
1.2	Other Apologies	
	None	
2.0	Declaration of Business, Pecuniary or Other Interests (in any matter on the agenda)	
	None declared	
3.0	Elections and Committees	
3.1	Personnel Committee Terms of Reference	
	NOL commented that he would like the Personnel Terms of Reference as a separate document, the information to be taken from the Whole School Pay policy and signed by the Chair of the Personnel Committee.	AO
4.0	Minutes of the Previous Meeting (1 March 2016)	
4.1	These were approved.	
5.0	Matters Arising from the Minutes of the Previous Meeting (not covered elsewhere in the Agenda)	
5.1	NOL again mentioned the Evaluation of the Governing Body meetings commenting that only 3 forms were returned after the last meeting.	
5.2	360° Review of the Chair (13.9 in the last meeting)	
	NOL advised that there were 6 respondents to this. The information from these had been collated by AB and summarised for the Chair.	
	Comments raised by NOL;	
	<ul style="list-style-type: none"> The length of the Full Governors meeting agenda had been commented on. He advised the Governors that he found this format worked for him as Chair, further commenting that just preparing for the meetings was a huge task covering two days preparation time. With reference to the School Development Plan not properly being circulated, NOL explained that until this meeting the document hadn't been available to him. 	

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5.3	Communications with parents AB advised that no new communications had been made.	
5.4	School Software/OFSTED Dashboard training for Governors to be organised (NLF) (6.0 in last minutes) NLF confirmed that this has been provisionally arranged for 9 th November 2016, this was due to have changes made to it in October 2016 so a November training session would incorporate this	
5.5	Head Teachers report – (inclusion of timeline on exclusions and Pupil Premium details) NOL was hopeful we will see this	NLF
5.6	Updates to SEF (NLF) (7.1 in the last minutes) NLF reported that there were no new updates	
5.7	Circulation of School Development Plan/School Improvement Plan (NLF) (7.2 in the last minutes) This had been done prior to the current meeting	
5.8	Alternative School Visit Form (AO) NOL confirmed this had been completed and circulated by AO and has already been used by CK	
5.9	Numeracy Link Governor – Contact with Mr Neal (AW) (8.6 in the last minutes) AW confirmed that she has been into school twice on this premise	
5.10	Safeguarding Link Governor – log meetings (CK/NLF) (8.9 in the last minutes) CK confirmed this has been done	
5.11	Safeguarding Training (8.9.1 in the last minutes) Clerk confirmed to Chair prior to the meeting that all Governors have now completed this, clerk further confirmed that all staff are also up to date	

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<p>5.12 Multi Academy Trust Update (13.1 in the last meeting)</p> <p>NOL advised the meeting that the feedback he has received from Governors confirmed that this was a successful meeting. NLF confirmed the following points;</p> <ul style="list-style-type: none"> • In discussions with other heads it has been agreed that we don't need to rush forward with creating a trust. However it was advisable to meet and look at certain issues for example; shared quality assurance, prevent training, SLT support, Singapore Maths etc. • We should plot our own course with what works for us as a school whilst continuing to build relationships with possible partners. <p>Conclusion:</p> <ul style="list-style-type: none"> • NOL confirmed that we are still continuing to monitor developments with regard to this. <p>Questions:</p> <p>NOL pointed out that there was only one board of Governors if we form a federation.</p>	
<p>5.12.1 Change in Government Approach</p> <p>Since the meeting 5.12 the Government approach has changed, however all felt that the outcome from the meeting was in line with this change of direction</p>	
<p>5.12.2 Possible Notice to Parents</p> <p>This matter was discussed amongst the Governors present it was noted that SD though we shouldn't communicate this to parents yet</p> <p>Conclusion:</p> <ul style="list-style-type: none"> • AB to draft a communication to parents, this would be circulated to Governors for review. <p>All present agreed</p>	<p>AB/All Governors</p>
<p>5.13 Link on School Website to PA (KH) (13.3 in the last</p>	

		Action
	meeting)	
	KH advised that MB has confirmed the Facebook link working. NOL commented that it wasn't working when he had tried it. KH to advise MB to look at this.	KH/MB
5.14	Election to Wirral Schools Forum (Clerk) (13.8 in the last meeting)	
	Original forms sent in internal post, no copies kept by the clerk	
6.0	Head Teachers Written Report	
	Head Teachers Written Report, this had been circulated and posted to the VLE.	
	NLF reviewed the report for Governors present highlighting the following;	
	We have had several celebrity visitors (including Eddie Izzard & Steve Norman of Spandau ballet) which has proved very popular	
	<ul style="list-style-type: none"> We still need to build on our homophobic awareness in school NLF showed the Governors a book (Y4) where children can write their own reflections on things and keep a record. NLF added that this is still being developed through school. Governors were able to view the book with the children's different thoughts after meeting 	
	Questions/Comments:	
	<ul style="list-style-type: none"> AW asked if there would be one book for each class NLF confirmed that this was the plan AB suggested that this may be a good thing to put online as a blog The OFSTED Inspection Dashboard and RAISE On-line was discussed and NLF agreed to run a course on this for Governors with a provisional date of Wednesday 9 November 2016 at 6pm at St Bridgets. 	NLF

	Action
Alex Owen – July 2016	
2. Long Term Action Plan 2015 - 2018 Sue Lea - October	SL
3. Long Term Asset Plan 2015 – 2018 Sue Lea - October	SL
4. Leadership and Management Action Plan Imogen Longmore November	IL
5. Ethos Action Plan Fr. John Bleazard – Meeting no. 3	JB
6. Teaching & Learning School Action Plan Claire King – Meeting no. 4	CK
<p>NOL advised Governors that there are useful documents to help with these tasks on The Key website for example; evaluating the School Improvement Plan, SEF etc.</p> <p>It was emphasised that the Governors do need to see the 2016/17 School Development Plan in full at the first Governors meeting each academic year and NLF was asked to have this available for Governors by the October 2016 meeting.</p>	
8.0 Written Reports from Committees and Visiting Governors,	
8.1 Finance, Buildings & Health & Safety Committee (Sue Lea) 04.03.16	
<p>SL was not present at meeting JC deputy not asked to cover by SL however she confirmed that the next meeting is on 19.6.16.</p> <p>NOL asked the meeting if there were any questions arising from the minutes. None were forthcoming.</p> <p>NOL gave a brief breakdown of the schools finances as follows.</p> <p>NOL said that we had the period 9 Accounts which took us to 31 December 2015.</p> <p>We had a brought forward surplus at 1 April 2015 of £121,637 and we budgeted for a deficit of 331,019 for the</p>	

year ended 31 March 2016. This would have left us with carried forward reserves of £90,618.

At the end of Period 9, the expected deficit for the year ended 31 March 2016 had reduced to £12,700 which is commendable. This would leave us with an expected carry forward at the end of the year of £108,937.

The forecast for the further three years is deficits of £14K, £48k and £64k.

Further commenting how much healthier our school finances are compared to other schools and commended NLF on his management of this. He noted however, that this could change over the next three years unless there were funding/expenditure changes. NLF advised that there would be changes for example; with buy back services which enable us to have more control of the money to buy the services we need for school.

8.1.1 **Approval of SFVS (School Financial Value Standard)**

NOL explained this is done in March and passed to LMS.

NOL confirmed this has been signed and approved by Governors

8.1.2 **Authorised Signatories List**

For Sundry Debtors – procedure PE sends off the debtors list a copy is passed to NLF for approval.

A copy of signature list was passed to NOL by SM on behalf of PE/bursar signatories are; PE NLF

NOL asked Governors present if they were happy with the signatories.

All present agreed they were

8.2 **Curriculum Committee (Claire King) (27.1.16) (18.4.16)**

Minutes had been posted to the VLE
No comments or questions were noted

8.3 **Personnel Pay & Staff Appointment/Dismissal Committee (Alex Owen) 27.4.16**

AO not present at the meeting so NLF reviewed the

		Action
	minutes for the meeting.	
	There were no questions	
8.4	<p>Christian Ethos Committee (John Bleazard) (26.11.15) (3.2.16)</p> <p>Minutes had been circulated and posted to the VLE. JC Vice Chair asked if the Governors had any questions evolving from the minutes, there were no questions.</p> <p>A discussion arose amongst Governors present with regards to school assemblies</p> <p>Conclusion/comments;</p> <ul style="list-style-type: none"> All agreed that the Easter experience was lovely especially with other schools being present in church AB noted that he had sent NLF information on issues school should be discussing with regards to non religious belief. NLF to forward the document to NS to look at with NLF <p>AB to send information on what a humanist to SD and NOL</p>	NS/NLF/AB
8.5	<p>Literacy Link Governor (Imogen Longmore)</p> <p>Attended ECM Link Governor course and two reports have been done. IL gave Governors present an overview of her visits and advised that one of the reports appears to be missing from the Governors VLE SM to look into this.</p>	CLERK
8.6	<p>Numeracy Link Governor (Anne Waring)</p> <p>Attended ECM Link Governor course, report received and posted to the Governors VLE. AW gave Governors present and overview of her visit. AW intends to move up the school progressively and will liaise with RB to organise this.</p>	AW/RB
8.7	<p>SEN/Gifted & Talented Link Governor (Frank Price)</p> <p>SL met with RB a copy of her visit was posted to the Governors VLE. Governors present looked over the report, there were no questions raised</p>	

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8.8	Early Years Link Governor (Alex Owen) AO due to arrange her next visit with KH	AO AO/RB
8.9	Safe Guarding Link Governor (Claire King) See 5.10 CK confirmed she has updated her Safeguarding training NLF explained to the Governors present that organising and administering the safeguarding training had been a huge task which has been admirably implemented by SM and RB	
8.10	Parents Association -Teacher Link Governor KH reported that all was well they are currently organising the following event; <ul style="list-style-type: none"> • Disco for FS to Year5 • Ball 	
8.11	Parents Association – Parent Link Governor (Ali McDonald) AMcD reported all was well too and tickets for the ball are selling well	
8.12	PE Link Governor (Sue Darby) Attended ECM Link Governor course, a visit report has been posted to the Governors VLE SD high lit the following points for the meeting; <ul style="list-style-type: none"> • The task of PE in school was far greater than SD had imagined • The Sainsbury's challenge covers Ofsted requirements for PE • Every child has to be able to complete/to do something with reference to sporting values • SB showed her evidence to SD 	

	<ul style="list-style-type: none"> • SB is now following on twitter <p>NLF added that SB has been asked to speak at the PE conference as she is highly thought of in this field</p>	Action
8.13	<p>Science and Computing Link Governor (Andy Bates)</p> <p>Nothing new to add at this time</p>	
8.14	<p>All Curriculum Link Governor (Alex Owen)</p> <p>This was not covered during the meeting</p>	
9.0	School Visits by Governors	
9.1	<p>Written reports received</p> <p>NOL congratulated the Governors on their obvious commitment</p> <ul style="list-style-type: none"> • It was suggested that a visit book was adopted instead of visit report. No conclusion was reached on this • SD asked if Governors could have their own school lanyards, SM to explore this <p>AW suggested that children should know why we are in school; KH confirmed that this is already done. NOL asked NLF to mention this in the staff meeting</p>	CLERK
		NLF
10.0	Governors Reports on Training (Karen Hanson)	
10.1	<p>Written Governor Training Evaluation Forms received</p> <p>KH advised that lots going on and she had been receiving training reports</p> <ul style="list-style-type: none"> • CK commented that training is very dependent on availability • At present most of the training is available on the current service level agreement, also noting that this covered advice on agendas etc. the current cost is circa £400 pa • NOL asked about ECM package for training, NLF 	

	<p>explore. NLF gave a brief explanation of ECM's training. SM to email link to their website to all Governors. IL AW SD attended a recent training course with ECM all were impressed by the organisation and the content of the training</p> <p>Conclusions/comments;</p> <ul style="list-style-type: none"> IL suggested smaller group to discuss this further, it was noted that some schools change link Governors jobs round each year so that all Governors are informed in each area. This was briefly discussed but no conclusion reached SMcH suggested the possibility of a strategic group who would have an overview <p>NOL suggested this should be revisited</p>	<p>Action</p> <p>NLF/CLERK</p>
10.2	Future courses booked	
	Clerk – 1st session of National Clerks' Development Programme (NCDP) Bolton Friday 17.6.16	
11.0	Wirral Governors Forum (Karen Hanson)	
	Next meeting 9 June 2016	
12.0	Local Authority Agenda Items	
13.0	Any Other Notified Business	
13.1	Academy update	
	Covered earlier in the meeting	
13.2	Communications with Parents – (Andy Bates)	
	Covered earlier in the meeting see 5.3	
13.3	Communications with Parents Association AMcD & KH	
	Covered earlier in the meeting see 5.13, 8.10 & 8.11	
13.4	The Education White Paper 2016	
	Covered earlier in the meeting, NOL advised that this could be further investigated on the Key for Governors website	

		Action
13.5	<p>Staff/Governors Summer Social Event – 28 June 2016 4pm in garden</p> <ul style="list-style-type: none"> NOL reminded Governors of the event <p>NLF confirmed teaching staff had been informed</p>	
14.0	<p>Conclusion</p> <p>NOL asked KH to thank the staff for the use of the staff room</p>	KH
14.1	<p>Closing prayers</p> <p>NLF read a poem about keys for unlocking potential</p>	
14.2	<p>Date and time of next meetings</p> <p>These will be held at 6.30pm in the Staff Room on:-</p> <p>Tuesday 5 July 2016 Tuesday 11 October 2016</p> <p>Staff/Governors Summer Social Event – 28.06.16 at 4PM in gardens of pub weather permitting</p> <p>Training course for Governors on the new OFSTED Inspection Dashboard and RAISE On-line. – Wednesday 9 November 2016 at 6pm</p> <p>Meeting ended at: 8.15pm</p>	

Minutes approved by the Chair of Governors: _____

Date: _____