



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

### Action

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

**Date and Time of Meeting:-** 17 November 2015

#### Present

Mr N Ledingham (NOL)	Dr A Owen (AO)
Dr A Bates (AB)	Ms A McDonald (AMcD)
Rev J Bleazard (JB)	Mrs S McHattie (SMcH)
Dr S Darby (SD)	Mrs J Connah (JC)
Mr F Price (FP)	Mr N Le Feuvre (NLF)
Mrs A Waring (AW)	Mrs S Lea (SL)
Mrs C King (CK)	Miss K Hanson (KH)
	Mrs I Longmore (IL)

#### In Attendance

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

#### 0.0 Welcome

NOL opened the meeting welcoming everyone

#### 0.1 Opening Prayers

Opening prayers lead by Father John

NOL gave an explanation of how he would be chairing the meeting to the Governors adding that all leading bodies i.e. LA, The Key and NGA advised that all members of the Governors should be seen to be contributing to the meeting.

#### 1.0 Attendance/Apologies

All Governors present, NOL congratulated the Governors on a full attendance.

	Action
<p><b>1.1 Apologies Already Received</b></p> <p>None received</p>	
<p><b>1.2 Other Apologies</b></p> <p>None</p>	
<p><b>2.0 Declaration of Business, Pecuniary or Other Interests (in any matter on the agenda)</b></p> <p>None Declared</p>	
<p><b>3.0 Elections and Committees</b></p> <p>NOL reminded Governors that all committees need to have appointed a vice chair as an integral part of the Governors succession planning.</p> <ul style="list-style-type: none"> <li>• SMcH reported on behalf of the Personnel Committee that SMcH and CK could no longer be on this committee as they were now both employed by school. This left the committee without a Chair and they had not yet appointed a Vice Chair</li> <li>• NOL chaired reviewing the structure of the Personnel Committee, the following was agreed by all present; <ul style="list-style-type: none"> <li>Chair – Dr A Owen</li> <li>Vice Chair – Dr A Bates</li> </ul> </li> </ul> <p>Questions arising;</p> <ul style="list-style-type: none"> <li>• NOL asked for confirmation of how many members were needed on the committee, SMcH confirmed that the new policy states only three members including the Headteacher</li> <li>• AO asked if SMcH would be happy to help in an advisory capacity, SMcH acknowledged that she would be happy to do so</li> <li>• SM to issue new committee list for AO</li> <li>• Dates and times of Personnel meetings to be determined and forwarded to the Clerk</li> </ul>	<p>Clerk</p> <p>AO/Clerk</p>
<p><b>3.1 Vice Chairs of Committees</b></p>	



	<ul style="list-style-type: none"> <li>IL had attended harvest festival and asked if this should be included, it was agreed she should</li> </ul> <p>Summary</p> <p>AB explained that last Ofsted were very impressed that Governors were visiting school and although we hadn't been asked on that occasion to prove it we would look better if we could</p>	<b>Action</b>
<b>5.4</b>	<p><b>School Vision – Report from team looking at this JC,AO,NOL and IL</b></p> <p>JC reviewed this for the meeting a discussion arose amongst the Governors present about the new school vision.</p> <p>NOL summarised by saying the vision should contain; an average of one or two sentences and be as memorable as possible. It was agreed that the team should let Governors have a final version by the Christmas break, all agreed</p>	JC,AO,NOL & IL
<b>5.5</b>	<p><b>Skills Audit – Involvement with local businesses</b></p> <p>AW reported that she would discuss this further with NLF, possible options were;</p> <ul style="list-style-type: none"> <li>The suggestion of a fashion show with local business and the PA</li> <li>AW to continue to look into schools involvement with local business</li> </ul> <p>Questions</p> <ul style="list-style-type: none"> <li>FP asked, 'What do we want out of this?' NOL responded by saying; nothing as such except, that we are as a Governors sufficiently aware of what's going on around us with regards to the local business community</li> </ul>	
<b>5.6</b>	<p><b>Voluntary Contributions to School Fund</b></p> <p>NOL advised that SM has given him a copy of request from Calday Grammar which was £40 PA; this was on a par with West Kirby Grammar which was also £40. NOL stressed that in two years' time we will have financial problems and asked the Governors to consider whether we want to ask NLF to ask the parents to contribute on this basis. This would be on top of trips. A discussion arose amongst the Governors and the conclusion at this point was not to do</p>	

		Action
	this but that we may need to revisit this issue in the future	
<b>5.7</b>	<b>Governors' homework – "Twenty Questions Every Governing Body Should Ask Itself"</b>	
	NOL stressed how pleased he was that everyone had completed this task adding that if the Governors read through the summary he had done they would see what a good exercise this was to enable the Governing Body to draw things out. NOL read out the results of the summary to the Governors question by question	
	Conclusion;	
	<ul style="list-style-type: none"> <li>SM needed to attend the Clerks National Governors training course, SM is on the list with the NGA for the course but there isn't one currently planned for the North West</li> </ul>	SM
	<ul style="list-style-type: none"> <li>All Governors need to use the support websites; NGA, The Key and the Diocese as these provide up to date help and information for Governors. Governors need to register on these sites themselves any queries or questions ask SM. SM to send out log on details for NGA website to all Governors</li> </ul>	All Governors Clerk
	<ul style="list-style-type: none"> <li>It is considered best practice to have a 360 review on the chair, NOL to follow up before the end of the year</li> </ul>	NOL
	NOL thanked Governors	
	RB left the meeting 7.50	
<b>6.0</b>	<b>Head Teachers Written Report on VLE</b>	
	NLF apologised that the report had been relatively late but he hoped all Governors had, had a chance to look over the report prior to the meeting	
	NLF gave an in depth review of his report highlighting the following;	
	<ul style="list-style-type: none"> <li>We are currently turning down applications for places at school as some classes are over capacity</li> <li>There had been two children excluded from school today and a referral to safeguarding board had been made</li> </ul>	

					<b>Action</b>
				<ul style="list-style-type: none"> <li>• There has been sensible progress with leadership</li> <li>• School has been challenged by the new requirements for spelling and grammar but we are making good progress</li> <li>• It is now necessary to have homophobia training and we are currently on the journey of developing a curriculum for the right approach to this</li> <li>• NLF highlighted the value of using dojo points</li> <li>• Data from school strengths and weaknesses is in our data dashboard summary which is included</li> </ul> <p>Questions/comments:-</p> <ul style="list-style-type: none"> <li>• AW asked if Data was a inspection as well as Ofsted, NLF explained that data dashboard sits alongside raise online</li> <li>• AB and JB asked if this information is available to parents NLF said it wasn't. AW commented that 'this should be shouted about' AB proposed this could be done via the school newsletter. I was agreed that one Governor would send information for the newsletters to SM</li> <li>• JB commented on the remembrance service lead by Mr Marriott saying how excellent this was and thanked him on behalf of all the Governors</li> </ul>	AB
<b>7.0</b>	<b>School Development Plan / School Improvement Plan</b>				
	NOL advised that Governors should review some part of this at every meeting				
<b>7.1</b>	<b>Approve</b>	<b>School</b>	<b>Development</b>	<b>Plan/School</b>	
	<b>Improvement Plan</b>				
	NOL asked AB to say a few words on behalf of the Chair of Curriculum Committee				
	AB outlined the use of the Twenty Questions for Governors saying he felt that whilst there are these forms as SEF there could be a sense in which, as Governors, we could have more knowledge. There was a general agreement to this,				

	Action
<p>AB further commented that the question now is what if anything do we do about this</p> <p>Notes</p> <ul style="list-style-type: none"> <li>• The School Development Plan and SEF should be presented with any changes and some interest/commentary</li> <li>• AB suggested we may need more structure, Governors present agreed e.g. Calday table the whole SEF with changes high lit so that it can be agreed at Full Governors</li> </ul> <p>Conclusion</p> <ul style="list-style-type: none"> <li>• SEF to be brought to the Full Governors March 2016 meeting</li> <li>• School Development to be brought to the Full Governors May 2016 meeting</li> </ul> <p>NOL agreed this</p> <p>Further Questions</p> <p>SMCH asked school 3 year development plan goes to finance SL acknowledged that it did and the Finance Committee still need to look at this.</p> <p><b>7.2 Approve Pupil Performance Targets</b></p> <p>This was covered in Headteachers report</p> <p><b>8.0 Written Reports from Committees and Visiting Governors,</b></p> <p>Written reports from Governors can be posted to the VLE prior to the Full Governors Meetings thus reducing the need for verbal reports</p> <p><b>8.1 Finance, Buildings &amp; Health &amp; Safety Committee (Sue Lea)</b></p> <p>Meeting scheduled to take place on Friday November 20, 2015 with the school bursar, minutes to be covered at the next Full Governors meeting</p>	<p>SL</p>

	Action
<p><b>8.1.1 Schedule of charges for school meals and milk</b> To be discussed at the finance meeting on November 20, 2015, referred to next Full Governors meeting</p>	SL
<p><b>8.1.2 Lettings Policy</b>  To be discussed at the finance meeting on November 20, 2015, referred to next Full Governors meeting</p>	SL
<p><b>8.1.3 Schedule of Lettings</b>  To be discussed at the finance meeting on November 20, 2015, referred to next Full Governors meeting</p>	SL
<p><b>8.2 Curriculum Committee (Claire King)</b>  NOL thanked CK for the minutes of the Curriculum Committee, Claire asked Governors present if they had anything to add or any questions, there were none CK noted that policies due to be reviewed had been sent out</p>	
<p><b>8.3 Personnel Pay &amp; Staff Appointment/Dismissal Committee (Sharron McHattie)</b>  NOL thanked SMcH for the minutes. SMcH reported that all had been straightforward, Headteachers pay rise from L22 to L23 had been agreed at the meeting all Governors present were happy for this to go ahead The Chairs of the Personnel and Curriculum Committees both thanked the Clerk for the speedy turnaround of the minutes  AO to advise SM of the dates and times for the personnel Committee, SM to forward dates to the committee members</p>	AO
<p><b>8.4 Christian Ethos Committee (John Bleazard)</b>  JB advised the Governors that he would be away for three months next year, during this time a Foundation Governor would be coming in to school on Wednesdays to do the school service. JB also confirmed that the new curate for St Bridget's was due to arrive July next year.  JB asked if the Governors had any questions, there were none</p>	

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<b>8.5 Literacy Link Governor (Imogen Longmore)</b>		
IL had visited the school on November 12, 2015 as Literacy Link and had submitted a report		
NOL noted that The key website had information on the responsibilities of link Governors and suggested that if anyone was having problems finding this (or any) information to ask SM for assistance		
Comments arising		
<ul style="list-style-type: none"> <li>School is very short of volunteer parent readers, it was suggested that maybe a letter should go to parents from Governors to encourage parent readers, this matter was discussed amongst the Governors and the conclusion was that Governors should add something to the school newsletter with regards to this</li> </ul>		
NOL thanked IL and asked if there were any questions, there were none		
<b>8.6 Numeracy Link Governor (Anne Waring)</b>		
No visit to date		AW
<b>8.7 SEN/Gifted &amp; Talented Link Governor (Frank Price)</b>		
FP highly congratulated RB in his role as school SENCO, and advised the Governors that the course he had recently attended had been passed with great results. He also commented on RB's commitment and hard work, adding that he was also now championing Lego Therapy across the borough, this also brought funds back to the school from the revenue he received		
Written report to follow and be posted to the VLE by SM		FP/SM
it was also noted the Gifted and Talented teachers were in the process of reviewing the current list and this would be updated at the next meeting		FP/RB
<b>8.8 Early Years Link Governor (Alex Owen)</b>		
No visit to date		AO
<b>8.9 Safe Guarding Link Governor (Claire King)</b>		
No visit to date		CK

	Action
<p><b>8.9.1 Safe Guarding Training</b></p> <p>SL raised the point at the last meeting that possibly all Governors needed to attend however it has been established that we only need one Safeguarding Governor. CK is currently booked on the next Safeguarding course. NOL referred CK to the link on The Key for safeguarding and advised she could seek help from SM if needed</p>	
<p><b>9.0 School Visits by Governors</b></p>	
<p><b>9.1 Written reports received</b></p> <p>As previously mentioned  IL – Literacy 12.11.15  FP – SEN 16.11.15  NOL – Governor visit 11.11.15</p>	
<p><b>10.0 Governors Reports on Training (Karen Hanson)</b></p> <p>KH noted that;  Evaluation of training had been received from AO (Ofsted expectations)  NOL reminded Governors to please fill out evaluation and send this to KH so that we maintained an up-to-date list of training attended  NOL also commented that he liked the addition in red for future/planned training</p>	
<p><b>10.1 Written reports received on courses attended</b></p> <p>Noted on the list from KH</p>	
<p><b>10.2 Future courses booked</b></p> <p>Noted on the list from KH</p>	
<p><b>11.0 Wirral Governors Forum (Karen Hanson)</b></p> <p>KH to attend the next meeting on Thursday night November 19, 2015 (this week)</p>	KH
<p><b>12.0 Local Authority Agenda Items</b></p>	
<p><b>12.1 Approve School Improvement Plan</b></p> <p>To be discussed at later date</p>	

	Action
<b>13.0 Any Other Notified Business</b>	
<b>13.1 Academy update</b>	
NLF reported that nothing new was happening at present but he monitored this.	
<b>13.2 Links with Parents Association</b>	
A discussion arose amongst the Governors and the following points were raised;	
<ul style="list-style-type: none"> <li>Should we have a Link Governor? KH advised that she was the staff member of the parents association and AMcD confirmed that she was a member of the Parents Association</li> <li>KH advised that at present there was no chair and or vice chair of the Parents Association. AMcD commented that currently it is fairly defunct</li> </ul>	
Conclusions	
KH AMcD send our best wishes to PA and ask if there is anything we can do to help	KH/AMcD
NOL to add to agendas	NOL
<b>13.3 Chester Diocesan Board of Education Schools</b>	
Bulletin article on St. Bridget's and Chernobyl children	
NOL asked NLF to ask if someone can report on another activity	NLF
<b>13.4 Induction of new Governors</b>	
NOL advised Governors that this was being updated and documents relating to this are now on the VLE, NOL suggested governors contact SM if they had any queries about their own induction	SM
NOL advised that as an exercise SM was to go through the process for the last two Governors	SM/IL/AW
<b>13.5 Governors' new homework – Governors Self Evaluation</b>	
Prepare for the Next meeting, this can be submitted as an individual document (also available on VLE) and sent to SM	All Governors

	Action
or as a hard copy to be given to SM. This should be completed by the end of the current term.	
<b>14.0 Conclusion</b>	
NOL confirmed that all Governors had contributed to the meeting and he thanked them for this.	
<ul style="list-style-type: none"> <li>NOL asked KH to thank the staff for the use of the staff room for the meeting</li> <li>KH invited Governors to the current Christmas celebrations, SM to send out details</li> <li>AW briefly mentioned the car parking situation</li> </ul>	KH SM
<b>14.1 Closing prayers</b>	
Lead by JB	
<b>14.2 Date and time of next meetings</b>	
These will be held at 6.30pm in the Staff Room on:-	
Tuesday 1 March 2016	
Tuesday 17 May 2016	
Tuesday 5 July 2016	
Tuesday 11 October 2016	
Staff/Governors Summer Social Event – 28.06.16	
Meeting ended at: 8.45pm	

**Minutes approved by the Chair of Governors:** \_\_\_\_\_

**Date:** \_\_\_\_\_