



	School name:	St Bridget's C of E Primary School	Meeting of:	The Governing Body		
	Date/time:	3 rd December 2013 6.30pm	Present:	Dr A Bates (AB) Mr N Ledingham (NL) Mr N Le Feuvre (NLF) Ms A Mcdonald (AMcd) Mrs S Lea (SL) Mr F Price (FP) Mrs C King (CK) Mrs J Connah (JC) Mr J Such (JS) Miss K Hanson (KH) Dr S Darby (SD) Dr A Owen (AO)		
	Apologies:	AH SMcH JB	Others in attendance:	Miss S Marriott (clerk) – Clerk to the Governors Mr R Brown (RB)– Deputy Head		
	Opening Prayers by Janet Connah					
	The chair opened the meeting and welcomed two new governors; Dr Sue Darby (foundation governor) and Dr Alex Owen (parent governor), all governors present introduced themselves.					
	Agenda Item			Action	By whom	By when
1.	Apologies Mr A Hughes (AH) Mrs S McHattie (SMcH) Rev J Bleazard (JB) Absent Dr J Jones (JJ)					
2.	Declaration of Business and Pecuniary Interest None declared					
3.	Minutes from Full Governors' Meeting October 3, 2014 No corrections noted for the minutes.					

4.	<p>Matters Arising from the Minutes</p> <p>Q: AB asked the NLF what the updates were on the buildings improvements/repairs.</p> <p>A: NLF explained that the mobile classroom is no longer DDA compliant and would need replacing.</p> <ul style="list-style-type: none"> - There has been a survey of the flat roof. - The atrium has been looked at with specific reference to the gas pipework which is reported to be slightly rusty – this is an LA concern therefore they are responsible for payment of the replacement pipes. 	<p>We are to be put on the LA list for a replacement classroom.</p> <p>LA to action.</p>	<p>NLF to monitor all issues</p>	
5.	<p>Notification of AOB</p> <p>NLF – Development Plan</p> <p>SM – Safeguarding training for Governors</p> <p>NL – Headteachers performance management</p> <p>KH – School dates/invites</p>			
6.	<p>Attainment Target Setting</p> <p>NLF handed out a document for all governors regarding Attainment Target Setting.</p> <p>AB briefly explained that previously we had formally set targets for KS2 however now it was not a requirement but we would be continuing to do unofficial target setting.</p> <p>NLF talked the governors through the hand-out highlighting the following points;</p> <ul style="list-style-type: none"> - We are a high attaining school and it is hard to show significant progress for KS1 to KS2 - Teaching within the school has enhanced the results - We are improving all the time and are not a ‘coasting school’ - Our children entitled to Free School Meals do extremely well <p>RB explained the areas pertaining to children with special needs.</p> <p>AB – summarised and asked if there were any questions;</p> <p>Q: AB asked if there were any targets altered from the Fischer Family Trust (FFT) targets</p> <p>A: NLF explained that we continue to follow the FFT targets and then push the boundaries on to achieve more or we use targeted intervention (dependant on the child(ren)’s ability).</p>			

<p>7.</p> <p>Q:</p> <p>A:</p> <p>Q:</p> <p>A:</p>	<p>Headteachers Report</p> <p>The report had been posted to the VLE for governors prior to the meeting however NLF covered the following;</p> <ul style="list-style-type: none"> - Children on roll are crucial for our funding and we presently have 419-, more than at any time for a number of years. - There are no safeguarding issues at present. - School priorities; if we are working in partnership with other schools. <p>Questions arising from the report;</p> <p>AB - why we were particularly working with Oxton St Saviours.</p> <p>NLF explained that although it is outside of our locality it is also an Outstanding school, and would present a good swap of practice level.</p> <p>JS - with regards to the review of academies will we miss out on the partnerships that may be evolving with other primary schools.</p> <p>NLF - I am confident that this would not be a problem as we were a high achieving school and we were/would most likely move towards working in partnership with other C of E schools.</p> <p><u>Head Teachers Performance Management review.</u></p> <p>NL reported to the meeting that they had followed due process and completed the current review cycle. He was pleased to report that they were extremely pleased with the performance of the Headteacher he congratulated NLF on behalf of the governors for his considerable achievements for the school.</p> <p>NL brought up the point that; the Performance Management team had discussed using a different external assessor next year as they felt that Mr Mullens had not given as clearer picture as they would have liked/needed.</p>	<p>NLF to look into finding a suitable candidate.</p>	<p>NLF</p>	
<p>8.</p>	<p>Pupil Premium</p> <p>AB introduced the concept of pupil premium</p> <ul style="list-style-type: none"> - Children on free school meals - £1,300 to be allocated for each qualifying child. This is now available on the 'ever 6' scheme which means if a child has ever been allocated FSM's (even for 1 day) they will received the pupil premium for 6 years. - Children from forces families - Looked after children - £1,900 allocated for each qualifying child. <p>NL explained the financial significance of pupil premium to the school. We have very few children on FSM's compared to other schools (circa 7 children at present plus the ever 6 children). Despite a recent campaign to help make parents aware that; the premium is paid to children who qualify, regardless of</p>	<p>To remind parents at regular interval in newsletters & emails</p>	<p>Clerk/NLF</p>	

	<p>whether they actually have the school meal, has not brought in any new applications.</p> <p>The governors agreed that it would be a good idea to hand out a factsheet to new parents in the induction packs for new FS starters each year.</p> <p>8.30pm JC left the meeting.</p>	NLF to advise FS teachers.	NLF/FS teachers	
9.	Minutes from;			
	<p>Christian Ethos Committee</p> <p>The minutes for the last meeting had not been posted to the VLE (clerk to look into this).</p> <p>In the absence of JB, NL high lit the following items;</p> <ul style="list-style-type: none"> • They had drafted a collective worship policy. • NLF to update the school improvement plan with reference to Christian Ethos. • Advent was discussed at the meeting. 	NL/JB to forward a copy to the clerk to post to the VLE .	NL/JB/Clerk	
Q: A:	<p>Curriculum</p> <p>AB apologised that governors had maybe not seen the minutes as they hadn't been in the meeting folder on the website. However, he presented the Curriculum minutes highlighting the following points;</p> <ul style="list-style-type: none"> • The meeting had been primarily about the National curriculum and the significant changes that would be happening in the coming academic year. • RB has reviewed the current curriculum to see which items can stay as they are and which will need to be changed/updated. • NLF discussed the importance of updating the teaching staff on the new curriculum and the need to continue to inspire the children. • RB is mapping out the curriculum to share with teachers in the spring to enable them to commence with confidence in the summer. <p>FP asked NLF what 'summer' meant.</p> <p>NLF confirmed that this was the start of the new academic year however, some elements were being integrated now.</p>			
	<p>Personnel & Staffing</p> <p>Deferred until next meeting</p>	NLF & SMcH to update draft minutes and return to the Clerk to post to the VLE	NLF/SMcH/Clerk	

	<p>Finance</p> <p>NL presented the Finance Committee minutes highlighting the following points;</p> <ul style="list-style-type: none"> • Pupil premium and the current guidelines/income for school. • Period 6 accounts had been presented at the meeting by the Bursar. • School had started the financial year with a projected loss of £9k this has now been turned into a projected surplus of £18k which is thanks to savings and budgeting made by NLF. <p>The Charging & Lettings policy had been reviewed and updated at the meeting and NL had brought them to the full governors for ratification and signing by the chair.</p> <p>NL advised the meeting that the next Finance meeting would involve SFVS and reminded all governors of the need for the return of their paperwork with regards to this. The clerk confirmed that most of this was now done and governors who were missing elements were given copies of the paperwork still needed.</p>	<p>AB signed the documents on behalf of the governing body.</p> <p>All governors to return relevant paperwork to the clerk as soon as possible.</p>	All Governors	
10.	<p>Governor's Reports</p> <p>There were no new governor reports.</p> <p>Governor Visits to School</p> <ul style="list-style-type: none"> • NL had attended the toy service at church and was very impressed. • CK & FP have been in school reading with children on a regular programme. <p>AB suggested to the new governors that it was a good idea to contact NLF to organise visits to school either just for a general 'walk around' or to visit with a specific agenda in mind – if they (or any other governor) were able to do this it would be helpful to the governing body if they could write down a brief visit report to share at the next meetings. These could be emailed to the clerk.</p>		SD/AO	
11.	<p>Governors' Reports on Training</p> <p>AB handed over to KH to report.</p> <p>KH advised the governors that it had recently come to both her and the clerk's attention that monitoring/co-ordination of training and reporting thereof to the full governing body was to be done by the Link Governor. KH would be taking over this role from January 2013. KH to meet with clerk to pass over any information. Governors to report to KH when they have booked training and when they have completed a training session.</p>		KH/Clerk/All Governors	

12.	<p>Wirral Governors' Forum</p> <p>KH reported that she had been to a very poorly attending meeting a couple of weeks ago. However, it had been very interesting; Gabby Corola had talked about the new PE provision, KH confirmed to the meeting that Miss Bowler (PE Co-ordinator for St Bridget's) was already ahead of the game on this. Other matters at the meeting were;</p> <ul style="list-style-type: none"> • esafety and web safety - Miss Johnson (IT Co-ordinator for St Bridget's) was also right on track with this. 			
13.	<p>Any other Notified Business</p> <p>The Clerk explained to the meeting that it was considered 'Good Practice' for all governors to attend safeguarding training if possible. AB and CK confirmed that they have both been trained. Clerk suggested that it may be a good idea for the training to be done at St Bridget's so that governors would find it easier to attend. This was agreed to in principal by the meeting.</p> <p>Questions arising from this:</p> <p>NL – asked if it caused any problems for governors whilst waiting for their training. Clerk responded by explaining that if a governor was approached about a safeguarding issue that they should refer it to the Headteacher or a governor who has had the training in the meantime.</p> <p>AB – asked the meeting if they were happy for an evening training session to be arranged. All were agreeable in principal.</p> <p>SL – asked if staff members could be invited to the training session. NLF confirmed that they could/would be invited to attend.</p> <p>KH invited governors to the school Christmas celebrations;</p> <p>16/12 – FS Christmas performance 17/12 – Y1 Christmas Assembly 18/12 – Y4 Christmas service at St Bridget's church Dates could be confirmed on the School Website Diary.</p> <p>NL asked on behalf of SMcH for an update on whether the governors and staff would still be having a party/celebration to jointly celebrate this years Ofsted result. It was briefly discussed and all agreed that it would now be more suitable to have a celebration in January circa the anniversary date. Suggested venue was a local pub to meet around 7pm.</p>	<p>NLF/KH to look at dates for someone to come in to deliver the training and to advise governors.</p> <p>Governors to email clerk if they wish to attend.</p> <p>NLF and AB to look into this and let governors know.</p>	<p>NLF/KH</p> <p>All governors/ Clerk</p> <p>NLF/AB</p>	

AB closed the meeting and thanked everyone for attending.

Closing Prayers led by: Janet Connah

Meeting Closed at: 8.30pm

Minutes approved by the Chair of Governors:

Date: _____