



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 1 March 2016

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

Clerk to the Governors (Clerk)

0.0 Welcome

NOL opened the meeting and welcomed the Governors, and wished everyone a happy St David's Day.

NOL reiterated his comment from the previous meeting that all Governors should have the opportunity to contribute fully to the meeting

NOL apologised that the Agenda hadn't been available to some Governors until Thursday, this was due to internet problems within school

NOL acknowledged that this was the second meeting this year with a full house of Governors and he thanked everyone for their commitment

0.1 Opening Prayers

Opening prayers were led by Father John

0.2 **Evaluation of Governing Body Meetings**

NOL advised the Governors that we should evaluate our own meetings; relevant forms were handed out for Governors who wished to do this. NOL asked them to complete and return them to him at the end the meeting (*In fact 3 forms were received from Governors evaluating this particular meeting*).

1.0 **Attendance/Apologies**

1.1 **Apologies Already Received**

Mr Rob Brown (RB)

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**

NOL congratulated FP on behalf of the Governors on his re-appointment as Foundation Governor commencing 15.09.15. His new term will be until 14.09.19

3.1 **Vice Chairs of Committees**

NOL asked if all committees now have a vice chair, SM confirmed that they do

Finance – JC

Curriculum – AB

Personnel – AB

Christian Ethos – JC

3.2 **Committee meeting dates**

Now all done for this year and entered on the Governors VLE calendar by Clerk

3.3 **Committee Terms of Reference**

NOL asked if the each committee had their terms of

	reference in place Personnel – this has been done Curriculum – this has been re-adopted Finance – updated and ratified at meeting on 20.11.15	Action
4.0	Minutes of the Previous Meeting (17 November 2015)	
	All present were happy with the minutes	
5.0	Matters Arising from the Minutes of the Previous Meeting	
5.1	School Vision	
	NOL noted that a copy of this was on the back of current Headteachers report and had been emailed to everyone by Clerk on 9.2.16. NOL read out the Vision and asked for verification of who had been on the deciding committee, he acknowledged that this had been discussed extensively at last meeting and asked the Governors present for any comments;	
	<ul style="list-style-type: none"> AB raised the point that he wasn't wholly in agreement with 'today and tomorrow' a discussion arose around this 	
	Conclusion; At vote was taken and all Governors present agreed to let it stand.	
	AB noted that in some of the school paperwork the word everyone and everybody interchanged, it was agreed it should read 'everyone' SM to check the prospectus and add the new School Vision	Clerk
5.2	Governors' Homework – Governors Self-Evaluation	
	NOL thanked all the Governors for completing this exercise and was pleased with the 100% response from Governors. NOL noted that;	
	<ul style="list-style-type: none"> The point of the exercise wasn't to pull everyone's evaluation together it was in fact the process of doing the evaluation itself Conclusion from process was that we do have a very committed set of Governors the skill set shows a couple of areas where the skill set is weaker, one of 	

these main areas is with experience in finance. This would be something we can look at in our next parent election by asking for experience in finance

- NOL reviewed the point on courses attended by Governors and noted that; on average each Governors had only attended 1.1% courses in the last 12 months which he felt wasn't really adequate. There was only an average of 0.5% courses per Governor booked into the future, and the future courses needed by Governors was only 0.64%. A discussion arose amongst the Governors present around this issue with the following points being high lit;
 - CK noted that a number of courses are cancelled
 - JB noted that an average percentage can hide facts
 - Several Governors noted that the need for courses is more intense when Governors are new and this dissipates as time goes on

5.3 **Communications with parents**

NOL referred this to AB who confirmed he had sent out a message to parents and asked the Governors present for any feedback; all agreed it was a good idea. AB to continue to do this from time to time

AB

5.4 **Shortage of parent readers**

KH reported that FS now have two more parent readers so this is improving

5.5 **Chester Diocesan Newsletter article**

This was brought to the attention of NLF

5.6 **School Newsletters**

NOL enquired how this was going, NLF advised that there was a newsletter once a month, Governors present acknowledged that they were receiving them

		Action
6.0	Head Teachers Written Report on VLE	
	NLF gave the Governors a demonstration of Prospective, a new teacher assessment software that school was in the process of adopting. The feedback from Governors was very positive.	
	Comments arising;	
	<ul style="list-style-type: none"> SD enquired whether Governors could have other in house training similar to this, NOL acknowledged that other schools had in house training which appeared to be successful. AB advised that we have already done a certain amount of in house training with the curriculum committee and the RAISE online training done in September session meeting. SL advised the Governors that RB would be holding two session for the online safeguarding training which Governors could attend. It was suggested that a session to train on software used in school and the new OFSTED dashboard would be advantageous, NLF to organise with Clerk and advise. British values, NLF referred Governors to the document on the main school website. NOL asked NLF if he would include a timeline on his written Headteachers report relating to exclusions so that the Governors could identify any trends. 	NLF/Clerk
6.1	Head Teachers Written Report	
	Posted to the VLE, no further comments	
6.2	New Ofsted Inspection Dashboard (NLF)	
	See 6.0, suggested in house training for Governors	NLF
7.0	School Development Plan / School Improvement Plan (We are planning to look at the School Development Plan and approve it in May)	
	NOL advised the meeting that, as Governors we are	

		Action
	supposed to look at an aspect of this every meeting,	
7.1	School SEF – copy on VLE	
	NLF noted that SEF (self-evaluation form) had been emailed to all Governors and uploaded to the Governors VLE today	
	AB noted that at Calday the Governors discuss present changes to this at every meeting. It was agreed that NLF would review this within the next 2 weeks and send out updated copies when appropriate prior to each Governors meeting. It was also noted that it would be useful for Governors to present any questions they have on the SEF prior to meetings so that NLF could address them	NLF
		All Governors
7.2	School Development Plan/School Improvement Plan	
	NOL asked Governors to consider how we can better look at this, IL asked if we had access to the School Development Plan, NLF responded that it is on the VLE however is in need of updating. He advised that we are looking at one year plans to include; current priorities and school improvement	
	NLF updated the Governors on replacing the prefab classroom building advising that the LA are now appear to be able to provide funds for this, NLF and SL to look into the new building details and report back at the next meeting	NLF/SL
	NLF agreed to send out an up to date copy of the School Development Plan together with the constituent parts, and an explanation of how they link together and how it linked with the SEF within the next couple of weeks.	NLF
8.0	Written Reports from Committees and Visiting Governors,	
	Copies of the reports are on the Governors VLE	
	CK suggested that a termly form could be more appropriate for repeated visits. AO to look at doing this and forwarding to NLF/Clerk for circulation	AO/NLF/ Clerk
8.1	Finance, Buildings & Health & Safety Committee (Sue Lea) 20.11.15	

SL advised that a meeting had taken place on Friday November 20, 2015 with the school bursar covering the P6 accounts. SL noted that all issues had been completed except this SFVS, as the training had been after this meeting this was now due to be covered at the next meeting on 4th March 2016.

SL advised the meeting that in terms of managing our finances we are doing well especially considering the unforeseen increased costs in NI & teachers pensions which had not been allowed for (unseen cost £55,000). SMcH acknowledged that this was the same in secondary schools too. NLF added that all schools are now looking at taking back into our budget some of the previously unseen costs from the LA e.g. learning lighthouse costs etc.

8.1.1 Schedule of charges for school meals and milk

Discussed at the Finance meeting on November 20 2015

8.1.2 Lettings Policy

Discussed at the Finance meeting on November 20 2015

8.1.3 Schedule of Lettings

Discussed at the Finance meeting on November 20 2015

8.1.4 Approval of SFVS (School Financial Value Standard)

See 8.1

8.2 Curriculum Committee (Claire King) 27.1.16

NOL enquired why the minutes had been delayed in being posted to the VLE, CK advised the Governors that they had been received in good time from the Clerk but had not been released by her until she had reviewed them.

CK asked Governors present if they had anything to add or any questions, there were none

8.3 Personnel Pay & Staff Appointment/Dismissal Committee (Alex Owen) 28.1.16

AO high lit the following points;

- AO and NLF were reviewing cover for JB when he is away on sabbatical
- Mrs Harland had joined the meeting and had given a great presentation on the current status of the DBS records in school and how this works. It had been agreed that an element of this would be looked at, at each meeting in the future

8.4 **Christian Ethos Committee (John Bleazard)**

JB verified that minutes for both meetings were on the Governors VLE and asked if there were any questions.

- AB asked if RRS come under Christian Ethos, JB advised that in the past the committee had talked about 'connections themes' for assemblies and it had crossed over here but confirmed that RRS sits with the Curriculum committee. KH noted that Miss Smith, who looked after RRS also attended the Christian Ethos meetings

8.5 **Literacy Link Governor (Imogen Longmore)**

IL confirmed that she has been in email contact with KH to organise her next visit which should include phonics in Y1 and Y2. This would hopefully take place in next couple of weeks

8.6 **Numeracy Link Governor (Anne Waring)**

AW advised that she had not visited as yet but was looking at possible dates. She also noted that she needed some help and advice on what was expected of her in this role. NOL advised that The Key website offered help on this issue he also suggested she had a meeting with Mr Neal to discuss guidance around this issue

AW

8.7 **SEN/Gifted & Talented Link Governor (Frank Price)**

FP advised the following;

- Report from the last meeting of 16.11.15 was on the Governors VLE
- He was in the process of making arrangements for his next visit with RB

	Action
<p>8.8 Early Years Link Governor (Alex Owen) 03.12.15</p> <p>AO confirmed that she had been in for an afternoon in Reception as EY Link Governor and her report was on the Governors VLE. AO was planning termly visits in the future</p> <p>NOL commented that teachers are always really pleased if you come in as link governor and were always very keen to show Governors what they were doing, AO concurred with this</p>	
<p>8.9 Safe Guarding Link Governor (Claire King)</p> <p>CK advised that she and NLF met regularly to discuss safeguarding however they did not feel it was appropriate to formally document the content of this. NOL agreed that it wouldn't be appropriate to do report</p> <p>Conclusion;</p> <p>CK NLF meet regularly agreed and agree a paper trail e.g. signing a log</p> <p>CK confirmed that she had attended and updated her level 1 safeguarding training on 18.1.16</p>	<p>CK/ NLF</p>
<p>8.9.1 Safe Guarding Training</p> <p>NOL reiterated to the Governors that EQ had confirmed to Clerk that it was only necessary for one member of the governing body to have this training. As CK was the Safeguarding link governor it really should be her. SD commented that Ofsted indicated that it was good practice for all Governors to have this.</p> <p>NOL opened the subject of the Hays online safeguarding training link emailed out via Clerk</p> <p>NLF briefly explained how this online training works and commented on the benefits of completing it, the Governors were advised by SL that RB would be running two training sessions for staff which the Governors were welcome to join, she advised Governors to let Clerk know via email if they would like to attend</p> <p>Tuesday 8.3.16 – 1.30pm to 3.00pm Monday 14.3.16 – 9.30am to 11.00am</p> <p>Comments arising;</p>	<p>Clerk to send out dates to all Governors ASAP done 2.3.16</p> <p>Clerk</p>

	Action
<ul style="list-style-type: none"> • SMCH felt if NLF wanted the Governors to complete the training that they should do this • AB advised that he had a certificate from Calday, AMcD also had a current certificate AB/AMcD to pass these to Clerk to copy for documented proof • AMcD and AD advised that they had recently completed safer recruitment and had arranged a meeting with RB tomorrow morning to go through evidence of this prior to signing off on it • AO advised that at personnel had agreed to go to look at a portion of the DBS at each meeting <p>NOL asked Clerk to re-sent the Hays online training link for safeguarding to all Governors again and reminded Governors who have a current certificate to let Clerk have a copy for school records</p>	<p>Clerk</p> <p>AB/AMcD/S M</p> <p>Clerk</p>
<p>8.10 Parents Association -Teacher Link Governor</p> <p>See 13.3</p>	
<p>8.11 Parents Association – Parent Link Governor</p> <p>See 13.3</p>	
<p>8.12 Additional Link Governors?</p> <p>NOL suggested that school have a music link governor and PE link governor. A discussion arose amongst the Governors present about the need for link governor's in these and other subjects taught at St Bridget's</p> <p>Conclusion: New Link Governors appointed and agreed AO cover all in curriculum AB Science and computing SD Sport/PE (because of premium awarded)</p>	
<p>9.0 School Visits by Governors</p>	
<p>9.1 Written reports received</p> <p>NOL congratulated the Governors of the amount of visits to school and reports thereafter Comments arising;</p>	

		Action
	<ul style="list-style-type: none"> CK suggested it would be more constructive to do termly reports for repeated visits NLF agreed commenting that this still provides audit trail needed SL, NOL and JC concurred with this AO suggested a reminder from Clerk for summary report from each governor prior to FG meetings 	Clerk
	<p>Conclusion; NOL commented that he hadn't wanted this to be an onerous task and it was agreed that AO was to develop a periodic visit record (as mentioned previously)</p>	AO
10.0	Governors Reports on Training (Karen Hanson)	
	KH thanked NOL for his reminder email and advised that she and Clerk have updated the form and it is on the Governors VLE, all present were happy with this	
10.1	Written reports received on courses attended	
	As previously mentioned	
10.2	Future courses booked	
	IL- Role of the Governing body in monitoring the quality of teaching and learning 26.4.16	
11.0	Wirral Governors Forum (Karen Hanson)	
	KH advised that she hadn't been able to attend the conference and there have been no meetings yet this term.	
12.0	Local Authority Agenda Items	
12.1	New edition Governors Handbook January 2016	
	NOL advised that there is now a new handbook available from the NGA a hard copy of this has been ordered for NOL on 19.2.16, follow up email to NGA web sales 1.3.16 as still not received, Clerk to chase. Clerk to print a copy of this and put on the shelf in the Staffroom for all Governors to access	Clerk Clerk
13.0	Any Other Notified Business	
13.1	Academy update	
	NOL reported that AB and NLF are keeping up to date with	

	Action
<p>KH. It was noted the link on school website to PA doesn't work, KH to advise Mr Biggins so he can look at this</p>	KH
<p>13.4 Car Parking</p> <p>AW noted that the traffic warden has been and issued some tickets, there are also new signs to help alleviate the on-going problem of dangerous parking whilst dropping off and picking up children at school</p> <p>KH street light – council owned</p>	
<p>13.5 Induction of new Governors</p> <p>NOL advised that this was in hand</p>	
<p>13.6 Governors' new homework – Governors Self Evaluation</p> <p>No new homework</p>	All Governors
<p>13.7 School Christmas Fair</p> <p>NOL wished to thank the PA on behalf of the Governors for the fabulous Christmas Fair they had organised for the school, he also advised that he had written to the PA.</p>	
<p>13.8 Election to Wirral Schools Forum (Could you all please bring a hard copy of Sheenah's email to us all of 8 February 2016)</p> <p>NOL asked all of those present to vote for the candidates as explained on the sheet and return forms to Sheenah so that she could send off our votes.</p>	Clerk
<p>13.9 360° Review of the Chair of Governors Performance</p> <p>NOL asked the Governors to partake in a 360° to review of chair of Governors a copy of the document from the Key website was passed round doc to Governors. NOL advised that he had discussed this matter with AB and the conclusion was that if Governors wish to do this that can do so anonymously and either send a hard copy via Clerk to AB or email it directly to AB send directly to AB Clerk to send out electronic copy to all governor's the deadline 31st march 2016, completing the document is completely voluntary Governors will not be reminded</p>	AB Clerk

13.10 Governors Attendance – Duty to Publish

NOL advised Governors that we now have to publish meeting attendance by Governors on main school website, there is an article on key if you wish to view documentation on this matter further

14.0 Conclusion

NOL thanked the staff for the use of the staff room and left a box of biscuits to share.

14.1 Closing prayers

Lead by JB

14.2 Date and time of next meetings

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

Tuesday 17 May 2016

Tuesday 5 July 2016

Tuesday 11 October 2016

Staff/Governors Summer Social Event – 28.06.16

Meeting ended at: 8.35pm

Minutes approved by the Chair of Governors:

Date:
