



## 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 July 5, 2016

#### Present

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

#### In Attendance

Clerk to the Governors (Clerk)

#### 0.0 Welcome

NOL opened the meeting at 6.30pm. He talked about the year 6 service at Chester Cathedral commenting on how enjoyable this had been and how very moving it was to see all the school's year 6 children getting ready to go out into the world.

He continued by thanking everyone for the work they have done this school year outlining some of the exercises and training that Governors have done.

NOL asked SD to say prayers

NOL tabled meeting review sheets for Governors should they wish to complete one at the end of the meeting

#### 0.1 Opening Prayers

Opening prayers were led by SD

#### 1.0 Attendance/Apologies

##### 1.1 Apologies Already Received

Mr F Price (FP) – Holiday  
Dr A Owen (AO) - Meeting at child's school  
Mrs S McHattie (SMcH) – Childcare  
Mrs A Waring (AW) – Birthday Party

NOL reminded Governors that attendance at meetings now has to be published on the main school website

		Action
1.2	<b>Other Apologies</b>	
	None	
2.0	<b>Declaration of Business, Pecuniary or Other Interests (in any matter on the agenda)</b>	
	None declared	
3.0	<b>Elections and Committees</b>	
3.1	<b>2016/17 Chair and Committee Chairs</b>	
	NOL advised that he would not putting himself forward for Chair again in September however, two candidates have registered their interest for the role of Chair and Vice Chair.	
	SL retired on 17/05/16 as a member of school staff, as she is already a co-opted member can remain without change. SL wishes to do this.	
	AB has said he wishes to retire at the end of this term. NOL thanked him for letting us know and asked him if he would be prepared to come back at the beginning of the first Full Governors meeting next term on October 11 2016 so that he could thanked properly for his service.	NOL
3.2	<b>Personnel Committee Terms of Reference</b>	
	The Personnel Committee had not met since the last Full Governors meeting the terms or reference will to be an agenda item on their next meeting July 7, 2016.	AO
4.0	<b>Minutes of the Previous Meeting (17 May 2016)</b>	
	NOL advised that AO should be updated by SD with reference to the review of anti-bullying and safeguarding	Clerk
4.1	The minutes were approved by all present	
5.0	<b>Matters Arising from the Minutes of the Previous Meeting (not covered elsewhere in the Agenda)</b>	
5.1	<b>Review of Anti-Bullying and Holding of a Pupil Voice Meeting SD</b>	
	SD reported that she had come into school on two mornings and seen children from all year groups with the exception of FS.	
	They had talked about; <ul style="list-style-type: none"> <li>• anti-bullying/do you feel bullied</li> <li>• e safety</li> </ul>	
	She also advised that she had seen CCTV monitoring; watching children at play. SD reported that overall this had been very informative and successful. One or two problems had been raised and these had been discussed with NLF.	

NOL remarked that this was an enormously helpful piece of work self-assessing our school and he thanked SD on behalf of the Governors for this.

A discussion arose amongst the Governors around this issue.

#### Conclusions

- One of the things the children wanted was at least another week on anti-bullying, Y6 have suggested that this could possibly be once a term in assembly
- No one child seemed to think they were being bullied but children did come forward to say if they thought another child may be, which was very encouraging
- As a school we should be looking at making the help for children in transition times stronger
- Flag pole check was now in place
- Having someone come in once a year like SD to check on this subject was good practice; ensuring a system of proving school is 'on the cause'. NLF commented that this should include talking to a cross section of children so no stone is left unturned.

## 5.2 **Discussion of Behaviour Welfare and Safeguarding Action Plan with NLF (AO) however this should be SD**

SD reported on her review that had been posted to the Governors VLE highlighting the following;

- Behaviour and learning and positive effect of Dojo points
- British values could possibly benefit from more information in the playground
- Safeguarding (as confirmed at the previous meeting) CK has updated her training and all Governors and staff have completed the online training or a similar course
- First Aid courses; NLF confirmed that these were all up to date

NOL asked if there were any questions. There were none

## 6.0 **Head Teachers Report**

### 6.1 **Headteachers Written Report**

The Headteachers report had been circulated prior to the meeting with a copy of a painting of the school which was shown at the meeting.

NLF reviewed his report with the following highlights;

- NLF explained how and why the painting had been commissioned, outline the potential financial benefit to school
- NLF had reviewed the school SATS results and was pleased to say that our results are excellent, further commenting that there were schools in the area not making comparable results

Questions;

- IL commented that we are unable to compare with last year, NLF confirmed this was the case however he could report that we are significantly above the national average.
- Senior leaders have had discussions about our forward planning advising that our teachers really understand their objectives further commenting that the staff have really worked very hard to achieve this.
- SL commented on the year 6 SATS paper this year which had been far too hard this year.
- Governors asked if SATS results would be sent to parents, NLF confirmed that they were advise that children had reached one of the following criteria  
expected – greater depth – met the standard
- NLF congratulated KN on her work in FS since Miss Cotterell has been on maternity leave.

NOL thanked NLF

Further Comments:

NOL advised Governors that they can ask to have items added to the Headteachers report, he asked if any Governors would like him to add anything, none were forthcoming.

## 7.0 **School Development Plan / School Improvement Plan**

NOL advised that one of the main roles of Governors is holding the headteacher to account this is why we would now be looking a different areas of the SDP at each meeting and at the last meeting for the next school year we should review whole of the SDP using colour coding to highlight what has or hasn't been achieved.

NLF to provide the full new School Development Plan for 2016/17 at Full Governors meeting on October 11, 2016

NLF

## 7.1 **School SEF**

NLF advised that there had been no changes to the school SEF.

## 7.2 **Review of Behaviour, Welfare and Safeguarding Action Plan (AO)**

Covered by SD see point 5.1

## 8.0 **Written Reports from Committees and Visiting Governors,**

## 8.1 **Finance, Buildings & Health & Safety Committee SL 24/6/15**

Minutes to be posted to the VLE in due course

SL added that she would like to thank NLF and Liz Robinson the School Bursar for keeping the school within budget and maintaining a credit budget for the coming school year. They have done a sterling job

- New build NLF advised that he had receive an email today to arrange a meeting regarding this.
- SL advised that there would be an External Health and Safety Audit in September 2016.
- SL advised the Budget deficit was smaller than expected as the project to install solar panels had not gone ahead yet, NLF is reviewing this.

NLF

#### Questions

- JB asked about the new national funding formula, NLF commented that we are hoping we may be well funded with this formula however at present the position is uncertain

#### 8.1.1 2015/2016 Final Position

NOL gave the following verbal summary of the results for the 2015/16 year and forecasts.

At 1 April 2015 we have brought forward reserves of £121,637 and we had budgeted for a deficit for the 2015/16 year of £31,019. However in the event the deficit is only £2489. The principle reason for the fall in the deficit was an amount of £40k which we had expected to spend on solar panels but which wasn't spent.

For the 2016/17 year we have a brought forward reserve of £119,148 and we are budgeting for a surplus of £15,735 which would take our reserves back up to £134,883. NOL pointed out that we would need these reserves because in the following three years we have a budgeted deficit as follows:-

2017/18	£13,464
2018/19	£48,437
2019/20	£64,681

This means that by March 2020 we will effectively have no reserves left at all.

NOL pointed out that things could obviously change in the next three years but that Governors should have this long term prognosis on their radar.

#### 8.1.2 2016/17 Budget

The budget has been signed and the original copy returned to LMS with the bursar, a copy of this has been kept in school

	Action
<p>8.2      <b>Curriculum Committee 22/6/16 CK</b></p> <p>NOL asked CK if there was anything to report to the Governors CK advised that the minutes had been posted to the VLE for Governors to review for the next meeting.</p> <p>CK high lit the following points;</p> <ul style="list-style-type: none"> <li>• NLF had demonstrated the new SPTO tracking system for analysing assessment data.</li> <li>• The new 11+ had been discussed and the practice pack has been received by parents.</li> </ul> <p>A discussion arose amongst Governors around this subject highlighting the fact that; communication of the content had broken down as the senior schools had the information before primary schools and this had be published prior to it going out from St Bridget's</p>	
<p>8.3      <b>Personnel Pay &amp; Staff Appointment/Dismissal Committee AO 8/6/16</b></p> <p>NOL advised that this meeting had been rescheduled and would now be taking place on Thursday 7/7/16.</p> <p>NOL asked the vice chair AB if he had anything to add at this time there was nothing to add.</p>	
<p>8.4      <b>Christian Ethos Committee JB 29/6/15</b></p> <p>The minutes from the meeting were on the VLE, JC high lit the following;</p> <ul style="list-style-type: none"> <li>• Diocese visit by Gail Fallbrook; she had visited school for a 'health check' NLF reported that this had been very successful, further commenting that it was possible we may have another inspection in the near future.</li> <li>• Governors were invited to attend a prayer meeting next Wednesday at 9.15am in the Church Centre, there would be a box for anonymous prayers available.</li> </ul> <p>NOL thanked JC</p> <p>Additional comments;</p> <p>JB advised the Governors that the Church heating was being re-vamped on 18/07/16 however the year 6 service would go ahead as planned</p>	ALL
<p>8.5      <b>Literacy Link Governor IL</b></p> <p>To report at the next meeting</p>	IL

		Action
8.6	<b>Numeracy Link Governor AW</b>  AW not present	
8.7	<b>SEN/Gifted &amp; Talented Link Governor FP</b>  SL reported that this was up to date and would be done again next September	FP/SL
8.8	<b>Early Years Link Governor AO</b>  KN advised that AO would be attending the new parents meet and mingle tomorrow	AO
8.9	<b>Safe Guarding Link Governor CK</b>  CK confirmed that she had met with NLF and her report would be written up in due course	CK
8.10	<b>Parents Association –Teacher Link Governor KN</b>  KN advised that this year the Ball had been cancelled as not enough tickets (only 55) had been sold.  PA to be present at the meet and mingle tomorrow	
8.11	<b>Parents Association – Parent Link Governor AMcD</b>  There was a short discussion about why the Ball had not been sold successfully this year. They also discussed the status of the PA at present <ul style="list-style-type: none"> <li>• KN reported that the Facebook link is now working from the school website.</li> <li>• AMcD advised the raffle (usually drawn at the Ball) would be drawn next week</li> </ul>	
8.12	<b>PE Link Governor SD</b>  SD to attend Merseyside schools (Wavertree) PE on Friday this week on behalf of the school	SD
8.13	<b>Science and Computing Link Governor AB</b>  No new reports	
8.14	<b>All Curriculum Link Governor AO</b>  Not present	
9.0	<b>School Visits by Governors we should be proud of what we are achieving as Governors</b>	

NOL congratulated all Governors on their school visits. He reminded Governors that the reports are available to read on the Governors website

**9.1 Written reports received**

**10.0 Governors Reports on Training KN**

**10.1 Written Governor Training Evaluation Forms received**

KN advised that training reports were now on the VLE

**10.2 Future Courses Booked**

KN advised that on the whole the Governors were sorting themselves out.

Future Courses booked:-

Clerk – 2<sup>nd</sup> session of National Clerks' Development Programme (NCDP) Bolton Friday 09.09.16

**11.0 Wirral Governors Forum KH**

KN advised that she had attended the meeting however the key speaker had not been there she high lit the following points;

- Online training KN to raise profile
- Transition period in school had be high lit.
- The host school headteacher had given a very interesting insight into what goes on at the hospital school

NOL thanked KN for attending on behalf of the Governors

**12.0 Local Authority Agenda Items**

Dealt with already reported by NOL

**13.0 Any Other Notified Business**

None reported

**13.1 Academy update**

Briefing for parents posted to VLE prior to the meeting about Academy matters AB

NOL thanked AB for drawing up the draft letter for parents and asked the Governors present if they were all happy with the content, there were no objections

Conclusion:



		Action
	<p>NOL asked Governors if we should send this out now, however it was concluded that it should be kept on file by NLF to be used if necessary.</p> <p>Comments arising:</p> <ul style="list-style-type: none"> <li>CK asked if parents were currently asking questions about this</li> </ul>	
13.2	<p><b>Communications with Parents AB</b></p> <p>AB advised that he had sent out a note from Governors in the school newsletter and he would be doing so again for the final newsletter – AB to liaise with NLF to send out</p>	AB/NLF
13.3	<p><b>Communications with Parents Association AMcD &amp; KH</b></p> <p>NOL enquired as the merits of organising a meeting with PA and Governors. A discussion arose amongst the Governors about this</p> <p>Conculsion:</p> <p>NLF advised that this should be revisited in due course</p>	
14.0	<p><b>Conclusion</b></p> <p>NOL asked KN to thank the staff for the use of the staff room</p>	KH
14.1	<p><b>Closing prayers</b></p> <p>Moved to the end of 14.2</p>	
14.2	<p><b>Date and time of next meetings</b></p> <p>Also shown below are the aspects of the School Development Plan which we have agreed to examine at the various meetings.</p> <p><b>Wednesday 9 November 2016 at 6pm</b> Training on OFSTED Inspection Dashboard and RAISE on-line</p> <ul style="list-style-type: none"> <li>JC noted her apologies for this training</li> </ul> <p><b>Full Governors Meeting Dates held at 6.30pm in the Staff Room:</b></p> <ol style="list-style-type: none"> <li><b>Tuesday October 11, 2016</b> Long term action plan 2015-2018 and Long term Asset Plan 2015-2018</li> <li><b>November 29, 2016</b> Leadership and Management Action Plan</li> <li><b>March 7, 2017</b> Christian Ethos Action Plan JB</li> <li><b>May 16, 2017</b> Teaching and Learning School Action Plan CK</li> </ol>	<p>SL</p> <p>IL</p> <p>JB</p> <p>CK</p>

5. **July 4, 2017** (date advised post meeting by NOL on 11/07/16)

**14.2 Further information**

- NOL invited Governors to the Year 6 School Leavers Service 1.45pm Wednesday 20/07/16
- SL invited Governors to the Year 5/6 production on either Wednesday 13/08/16 or Thursday 14/07/16 at 6.30pm

NOL congratulated the Governors on all their hard work this year commenting that he felt we have done really well. NOL asked if there were any further items Governors would like to discuss, there were none.

**14.3 Closing Prayers**

Closing prayers were said by SD

Meeting closed at: 8.55pm

Minutes approved by the Chair of Governors:

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Date:

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