



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

Action

Minutes of The Meeting of The Full Governing Body

Date and Time of Meeting:- 2 December 2014 at 6.30pm

0.0 Welcome

0.1 Opening Prayers

Lead by Mrs Connah

1.0 Attendance/Apologies

Present

Mr N Ledingham (NOL)
Dr A Bates (AB)
Mr N Le Feuvre (NLF)
Miss K Hanson (KH)
Mrs S Lea (SL)

Mrs C King (CK)
Dr Alex Owen (AO)
Mr F Price (FP)
Mrs J Connah (JC)
Mr J Such (JS)

1.1 Apologies Already Received:-

Dr S Darby (SD)
Mrs S McHattie (SMcH)
Ms A McDonald (AMcD)
Rev J Bleazard (JB)
Clerk

1.2 Resignation of Jane Jones (Lee)

JJ had tendered her resignation to the Chair as she felt she could no longer add anything to the current 'fantastic running of the school'. The Governors thanked her for her time as a governor.

Clerk has informed
Governors support

2.0 Declaration of Business and Pecuniary Interests

None declared

3.0 Minutes of the Previous Meeting (7 October 2014)

All agreed these were an accurate account of the meeting,
With the following updates/changes required;
RB was under apologies and was present
Mike Loach is noted as Mike Roach 9.3
Duplication of text towards the end

Clerk to update and
re-post to the VLE

4.0 Matters Arising from the Minutes of the Previous Meeting

4.1 Committee meeting date's for the rest of the year

There is already a document on the VLE containing some of the dates and times of meetings planned, but those concerned were asked to give dates of further meetings to the Clerk.

Clerk

The Finance Committee meeting dates still need to be added to this list.

Clerk

4.2 New Committees & Visiting Governor List

The Clerk has completed this and posted it to VLE but part of it is still in draft and needs to be updated.

<p>4.3 School Curriculum Meeting Dates Team meetings for the Spring term</p> <p>RB reported that he had given the Clerk details of the school team meeting dates and it was noted that the Clerk needs to put these on the Governors meeting list.</p>	<p>NLF to advise Clerk of new dates as they arise Clerk</p>
<p>4.4 New three year development plan to be circulated to Governors (NLF/Clerk) NLF reported that he has now prepared a three year development plan beginning with 2014/15 and that he will circulate this to the Governors and arrange for it to be posted to the VLE.</p>	<p>NLF/Clerk</p>
<p>4.5 Lettings Policy Current Policy taken to the meeting for ratification/the Chair to sign</p>	<p>To be filed by Clerk ready for audit 8/12/14</p>
<p>4.6 Schedule of Lettings Current Policy taken to the meeting for ratification/the Chair to sign</p>	<p>To be filed by Clerk ready for audit 8/12/14</p>
<p>4.7 Charging Policy – School Activities, School Meals and Milk Current Policy taken to the meeting for ratification/the Chair to sign</p>	<p>To be filed by Clerk ready for audit 8/12/14</p>
<p>4.8 Charges for School Meals and Milk Current Policy taken to the meeting for ratification/the Chair to sign</p>	<p>To be filed by Clerk ready for audit 8/12/14</p>
<p>4.9 Alan Hughes Memorial AB sent the contribution on behalf of the Governors. A thank you letter was read out from the bench organisers. The bench will be installed on Iona in the Spring. Thank you to AB for organising.</p>	
<p>5.0 Head Teachers Report</p>	
<p>5.1 Shared priorities of developing middle leadership with a focus on subject leadership and increasing rates of progress and attainment in maths across the school and phonics in KS1. Questions; Q: JS asked if the focus on maths was taking our focus off other areas? A: NLF confirmed that it is about focussing skills rather than losing other areas. Q: JS commented that he had not noticed racist incidents before? A: NLF responded that it is a requirement to report. Q: AB asked 'What about homophobia?' A: NLF commented that this could be reported as a bullying incident.</p>	
<p>5.2 White board project – Approval of expenditure NLF asked approval to spend £13,500 (approximately) making the following points;</p> <ul style="list-style-type: none"> To update all smart boards, £2500-£3000 each. PA to fund the other half. Current smart boards are out dated and becoming unfit for purpose. <p>All voted in favour.</p>	
<p>5.3 Use of school as Polling Station School no longer to be used in May; the Parish Centre will be used instead. This came about due to letter sent by NLF to the election officer who approved the change of location outlining;</p> <ul style="list-style-type: none"> The impact on children's learning because there was a high likelihood absence on the Friday. 	
<p>6.0 Reports from Committees and Visiting Governors</p>	
<p>6.1 Curriculum Committee 21 October 2014 This had been posted to VLE, the following points were raised;</p> <ul style="list-style-type: none"> CK reviewed the minutes saying that there had been a discussion re: using school as a polling station. New curriculum was discussed to see the impact of it up and running. The committee talked about the promotion of British values, will be revisited by the Curriculum Committee. NLF commented that we need to make sure children can verbalise the school 	

values and why these are important.

- AB has looked at SPTO and confirmed that it looks like an impressive system.

6.2 Christian Ethos Committee 17 October 2014

This had been posted to VLE, the following points were raised;

- JC raised the idea that year 2 children could be given a bible at end of year to mark the occasion.
- Idea of a Christian strap line to add to the school logo/motto this was deemed as not realistic however, the idea of taking three Christian values-faiths, hope and love still work in progress.

6.3 Finance, Buildings, Health & Safety Committee 21 November 2014

These minutes had been posted to VLE, the following points were raised;

- JS confirmed that the new name for committee had been approved at the meeting.
- Bursar reviewed school funds and all is looking quite well and school is likely to have a surplus at end of P12. Value for money costing's can be seen, paper copy is available. NLF is working with authority for a new building survey.

Q: AB - What is happening with replacement classroom?

A: NLF - Still waiting for a reply.

6.4 Personnel & Staffing Committee 11 November 2014

This had been posted to VLE, the following points were raised;

- Mr Lloyd has resigned as Catering Manager, the Governors wished him well in his chosen venture. The position has been replaced by a Catering Supervisor (under the advice of the consultants). Ms Jenny Mountain was offered the post and has accepted.

Q: AB asked who manages the Kitchen now?

A: NLF confirmed that he did.

- A member of the teaching staff is on a performance plan; their performance is being monitored and managed for 6 weeks.
- SL passed on the thanks of the Governing body to Mrs Booth (TA) for her contribution to the school over many years.
- NLF thanked the Governors for their work in helping to run the school.
- HT Performance management; AB attended the meeting held with consultant Mark Mullins. NLF met all targets and re-issued new targets which are in the HT report.

7.0 Governors Reports on Training

KH reported the following;

- AB went on a session on reconstitution was very useful. KH asked if AB could send her a report? AB confirmed he would be covering it with a brief email.
- There are no expenses to training, so shared courses with other schools could be looked into.
- NOL asked Governors to please feedback to KH on their training needs (NLF stated this is on the Church Heads action plan).

AB to email KH with brief report

8.0 Wirral Governors Forum

KH had already provided the Governors with a written report which had been posted to the VLE however she outlined the following points;

- Update on SEND
- Meetings available of merging of Cheshire West and Chester with Wirral to have shared services.

NOL commented that it would be useful if anyone else could attend? SL volunteered to attend.

Operation Encompass – domestic abuse brief training given is a link to video training if people want to see it. NLF commented that we have had a child in this situation.

SL to attend meetings

9.0 Local Authority Agenda Items

9.1 Reconstitution of Governing Body

AB summarised the position about the reconstitution of the Governing Body, having previously prepared and circulated a written report on this subject.

- We are currently meeting the DfE strategic aims well in place.
- Needs to be a commitment from people to acquire new skills they don't need to already have them.
- Recommended we should do a new skills audit.
- Size of the body i.e. Why might we want to be smaller? There is presently no expectation however some bodies have problems that can be solved by being smaller for example; not filling places, numbers unwieldy, some not engaged, could be leaner and more efficient however, these are not real issues for us as a body.
- We could share Governors with another school e.g. for Appeal Committees. CK raised the point that this is useful as it overcomes and conflict of interest that may arise within our school.
- Rules talked through as on document
- Questions arising;

Q: CK questioned clarification on LA governor?

A: AB LA asks the political party in ward to nominate someone. If no one comes forward we can suggest someone

Further points raised as follows;

- AB Went through possible models as outlined in document with the following comments from Governors;
JC and KH – 7 seems too little to have as a minimum
JS asked, what about other schools?
NLF explained that the trend is to go quite small however, this seems to cause stress for HT possibly due to small amount of Governors (causes a lack of dilution from challenging Governors).
JS asked if the present situation seems to be succeeding.
AB commented that co-opted Governors are full Governors unlike those who are associate Governors.
AB confirmed that Father John would be happy with 3/4 foundation Governors. However, was the question of whether we would have to convince the diocese prudent?
FP enquired how many Governors we have at present. NOL confirmed we have 16 Governors.
- NOL raised the point that he would like a firm proposal by the end of the meeting to formalise in the March meeting.
NLF proposed that the reconstitution had been generated due to some schools not having high quality Governors. We are not in that situation so therefore not by default but based on reflection of our practices I would suggest we stay the same.
FP agreed with NLF detailing that a smaller number would give onerous amounts of work for others.
AB reminded Governors that we can (at any time) change our minds in the future, if things change.
AO felt it was really important to hear the views of NLF.
NOL raised the point that (based on the 3rd Model in the document) that it was important to have a number of parent Governors.

Currently we have: Parent Governors – 6, Foundation – 2 + RB with 1 place that could be filled, Staff – 1, Headteacher – 1, Co-opted (staff 1, others 2) and LA – vacancy (we have to have one)

AB asked if Jane Owens suggesting that if it is working it should stay the same
No-one appeared to be sure about this!

Further comments raised;

JS asked if we are a model governing body? As difficult to have inner reflections. It is a time to reconsider Sub Committees and merge?

SL commented that we had covered this at previous meetings.

JS also asked; How is the long term future impacted by becoming an academy?

AB replied that we would start again however, there is no current rush by

primary schools and there seems to be less pressure to do this at the moment. Potentially in the future as an outstanding school there may be pressure to share our practice.

- NLF concluded that; if we are going for current situation it is because it is believe we are effective and reducing the body would make us less effective. AB commented that we have a veto over the LA governor.
- We need to ask ourselves how we want the Governing Body to look in the next few years.

NOL thanked AB for his research and work on this matter on behalf of the Governors.

The views of those present were sought as to which model we should go with, and the majority felt that the third model would best fit St Bridget's. It was noted that we needed to vote formally on this and it was agreed that the matter would be included in the agenda for the next full Governing Body meeting.

Clerk

AB agreed to prepare the necessary motion to be voted on at the next full Governors Body meeting

AB

9.2 Head Teacher Wellbeing

NLF confirmed to the Governors that he was content.

9.3 SEND Project Update

RB has updated changes of the SEND code of practice.

9.4 Health & Safety

We covered through finance

9.5 New Proposals for Shared Services

No comments at this meeting

10.0 Any Other Notified Business

None.

10.1 Governing Body Reconstitution

Reviewed in 9.1.

11.0 Other Agenda Matters

Christmas Fair; NOL enthused that this was fantastic and that he would write (on behalf of the Governors) to the PA to extend their thanks.

12.0 Any Other Business

Christmas invitations – Please can Clerk routinely invite Governors to these events. Could we have a newsletter as Governors? NLF – will check because he thought this was happening.

Clerk
NLF

13.0 Conclusion

NOL extended his thanks for the continued hard work of the staff both teaching and non-teaching and he presented a tin of biscuits.
NOL thanked to RB on behalf of the Governors for standing in as minute taker in the absence of the Clerk.

13.1 Closing Prayers

Lead by JC

13.2 Date and time of next meeting

This will be held
on:- Tuesday 17th March 2015
At:- The School Staff Room

Minutes approved by the Chair of Governors:

Date:
