



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

Minutes of The Meeting of The Full Governing Body

Date and Time of Meeting:- July 7, 2015 at 6.30pm

Present

Mr N Ledingham (NOL)	Dr S Darby (SD)
Dr A Bates (AB)	Mrs J Connah (JC)
Mr N Le Feuvre (NLF)	Ms A McDonald (AMcD)
Miss K Hanson (KH)	Rev J Bleazard (JB)
Mrs S Lea (SL)	Mr F Price (FP)
Mrs S McHattie (SMcH)	

In attendance

Mr R Brown Associate Governor (RB)
Miss S Marriott - Clerk to the Governors (Clerk)

0.0 Welcome

NOL welcomed Governors to the meeting and welcomed Imogen Longmore, the new Parent Governor. NOL briefly explained to Governors the format for tonight's meeting in view of the Governing Bodies reconstitution.

NOL encouraged Governors to participate in the meeting and assured them that if Governors hadn't been involved that he would give them a moment at the end of the meeting for any comments.

0.1 Opening Prayers

Lead by: Father John

1.0 Attendance/Apologies

1.1 Apologies Already Received:-

Mrs A Waring(AW)
Dr Alex Owen (AO)
Mrs C King (CK)

2.0 Declaration of Business, Pecuniary or Other Interests (in any matter on the agenda)

None declared

3.0 Minutes of the Previous Meeting (May 5, 2015)

All Agreed these were an accurate account of the meeting

4.0	Matters Arising from the Minutes of the Previous Meeting	
4.1	Circulation of school newsletters to Governors (Clerk/NLF)	
	Governors present confirmed they were receiving newsletters	No further action
4.2	Invitations to Governors to attend school events	
	Governors present confirmed that they were receiving these. NOL reminded Governors this was also posted to the VLE	No further action
4.3	Outstanding Photos of Governors for the Website	
	Clerk confirmed that these were all now on the Website	No further action
4.4	Outstanding Updated profiles of Governors for the website	
	Clerk confirmed that these were all now done and on the website	No further action
4.5	Problems of Uploading Governors details on the VLE	
	NOL confirmed that these are now on the website in the Governors area	No further action
4.6	Reconstitution	
	NOL explained to the Governors how this would be approached. He then proposed that the Instrument of Governance: 6 Parent Governors, 4 Foundation Governors, 1 Headteacher Governor, 1 Staff Governor, 1 Local Authority Governor and 3 Co-opted Governors be adopted	
	Vote to accept: Unanimous	
	Current Chair and Vice Chair left the meeting for the Governors present to vote for a new Chair and Vice Chair	
	Nominations for Chair: Nick Ledingham Proposed by: AMcD Seconded by: JB Vote to accept: Unanimous	
	Nominations for Vice Chair: Andy Bates Proposed by: AMcD Seconded by: JB Vote to accept: Unanimous	
	Chair and Vice Chair were invited back to the meeting and acknowledged they were happy to accept the vote. NOL then continued the meeting; he thanked AB again for all his hard work preparing the governing body for the reconstitution. NOL informed the meeting that SL had resigned as staff governor and the governing body had removed SMcH and JC as their posts were no longer current. NOL proposed that the governing body appointed SMcH, SL and JC for the positions of Co-opted Governors. Governors present took a vote Vote to accept: Unanimous NOL proposed to the Governors present that we maintained our current committees and nominated Governors Vote: All present agreed	

5.0 Head Teachers Report (on VLE)

NLF reviewed his report for Governors present highlighting the following points;

- He had discussed school not going over 420 pupils with LA. The conclusion of this was that it would only be considered with reference to Health and Safety issues.
- AB asked if it was only Year 4 that would have the very high numbers, NLF confirmed this, SL commented that the high numbers could potentially cause health and safety issues in the playground and hall areas due to the size.
- NLF advised the Governors that all children in school have achieved excellent levels for example; 60% have achieved level 4 and 18% level 5 in year 6 maths.
- NLF confirmed that our value added figure is 102 adding that this is pretty good and he would be reviewing this data again in September to further advise Governors on the most recent data. AB commented that we had been expecting good results. NLF agreed but added that we have had several new children whose achievements had come on in leaps and bounds since joining St Bridget's so we are not coasting.
- NLF advised Governors that Y1 had been struggling a bit in phonics however, KH worked tirelessly on this and we are now achieving better than the national average. NLF thanked KH for her hard work and commitment
- NLF confirmed that there has been a significant amount of staff training
- Clubs and curriculum enrichment were continually on our twitter feed on the school website, Governors could also keep up to date on some of the things we do on a regular basis if they follow twitter. NLF also advised the Governors that Miss Bowler had just achieved the silver mark for sports, and thanked her for her commitment and hard work
- NLF also brought to the attention of Governors the September classes and confirmed that parents have been informed
- This week is transition week for all children and year 6 are visiting their new senior schools tomorrow

Further comments from Governors present ;

- NOL commented that he found the breakdown of vulnerable groups very helpful, and asked if that existing information could remain on the report for future issues as a timeline.
- JC asked if NLF could pass on Governors thanks to Miss Bowler her amazing achievements with sports in school

6.0 Reports from Committees and Visiting Governors

6.1 Christian Ethos Committee - 30/04/15 (on VLE)

NLF

NLF

<p>NOL asked if there was anything significant needed to be reported by the Committee.</p> <p>JB talked about the pupil voice visit with SD and AO that had evolved from the meeting, the report had been posted to the Governors VLE.</p> <p>SD reviewed the report for the meeting, commenting that overall this had been a healthy exercise. NOL thanked SD and AO adding that we should aim do this in other subject areas</p>	Curriculum Governors
<p>6.2 Head Teachers Performance Management – 30/4/15</p> <p>NOL verified with SMcH that the minutes for this meeting are kept by the Performance Management Team. NOL further verified that wellbeing was reported via personnel committee</p> <p>SMcH confirmed that NLF was on track and the next Head Teachers Performance Management was due to be in October 2015</p>	
<p>6.3 Finance, Buildings and Health and Safety Committee – 12/6/15 (on VLE)</p> <p>NOL asked the Chair SL if there was anything significant needed to be reported by the Committee</p> <p>SL was pleased to advise the meeting that school has a Healthy budget and she wished to thank the Bursar and Headteacher for their commitment to this, she further commented that this was especially important in view of increases in National Insurance and teachers' pension contributions of circa £55,000 which had been completely unexpected. SL further commented that without the careful management by the Bursar and Headteacher the school would have gone over budget.</p> <p>NOL added that at the beginning of the 2014/15 year we had brought forward reserves of £69k and we ended that year with carried forward reserves of £121K which meant that we had had a surplus for that year of £52K. The budget for the 2015/16 however currently shows a budgeted deficit of £31K although it is likely that the deficit will not in due course be quite that big. As a result the budgeted carried forward reserve at 31 March 2016 is £91K. In addition to the above we also have formula capital brought forward of £28K to spend in the 2015/16 year.</p>	
<p>6.4 Personnel, Pay Staff Appointment/Dismissal Committee – 21/4/15 (on VLE)</p> <p>NOL asked if there was anything significant needed to be reported by the Committee,</p> <p>AB advised that he was present, Clerk to update this</p> <p>SMcH asked the Governors if they had any questions;</p> <ul style="list-style-type: none"> JB asked about point 8, saying the conversation was not in the report was there a reason for this. NL intervened saying that this was a valid point that AB could revisit in October with the committee. JB agreed he would be happy for this to be readdressed in the autumn term <p>SMcH added that the meeting had proposed that all committees have a Vice Chair, NOL asked if this could be dealt with in the autumn term, he requested the Clerk noted this</p> <p>6.5 Visiting SEND Governor's report (Frank Price and Sue Lea)</p>	<p>Clerk</p> <p>AB</p> <p>Clerk</p>

FP verbally reported that he and SL had met with RB. RB will soon finish his SENCO award, he commented that he has imbedded the new practice this year and has been working on evaluation, effectiveness and trend patterns with our children for example; dyslexic tendencies are becoming more apparent in our school, he is to look at how this could be best dealt with

Questions;

- AB asked RB to comment on being invited to speak at the SEN conference. RB said he had spoken with reference to SENCO awareness and the impact research leaders and SENCO's can have on school. AB further commented that this was excellent

6.6 Curriculum Committee – 1/7/15 (on VLE)

NOL asked if there was anything to be reported by the Committee;

AB reviewed the minutes for the Governors present acknowledging that Miss Bowler had attended the meeting and talked about sport provision and success in school. KH added that the school games mark information had been on the VLE for Governors.

NLF had talked about pupil premium and there had been a discussion on attendance and the guidelines for reporting attendance to the LA

The Governors present had a brief discussion about the attendance guidelines.

6.7 School Visit Records

- NOL requested that the Clerk re-circulate the pro forma "School Visit Record" report to enable Governors visiting the school (i.e. for observations or to meet teachers etc. rather than for Governors committee meetings) to complete the standard form. He reminded everybody that this form should be submitted to KH via the Clerk. KH would then keep a log of all visits.
- IL asked if Governors should we do this every time they come to school, AB advised that it was only necessary on fact finding events and NOL explained how this works.
- SD asked if it would be a good idea to keep a record. NOL asked KH to keep an informal record of Governors reported visits.

All

KH

7.0 Governors Reports on Training (This is also a Local Authority agenda item)

NOL commented that KH had recently circulated a training update list he encouraged Governors to respond so that KH didn't have the extra task of chasing Governors

Training attended;

- AO and AW attended the New Governors Induction, AW reported that she had found the course very informative
- JC and SL attended Finance training

- IL is planning to attend new Governors training next term
- NOL had attended a training course for Chairs of Governors

NB Evaluation form to be posted to VLE for Governors to access and complete after training. This should then be forwarded to KH for training records.

Clerk/KH

KH reminded those present that they should always submit a written report to her following a training course.

All Governors

8.0 Wirral Governors Forum (This is also a Local Authority agenda item) (KH)

KH reported that there hasn't been any further meetings

9.0 Local Authority Agenda Items

9.1 Reconstitution of Governing Body

Covered in point 4.6

9.2 Review the Schools Vision and Values

NOL explained to the meeting that this was a suggested agenda item from LA. At present the school doesn't have recorded vision. NOL advised that he had discussed this with NLF and AB and it had been agreed that the school should have a clear vision. NOL asked Governors to send one or two ideas each to the Clerk by the start of the new term the Clerk would then compile a list for Governors to discuss at the next meeting. A discussion arose regarding this matter

All Governors/Clerk

9.3 Review Progress of Targets in the School Improvement Plan and set Priorities

NOL advised that this is covered by curriculum committee and referred to in the Headteachers report on behalf of Governors

9.4 Changes to the Curriculum in Autumn 2015

AB reported this is now fully part of new curriculum for year 2 and year 6. NLF is waiting on the DfE for details on how the assessments will be done however, NLF was confident we already have a suitable system in place

9.5 Review Attendance

NOL advised the Governors that the pupils attendance was reviewed at the Curriculum meeting on July 1, 2015. He further commented that their attendance is excellent

9.6 Review Staff Pay

NOL advised Governors present that this had been delegated to personnel committee, AB and SMcH confirmed that this was usually addressed after the October Performance Management.

10.0 Any Other Notified Business

10.1 NLF advised the Governors present that school will be hosting a meeting on Monday 14th September 2015 at 4.00pm to discuss working with other Anglican schools as part of a partnership. The director of the diocese will be coming into

FP/NLF

school to direct this NLF would if a member of the GB could attend, FP volunteered.

NOL added the comments AW had emailed to him earlier today;

- I attended the KS2 Choir afternoon and really enjoyed the event, super to see the children encouraged by their teachers
- I feel I would like to attend the Finance Committee meetings NOL asked the Clerk to add AW to the Finance circulation
- AW wanted to formally thank NLF for the support that he has given to the Chess club with funding of the Polo Shirts and coach to attend the CSCMERSEYSIDE event at St George's Hall, adding that she is a great advocate of chess and hope that it may be incorporated into the school curriculum. NLF further commented on the commitment of the Chess Team and how proud school were of their achievements

Clerk

10.2 Attendance

NOL discussed the Governors attendance at meetings commenting that at times there was only a 70% attendance. He compared this to the children's attendance in school of over 90%. NOL asked Governors to consider whether this could be improved and how. He also noted that an allowance could be paid towards childcare if necessary to enable Governors to attend meetings.

A discussion arose around this subject and points raised were day, timing and frequency. It was decided that NOL and NLF would look at this (see point 11.2).

NOL/NLF

Some of the points raised by Governors present were;

- FP asked if the attendance was better at other schools, NOL said that the indications from a Chairs meeting he was at recently were that they were.
- NLF commented that many schools had reconstituted with a much smaller Governorship to avoid non-attendance, whereas St Bridget's had opted to stay at a similar size.
- SD raised the point that Skype might be an option, although it was considered a possible problem with confidentiality

10.3 Succession Planning

NOL talked about appointing a Vice Chair as well as a Chair for committees and the benefits of taking this approach. He further commented that this would hopefully cover succession planning for the position of Chair of the relevant committee. NOL also discussed the positions of Full Governors Chair and Vice Chair, he advised the meeting that AB would not be continuing as Vice Chair in the Autumn term and that whilst he, himself was prepared to remain as Chair for a further twelve months unless somebody wished to put themselves forward, he felt that after the 2015/16 academic year that ideally the then Vice Chair should take over from him. He asked Governors to consider these points.

All Governors

10.4 Staff/Governors Summer Social Event (Tuesday 30.06.15)

NOL confirmed to Governors present that for the second year this had gone really well and he asked KH to thank staff for joining them. NOL proposed that they set a date for a similar 'get-together' next year soon. Subsequently NOL and NLF agreed that the event will be held at 4pm on Tuesday 28 June 2016.

NOL/NLF

10.5 NOL extended his thanks for the continued hard work of the both teaching and non-teaching staff at school this was agreed by acclamation by all Governors present. He asked staff Governors present to pass on these thanks to the staff he also left biscuit's for the staff to enjoy.

10.6 NOL reiterated that it would be good practice for all committees to set dates for next year in advance. SMcH H advised that Personnel had discussed this and agreed to set the dates at their first meeting due to possible changes in committee

10.7 NOL raised the point that there were various things that the Governors should address every few years but that because of the time spent on the reconstitution we had not addressed any of these this year. The exercises were:-

- Governors self-evaluation
- Skills audit
- NGA – 20 Key questions every governing body should ask themselves

He suggest that the Governing Body tackle one of these before next meeting, it was agreed that the skills audit should be circulated by the Clerk and posted to the Governors VLE

Clerk/all Governors

11.0 Conclusion

11.1 Closing Prayers

Lead by JB

11.2 Date and time of next meetings

These will be held at 6.30pm in the school staff room:

~~Tuesday 6 October 2015~~ Tuesday 22 September 2015
~~Tuesday 8 December 2015~~ Tuesday 17 November 2015
Tuesday 1 March 2016
Tuesday 17 May 2016
Tuesday 5 July 2016
Tuesday 11 October 2016

A discussion arose amongst the Governors about the dates and times of the meetings, in conclusion it was agreed that NOL and NLF would discuss this and advise Governors in due course (This was done the next day and NOL and NLF have now agreed the revisions shown above.)

NOL/NLF

Staff/Governors Summer Social to be held Tuesday 28 June 2016

11.3 Meeting Closed at 8.20pm

Minutes approved by the Chair of Governors: _____

Date: _____