



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

Action

Minutes of The Meeting of The Full Governing Body

Date and Time of Meeting:- 17 March 2015 at 6.30pm

Present

Mr Nick Ledingham (NOL) Dr Alex Owen (AO)
Dr Andy Bates (AB) Mrs Janet Connah (JC)
Mr Neil Le Feuvre (NLF) Ms Ali McDonald (AMcD)
Miss Karen Hanson (KH) Rev John Bleazard (JB)
Mrs Sue Lea (SL)

In attendance

Mr Rob Brown (RB)
Mrs Anne Waring(AW)
Clerk to the Governors (Clerk) (Sheenah Marriott)

0.0 Welcome

NOL welcomed governors to the meeting and introduced Anne Waring as the new foundation governor pending paperwork from diocese

0.1 Opening Prayers

Lead by: Father John

1.1 Apologies Already Received:-

Dr Sue Darby (SD)
Mrs Claire King (CK)
Mr Frank Price (FP)
Mrs Sharron McHattie (SMcH)

1.2 Resignation of Julian Such

NOL confirmed to the meeting that Julian Such had unfortunately resigned as a governor and thanked him on behalf of the governing body for the time and help he had given the governing body. The clerk confirmed that governor support at the local authority had been informed.

- This leaves open a position for a new Parent Governor. NOL explained that over the next couple of weeks a letter would be going out to parents and carers to invite possible candidates to contact himself or NLF to discuss this and put them forward if interested.
- NLF raised the point that a deadline may be needed and the clerk confirmed that this was the case.

NLF/CLERK/NOL

Questions arising from this;

JB asked if the term for parent governors was 3 or 4 years. It was confirmed that all governors served a 4 year term

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

None declared

3.0 Minutes of the Previous Meeting (2 December 2014)

All Agreed these were an accurate account of the meeting.

4.0 Matters Arising from the Minutes of the Previous Meeting

4.1 Committee meeting date's for the rest of the year (clerk)

The clerk confirmed that there is already a document on the VLE containing dates and times of meetings planned this is updated when changes or additions are given to the clerk.

4.2 New Committees & Visiting Governor List (clerk)

Clerk confirmed that this has completed this and posted to VLE

4.3 School curriculum meeting dates (NLF/clerk)

The clerk confirmed that the Curriculum Team meetings for the Spring/summer term had been added to the governor's diary on the VLE.

- NLF & clerk confirmed that the next meetings would be Monday 18/5 & Monday 1/6. NLF further commented that although all governors were invited to both meetings the first meeting would in fact be the more beneficial one to attend.

ALL

4.4 New three year development plan (2014/15 to 2016/17) to be circulated to governors (NLF/Clerk)

NLF confirmed this had now been circulated and the clerk has posted this to the governors VLE.

4.5 Circulation of school newsletters to Governors. (Clerk/NLF)

This has been looked at by NLF and the clerk and it appears although the governors were included on the circulation list the VLE wasn't actually sending the newsletter to governors. This has been remedied in the short term by the clerk sending them out separately. Most governors present confirmed that they had received these. KH queried why she wasn't receiving a copy and asked the clerk to look into this.

CLERK/NLF

4.6 Invitations to Governors to attend school events

Clerk confirmed that governors were invited to the Mother's Day service on Sunday. Invitations to be sent out this week to year 3 Easter Service. There was some discussion as to whether governors were receiving the email invitations, AMcD suggested that it would be helpful if all activities were sent out a year in advance

CLERK/NLF

5.0 Head Teachers Report

NLF circulated VLE

NLF talked about Mrs Thompson and the sad loss she was to everyone who knew her. He confirmed that he would, in due course have a memorial bench placed in the school playground in her memory.

Other points NLF high lit;

- School numbers continue to be healthy with a role of 418 this included 3 leavers and 4 new applications
- School priorities: – NLF confirmed the sharp focus on leadership and how core subjects continued to be strong. There has been recent training with subject leaders so that if this area was audited, subject leaders could show good practice
- Continued rising attainment for maths
- NLF talked about the writing data for Y6 further commenting that this is a very able cohort well taught and well supported by parents
- NLF explained the grid on the report
- NLF gave a brief explanation of the research teaching at Greasby for the Singapore maths method of teaching. He further explained how it lends itself to our current systems, NLF congratulated Mr Neal who was now working with children on this system. KH commented that Y1 children responding well when Mr Neal has been in to teach them

Questions raised:

- AB enquired why the Singapore method, NLF further explained how well this worked in our school.
- NOL asked if this was part of our curriculum, NLF explained that it enhanced the learning and fitted with Ofsted mentioning that they are looking at this approach as demonstrating mastery in maths
- NLF reported that the Phonics teaching is a revelation in FS, year 1 and 2 adding his thanks to Miss Hanson for this, he also high lit that we are now just below 1% on national standards so we have adjusted and have a sharp focus on this

6.0 Reports from Committees and Visiting Governors

6.1 Curriculum Committee - 12/1/15

NOL asked if there was anything significant needed to be reported by Curriculum Committee, there were nothing noted.

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

- AMcD asked about the new attendance policy RB briefly explained how we look at attendance and assess when or if, a discussion with parents may be necessary (i.e. if attendance drops below certain levels). School had decided to tighten up the policy and this had been taken to the committee for approval

6.2 Personnel Committee- 20/1/15

NOL asked if there was anything significant needed to be reported by Personnel Committee, nothing was noted.

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

- AB asked about the IS however this was to be covered later in meeting.
- NLF confirmed that the outstanding debt(s) for school meal payments due from before the new free school meals for FS & KS1 were implemented was reducing and in some cases this may have to be written off.
- NLF brought to the attention of the meeting how well the new office arrangement was working and the significant changes Mrs Mountain was making as supervisor in the Kitchen. NLF really appreciates the extra input from the clerk and Mrs Mountain.

6.3 Christian Ethos Committee - 12/02/15

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

- JB commented on the theme of the meeting around Lent and how they had reflected on this
- The Mother's Day service had shown a transformed connection with school and the choirs singing was lovely
- A Learning walk around classes looking at things like, the prayer corner had been proposed and would be going ahead

Questions raised:

- AB asked about the term 'more regular penance' JB explained that Lent brought forth the point 'How do we say sorry' and the committee had discussed how this could be incorporated in an assembly

6.4 Finance, Buildings and Health and Safety Committee – 6/3/15

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

NOL announced that SL had been voted unanimously as the new chair. SL thanked him and confirmed to the meeting that everything is well and healthy

- SL thanked the school bursar for putting everything together, complementing her on how well she explained to things to the committee
- NOL reviewed the vast myriad of numbers and verbalised them in to layman's terms for the governors as follows:-

"We had a brought forward surplus at the beginning of the year of £69,496 and on top of that we were budgeting a further surplus in the year ended 31 March 2015 of £26,268. These two figures total £95,764."

At the end of the 2014/15 year we are now expecting a total overall surplus of £107, 658 which will mean that there is an additional surplus for the year of £11,894 on top of the £26,268 and Neil is to be commended for this.

We should be aware however that for the following three years whilst there will be a small surplus in 2015/16, there is likely to be then a deficit of £35K in 2016/17 and a further deficit of £50K in 2017/18 mainly because of staffing costs and a fall in income."

- NOL commended NLF for his budgeted surplus and the projected 'greater' surplus outlining how difficult this is to control, he further explained that because teachers are moving up grades over the year(s) this may dissipate.
- SL commented that we are still waiting for the mobile classroom replacement. NLF confirmed that we have the funding for the repairs to the wall outside and that we are on the list for classroom replacement.
- The Policies and Procedures for school have been updated and had been approved and signed by the Chair of the Finance Committee, these had in turn been brought to the full governors meeting for the Chair of Governors to sign and each of these was subsequently signed by the Chair of the Governors.

7.15pm JC joined the meeting

6.5 Head Teachers Performance Management – 20/11/14

NOL brought to the attention of the meeting that this has been done and that the committee had agreed the Headteachers pay should rise to the next pay scale. The governors present ratified this unanimously.

6.6 SEN Visiting Governors Support

This had been posted to VLE, the following points were raised;
SL and FP wished to thank RB for all the work he has put in to the SEN provision in school; commenting that this is not an easy task, this was seconded by NLF

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

KH reported the following;

- NOL thanked KH for continuing to send this out and commented to AW that there were a lot of good training sessions available for governors for example; new governors course now 3 x 2 hour sessions. He also advised that diocese and finance also arranged relevant training for governors to attend.

NOL encouraged governors to go on courses and asked KH to re-circulate the Spring training list.

KH

Training booked/attended

- JC reported that she had attended the first stage of finance training for governors, saying that it had given her a greater understanding of finance in schools she is hopefully going on to the next session in due course.
- Clerk due to attend The Clerk as an Adviser on 23rd April 2015.

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

KH reported that she had attended a the Training point Packston Centre commenting that they had discussed access to WESTCOM to enable link governors to have more access to Local Authority paperwork specifically on training for governors (at present not all staff members are able to access this site but the process is now being looked at by LA. KH also reported that St Bridget's had received a 'Pat on the back' as all our staff had completed the Disqualification by Association forms. NLF commented that all staff currently had CRB/DBS checks however, this is no longer sufficient so Disqualification forms had to be completed. As good practice governors were also being asked to complete the form. For the most part this has been done via the clerk.

KH asked if any members would like to be the Lead safeguarding officer to let her know.

NOL thanked KH for attending and reporting to us.

9.0 Local Authority Agenda Items

9.1 Reconstitution of Governing Body

(Model proposed is the 3rd model to be voted in next meeting in March-proposed by FP)

NOL introduced this and thanked AB for his hard work on it, reiterating that there was a lot more to doing this than meets the eye.

The document raised by AB had been posted to the VLE prior to the meeting.

- AB reviewed his document raising the point that as a governing body have to decide when this comes into effect (pending Diocese approval).
- It was agreed that the next full governors meeting, 5th May 2015 would be used to implement the Reconstitution. However it was agreed to allow AB to choose whether it was to be then or the following meeting pending being able to turn the document around in this timescale

AB

Governors present voted on: Adopting Instrument of Governors, pending diocese approval

In favour: all

Abstentions: none

NOL thanked AB again for all the research and work he had put into this on behalf of the governing body.

9.2 Head Teacher Wellbeing (JB)

- JB raised the point again that he would keep asking NLF about his work life balance with specific reference to what sustains him.
- NLF confirmed to the governors that he was content and fully supported by his senior leadership team.

9.3 Wirral Governor Conference – 21/03/15

NOL raised the point that next conference would be on Saturday morning if anyone should want to or indeed could attend.

9.4 New DfE Governors Handbook – January 2015 Edition

- NOL brought this to the attention of the governors present
- The clerk had already put a copy on the governors VLE

9.5 National Standards of Excellence for Head Teachers (produced by DfE January 2015)

NLF explained that this is not not a tick list it is meant as a guidance document with regards to the evolving role of Headteachers, he raised the following example;

- Education landscaping is changing i.e. NLF doing Ofsted inspections
- Working with other church schools
- Looking at the school(s) and how can we help in improving each other

NLF further commented that he considered this to be linked his own wellbeing explaining that he could only do these things providing our own school is healthy. I.e. if there was a gap in my senior leadership it wouldn't be possible he further commented the following;

- It is proving to be very helpful to have SM support paperwork with me
- The positive input provided by governors, 'you need continue to challenging me'

SL noted that the governing body should pass on their appreciation to RB and senior leaders who are stepping up to allow NLF to achieve these standards of excellent, all agreed.

JB added that this wellbeing cascades to all senior leaders saying that part of the question is are we keeping ourselves rounded.

9.6 New Proposals for Shared Services (NLF)

NLF raised the following points;

- Schools traded or shared services
- LA because it is shrinking has joined up with Cheshire to combine services as a new partnership

Questions arising;

JB asked if we buy these services in bulk, NLF confirmed that this was done via EQ
JB also asked if NLF has looked at other options, NLF explained that he is working with Woodchurch as a group cluster to review this before we buy back in to the LA. They are reviewing the 'pros and cons' and the plan is to revisit this every year.
AB asked how this affects EQ and whether we have brought in to EQ for the coming

academic year. NLF responded by saying he felt EQ would continue to exist but would become more competitive. He also confirmed the school have brought back in to this for 2015-2016 however, this was to be discussed with the finance committee next meeting to ratify the decision

10.0 SEND (Special Education needs and Disabilities) Project Update (RB)

RB confirmed the he (on behalf of the school) had adapted to new LA code. Teachers and SEN leaders worked on this with the LA. He further commented that he is adapting this to our school so that everything fits in with new code of practice and he will be sharing paper work with staff in new summer term.

10.1 Governing Body Reconstitution

Reviewed in 9.1

11.0 Health & Safety (This is also a required Local Authority agenda item)

NOL asked if there were any points to review. SL confirmed that there were none at present

12.0 Any Other Business

NOL asked about the planned HT Performance Management training

- Clerk confirmed that an email had been sent to NLF today. We are waiting for a confirmed date re this
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12.1 “The Wirral Governor”

This is currently emailed out to governors by the clerk NOL urged governors to look through this whenever they received it. Copies are also posted to the governors VLE.

12.2 The third Foundation Governor

Previously noted that Anne Warring, the new Foundation governors was attending the meeting as an observer.

12.3 Succession Planning

NOL briefly commented that he hoped that all governors would consider what they will be doing (as a governor) in years to come and hoped governors would be with the governing body for at least 8 years. He also asked those present to consider the possibility of eventually becoming a chair of a committee if they weren't already doing this role.

12.4 Change of Governors CRB check from three yearly to four yearly

Clerk proposed that CRB checks for governors were 4 yearly to fall in line with their term of office.

It was agreed that there was a logic to this proposal and a vote was taken; All governors present were in favour of this change.

NLF/CLERK

12.5 Staff/Governors Summer Social Event

NOL suggested that as the post Ofsted event had been such a success it would be good to repeat this the proposed details were: - 4pm Tuesday 30th June at the Ring O Bells. (in the garden if sunny)

NLF/CLERK

12.6 Ratification of Movement for ISR (school range) for St Bridget's from 15 – 22 the present range to 18 – 24 (maximum point for a school of our size)

This matter had been proposed by SMcH Chair of the Personnel Committee for governors to ratify. The matter had already been discussed and agreed by the Personnel Committee.

Questions arising from this proposal

AW asked for a fuller explanation, AB covered this

NOL asked the governors present if they were in agreement with the decision the Personnel committee had made, a vote was taken.

All present voted in favour

12.7 Outstanding Photos of Governors for the website

Photographs outstanding for the main school website are FP and AW. SL will be taking all governors photos for the school corridor wall after the meeting and these could be used for the website.

SL/FP/CLERK

Other questions arising;

NOL enquired if we were subscribed to The Key (governors information website) NLF confirmed that we are via EQ. AB and the clerk both acknowledged that they found the website very useful their response time was also excellent.

NOL asked the clerk to look into how we received the governing matter magazine.

CLERK

12.8 Outstanding updated profiles of Governors for the website

The Clerk confirmed all of the Governor profiles were up to date.

12.9 The Key for School Governors service

NOL inquired if we were subscribing to The Key.

13.0 Conclusion

NOL extended his thanks for the continued hard work of the both teaching and non-teaching staff at school and for allowing the governors to use the staff room. He asked KH to pass on these thanks to the staff.

KH

13.1 Closing Prayers

Lead by JB

13.2 Date and time of next meetings

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

Tuesday 5 May 2015

Tuesday 7 July 2015

Tuesday 6 October 2015

Meeting Closed at; 8.30pm

Minutes approved by the Chair of Governors:

Date:
