



	School name:	<b>St Bridget's C of E Primary School</b>	Meeting of:	<b>The Governing Body</b>
	Date/time:	3 <sup>rd</sup> October 2013 6.30pm	Present:	Dr A Bates (AB) Mr N Ledingham (NL) Rev J Bleazard (JB) Mr N Le Feuvre Mr A Hughes (AH) Ms A McDonald (AMcD) Mrs S McHattie (SMcH) [from 6.50pm] Mrs S Lea (SL) Mr F Price (FP) Mrs C King (CK) Mrs J Connah (JC) Mr J Such (JS) Dr J Jones (JJ) [from 7.00pm] Miss K Hanson (KH)
	Apologies:	Dr S Darby	Others in attendance:	Miss S Marriott (clerk) – Clerk to the Governors Mr R Brown (RB)– Deputy Head

Opening Prayers led by: Rev. Bleazard

#### Agenda Item

The Chair opened the meeting, welcoming everyone back and confirming that AH was returning to his position as Foundation Governor for another term. JB confirmed that a replacement had been found for Dr Francis, who had decided to step down after 20 years a governor for St Bridget's. AB thanked Dr Francis for her long and committed service, the Governors endorsed these sentiments. Dr S Darby is joining us but was unable to attend this meeting. JC was welcomed to the meeting and proposed as the new school community governor.

#### Action

#### By whom

#### By when

Clerk to contact SD to welcome & complete paperwork.  
Proposed: SL  
Seconded: JB

#### 1. **Election of Chair and Vice Chair**

Nominations were received for;

Chair: Dr A Bates

Vice: Mr N Ledingham

The nominees were asked to leave the room while the governors present voted with show of hands.

Results were

Chair: Dr A Bates – 12 votes

Vice: Mr N Ledingham – 11 votes

The nominees were invited back into the meeting and the clerk handed over to the Chair.

No further action required

2.	<b>Headteacher Governor</b> Chair asked the Mr Le Feuvre if he was happy to continue as the Headteacher member of the Governing body. NLF confirmed that he was.	No further action required		
3.	<b>Declaration of Business and Pecuniary Interest</b> None declared			
	Declaration of interest forms for 2013 – 2014 were handed to the Clerk	Chair to be advised if any forms missing	Clerk	7.10.13
4.	<b>Committees established by the Governing Body</b> The Chair presented the pro forma list for the appointment of governors to the committees. These were proposed and seconded at the meeting as per the attached document FG1 The Chair presented the pro forma list for the appointment of nominated governors. These were proposed and seconded at the meeting as per the attached document FG2			
	Dates and times of the meetings not already arranged to be circulated by the chair of the committee via the clerk as required	Dates of meetings to be circulated to relevant committees	Chair of the committee & clerk	
5.	<b>Terms of Reference of the Governing Body</b> The chair reviewed the existing Terms of Reference with the governors present. It was agreed by the meeting to adopt these for year 2013 - 2014	Terms to be updated by the clerk and signed by the chair and put on the VLE	Chair & clerk	As soon as possible
6.	<b>Minutes from the Full Governors' meeting on June 26, 2012</b> All Governors present agreed this was an accurate account of the meeting.	No further action required		
7.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>Diocese Letter to all Governors - September's letter has been forwarded to all governors by the clerk.</li> <li>Tree trimming; NLF confirmed that he had challenged the LA about this however; they are no longer providing this service.</li> <li>Capital projects; NLF confirmed that the LA still had an expectation that the mobile classroom would be replaced by a permanent building. NLF had recently attended a premises meeting where he had explored the feasibility of this being done. A member of the LA is due to visit school in November to look at this and other issues.</li> </ul>	Clerk to send future newsletters to all governors	Clerk	
		NLF to advise caretaker to organise this to be done for October half term.	NLF & Caretaker	
		NLF to meet with LA in November and report back to the governors.	NLF	

NLF commented on the following;

- There are now 419 pupils at St Bridget’s so concerns about the new intake numbers have been allayed.
- Year 5 should show class numbers of 27 & 28
- EYFS – this was a very challenging change for FS teachers. NLF has reviewed this at length with KH and the interpretations in the report are their own, as yet we have no previous data for comparison. However NLF is working with other schools to develop better understanding of the new EYFS assessment.
- NLF reviewed the KS1 & KS2 results for last year, pointing out how well the children at St Bridget’s continue to do in both progress and attainment.
- School Collaboration; e.g. working as a ‘mini LA’ with other schools in the area. It is becoming apparent that we are likely to be working more with other Church Schools.
- Children on Free School Meals are achieving above expected attainment levels at St Bridget’s.

NLF and AB explained that as a result of the outstanding grade awarded by Ofsted to the school that we had a responsibility to help other schools towards achieving better results. NLF confirmed that he was working with Christchurch Primary School and Oxtou St. Saviours. There are a number of other schools which we are discussing possible collaboration with.

**Secondment of headteacher** was proposed to the governors as NLF had been approached by a school in the Diocese of Chester to work with them on secondment for the Spring Term, whilst they were without a Headteacher. NLF is considering the need for him to be at the other school 3 days a week. NLF proposed this to the governors for open discussion and possible approval; NLF confirmed that his time would be paid for and this would in turn be used to offset any expenses in school i.e. cover for RB should it be necessary.

Governors at the meeting acknowledged the importance of sharing NLF’s experience with other schools, as well as benefiting NLF with furthering his own professional experience. There were however concerns/questions from the governors; about how much time NLF would spend away from St Bridget’s and how this would affect the day to day running of the school whilst maintaining/improving the current standards. NLF confirmed that he had looked at this in detail and was confident that RB could lead the school in his absence with the support of the SLT team.

NLF to visit the school and assess the situation and report back his SLT team and the Chair.	NLF	This is being considered for the coming spring term
AB proposed that this should be agreed to (in principal) but with the proviso that NLF would explore the matter further and advise the Chair. This was agreed by the governors present.	NLF	
RB confirmed that he was confident this could be done and that he would have the full support of the SLT team and school staff		

## 9. Reports from Committees

### Personnel – Minutes from June 11, 2013

SMcH advised the meeting that the minutes were self-explanatory and asked if there were any questions arising from them.

Questions arising from the minutes;

Q: Was there any feedback regarding the SEN provision in FS?

A: RB advised that the Educational Psychologist had been in that day and he was now waiting for their report.

RB asap

### Curriculum – Minutes from June 17, 2013

AB reported that the meeting had discussed the new EYFS curriculum with Miss Cotterell and Mrs McCarthy, and had considered communication with parents

Questions arising from the minutes;

Q: Had the questionnaire given to Y6 at the end of term been successful?

A: RB confirmed that 19 questionnaires (of a possible 60) had been returned and these had been very positive.

RB plans to repeat questionnaires for Y6 leavers at the end of this school year and possibly send out a similar questionnaire to KS1 parents.

RB

### Health & Safety Committee

Met on October 2, 2013, minutes to be posted to VLE when completed.

NLF & SL carried out an inspection of the premises.

NLF & SL to meet with Mr Cowling to discuss issues arising from the inspection. Fire Alarm to be organised after half term when the new reception children have settled in.

SL & NLF

## 10. Governors' Reports on Training

JJ & Clerk to attend Finance training on Tuesday October 15, 2013.

JJ & Clerk 15.10.13

## 11. Wirral Governors' Forum

KH confirmed that the first meeting of the new school year was due on November 20, 2013 and she would be attending.

KH 20.11.13

## 12. Dates and Times of Next Meetings:

3 <sup>rd</sup> December 2013	Tuesday	6.30pm
4 <sup>th</sup> March 2014	Tuesday	6.30pm
13 <sup>th</sup> May 2014	Tuesday	6.30pm
1 <sup>st</sup> July 2014	Tuesday	6.30pm

## 13. Any Other Business

- NL confirmed that the following minutes and report were now on the VLE:  
Christian Ethos July 8, 2013  
Maths Governor visit July 5, 2013
- SMcH confirmed that the Headteachers performance management had been held on September 24, 2013 and that NLF was waiting for feedback from Mark Mullins.
- The subject of the new government directive to stop the 10 days leave of absence from schools was raised. NLF confirmed that St

Bridget's now requested that parents complete a leave of absence form for each child and attached an accompanying letter to explain their 'extenuating circumstances'. NLF also confirmed to the meeting that if the absence was deemed unauthorised it may be referred to the LA with the possibility that parents may be fined should the LA believe it to be appropriate in the circumstances. NLF believed the new directive would follow the format should there be an unauthorised absence; Warning, fine, appeal.

- Self-Evaluation forms to be sent out to governors again by the clerk. Clerk

AB closed the meeting and thanked everyone for attending.

Closing Prayers led by: Rev. Bleazard

Meeting Closed at: 8.30pm

Minutes approved by the Chair of Governors:

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Date: \_\_\_\_\_