



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

## Minutes of the Full Governing Body Meeting

**Date and Time of Meeting: Tuesday 11 October 2016 at 6.30pm**

### Present

Dr S Darby (SD)	Mrs I Longmore (IL)
Dr A Owen (AO)	Ms A McDonald (AMcD)
Mr N Le Feuvre (NLF)	Mrs S McHattie (SMcH)
Mr N Ledingham (NOL)	Mrs J Connah (JC)
Rev J Bleazard (JB)	Mrs S Lea (SL)
Mr F Price (FP)	Miss K Hanson (KH)
Mrs A Waring (AW)	Mr K Chappell (KC)
Mrs C King (CK)	Mr R Brown (RB)

### In Attendance

Mrs E Johnson (EJ)  
Mr R Brown (RB)  
Dr A Bates (AB)  
Miss S Marriott (Clerk)

<b>0.0</b>	<b>Welcome</b> NOL opened the meeting welcoming to everyone and welcome to KC KC introduced himself to the governors and all governors returned the complement NOL congratulated RB on his new post as Headteacher at Brookdale Primary School.	
<b>0.1</b>	<b>Farewell to Andy Bates</b> NOL bade farewell to AB, thanking him for his long commitment and service to both governors and school on behalf of the governors commenting on all his many roles including; Chair and Vice Chair. AB thanked NOL and the governors for their kind words, further commenting that credit should go to NLF and RB and everyone working in the school with regards to the outstanding Ofsted result. He further commented that it has been a pleasure to work with the governors and school for the past 11 years wishing them good luck. AB extended an invitation for governors to join him at 7pm at the Ring O Bells on Thursday 3 <sup>rd</sup> November, SM to send out invite after half term.	SM
<b>0.2</b>	<b>Opening prayers</b> Lead by JB	
<b>1.0</b>	<b>Attendance/Apologies</b>	
<b>1.1</b>	none received NOL congratulated the governors on 100% attendance.	
<b>1.2</b>	<b>Other Apologies</b> None received	

2.0	<b>Declaration of Business, Pecuniary, or Other Interests (In any matter on the agenda)</b> NLF & RB declared that they have started a consultancy, NLF advised that this work is done outside of school hours, RB advised that he has been support work for other schools, this had been offered free of charge for the last 18 months but now fee charged is charge. NOL confirmed this is not done in the school day. NLF advised that he was happy to answer questions if required.	
3.0	<b>Elections and Committees</b>	
3.1	<b>2016/17 Chair, Vice Chair, and Committees</b> NOL proposed SD for the position of chair Proposed: NOL Seconded: AW NOL proposed AO for the position of vice chair Proposed: NOL Seconded: IL Both parties left the room, NOL advised that governors should vote with a show of hands <ul style="list-style-type: none"> <li>SMcH advised that she had wished to nominate SL as vice chair however SL declined at this time</li> </ul> Unanimous vote for : SD as the new Chair Unanimous vote for : AO as the new Vice Chair SD and AO were invited back to the meeting by the clerk both accepted their new positions	
3.1.1	<b>Election of Chair</b> See 3.1 SD open the meeting and moved on the 3.1.13	
3.1.2	<b>Election of Vice Chair</b> See 3.1	
3.1.3	<b>Confirmation of Headteacher Governor</b> SD asked if NLF was happy to continue as Headteacher governor. NLF confirmed that he was happy to continue. NLF confirmed acceptance	
3.1.4	<b>Establishment of Committees</b> Committees were established as per the attached sheet: Committees Establish 2016/2017 Nominated and Link Governors were established as per the attached sheet: Nominated & Link Governors 2016/2017	
3.2	<b>Terms of Reference of Governing Body</b> SD referred governors to the TOR previously posted to the governors website All present agreed to adopt the TOR SD reminded committee chairs to review/adopt TOR for their committees at their first meeting.	
4.0	<b>Minutes of the Previous Meeting (5 July 2016)</b>	
5.0	<b>Matters Arising from the Minutes of the Previous Meeting (not covered elsewhere in the agenda)</b> SD asked if governors had reviewed the minutes and if there were any updates, there were none and the minutes were accepted as a true account of the meeting.	
5.1	<b>Personnel Committee Terms of Reference 2015/16 - AO</b> To be reviewed for the Personnel Committee at the next meeting.	
5.2	<b>Update on new build - NLF</b> NLF advised that he and SL would be meeting with the architect at 10am the following day. <ul style="list-style-type: none"> <li>NLF advised that the projected time scale for completing the new build is from the late summer. Being ready for use at the start of the school-term in September 2017.</li> </ul>	

	<ul style="list-style-type: none"> <li>• SMcH asked when they would receive the plans, NLF advised that he was hoping they would be produced at tomorrow's meeting.</li> <li>• NLF advised that £220K had been promised by the LA towards funding.</li> </ul>	
5.3	<b>Safeguarding Link Governors Report - CK</b> (Report from meeting with NLF in June 2016) SD asked if everyone had seen the report. CK confirmed that it had gone on to the website after the last meeting. There were no questions arising.	
6.0	<b>Headteachers Report</b>	
6.1	<b>Headteacher's Written Report</b> NLF advised the meeting that he doesn't tend to do one this meeting. We are in a transition time with school. The data comes out in late October and early November when the SEF will be updated. NLF further commented that the School Development plan had been updated with the regards to assets and the long term build plan. NLF and SL have also reviewed the H & S audit. SD asked the meeting if they had any questions for NLF, there were none forthcoming.	
7.0	<b>School Development Plan/School Improvement Plan</b>	
7.1	<b>2016/17 Full School Development Plan</b> SL reported that the Asset plan could not be updated until we got the data. NOL had suggested that we would consider a specific aspect of SDP at each meeting SD confirmed SDP needs to be discussed at the meeting even if it is incomplete. SL verified that some things on the SDP would be recurring items. Further commenting that we must be aware that this is a long term view and of the potential impact on the finance budget.  SL confirmed that digital copies of the asset plan have been send out. SL gave an explanation of how the colour coding of the asset plan works. SL suggested that it was really a bit early to be discussing the asset plan. SL reported the H&S audit brought up some issues to be addressed including the smoke alarm integration; She reported that Atlas are to come in to do this work in the next week. Questions : AO asked if the chimney stack was now safe, SL confirmed that it was. SD thanked SL	
7.2	<b>2016/2017 School SEF</b> Draft Sent out prior to meeting by NLF via clerk NLF advised the meeting of the following; <ul style="list-style-type: none"> <li>• The SEF covers all Ofsted criteria</li> <li>• Under each heading HT will add info on progression</li> <li>• At present there are new age related expectations, we know we have quite high expectations but we are unable to verify them as data is not yet available</li> <li>• School performance is dependent on the criteria</li> <li>• Attainment is good</li> <li>• Progress is average to good</li> <li>• We are now at a ceiling point so the data flattens out. NLF explained that he needed to look at how this could be documented</li> </ul> Questions <ul style="list-style-type: none"> <li>• SMcH enquired whether NLF considered we are a coasting school, NLF responded that we are not a coasting school as our attainment is high, we are indeed very robust. We would only fall into this category if we fall below one of our benchmarks and none of our data indicates this.</li> </ul>	NLF

	<ul style="list-style-type: none"> <li>JB questioned 'mastery' – NLF advised that he planned to talk to the curriculum committee about this and give data at next meeting.</li> </ul> <p>NLF explained that he plans a Senior Leader meeting on Ofsted depth of learning and mastery.</p> <p>NLF further commented that we are ahead of the game and we have had four teachers visiting from Hoylake school whom are extremely interested, especially in our maths this was shown through twitter feedback. NLF commented that in terms of staff there is a collective understanding on mastery terminology.</p> <p>SD advised that we should monitor this and asked if there were any further questions, there were none forthcoming.</p>	
7.3	<p><b>Discussion of a Specific Aspect of the School Development Plan</b></p> <p><b>Long Term Action Plan 2016 – 2019 and Long Term Asset Plan 2016 – 2019 (SL)</b></p> <p>Sent out prior to meeting draft by HT via clerk</p> <p>No further discussion at this time see 7.1</p>	
8.0	<b>Written Reports from Committees and Visiting Governors</b>	
8.1	<p><b>Finance, Buildings &amp; Health &amp; Safety Committee (Sue Lea) (24/6/15)</b></p> <p>SL asked if the governors had reviewed the minutes, they confirmed they had she further commented on the following points;</p> <ul style="list-style-type: none"> <li>SL advised that the minutes had been covered in the previous Full Governors meeting in July even though the meeting had only just taken place and the minutes weren't yet finalised.</li> <li>We have a new school bursar Jane McKeag - AW enquired whether she would be at the meeting on Friday, SL advise that she would be at the P6 meeting. NOL enquired as to why has LR gone - NLF advised that she had been replaced at our school due to workload. NLF further advised that he had written to Sue Ashley to ask if we could keep LR but no reply received to date.</li> </ul> <p>Questions;</p> <p>AW asked how the transition with the new bursar was going, NLF advised that it seems to be working well as LR had naturally passed over the relevant information to her.</p> <p>SL advised that she was hoping LR will attend first bursar meeting with the new bursar .</p>	
8.1.1	<p><b>2015/2016 Final Position</b></p> <p>Advised in 8.1</p>	
8.1.2	<p><b>2016/17 Budget</b></p> <p>Advised in 8.1</p>	
8.2	<p><b>Curriculum Committee (CK) (20/6/16)</b></p> <p>CK advised that these had been discussed at the previous meeting and there were no further matters she wished to advise governors on. NOL stated that he thought this had been deferred to this meeting.</p> <p>SD asked if governors had seen the minutes and whether there were any further questions, there were none forthcoming.</p>	
8.3	<p><b>Personnel Pay &amp; Staff Appointment/Dismissal Committee (AO) (8/6/16 – Since cancelled and rearranged for 7/7/16)</b></p> <p>NLF fed back at last meeting no further questions arose</p>	
8.4	<p><b>Christian Ethos Committee (JB) (29/6/15)</b></p> <p>JC chaired this meeting and the minutes had been made available on the governors website, no questions arose.</p> <p>NOL commented that the diocese newsletter had mentioned next week was "thank you vicar" week.</p>	
8.5	<p><b>Literacy Link Governor (IL)</b></p> <p>IL advised that she is listening to readers in year 3 every Thursday.</p>	
8.6	<p><b>Numeracy Link Governor (AW)</b></p> <p>AW confirmed that she has visited year 2 and will be working her way through the school.</p>	AW

8.7	<b>SEN/Gifted &amp; Talented Link Governor (FP)</b> FP advised the next meeting with RB would be Monday October 21, 2016.	
8.8	<b>Early Years Link Governor (AO)</b> AO advised she has attended the new children induction, this was lovely. SD enquired if all the FS2 children were settling in KN acknowledged that they were.	
8.9	<b>Safe Guarding Link Governor (CK)</b> CK advised that she has nothing new to add at present.	
8.10	<b>Parents Association –Teacher Link Governor (KN)</b> KN advised that NLF attended on her behalf with EJ. EJ advised that it was a good evening opening up the gambit “pass this message on “and that it had been a positive event with lots of questions.	
8.11	<b>Parents Association – Parent Link Governor (AM)</b> AMcD advised that she had been unable to attend however a provisional date had been discussed for the Christmas Bazaar for the evening of November 25 Notes from the meeting; <ul style="list-style-type: none"> <li>• AO enquired as to who is chairing the meetings, she was advised that at present Mrs Dunlop is covering this</li> <li>• KC remarked that a lot of new parents were present</li> <li>• IL &amp; EJ advised that the Christmas card venture had, had a good response (a discussion about the Christmas cards arose amongst the governors present)</li> <li>• NLF verified that many hands make light work.</li> <li>• IL said that parents are willing to help</li> <li>• Facebook request has had great response</li> <li>• NOL commented that it would be great if PTA is revitalised</li> <li>• SD felt this was all very positive</li> </ul>	
8.12	<b>PE Link Governor – (SD)</b> No updates at present	
8.13	<b>Science and Computing Link Governor - (AB)</b> No updates at present	
8.14	<b>All Curriculum Link Governor - (AO)</b> <ul style="list-style-type: none"> <li>• AO still working this role out with NLF.</li> <li>• IL asked NLF if there was a specific sub area that they could review .If there was could they arrange a meeting with him, NLF confirmed they could.</li> </ul>	AO/NLF
<b>9.0</b>	<b>School Visits by Governors</b>	
9.1	Written reports received had been put on the governors website.	
<b>10.0</b>	<b>Governors Training (KN)</b> KN acknowledged that she is receiving training reports for governors SM advised that LMS Finance for Governors training was still to be determined. SM to advise governors when this has been received. A discussion arose amongst the governors about the transition to Edsential training courses, with regards to the necessity to pay £28 per candidate on top of the service purchased. Matters arising <ul style="list-style-type: none"> <li>• SD asked if there was a budget for governor training - NLF replied that this is not currently budgeted for.</li> <li>• NOL advised that he felt Edsential to be less expensive than the previous provider acknowledging that it would be impossible to do the job effectively without the training.</li> <li>• NOL noted that Diocese training was excellent and free to our governors</li> <li>• FP enquired if it would be cheaper to invite people in to do courses in school, NLF acknowledged that this was a possibility but unlikely to be less expensive.</li> </ul>	SM

	<ul style="list-style-type: none"> <li>NLF suggested that this be a standing item on the Personnel agenda</li> </ul> <p>This was concluded by SD advising that we should re-visit this</p>	AO/NLF
10.1	<b>Written Governor Training Evaluation Forms received</b> See 10.0	
10.2	<b>Future courses booked</b> SM - NGA Clerk SD – Edsential courses booked AO – Edsential course booked	
11.0	<b>Wirral Governors Forum (KN)</b> No date set as yet	
12.0	<b>Local Authority Agenda Items</b>	
12.1	<b>Agree term dates</b> NLF confirmed that inset dates for this year have been agreed by governors as have the term dates for the current year. SM to confirm dates from LA for 2017/2018	SM
13.0	<b>Any Other Notified Business</b>	
13.1	<b>Communications with Parents</b> Not covered at this meeting	
13.2	<b>Communications with Parents Association</b> See 8.10 & 8.11	
13.3	<b>NGA Code of Conduct for School Governing Boards</b> This in on the Governors website. Clerk had brought this to the meeting for adopting; JB proposed that we re-adopt All agreed	
13.4	<b>Date for Staff/Governors social event 2017</b> <ul style="list-style-type: none"> <li>NOL commented that this had not been very well attended last year.</li> <li>NLF explained for KC that teachers and governors met informally.</li> </ul> <p>Discussion arose, conclusions;</p> <ul style="list-style-type: none"> <li>IL suggested that it be held when there is a lull in school activities when it may be better attended.</li> <li>SL suggested leaving setting a date for the event until a later time.</li> </ul>	All governors
13.5	<b>Use of “The Key” –</b> NOL asked that it should be mentioned that some governors haven’t used the key. He commented that The key what a great resource. Discussion arose about this, clerk to ask NGA to resend details to governors and advise when done.	SM
13.6	<b>Safeguarding – Governors responsibilities</b> SD advised that the DfE have updated their statutory safeguarding requirements, NOL added that this was put on as advisory and this information is also on the key. points to note: <ul style="list-style-type: none"> <li>In addition to safeguarding designated lead someone else must be appointed. NLF confirmed that currently it was himself and RB.</li> <li>Last year the whole school all did safeguarding level one. NLF reiterated that we buy in every year and this is really good practice as the requirement is to update the training every 3 years.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ofsted look for in depth safeguarding practices e.g. governors currently review the single central record at each personnel meeting.</li> <li>Safeguarding level 2 refresher course this week NLF to update his skills.</li> </ul> <p>Conclusions;</p> <ul style="list-style-type: none"> <li>SD suggested we should carry this forward for discussion at the next meeting.</li> <li>SD added that safeguarding should be added to the school action plan.</li> </ul>	<p>NLF</p> <p>All governors NLF</p>
14.0	<p><b>Conclusion</b></p> <p>SD asked governors is they had any further business</p> <ul style="list-style-type: none"> <li>NOL asked if NQT's mentors were in place and registered, NLF confirmed that this is the case.</li> <li>JB reminded governors that the Harvest Festival was tomorrow in the newly heated church - all invited</li> <li>JB advised that the new curate Emma Speak came to assembly last week to observe. AW asked what the children should call her JB confirmed that they should call her- Rev Emma.</li> <li>Newsletter review was mentioned with reference to whom should now do this - SD asked KC as new parent to the school what he would like to see in it - KC thought more of what governors actually do.</li> <li>JB noted that we had said a final farewell to AB however he would also like to acknowledge on behalf of the governors that NOL would be standing down after service as a parent governor, vice chair and chair. On behalf of all present JB thanked NOL.</li> <li>SL enquired about governors lanyards, SM advised this is being looked into.</li> <li>IL asked if there was a new confirmed date for raise on line training for governors. NLF advised that this had been cancelled and would take place at a later date TBC.</li> </ul>	<p>SD</p> <p>SM NLF</p>
14.1	<p><b>Date and time of next meetings –</b></p> <p>Meeting to be held Tuesday at 6.30pm in the School Staff Room on:-</p> <p><b>29 November 2016</b></p> <p><b>7 March 2017</b></p> <p><b>16 May 2017</b></p> <p><b>4 July 2017</b></p>	
14.2	Closing prayers JB	

Meeting Closed at; 8.27pm

**Minutes approved by the Chair of Governors:**

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**Date:**

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