

**MINUTES OF THE GOVERNING BODY MEETING  
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
HELD ON  
20<sup>th</sup> JUNE 2018 at 6.00pm**

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**PRESENT**

Mr M White (Headteacher)  
Miss C Chapman (Chair)  
Mrs Skyner-Andrews  
Mrs Higgins  
Mr J Carson  
Mrs M Gormely  
Mrs M Monkhouse  
Mrs M McDonald  
Mrs H Bradshawe  
Mr T Strode

**ALSO PRESENT**

Mr J Kendall – Clerk to Governors  
Mrs M Wilson - Observer

**18/15      Opening Prayer**

Opening prayer led Ms Chapman.

**18/16      Apologies**

Mrs Small sent apologies. Ms Chapman and fellow governors sent their thoughts to Mrs Small at this difficult time.

**18/17      Pecuniary Interests**

Mr White declared an interest – Executive Director of Food For Thought Ltd.

Mrs Higgins declared an interest for her debt recovery work for the school.

**Action**

18/18

**Minutes of last meeting**

Action

Minutes of the previous meeting held on 7<sup>th</sup> February 2018 were agreed by governors to be a true and accurate record, and duly signed by Miss Chapman.

18/19

**Matters arising**

Page 1. Ms Chapman advised governors that Mr Walker did receive his leaving gift.

Page 2. Item 18/05 to read cited and not sighted

Page 4. Sentence should read: Mrs Skyner-Andrews asked if the 'mastery' children are singled out.

Page 5. Mr White is still to update his Out of School clubs list.

Page 6. Should read trialling and not trailing

18/20

**Headteacher's Report**

Mr White tabled some of the following main items from his previously circulated report:

There are 416 children on roll.

Mr White was pleased to inform governors that the number on roll is expected to be 420 in September.

This is comprised of 214 boys and 202 girls.

We have 45 children who receive the Pupil Premium (10.9%).

We have no LAC children.

We have 35 on our SEN register (8.2%).

Ms Chapman queried if the percentage of SEN children is increasing.

Mrs Wilson explained that the percentage is increasing but more in the Foundation stage.

Mrs Skyner- Andrews challenged the school on how they define SEN.

Mrs Wilson explained that the school use an Individual Education Plan with the next stage being EHAT.

Mrs Bradshawe queried why a volunteer cannot be used until a top up is in place.

Mrs Wilson explained that although this may be possible, it depends very much on the child's needs.

Ms Chapman challenged why the school do not have a SEN link governor.

Mr White explained that this is being addressed and a SEN Link governor will be in post at the beginning on next term.

Ms Chapman requested governors to keep the school office informed on the training courses that they attend.

Mr White added that governors can email [sbm@woolton.co.uk](mailto:sbm@woolton.co.uk)

The temporary School Business Manager already has a CPD matrix in place.

Mr Carson tabled the use of Epipens in school, and asked if staff are confident in using them.

Mrs Wilson replied that the school nurse provides full training for staff.

Mr White explained how the school have focused on a small number of children around phonics and may reach 90% pass rates in the check this year, which would be fantastic.

Mrs Bradshawe challenged how the school tested for phonics

Mrs Wilson explained that Mrs Niblock conducted all training

Mr White tabled the following for Y2 Children:

Reading is expected plus 72%

Writing is expected 68%

Matts is expected 72%

Mr White commented that he school are really pleased with the Y2 outcomes

Mr White pointed out that attendance continues to be a

focus, and explained that families that have two holidays a year can be fined.

Governors noted that 97.5% is the citywide expected attendance.

Mr White made a proposal for this school to have a policy of accepting no absence.

Governors discussed and approved.

Mr White advised governors that Mrs Bradshawe and Mrs Skyner-Andrews attempted to engage with parents and involve them in the home school agreement.

The response from parents was very disappointing.

Mrs Bradshawe and Mrs Skyner-Andrews will continue their efforts, and will look at a wider audience.

Governors noted the increasing number of exclusions that the school are now having to make, and thanked the Senior Leadership Team for the way in which they are being handled.

Mr White reported on the support package we have put in place for St Ambrose, the staff structure will change somewhat in 2018-19. The Leadership team will look as follows:

Mr M White- Exec Headteacher  
Mrs M Wilson- Acting Head of School  
Mrs P Regan- Acting DH of School  
Miss C Wilson and Mr T Strode- Acting AH of School

The school have sourced an Early Years leader on secondment in Mrs Carole Doherty so that Mrs Regan can oversee the Infants department and both support Mrs Wilson as HOS as well as prepare the school for our forthcoming RE inspection this year. We will be aiming to be outstanding in 2018-19.

Mrs Moorcroft will be seconded to St Ambrose as acting DH.

We have recruited Miss Catherine Doherty as a direct replacement for Miss Radcliffe who is relocating to Devon and are in the process of recruiting a replacement for Mr Dade who was successful in his application for the English Lead post at Banks Rd Primary, Garston.

We have successfully appointed Mr Andrew Simpson to replace Mr Dade.

Mrs Davies will be staying on the staff for the next year and has been given a 1 year contract.

We have also appointed Mr Karl Hogg as an NQT who will fill the 'job share' for Mrs Pace until she returns, part time, in April. Karl will then move to 2 days per week.

Mrs Val Galgey will be retiring at the end of the year and has been replaced by Mrs Lee.

Jennie Massie replaces Mrs Finnegan.

Mrs Parry is still on long term sickness.

Paul McCann has been appointed as the new chef.

The school have gone to advert for a new HLTA.

Governors noted an improvement in safeguarding this term.

Mr White updated governors on premises and resources.

All the hall chairs have been replaced for free following a donation from St Julies. We may have to buy a small amount of smaller chairs to match these for our youngest children.

Mr Murphy continues to do an excellent job replacing fencing around the site.

We will be having the last of the windows to the Junior block replaced in the autumn term, following consultation with Cunliffe's.

The temporary School Business Manager has identified a number of efficiencies, including an Asda on line ordering system.

She has settled in very well and the school are really pleased her progress.

Mr White informed governors that the PTA have funded the Outdoor Learning Area.

Mr White was pleased to advise that the school have achieved the Liverpool Counts Quality Mark Gold and will be aiming for Gold in the Artsmark this Autumn.

Mr Carter made a recommendation for the school to look into Sumdog, which provides engaging adaptive learning for maths, spelling, and grammar, and is free.

Mrs Skyner-Andrews challenged the school on the impact the secondments might have on school trips.

Mr White explained that there will be no impact as Tracey will still be attending together with an active person.

Mrs Bradshawe challenged Mr White on whether Miss Doherty is Early Years trained.

Mr White advised that Miss Doherty is Early Years trained.

Mrs Bradshawe challenged Mr White why only selected children contributed to the University Status.

Mr White explained the reason to governors

18/21

## **Committee Reports**

### **Standards Committee**

Miss Chapman advised that she chaired this meeting, and proceeded to update governors on the meeting which took on 9<sup>th</sup> May 2018.

Mrs Skyner-Andrews shadowed Miss Chapman at this meeting.

Mr White reported to governors the following:

- Progress from Autumn to Spring 2018 highlighted.
- Progress reported for combined on-track and mastery.
- Year 1 - overall very positive and combined results for WRM were good. Girls were more consistent with writing compared to boys. SEN and PP children were making expected progress.
- Year 2 – very positive results which were reflected in predictions for end of Year 2. Boys reading had made good progress. Progress for SEN and PP cohort to be monitored closely. Pupil Premium governor to be appointed.
- Year 3 – very positive results showing clear progress from working towards, to on-track, to mastery level. SEN children were making expected progress which was also positive.

- Year 4 – Girls made better progress than boys in writing. Interventions were being put in place to focus on the boys.
- Year 5 – assessments were more stringent in preparation for Year 6. Very positive results. A range of interactive maths strategies were in place.

Mr White presented the EYFS Update Report and English Update Report and tabled for discussion with governors.

Mr Strode presented the Science Update with some of the key points being:

- The School was part of the Ogden Trust to provide support for science.
- British Science week to STEM Week – activities for science, technology, engineering and maths.
- Science wall displays in all classes
- Children's books were shown to governors with good evidence of experiments.
- Pupil interviews captured their views which fed back to teaching staff.
- Indoor Planetarium had proved very enjoyable for the children.
- Staff had received training through the Ogden Trust.

Mr White presented the report prepared by C Wilson. The key points were:

- Children had represented the school in sporting competitions including sports such as boccia and kinball.

### **Resources Committee**

Mrs McDonald reported back to governors on the meeting which took place on the 6<sup>th</sup> June 2018.

Mrs McDonald informed governors that School funds have now moved into FMS.

Governors discussed the new General Data Protection Regulation, and noted that the school have signed up to the L.A. who will be the data Controller.

Mr White updated governors on the following:

- The KS1 outdoor area is progressing well
- Lighting has now been completed

- School Laptops have now been purchased and are in place

Mr White has met with the L.A. Finance Officer and set the budget by the 31<sup>st</sup> May 2018.

Mr White advised that the 2% pay increase for staff has been covered.

Disappointingly the school are £1000.00 short on the levy despite all of the schools best efforts.

All key documents and policies were tabled at this meeting and were discussed ratified and approved.

The Site Manager (Mike) has done an excellent job replacing fencing around the school.

Mrs McDonald informed governors that the last phase of windows has now been passed to BPC Planning Commission.

Mr White tabled the Staffing plan for 2018-19 which governors discussed at length.

## **18/22 Directors Items**

The Directors items for Summer 2018 have been previously sent out to governors, and governors were invited to familiarise themselves with the contents prior to this meeting.

Ms Chapman tabled the Safeguarding update which requires governors to examine in detail how the school discharges its responsibilities.

## **18/23 Governors Decision Planner**

Mr White tabled the Governors Decision Planner which will be taken to the Full governing Body meeting for approval.

Governors discussed ratified and approved



**18/24     Any Other Business**

Mr White tabled the Much Woolton School Policy for Data Protection

Governors discussed and agreed to adopt in the interim.

**18/25     DATE OF NEXT MEETINGS**

Scheduled for 23<sup>rd</sup> May at 6.00pm

Meetings for Next term:

Standards Committee 3<sup>rd</sup> October at 6.00pm

Resources Committee 10<sup>th</sup> October at 6.00pm

Full Business Meeting 17<sup>th</sup> October at 6.00pm

Signed.....Chair of Governors