

**MINUTES OF THE GOVERNING BODY MEETING  
OF MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
HELD ON  
2<sup>nd</sup> JUNE 2014 AT 6.00pm**

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**PRESENT**

Mr M White (Headteacher)  
Miss C Chapman (Chair)  
Mrs C Higgins  
Mrs M Gormely  
Mr J Carson  
Mrs D Bennett  
Mrs K Small  
Mrs T Graham  
Mrs A Kelly  
Mr M Chandler  
Mrs M McDonald  
Fr T Buckley  
Mr R Walker

**ALSO PRESENT**

Mr J Kendall – Clerk to Governors  
Mrs L Parry – School Business Mgr

**13/54**

**OPENING PRAYERS**

Opening prayers were led by Miss Chapman

**13/55**

**APOLOGIES**

Apologies received from Mrs Monkhouse  
Absence of Mrs O'Brien recorded

**13/56**

**PECUNIARY INTERESTS**

Mrs Higgins declared an interest.

Mr White declared an interest

**Action**

**13/57 MINUTES OF THE LAST MEETING**

Minutes of the previous meeting held on 10th February 2014 were agreed by governors to be a true and accurate record and duly signed by Miss Chapman.

**13/58 MATTERS ARISING FROM THE MINUTES**

Miss Chapman asked Mr Chandler, as he was not present at the last meeting if he wishes to stand again for the appointment of vice chair.

Mr Chandler responded that he would be pleased to do so.

Miss Chapman updated governors regarding Full governors meeting minutes being posted on the school website. Mr White will progress.

Agenda item 13/48: This should read “excepted child” not “accepted child” Clerk will amend.

MW

**13/59 HEADTEACHERS REPORT**

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

There are 403 children on roll which is down from 412. Mr White stated that the school have lost children, but new families are coming in. The school do have children on the waiting list.

The average attendance for the school year is **97%** with no unauthorised absences.

There are currently 23 children on the SEN register.

Mr White informed governors that post Ofsted the school have been busy with what they need to do, alongside the L.A. Mr White informed governors that the L.A. is very pleased with the data submitted.

Mr White reported that in response to the recent Ofsted report, and the urgent attention that math’s requires. A math’s specialist has been appointed on a one term contract.

Interviews have taken place with 6 new staff appointed.

Mr White tabled a personal letter of support from Sir Michael Wilshaw stating that the math’s issue was historic and the school is making good progress.

Miss Chapman tabled the several imminent retirements with Mrs Parry co-coordinating the collection for the retirement gifts. Governors wishing to contribute should contact Mrs Parry.

Mr White updated governors on Buildings and Grounds with 6 classrooms now completed.

Mr White informed governors that he has met with Miss Chapman and Mrs Wilson to form a 'Challenge Board' that will ensure that the school get to 'Good' at the next inspection.

Mr White tabled the catalogue of events which have taken place in school since his last report.

**13/60      DIRECTORS ITEMS**

Miss Chapman gave a full update on this previously circulated item.

**13/61      COMMITTEE REPORTS**

**Admissions**

Miss Chapman informed governors that this was a relatively pain free operation this year with 60 children coming through the door in September. The school are now waiting on the waiting list from the L.A.

**Finance**

Mrs McDonald gave a full update to governors and tabled some of the following points.

- Governors were circulated with the Form 1 budget and the Local Authority Finance Officer's report. Arising from discussion:
- The overall budget position was good.
- It was agreed to increase the After School Club charge to £250 per month, to be reviewed in October.
- Mrs Parry was in discussions with Food for Thought regarding improvements to the kitchen
- Governors expressed concern with the support from Cunliffes in getting the windows replaced. Mr White responded that window replacements were being

done on a rolling programme

- Mrs Parry reported on cost and spends previously agreed within the authority granted by the school's financial regulations. Arising from the report
- It was agreed to revise the diminimus level, after which spending on premises would be considered capital spending, to £30,000.

Governors reviewed and agreed the following documents:

- Local Authority Finance Manual
- Charging policy. It was noted that Pupil Premium funds may be used to subsidise charges where appropriate.
- Data Protection policy
- School Financial Regulations
- Major Incident plan and policy.
- Staff Recruitment policy.
- Debt Recovery policy.
- Whistle blowing policy.

Governors reviewed the School Improvement and associated costs.

Governors reviewed and approved the Credit Card policy

Mrs McDonald reported to governors on trees in the grounds adjoining the school which had been cut down by a neighbour and the cuttings left in the grounds. Mr White has sought advice from the L.A. as this is potentially a criminal act. Governors noted that the school is not responsible for the trees.

### **Academic Personnel and SEN Committee**

Mr Walker updated governors on some of the main items discussed which were:

- Proposed changes to sex guidance. Mr White is still awaiting advice from the Archdiocese.
- School Performance Key Stage Reports. Mr Walker updated governors on the progress being made this second term.
- School Improvement plan and Staffing. Mr Walker updated governors on the following reports:
  - Governors report on KS2
  - Governors report on SEN
  - Governors report on Science
  - Governors report on PHSE
  - Governors report for RE

Mr Walker reported back to governors on Safeguarding and tabled the following items:

- An incident in school where the police had to be called to remove a parent from school. Mr White has sought Safeguarding advice, and a decision has been taken to bar this parent from school premises.
- The school is facing legal action following an incident which occurred to a pupil last year. This has been referred to the school's legal team.

Mr Walker updated governors on September 2014 Curriculum and Assessment changes.

**13/62**      **OFSTED IMPROVEMENT PLAN**

Mr White explained that this is very much a working document that is changing, and will change again after the R.E. inspection.

**13/63**      **GOVERNING BODY DEVELOPMENT**

Miss Chapman explained that there is a need for the school to set up a staff pay committee and also a staff pay appeals committee.

The following governors volunteered to serve on the staff pay committee:

- Mrs McDonald
- Mrs Graham
- Miss Chapman

The following governors volunteered to serve on the staff pay appeals committee:

- Mrs Higgins
- Mrs Gormley

Mr Walker volunteered to become the safeguarding governor who will look into CPC and allegation against HT.

Miss Chapman tabled the Local Authority Review, and thanked all governors who completed the Skills Audit.

Miss Chapman tabled the need for a Governors Action

Committee to be formed. The following governors volunteered to join miss Chapman on this committee.

- Mrs Small
- Mr Carson

Miss Chapman will also approach Mrs Monkhouse.

## **13/64      ANY OTHER BUSINESS**

Miss Chapman circulated a thank you card from a member of kitchen staff whose request for a period of unpaid leave was granted.

Mr White tabled the Governors Decision Planner. Governors discussed ratified and approved. Miss Chapman signed.

Mrs Parry circulated the Terms of Reference which contained no alterations. This was duly signed by Miss Chapman, Mr White and Mrs McDonald.

Mr White informed governors that the school have agreed to a two day Local Authority Review, which will take place during October 2014. It is hoped that this review will improve the Ofsted rating.

Mr White circulated a document on the Primary Science Quality Mark, and informed governors that the school have received a bronze level. Governors thanked all of the staff for their hard work leading up to this. Governors praised the tremendous effort made by the teaching support staff.

Mr White tabled a letter from the parents of a Y6 pupil who has been selected to take part in the British Kick Boxing and Karate Championships. The parents have requested some contribution from the school towards the £500.00 that has to be paid to the squad. Governors discussed and agreed that Mr White should progress.

Mr White tabled the building work which is now complete except for the refurbishment of the head teacher's office. Governors approved this refurbishment at a cost of £3,368.

## **CLOSING PRAYER**

Fr Buckley closed the meeting with a prayer.

**DATE OF NEXT MEETINGS**

Governors agreed to the following meeting dates during the next academic year:

Academic Personnel and SEN Committee - Monday 6<sup>th</sup> October 2014 at 6.00pm

Finance and Premises Committee – Monday 13<sup>th</sup> October 2014 at 6.00pm

Full governors meeting – Monday 20<sup>th</sup> October 2014 at 6.00pm

Academic Personnel and SEN Committee - Monday 26<sup>th</sup> January 2015 at 6.00pm

Finance and Premises Committee – Monday 2<sup>nd</sup> February 2015 at 6.00pm

Full governors meeting – Monday 9<sup>th</sup> February 2015 at 6.00pm

Academic Personnel and SEN Committee - Monday 4<sup>th</sup> May 2014 at 6.00pm

Finance and Premises Committee – Monday 11<sup>th</sup> May 2015 at 6.00pm

Full governors meeting – Monday 18<sup>th</sup> May 2015 at 6.00pm

Signed By *C Chapman* Chair of Governors