

**ST WILFRID'S CATHOLIC PRIMARY SCHOOL  
FULL GOVERNING BOARD MEETING HELD  
ON 25<sup>TH</sup> MARCH 2019 AT 5PM**



**MINUTES**

**SPRING TERM 2019 (Meeting 3)**

**GOVERNORS PRESENT:** Mrs Geraldine O'Brien (Acting Headteacher);  
Mr John Rowbotham (Chair); Mrs Nicola Barton;  
Fr John Gorman; Mrs Linda Hill; Mrs Elizabeth Hopkins;  
Mrs Linda Horrocks; Mrs Lorraine Melling (Staff);  
Mr Edward Siddall; Mrs Karen Donlon; Mrs Angela Prescott

**IN ATTENDANCE:** Mrs Sharon Travers (Clerk)

The meeting opened with a prayer. The Chair thanked governors for their attendance.

**1. APOLOGIES FOR ABSENCE**

All governors were in attendance.

**2. STRATEGIC/URGENT ITEMS TO BE INCLUDED UNDER ANY OTHER BUSINESS**

- After school club and breakfast club – Payments.
- Leadership update.

**3. DECLARATION OF INTEREST**

No declarations were made.

**4. GOVERNING BOARD MINUTES**

**4.1 Approval of the minutes**

**Agreed** that the minutes of the Governing Board meeting held on **26<sup>th</sup> November 2018** be signed as a correct record by the Chairperson and to authorise publication in accordance with the School Governance (Roles, Procedures and Allowances)

**4.2 Matters arising from the Governing Board minutes:**

Page 2; Item 4.2– The school was compliant with GDPR, the DPO officer was due to complete an audit in May.

Page 1; Item 2 – The instrument to operate the signage at the top of the road had been received today. One of the signs does not work and the other sign was facing the wrong direction an engineer was due to fix the problem. The Chair had spoken to the LA to chase up the actions from the previous meeting, it was noted that the traffic survey had not been carried out. The Chair agreed to draw up a list of solutions that were required to make the school safer and send this to the LA. Governors discussed the possibility of involving a local councillor in their plight.

***ACTION 1 – Chair to produce a list of traffic controlling ideas and share with the LA.***

Page 3, Item 7 - The questionnaire was issued to governors at the meeting, the acting headteacher agreed to resend email information to The School Bus to enable governor log in.

Page 3, Item 9.1 – The Parent Governor had carried out the audit of the website and reported that the website was up to date and compliant.

It was **noted** that all other actions had been completed.

## 5. COMMITTEE MINUTES

### 5.1 Governors received the minutes of the following committees for information:

- Curriculum & Standards Committee - 16/01/19
- Finance, Staff & Premises Committee - 25/02/19
- Safeguarding & Admissions Committee - 04/03/19

### 5.2 Matters arising from the Committee minutes.

There were no concerns regarding this years' budget, the 3-year forecast budget was showing a deficit. Detailed discussions were to be had at the Budget Set Meeting on 30<sup>th</sup> April.

The school was currently obtaining quotes for tarmacng the area around the school.

Fr John had recently carried out a check of Safeguarding everything was up to date and there were no concerns. The school had adopted the LA Safeguarding policy.

#### ***Mrs K Donlon arrived at meeting at 17:21***

Formal notifications were being sent out to families every term in relation to attendance including lateness. Attendance had improved this year.

#### ***Mr E Siddall arrived at meeting at 17:24***

## 6. HEAD TEACHER'S TERMLY REPORT ON SCHOOL IMPROVEMENT

The Acting Headteacher report had been issued to Governors prior to the meeting, questions were invited, points **noted**:

- The school was really pleased with the parent survey, there had been very good feedback and some useful points were raised. Governors **thanked** the Acting Headteacher for conducting the survey.
- The drop-in wellbeing and mindfulness sessions had been running daily from 12- 12.30. The sessions had been very popular and feedback from both parents and children had been good, children felt that it was a safe environment to speak to someone. Sessions were also available during the day for pupils who needed extra support. All staff had been trained in safeguarding and were aware of who to report issues to. Governors **thanked** the staff for offering this service, it was good that the children were supported as part of the school ethos.
- An Independent Arborist had carried out a check on every tree in the school grounds and school field. the Arborist recommended that some trees should be under a TPO but not all of them as the LA had suggested. There were two trees that were being removed over the Easter Holidays due to health and safety reasons. Trees over hanging the boundary can be cut back to the boundary line, they were not allowed to be crowned or lifted without prior agreement. The school was not responsible for paying for this work to be done. Governors were to receive full feedback on the report once it had been received.
- Whole school attendance was 95.66%, with the removal of a child who was a non-attender and being currently dual schooled the figure was 96.26%
- Miss L Ramsdale had started her maternity leave.
- Voluntary Fund - Governors had an in-depth discussion about the voluntary fund, the Acting Headteacher agreed to find out more information.

***ACTION 2 – AHT to speak to bursar about the Voluntary Fund feedback to FSP committee.***

The Chair **thanked** the Acting Headteacher for the very thorough report.

## 7. ADMISSIONS (special needs and budgets)

Fr John and the Acting headteacher had met to review the applications against the admissions criteria, the report had been sent back to the LA. Final numbers were expected before the Easter holidays.

The board discussed mid-year applications and the implications on budget, staff time and board decisions. The school currently had 6 EHCPs in place, this was high in comparison to other local schools.

## 8. SAFEGUARDING

This item had been included in the Headteacher report

## 9. POLICIES FOR REVIEW AND APPROVAL

### Pay Policy

The committee **approved** the Pay Policy including the Holiday Pay on voluntary overtime and additional work amendment.

### Whistleblowing Policy

The committee **approved** the Whistleblowing Policy.

***ACTION 3 – The Clerk to contact HR again to obtain the policy in Word Format.***

## 10. FINANCIAL MANAGEMENT

Schools Financial Value Standard

Governors **approved** the SFVS

## 11. GOVERNANCE ITEMS

### 11.1 To consider Governor reports

Governors gave a verbal overview of their recent visits and thanked staff for their participation. It was **noted** that:

- Mrs M Hopkins had looked at Phonics.
- Mrs K Donlon had looked at SENCO
- Mrs N Barton had visited early years and looked at SEN
- Mrs Hill had recently carried out a Health & Safety visit and had undergone online H&S training via the NGA Link.
- Fr John had reviewed Safeguarding and had been involved in the recent Liverpool Archdiocese SIP visit.
- Mr J Rowbotham visited the Acting Headteacher on a regular basis in his role as Chair.

Governors were advised that information was available via the School Bus on governor visits including a list of responsibilities that governors needed to be aware of.

### 11.2 Governor Training

Governors feedback on the various training that had taken place since the last meeting. It was noted that the new training booklet had been issued from Governor Services, and that the board subscribed to the NGA learning link.

### 11.3 Governing Membership

There was one vacancy for a foundation governor.

The chair reflected that the Governing Board was a good board with a varied skill set of committee individuals, it was important to wait for the right person to join the board.

Fr John was currently trying to recruit someone to join the board with financial experience, Liverpool Archdiocese may be able to help in the search.

## **12 LA ITEMS**

### **12.1 Governance Training, Clerking and Support Buy-Backs**

The Clerk advised the board on the SLA.

Governors discussed the SLA and requested that several options were put together so that consideration can be given to the board meeting structure in line with budgetary constraints.

***ACTION 4 – Clerk to provide options and costings before the Budget meeting on 30/4/19***

### **12.2 Procedures for the Election of the Chair and Vice-Chair 2019/20**

**It was agreed:** That the procedures for the election of Chair and Vice-Chair to the Governing Body are as follows:

Term of Office for Chair / Vice Chair - 1 Year

Term of Office to Expire – August 2020

Election Procedure - Written nominations in advance and if none received nominations to be accepted at the Summer FGB meeting.

Nominee to be proposed or self-nominated.

Election Process - In the event of more than one nomination candidates were to leave the room whilst the vote was taken.

## **13. ANY OTHER BUSINESS**

### After school club and breakfast club – Payments.

The Acting Headteacher informed governors that there was an outstanding debt of £217 from the after school and breakfast club. The debt was being chased and the staffing issues in the Club had been resolved. The Acting Headteacher also asked permission to have a credit card issued to a new member of the afterschool and breakfast club team due to the change in staffing.

Several letters were issued to governors in regard to payment terms for the clubs. Letters were to be issued to parents, with the revised terms to commence after Easter. Governors **agreed** to the letters and process. A formal debt recovery policy was to be presented to the Finance, Staffing and Premises committee at the next meeting.

The Chair **thanked** the Acting Headteacher for this work.

***ACTION 5 - Debt recovery policy to be added to the FSP Agenda for approval.***

### Leadership Update

**The Acting Head teacher and Deputy Headteacher left the room at 18:51 whilst discussions took place.**

Discussions had under this item were deemed as confidential and can be found under **Appendix A Confidential Minutes.**

**The Acting Headteacher and Deputy Headteacher returned to room at 19:04**

## **14. BOARD REFLECTION**

Governors discussed their impact.

**15. CONFIDENTIALITY**

Governors were reminded of their responsibility in regard to confidentiality.

**16. DATES OF NEXT MEETINGS**

- 16.1 Full Governing Board: Monday 1<sup>st</sup> July 2019 at 5pm  
Monday 30<sup>th</sup> April 2019 at 5pm (Budget Setting) The Bursar was available to attend the meeting on 30<sup>th</sup> April. Mrs Hopkins and Mr Rowbotham tendered their apologies.
- 16.2 Committees:  
Curriculum & Standards: Wednesday 8<sup>th</sup> May 2019 at 4.30pm  
Finance, Staffing & Premises: Monday 10<sup>th</sup> June 2019 at 5pm  
Safeguarding & Admissions: Monday 17<sup>th</sup> June 2019 at 5pm

**The meeting closed at 19:05**

## ACTION TABLE

No	Page & Item	Action	Who	Due date
1	Page 1; Item 4.2	Chair to produce a list of traffic controlling ideas and share with the LA.	Chair	10/6/19
2	Page 2; Item 6	AHT to speak to bursar about the Voluntary Fund feedback to FSP committee.	AHT	30/4/19
3	Page 3; Item 9	The Clerk to contact HR again to obtain the policy in Word Format.	Clerk	10/6/19
4	Page 4; Item 12.1	Clerk to provide options and costings before the Budget meeting on 30/4/19	Clerk	30/4/19
5	Page 4; Item 13	Debt recovery policy to be added to the FSP Agenda for approval.	Clerk	10/6/19