

**ST WILFRID'S CATHOLIC PRIMARY SCHOOL
FULL GOVERNING BOARD MEETING HELD
ON 26TH NOVEMBER 2018; 5.00PM to 7.00PM**



MINUTES

AUTUMN TERM 2018 (Meeting 2)

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

IN ATTENDANCE: Mrs Sharon Travers (Clerk)

The meeting opened with a prayer.

1. APOLOGIES FOR ABSENCE

Apologies were *received* and *accepted* for Mrs Angela Prescott and Mrs Karen Donlon

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

Mr Ali, a Traffic Engineer from Wigan Council, had been invited to attend the meeting to advise governors on the issues raised at the Finance Staffing and premises meeting on 5th November. Questions raised were:

Q. What was the speed limit outside the school?

A. The legal limit was 30mph, the advisory zone limit was 20. The signs were working to reduce collisions and slow drivers down,

Q. The school was concerned that there wasn't a crossing patrol person in post at present, and that the flashing light was not working to warn drivers. What can be done about this?

A. The LA were still actively trying to recruit a crossing patrol person, due to the shortage of applicants and staff, it was difficult to fill the role. Schools were graded A-C, the school was grade C so it was not a high priority position. The school crossing patrol department can advise on this in more detail. The school had advertised for the position on the school newsletter and website. The Road Safety team from Wigan had been into school to teach safe crossing of the roads. The LA were to issue a key to the school to operate the light.

ACTION – LA to issue school with the Signage Operation Key.

Q. Why was the school only a Grade C, the road was very busy?

A. The gradings' were down to traffic flow, when the survey was carried out by TFG the traffic flow was slow. The current signage and the statistics from the survey showed that the road was a lot safer than other roads in the area.

Q. When was the survey carried out?

A. Not sure, Mr Ali agreed to find out when the last traffic survey had been carried out and inform the Acting Headteacher. The cost for a survey was around £1000. When a survey was carried out road usage was monitored at different times of the day and was usually carried out over a 7 day period.

ACTION – LA to feedback to Acting Headteacher regarding the survey dates.

Q. Signage – was there anything more that can be done to make visibility better?

A. When the vehicle activated sign was back on and working, then the signage was suitable for the road. It was not relevant for the sign to be on all the time, and it wasn't to be on at night.

Q. If raised cushions were put outside the school would extra signage be needed?

A. Yes.

Q. The school had previously requested a zebra crossing be installed on the road, it would enable safe passage to and from the school and also the play area adjacent to the school, was this something that the LA can look at?

A. Mr Ali informed the board that this may be a possibility and would be reviewed.

It was **agreed** that the Engineer was to carry out the actions and feedback to governors, it was felt that this needed to be addressed quickly due to the risks associated with the road. As a temporary measure the site manager was to operate the flashing signage.

Governors also informed Mr Ali that parents had reported their concerns directly to the LA but had not received any response.

The board **thanked** Mr Ali for attending the meeting and he left at this point.

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 **25th June 2018 and 17TH September 2018** be signed as a correct record by the Chairperson and to authorise publication in accordance with the School Governance (Roles, Procedures and Allowances) it was **noted** that on page 4 of the June minutes the spelling of Schudio was incorrect.

4.2 Matters arising from the Governing Board minutes:

25/6/18; Page 6; Item 13 – Templates had been provided for adoption from St Edmund Arrowsmith, the DPO was due to visit again when there was someone in post. The school was compliant as it had up to the agreement.

25/6/18; Page 7; Item 17.1 – The Chair had attended the pay committee meeting instead of Mrs M Hopkins. Mrs Hopkins was to attend the committee next year.

17/9/18; Page 3; Item 8.1 - Mrs N Barton was a member of the Finance, Staffing and Premises committee.

ACTION - The Clerk to email the Acting Headteacher a PDF copy of the minutes. Acting Headteacher to upload minutes on the Website.

5. HEAD TEACHER'S TERMLY REPORT ON SCHOOL IMPROVEMENT

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

A CDC (government) building inspection was to take place on Friday 30th November. There was no named person attending it was noted that Chris Williams from the Archdiocese had told Head teachers not to be concerned about the inspections. The school had been requested to complete a questionnaire regarding the building, this had been completed and returned. An electrical report had been completed in 2015 and all the remedial works had been carried out. The new report was not due until 2020.

Whole school attendance was 96.46% governors had a discussion regarding pupil criteria for inclusion into this figure.

Q. The 5 children in Year 6 for CFC, what was happening to support them?

A. There were interventions in place for children. The children were being monitored but at present outside agencies weren't involved. Some children were expected to hit progress targets but not attainment.

Q. Had the staff/SLT reviewed how the relationship and sexual education aspect had been taught last year?

A. Yes staff felt that it needed to be embedded more with the 'Come and See' curriculum area, instead of a separate block of teaching. Teachers agreed to identify where it best fits into the curriculum for delivery next year.

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

6. ANNUAL REPORT ON PERFORMANCE MANAGEMENT

The item was covered under Section 5 Headteacher Report. Fr John informed governors that as a results of the annual performance review process, the Pay Committee had met and agreed the pay awards.

7. SAFEGUARDING

The Acting Headteacher and Fr John had agreed to meet to review all the policies that were affect by the new KCSIE policy.

All staff had recently received training via a questionnaire from The SchoolBus on safeguarding. The questionnaire was a really useful tool. Governors **agreed** that they would carry out the same training by completing the questionnaire.

Fr John had checked the single central record, changes had been made to the document so all the required information was together in one place.

Governors were reminded to read Part 1 and 2 of KCSIE and complete the declaration on the HUB.

ACTION – Acting Headteacher to arrange log on details for governors on the SchoolBus and send to the Clerk for distribution.

Governors to complete the safeguard training and read relevant sections of KCSIE.

8. FINANCIAL ITEMS**8.1 SOFA**

The SOFA had been approved at the Finance, Staffing and Premises committee. The Board **ratified** the document. It was **noted** that there had been no changes to the levels of delegation due to the link with Liverpool Archdiocese.

9. POLICIES FOR REVIEW AND APPROVAL**9.1 Safeguarding (KCSIE)**

The policy was currently being reviewed by the SLT, any changes were to be presented at the safeguarding committee. The Acting Headteacher was to check the website to ensure compliance with the policy.

***ACTION – Clerk to add onto Agenda for the Safeguarding Committee.
Acting Headteacher to review website.***

10. GOVERNANCE ITEMS**10.1 To consider Governor reports**

None to report.

10.2 Governor Skills Audit Matrix

The chair informed the board that the skills matrix had been completed, and he was satisfied with the skills sets in committees.

10.3 Governing Board Evaluation.

Governors felt that it was a strong governing board and the recent skills audit showed governors were well matched to their committee positions.

10.3 To consider Governor/Governing Board training and development for the ensuing year.

Mr Siddall had received the induction pack from Governor Services, and was advised to log onto GovernorHub.

10.4 Website Compliance Checklist

Mr Hassan and Mrs L Hill had checked the website for compliance. The Acting Headteacher requested that a parent governor reviewed the website and feedback any issues or proposed changes. Mrs Barton volunteered to carry out the review.

ACTION – Mrs N Barton to review the website.

10.5 Governing Board Membership and contact details

The Chair advised the board that there was currently one vacancy on the board, ideally the vacancy was to be filled by someone with a finance background. Fr John was currently looking into this.

11 ITEMS REQUESTED FOR CONSIDERATION BY THE LA.

11.1 Employment Handbook Policies and Procedures –

Leave of Absence Policy.

The policy would be deferred for adoption to the Finance Staffing and Premises Meeting. The clerk was requested to issue the policy to all governors for review prior to the meeting. The Acting Headteacher to gain clarification from HR on what changes the board could make to the policy.

ACTION – Acting Headteacher contact HR; Clerk issue Policy via HUB; Governors review document.

Teaching Trade Union Facilities Time Agreement

The board ***noted*** the revised agreement.

Organisational Change Policy (Schools)

The board ***noted*** the revised policy.

Childcare Disqualification requirements (August 2018)

The board ***noted*** the amendments.

Safety Policy (Schools) – The Control of Legionella Bacteria in Water Systems

The school ***adopted*** the policy. Arcadis ensure that the school was compliant and legionella checks were contracted out to a company, which the school had been for several years, this ensures we are compliant.

11.2 To consider proposed changes to the co-ordinated admission arrangements for 2020/21.

The Acting Headteacher talked thorough the proposed changes in the Archdiocese admissions, it was felt the impact was minimal. The archdiocese was in agreement with the DFE and LA changes to the admissions criteria, Liverpool Archdiocese was consulting on behalf of catholic schools with the LA. No action was required by the board.

12. COMMITTEE MINUTES

12.1 Governors received the minutes of the following committees for information:

- Safeguarding & Admissions Meeting 8th October 2018
- Curriculum & Standards Meeting 1st November 2018.
- Finance, Staffing & Premises Meeting 5th November 2018

12.2 Matters arising from the Committee minutes.

None to report.

13. ANY OTHER BUSINESS

The Catholic Heads Strategic Plan had been issued to governors at the meeting.

Schoolbus – Governors were requested to complete the form, to enable registration to the resource.

Incident - There had been an incident in school involving a grandparent tripping whilst leaving the nursery area. Mr McCarthy, LA H&S advisor had carried out an assessment of the area and review of all pathways around the school. The report had been issued to the Acting Headteacher.

Arcadis had been into school to survey the grounds for future reference. The school was responsible for carrying out remedial works.

Staff members left the meeting at 18:25

Staffing Matters – this item had been deemed as **confidential** and can be found under **Appendix A – Confidential minutes.**

Staff members returned at 18:58**14. BOARD REFLECTION**

Governors felt that the meeting had been productive as there was a real focus on the impact of the full school structure.

15. CONFIDENTIALITY

Governors were reminded of their responsibility in regard to confidentiality. Discussions had under **Item 13 AOB Staffing Matters** were deemed as **confidential** and can be found under **Appendix A – Confidential Minutes.**

16. DATES OF NEXT MEETINGS

16.1	<u>Full Governing Board:</u>	Monday 25 th March 2019 at 5pm Monday 1 st July 2019 at 5pm
16.2	<u>Committees:</u>	
	Curriculum & Standards:	Wednesday 16 th January 2019 at 4.30pm Wednesday 8 th May 2019 at 4.30pm
	Finance, Staffing & Premises:	Monday 25 th February 2019 at 5.00pm Monday 30 th April 2019 at 5pm (Budget Setting) Monday 10 th June 2019 at 5pm
	Safeguarding & Admissions:	Monday 4 th March 2019 at 5pm Monday 17 th June 2019 at 5pm

The meeting closed at 19:00