MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON

Wednesday 9th October 2019

Present:

Foundation Governors, Kath Brown, Steven Driscoll, Sian Lia, Stuart Lyon
LEA Governors: Mary Samothrakis, Maureen Harris (MH) (Chair), Michael Howells (arrived 2.19.3).
Parent Governor: Luigi DeLuca.
Staff Governors: Helen Oyston, Lisa Pattison
Headteacher: Mike Flynn.
LA: Neil Hardee (NH)
Consortium: Kate Rowlands (KR)
Internal Audit: Chris Pike and Rachel Wetherill (RW)
HR: Anita Batten (AB) (arrived 2.19.3)
Governor Services: Ruth Lock
Clerk: Catherine Chambers.

2.19.1 Opening Prayers led by Maureen Harris.

2.19.2 **Apologies & Welcome:**

Apologies were received and noted from Kathryn Burke, Tony Bishop and Paul McManus.

The Chair welcomed new Governors Stuart Lyon, Foundation Governor and Lisa Pattison, Non-Teaching Governor.

Governors were informed that Paul Moriarty would be joining us as a Foundation Governor and Shikala Mansfield as an LA Governor shortly.

Also visitors from Internal Audit were introduced and welcomed, Chris Pike and Rachel Wetherill.

2.19.3 Finance

Rachel Wetherill from Internal Audit explained that she had recently inspected 2 Private Bank Accounts. The After School Account from 2013- present and the Governors Account from 2015-present following the Best Practise Guide. The certificates were accepted by the GB.
Governors had been sent the summary of findings in advance of the meeting. RW explained that she had prepared financial statements on a cash basis and an explaination was shared. RW recommended that an income register was implemented, further recommendations were shared and accepted which were highlighted on the Audit Certificates.
M How arrived.

Governors raised questions regarding income and expenditure, the treasurer and insurance. Governors challenged the number of bank accounts linked to the After School Club and questioned the relationship between accounts. A discussion took place and Internal Audit suggested simplifying this by only having 2 accounts, current and savings. It was confirmed that the monies belong to the school and the club is non-profit.
AB joined the meeting.

MF confirmed that the School Fund had been audit was up to date however the previous year remained outstanding. Following a discussion Internal Audit were commissioned by the FGB to audit the School Fund for the previous year.
Chris Pike and Rachel Wetherill were thanked and left the meeting.

2.19.4 Business Interests

None received.

New business interest forms were collected from new governors.

2.19.5 Approval of minutes of previous meetings

The minutes from the FGB meeting on 5.9.19, the Curriculum meeting on 1.10.19 and the Resources meeting on 2.10.19 were all proposed and seconded as a true account of the meetings.

2.19.6 Matters Arising

Completed

a. MF to supply the GB with a timetable/year planner outlining staff, the schedule of dates.
b. All governors to make an appointment to visit the school – learning walks planned.
c. Election and appointment of parent governor and non-teaching governor to be held.
d. MF to bring the balances of the Unofficial School Fund and Governors Accounts to the Full GB – completed by audit.
e. MF to revisit the H&S report to correct punctuation errors.
f. Audit certificates required for 2 unofficial funds
g. SD to contact Phil Andrew re: Lockdown Policy
h. Invite TAs to a committee meeting in the autumn term with a view of a presentation
i. Attendance and Wellbeing Policy adopted

Ongoing

j. MHow to request a Service Level Agreement from the Archdiocese – *a discussion took place, Governors questioned if there would be an extra provision. NH informed the FGB that legal advice had been requested.*
k. MH to chase C Jones regarding Land Registry – *waiting for response, MH to follow up with AR. CC to apply to Land Registry Dept for whole site, fee to be paid from Gov Fund.*
l. The draft framework for year planner tabled by M Harris would be discussed and finalised at committee level with the view of being brought back to the FGB for approval.
m. MF to supply the GB with staff names and their roles within the school to aid contact and visits – *suggested taking a photo of the staff board to circulate.*
n. PMcM to circulate the Audit Report

Resources

o. Solution for Letting Policy - *ongoing*

Curriculum

p. Section 50 PIAP – *ongoing*

2.19.7 Report from Resources and Curriculum Committees

Curriculum - MH confirmed that the last meeting had been positive, TAs were praised for their contribution. Children were proved to be making good progress evidenced by books presented by Claire Rodderick. The minutes were agreed and the GB asked if Lee Mallane, RE Co-ordinator could be invited to the next Curriculum meeting being held on 14.11.19.

Resources – the minutes were discussed and agreed. Governors approved the Parent Council form of interest which would be distributed following the close of the Parent Governor election. NH updated Governors on the planned carpark improvements.

2.19.8 Out of School Club

Governors discussed the future of the After School Club following MFs (registered person) retirement and agreed that all entity needed to be formalised. Following a detailed discussion Governors agreed to delegate a sub-committee to finalise the arrangements. PMcM, MHow, LDeL, MF and SL agreed to be members and parents would be assured that Governors are working towards a resolution.

2.19.9 Agree timescale and production of the annual report to parents.

The GB decided that the Report to Parents timescale would be decided next term.

2.19.10 Policies

The following policies had been shared with the FGB in advance of the meeting. Following a discussion all were adopted.

- Charging and Remissions Policy 2019
- Health & Safety Policy 2019
- Local Authority Safeguarding Policy 2019
- Lockdown Policy and Procedure
- Local Authority Attendance and Wellbeing Policy

Although the Lockdown Policy and Procedure was adopted concern was raised regarding the caretakers house. Also the GB agreed to investigate thumb locks for external doors. Governors also agreed that the policy would be revisited on a regular basis, and a drill would take place once a term initially with a view of being reduced to an annual basis. This would be communicated to parents via newsletter.

2.19.11 Admissions Policy, Lettings Policy

A discussion took place regarding the Letting Policy. The GB agreed that this would be linked to the After School Club and delegated to sub-committee level with the view of coming back to the FGB for approval.

The Admissions Policy 2021 was approved and agreed to be presented for consultation.

2.19.12 Safeguarding, including review of the Safeguarding Action Plan

MF informed the FGB that the Safeguarding Action Plan had been approved and signed off by Nikki Loukisas.

2.19.13 Appoint Link Governors with additional responsibilities

Following a discussion the following Link Governors were appointed:

ALN - Kath Brown
Child Protection/Looked After Children - Steve Driscoll
Health & Safety - Paul McManus
Governor Training - Catherine Chambers
Equalities - Julia Holston Clark
Curriculum Links - Maureen Harris

2.19.14 Governor Development

Ruth Lock from Governor Services informed the GB that a new training schedule was being finalised and would be available shortly.

A discussion took place regarding the Governing Body development in the future. It was highlighted that Governors needed further training to take control when the temporary additional Governors term ended. MH assured the GB that she would remain as Chair until a new HT was appointed to enable continuity. NH assured the Governors that guidance from the LA would continue to be provided.

It was confirmed that Governors are linked to the ESTYN recommendations. SL & LDeL shared that they had visited the school looking at PRISM and IT. MH also had visited several times as Chair and Steve Driscoll had visited looking at Safeguarding. It was confirmed that first hand evidence was recorded using the Governor Link Visit forms.

2.19.15 To receive the resignation of the Head Teacher and plan a timescale for interview of a successor

The Full Governing Body formally accepted MFs resignation and thanked him for his years of service.
MF left meeting.

Anita Batten (AB) from HR was introduced, AB informed the GB that she would lead them through recruitment process and would send recruitment guidance to the Clerk to distribute which would include a tool kit and application pack. Basic recruitment packs were distributed.

AB explained that a selection panel needed to be selected and the process in detail. Bespoke training would be provided for the panel who would be responsible to compile a Headteacher's job description, personal specification and the advert. Also the activities, pupil engagement and the carousel of interviews would also be decided by the panel.

The GB were informed that HR would support the Governors through the process and would work on the schools behalf to receive applications and the distribution to the panel for shortlisting. However the Clerk would be responsible for the collection of references.

The GB discussed priorities and timetables. Following a detailed discussion the GB decided to appoint a Headteacher by the end of the Autumn Term with the view of starting in the Summer Term. Kate Rowlands informed the FGB that she was liaising with the Archdiocese and the Chair of GB to find an experienced Interim Headteacher for the Spring Term and for continuity Jane Cobb and Claire Rodderick will remain in post until the end of the academic year. Parents will be informed as soon as the Interim Headteacher was confirmed.

Governors raised questions regarding NPQH and staff governor involvement. A very detailed discussion followed this.

Governors discussed, reviewed and decided on the new Headteacher's salary. The Recruitment Panel was confirmed, dates they would meet and dates of interview were decided – see confidential matters.

2.19.16 Correspondance

None received – check with MH

2.19.17 Determination of matters to be regarded as confidential

None

2.19.18 AOB

The committees were re-visited:
SL agreed to join the Resources, Staff Disciplinary & Dismissal and the Complaints Committees.
LP agreed to join the Curriculum Committee.
Shikala Mansfield was assigned to the Curriculum and Performance Management (Appeal).
Paul Moriarty was assigned to the Curriculum and Resolution Committee.

Action Points

New Action Points

a. Annual Report to Parents timescale to be decided.
b. CC to apply for Land Registry.
c. Lee Mullane to be invited to the next Curriculum meeting on 14.11.19
d. Admission Policy 2021 to be sent for consultation.
e. Internal audit to complete annual audit for School Fund.

Ongoing

e. MHow to request a Service Level Agreement from the Archdiocese – *a discussion took place, Governors questioned if there would be an extra provision. NH informed the FGB that legal advice had been requested.*
q. MH to chase C Jones regarding Land Registry – *waiting for response, MH to follow up with AR. CC to apply to Land Registry Dept for whole site, fee to be paid from Gov Fund.*
r. The draft framework for year planner tabled by M Harris would be discussed and finalised at committee level with the view of being brought back to the FGB for approval.
s. MF to supply the GB with staff names and their roles within the school to aid contact and visits – *suggested taking a photo of the staff board to circulate.*
t. PMcM to circulate the Audit Report

Resources

u. Solution for Letting Policy - *ongoing*
v. Attendance and Wellbeing Policy – *MHow and MF to highlight and suggest changes to the FGB by 12.7.19. CC to send to GB in advance of the meeting - ongoing*

Curriculum

w. Section 50 PIAP – *ongoing*