



**ST ALBAN'S CATHOLIC PRIMARY SCHOOL  
GOVERNING BOARD**

*Love one another as I have loved you*

**MINUTES OF A MEETING  
OF THE GOVERNING BOARD  
28 JUNE 2022 at 1900 hours**

*[first draft to HT: 05/07/22: amended draft sent to HT 12/08/22]*

**PART ONE**

**ATTENDANCE**

Name	Category	Term expires	Designated role/s	Present	Absent
John McDonald	Headteacher	Ex-officio	Headteacher	P	
Kevin Doogan	Foundation	31/08/2022	Chair Governors: Assets	P	
Nicola Boyd	Parent	31/08/2022	Assets: Parish/Community	P	
Claire Connor	Foundation	31/08/2022	Standards		A
Brigid Gribbin-Bartlett	Foundation	31/08/2025	Standards: V/Chair Parish/Community	P	
Colette Haig	Staff	31/08/2024	Standards: Parish/Community	P	
Lucy Lowe	Foundation	31/08/2024	V/Chair Governors: Standards	P	
Teresa Marnell	Co-opted	31/08/2023	Parish/Community	P	
Peter Matthews	Foundation	31/08/2025	Assets Chair		A
Bernadette Mooney	LA	31/08/2023	Assets		A
Catherine Moor	Foundation	31/08/2025			A
Bridget Pullen	Parent	31/08/2022	Assets: Parish/Community	P	
Father Ramesh	Foundation	31/08/2026		P	
Claire Suffield	Foundation	31/08/2024	Standards		A
<b><u>In attendance/observers:</u></b>	Kelly Nuttall, Deputy Headteacher Eileen Coyle, Clerk to Governors				

## KEVIN DOOGAN in the CHAIR

The Chair invited everyone to join in reciting The Governors' Prayer.

### 1 WELCOME/APOLOGIES FOR ABSENCE/DECLARATIONS OF INTEREST/MEMBERSHIP OF THE GOVERNING BOARD/- INSTRUMENT OF GOVERNANCE, STATUTORY REVIEW.

The Chair welcomed and thanked everyone for their attendance at the final meeting of the Governing Board in the academic year. He warmly welcomed Father Ramesh as Foundation Governor.

Apologies for absence were received from Peter Matthews and Claire Suffield. The absences of Catherine Moor, Claire Connor, and Bernie Mooney were noted.

The Governors declared that there were no changes to the Declarations of Interest made following the Board meeting in Autumn 2021.

Having reviewed the agenda, the Governors confirmed that they had no personal, financial, contractual or prejudicial interest in any item on the agenda for to-day's meeting.

The terms of office of the Foundation Governors, Kevin Doogan and Claire Conner, and the Parent Governors, Nicola Boyd and Bridget Pullen, were due to end on 31 August 2022. Claire Suffield had given notice of her intention to step down as Foundation Governor. Bernadette Mooney had stepped down as LA Governor. Lorraine Adamson had been appointed LA Governor.

**ACTION POINT:** Nominations for parent governor to be invited, with elections organised, if needed, before the 'business' meeting takes place in September.

### 2 MINUTES OF THE MEETING ON 29 MARCH 2022/MATTERS ARISING

**RESOLVED:** To confirm that the minutes of the meeting of the Governing Board on 29 March 2022 are a true and accurate record of the meeting.

**Matters arising: Action Points.**

**DIRECTED READING TIME:** The Headteacher explained that the Governors' request for targeted reading time at the end of the school day could not be implemented because to do so would exceed the 1265 directed teaching time stipulated in the Teachers' Pay and Conditions document. The pay scale for TA2's does not extend to covering directed reading time.

**BEHAVIOUR POLICY:** The revised Behaviour Policy and St Alban's Behaviour Blueprint had been forwarded to the Governors prior to the meeting. The staff had been trained on the new Policy.

The Chair commented that the Behaviour Policy is very clear, and he could see how it would work. It is a good policy and gives clarity to the parents.

**RESOLVED:**       **To adopt the Behaviour Policy from 1 September 2022.**

Discussion continued on the increase in the cost of living, parents' voluntary contributions towards the cost of homework books [when the Headteacher confirmed that the cost had been subsumed into the school's budget this year], the after-school club, and that some children find the homework too difficult.

**ACTION POINT:**       **The Headteacher to review the Homework Policy and bring to the next meeting of the Board.**

### **3 MINUTES OF GOVERNORS' COMMITTEES**

**STANDARDS COMMITTEE: 24 MAY 2022:** The Headteacher advised that the Standards Committee had discussed outcomes and pupils' achievements, an action plan had been put in place, and he had responded to the question: *'Where are you up to now?'*

A governor enquired where this school is based against similar schools and nationally, and whether they can be benchmarked.

The Headteacher replied that this school was moderated and quality assured in the Autumn. He commented that some children had been extremely affected by the pandemic and emotionally they were not ready when they returned to school after the lockdown. He described the pastoral care provided by the school which necessitated building up the children's social skills in addition to everything else.

The Governors shared experiences and the impact of the pandemic on their own children.

The Headteacher continued that the positives are the school knows exactly where it is, the right resources are in place and the staff are working extremely hard to support the children. Last year, the children had been about three months' behind. Now, they are not too far away due to the impact of the catch-up funding, national tutoring and school-led tutoring. For many children, this is their first full year at school; they are 'worn out' and they need a break.

The Chair stated that, to his mind, improvement starts with evaluation, and that has happened. The Headteacher has shared outcomes and his thoughts and he has highlighted the intense work needed to get the school to where it is to-day. He predicted that the governors would like the new staffing structure, the Headteacher had talked about the involvement of Governors in monitoring, and a plan is in place.

The Governors cannot change the past, but they can have an impact going forward by making sure that as a Governing Board they fully support the Headteacher and the staff.

**ASSETS COMMITTEE: JUNE 2022:** The Chair reported that the Assets Committee had looked at the budget, staff restructuring, and policies which at that time were awaiting confirmation from the unions.

**RESOLVED:**       **To approve budget for 2022/23 as presented.**

#### **4 REPORTS**

**HEADTEACHER'S TERMLY REPORT:** The Headteacher expanded on his report under the headings –

**SCHOOL CONTEXTUAL DATA:** With only 36 children expected to join the school in September, consideration needs to be given to reducing the Planned Admission Number.

**ACTION POINT:**       **Planned Admission Number to be included on the agenda for the next Governors' meeting.**

**SINGLE CENTRAL RECORD:** The records have been updated and are all now 'live'

**THE DELEGATED BUDGET:** The Assets Committee had approved a balanced budget for 2022/23, with credit balances being carried forward in 2021/22 and predicted for 2022/23.

**PERSONNEL POLICIES AND PROCEDURES:** A major consultation exercise, involving the Dioceses, the professional associations and school staff, had reached the final stages of negotiation.

**IN-YEAR TRANSFERS:** It is no longer a statutory requirement for the LA to co-ordinate in-year transfers. Under the school admissions code 2021, voluntary aided schools must inform the LA annually whether or not they intend to be part of the LA's arrangements to co-ordinate In Year Admissions.

**ACTION POINT:**       **The LA to be advised that the Governing Board of this school wishes the LA to continue to co-ordinate In Year Admissions on its behalf.**

**STAFF ABSENCES:** The Headteacher explained that staff that are not well are supported by the school, the staff who are protected by disability legislation are known, risk assessments are carried out and, when appropriate, referrals are made to Occupational Health for further support.

Over time, the number of one/two day staff absences, usually at the start or end of the working week, had increased and although not challenged in the past, they are now. The staff have been made aware that attendance is monitored regularly and

that certain absences are recognised as triggers for implementing the Sickness Absence Policy.

**POLICIES AND PROCEDURES:** The Headteacher confirmed that final agreement had been reached on the Personnel Policies and Procedures.

**RESOLVED:** To adopt the policies and procedures from 1 September 2022 –

- **Capability**
- **Disciplinary**
- **Grievance**
- **Appraisal**
- **Sickness**

**TEACHING STAFF STRUCTURE:** The Headteacher gave a detailed presentation on the proposed teaching staff structure from September 2022. He invited the Governors to support his proposals.

Interviews for the new posts had been arranged for Thursday next. Discussion continued on the criteria for the award of TLR allowances.

**RESOLVED:** To approve the Teaching Staff structure for 2022/23.

**CURRICULUM:** The staff had worked hard on the detailed planning of the curriculum over the summer. Medium term plans have been written for implementation from September.

**SCHOOL DEVELOPMENT PLAN:** The Headteacher reported that he was currently writing the SDP and would share it with the Governors at the meeting in the Autumn Term.

**ACTION POINT:** The School Development Plan to be included on the agenda for the Governors' meeting in the Autumn term.

## **5 GOVERNORS' MONITORING AND REVIEW**

**GOVERNING BOARD'S GOALS/STRATEGIC PLANNING, POST LOCKDOWN:** Catch up funding etc had been used to support the children's health and wellbeing. The Governors hold the Headteacher to account by receiving reports.

**ACTION POINT:** Look again in September and assess Impact.

**SCHOOL'S SELF EVALUATION:**

**ACTION POINT: To update the SEF.**

**GOVERNMENT WHITE PAPER: OPPORTUNITY FOR ALL:** The LA had written to maintained schools seeking the views of Headteachers and Governing Boards on the impact of the White paper, specifically in relation to the expectation that all schools would be part of a multi-academy trust by 2030. The LA had invited responses to two specific questions concerned with joining an existing MAT or joining a LA MAT should one exist in Wirral.

The expectation was that Catholic voluntary aided schools would join a Catholic Multi-Academy Trust. The Headteacher showed, for information, the structure of the Holy Family MAT in Wirral.

The Chair advised that he expected that the Diocese would prepare a response to the White Paper and that it would be published when it would be brought to the Governing Board. Meanwhile, the Board needed to seek as much information as possible to enable an informed choice to be made, sooner rather than later.

**SCHOOL MEAL CHARGES:** Edsential had given notice of an increase in charges for a paid meal from £2.35 to £2.45, from September 2022.

A Governor enquired about the feasibility of bringing the service in-house. No support for the proposal was forthcoming; the staff governor reported that the service received from Edsential had improved, and the cook in charge is very co-operative.

The Chair directed that Edsential continues as the school meals provider for this school, and that the standard of service received should be monitored.

**BRIEFINGS:** The Chair gave an overview of the Diocesan and the LA briefing. The LA briefing had made reference to a minute book in.

**ACTION POINT: The Headteacher to arrange for a minute book to be compiled, for presentation for signature at each Governors' meeting.**

The Diocesan briefing had mentioned the retirement of Julie Johnson and an Academic Mass at Christ the King on 6 July.

No further correspondence had been received.

## **6 HEADTEACHER'S AND STAFF WELLBEING**

The Chair asked the Headteacher how he was feeling generally.

In reply, the Headteacher stated that inevitably some staff members react to change, which is all made for the right reasons based on the needs of the children. He illustrated this remark by saying, '*Some people are on the bus and some want to get*

*off the bus*'. He continued that sometimes wellbeing is about feeling that you are achieving something, and you have a common purpose. Having a Deputy Head had eased his personal workload because it meant a shared workload and a shared understanding of where the school is headed. The Deputy Head is forging relationships with and is working alongside the staff.

The Chair stated: We started by looking at outcomes, then we heard about the changes to the curriculum, restructuring and the monitoring that is going on, and coming out of that is the realisation of what has been done. Actions are in place, things are moving forward, and now Covid is over, the Governors can visit the school more and meet the staff. People are aware of their responsibilities and they know that the governors are there, and they support them.

The Headteacher replied that self-awareness is hugely important. He regularly asks himself, – 'Are the storm clouds gathering? What can I do differently?' It can be challenging at times especially when dealing with someone who is reluctant to change. He added that he felt supported by the Governors and hoped that he was doing the right things in terms of the school.

The staff Governor commented that the staff know that they can *knock on the Headteacher's door* and that he is always accessible.

## **7 OTHER BUSINESS**

The Headteacher stated that he wanted to have open meetings where people can 'vent' their feelings. He enquired whether it would be worthwhile having an official Facebook page.

He described arrangements in hand for a 'proper' sports day, and enquired if that was something the Governors wished to continue with.

## **8 PREFERRED START TIME FOR GOVERNORS' MEETINGS IN 2022/23**

The Headteacher suggested that rather than have set times for Governors' meetings, it would be more productive for the start time for the next meeting to be set at each meeting.

No alternative proposals were forthcoming from the Governors.

## **9 DATE OF NEXT [BUSINESS] MEETING**

**TUESDAY, 13 SEPTEMBER 2022 at a time to be agreed.**

The meeting continued in closed session.

**10 CONFIDENTIAL MINUTES OF THE MEETING ON 29 MARCH 2022/MATTERS ARISING.**

**RESOLVED:** To confirm that the minutes of the confidential meeting of the Governing Board on 29 March 2022 are a true and accurate record of the meeting.

There were no matters arising.

In closing the meeting at 2110 hours, the Chair thanked the Governors for their input at a really good meeting.

**I CONFIRM THAT THE ABOVE MINUTES ARE A TRUE RECORD OF THE MEETING OF THE GOVERNING BOARD ON 28 JUNE 2022.**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CHAIR**