

Agenda for a meeting of the Full Governing Body

Date: 06-12-23
Time: 7pm
Venue: Zoom



In Attendance : Kevin Doogan (Chair), Peter Matthews (Vice chair), John McDonald (Headteacher) Jill Formston, Charles Donnelly, Teresa Marnell, Colette Haig.

Also in attendance: Joanne Holmes (Clerk)

NON-CONFIDENTIAL MINUTES

1	Welcome and apologies
	The headteacher welcomed the governors to the meeting, which began with a prayer. Apologies had been received from RA, BGB and CM which were accepted by governors.
2	Confidentiality
	The headteacher reminded governors of the importance of confidentiality.
3	Declarations of Interest
	There were no new interests to declare in connection with the agenda.
4	Membership – Vacancies
	The headteacher informed governors that there are two parent-governor vacancies and one foundation. The HT informed governors that there is a delay in joining the MAT, and it will be 01/02/24.
5	Governors Skills audit

	<p>The headteacher informed governors that the governing board is a very skilled board. The HT talked about being top-heavy due to the number of parent governors and that the school might need to consider moving a foundation governor to a parent governor role.</p> <p><i>Q: Isn't one of the foundation governor's children due to leave this academic year?</i> <i>R- Yes, as of September, CM won't be a parent governor.</i></p>
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<p>6</p>	<p>Election of Chair</p>
	<p>Kevin Doogan was nominated as chair</p> <p>Outcome: All governors agree to KD becoming chair for a period of 12 months</p> <p>Peter Matthews was nominated as vice chair</p> <p>Outcome: All governors agree to PM becoming vice chair for a period of 12 months</p>

<p>7</p>	<p>Minutes of the previous meeting/Matters arising</p>
	<p>The headteacher displayed the minutes from the meeting on 26/06/2023.</p> <p>All governors confirmed that they had read the minutes from the meeting on 26/06/23 and confirmed that they were a true record.</p> <p>ACTION 7: Contact FRA to get the list of names who would like to apply for a foundation governor role.</p> <p>Matters arising – Link governors cannot be a member of staff.</p> <p>The link governors were not discussed at the meeting</p> <div data-bbox="224 1354 1442 1669" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ● Standards committee meeting 16-10-23 <p>The headteacher displayed the minutes from the standards meeting on 16/10/23 and asked governors if they had any questions.</p> <p>No questions were asked</p> </div> <div data-bbox="224 1669 1442 1934" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> ● Assets committee meeting 13-11-23 <p>The headteacher displayed the minutes from the assets meeting on 13/11/23 and asked governors if they had any questions.</p> <p>No questions were asked</p> </div>

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8	Headteachers' Report
	<p>The headteacher informed governors that all KS2 areas continue to show that the school needs to improve. There have been some successes in key stage 1 data compared to the previous year. Writing, maths and subject leadership continue to be focused on and are a key part of the school development plan. The school writing is down, sitting around 5%, which is not too far away from the national average. The writing is a priority on the school improvement plan. The school will continue to make sure teaching and learning are engaging, and all pupils are being supported. Pupils are remembering more information, which is great progress thanks to the deputy head.</p> <p>The headteacher informed governors that the current area of concern is the fall in pupil numbers and the predicted reduction for the future. The headteacher displayed Wirral primary schools NOR and capacity chart which shows the fall in pupils throughout Wirral.</p> <p><i>Q: If Wirral are presenting the chart showing a fall in pupil numbers do they have a plan? R: I think Wirral will be speaking to school Governors. The PAN for St Albans is currently 56, and the school got 30 this year. We need to think about sustainability. Some of the fall is due to the projections. The LA will be meeting headteachers and schools to make them aware. But apart from that, there isn't any plan. If schools are forced to become an academy, then you lose the land, and we want to keep the catholic education thriving. Headteachers have been invited to a meeting to discuss the predicted drop in numbers where governors can come along.</i></p> <p>The headteacher read through his report.</p> <ul style="list-style-type: none"> ● SEF –Most areas of the SEF are saying we are good, but there are a few areas that are less than good. We are working with the MAT to show we are working on the areas to make sure all areas are good. The EAL percentage has risen in line with the LA average but far less than the national. The FSM percentage is higher than LA and the national average. SEN is 16.6%, in line with other schools but the SEN EHCP percentage is higher. One difficulty the school faces is that we have no F1 which we will look at in the future. ● SCR has no requirements for governors to check, However, the school regularly gets the safeguarding governor to check it and sign it. ● The headteacher informed the governors that there are currently <ul style="list-style-type: none"> - 3 Child in need cases - 2 cases going through early assessment - All low-level concerns have been reported, processed and dealt with - 7 pupils in social care - No safeguarding incidents. <p>The headteacher confirmed that the SEND report is up to date. The pupil premium report needs to be completed by 31/12/23. All staff have been sent a staff wellbeing survey, and the information is being collated. The headteacher performance management is due to take place on 07-12-23.</p> <p>The headteacher confirmed that all staff members have had performance management, and</p>

	<p>there is only one person who has gone up. The staff absence has been tricky, but we are very much focused on staff wellbeing and behaviour throughout the school. The MAT will be coming into school Tuesday to help staff with how to deal with difficult behaviour but overall behaviour is good throughout the school except just one or two pockets. The behaviour in school is affecting staff morale and how we deal with it, so support is needed from the senior leader.</p> <p>The school Attendance target is 97%, The school is doing everything possible to work with the families to help pupils attend school. There is a huge focus on attendance through the government, and they are encouraging working with the families instead of fining. The family liaison is doing home visits to families and referring to help if needed.</p> <p>The headteacher gives governors a summary of behaviour incidents. There have been two suspensions this year for Physical violence, two bullying incidents which have been resolved and six interventions. The school tries to use suspension as a last resource. A mini behaviour review has been completed with the inclusion team; this is where staff wellbeing was brought up. There is some inconsistency throughout the school, but the school is working through and problem-solving together.</p> <p>The headteacher informed governors that the personal development was around more trips taking place, which was highlighted through parent feedback. The current year 6 went to the cathedral on Monday with other MAT schools to participate in a production. It was a wonderful and positive experience, and the children enjoyed it. The school will continue to look at trips going forward.</p> <p>The headteacher informed governors that one of St Albans pupils won black history month and the poster has been put on the side of a police van.</p>
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9	Policies
7.1	Safeguarding policy Outcome : All governors approved the policy
7.2	Staff Code of Conduct – Changes in KCSIE part 1 Outcome: All governors approved
7.3	Educational visits Policy Outcome: All governors approved
7.4	St Albans Sickness Policy Outcome: All governors approved
7.5	St Alban’s staff handbook Outcome: All governors approved

7.6	St Alban's Behaviour policy September update The headteacher informed governors that he is still working on the behaviour policy and will make available asap.
7.7	St Alban's Low-level Concerns Policy Outcome: All governors approved
7.8	Whole School Pay Policy Outcome: All governors approved

10	Proposal to change to 6 meetings a year
	The headteacher made the proposal to governors around going to 6 meetings a year to go in line with the MAT. Outcome: Governors agree to 6 meetings a year ACTION 10: Business manager to ask Sue from shaping governance about what the dates will look like going to 6 meetings.

11	Dates and times of future meetings												
	<table border="1"> <thead> <tr> <th>Assets</th> <th>Standards</th> <th>FGB</th> </tr> </thead> <tbody> <tr> <td>13/11/23 7pm</td> <td>16/10/23 7pm</td> <td></td> </tr> <tr> <td>05/02/23 7pm</td> <td>22/01/23 7pm</td> <td>25/03/23 7pm</td> </tr> <tr> <td>17/06/23 7pm</td> <td>20/05/23 7pm</td> <td>24/06/23 7pm</td> </tr> </tbody> </table>	Assets	Standards	FGB	13/11/23 7pm	16/10/23 7pm		05/02/23 7pm	22/01/23 7pm	25/03/23 7pm	17/06/23 7pm	20/05/23 7pm	24/06/23 7pm
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Actions from meeting

	Action	Who	When
7	Contact FRA to get the list of names who would like to apply for a foundation governor role.	Headteacher	Asap
10	Business manager to ask Su from shaping governance about what the dates will look like going to 6 meetings.	Business manager	Asap

