



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

Love one another as I have loved you

**MINUTES OF A VIRTUAL MEETING
OF THE GOVERNING BOARD**

THURSDAY, 9 SEPTEMBER 2021 at 1830 hours

PARTICIPANTS:

Kevin Doogan [Chair]
John McDonald [Headteacher and meeting host]
Brigid Gribbin-Bartlett
Lucy Lowe
Teresa Marnell
Bernie Mooney
Catherine Moor

Non-participants:

Nicola Boyd, Claire Connor, Colette Haig, Peter Matthews, Bridget Pullen, and Clare Suffield.

In attendance:

Eileen Coyle, Clerk to Governors

The Headteacher opened the meeting, reciting The Governors' Prayer.

1 ELECTION OF CHAIR AND VICE CHAIR 2021/22

The Headteacher proposed, Bernie Mooney seconded, and it was unanimously –

RESOLVED: To elect Kevin Doogan Chair of the Governing Board in 2021/22.

KEVIN DOOGAN IN THE CHAIR

The Chair invited nominations for Vice Chair.

The Chair proposed, the Headteacher seconded, and, in her absence and subject to her agreement, it was unanimously

RESOLVED: To elect Lucy Lowe Vice Chair of the Governing Board in 2021/22.

2 THE GOVERNING BOARD

2.1 MEMBERSHIP: The Chair welcomed the new Foundation Governors, Brigid Gribbin-Bartlett and Catherine Moor, adding that he was confident that they would make a valuable contribution to the work of the Board and he was delighted to have them on board.

The membership was complete, apart from a vacancy for a Foundation Governor

2.2 PROFORMA: DECLARATIONS OF INTERESTS: A proforma had been forwarded to each Governor for completion and return electronically to the school office. In addition to declaring any pecuniary interests, the Governors had been asked to declare if they had a personal relationship with anyone employed at the school or had a role in another educational establishment.

The Chair explained he had difficulty in opening the documents and he assumed that other Governors may have experienced similar problems.

The Headteacher gave an undertaking to arrange to post printed copies of the documents to each Governor, with a request to complete and return using the pre-postage paid envelope provided. The Headteacher offered advice on the information that should be included in the responses.

2.3 DECLARATIONS OF INTEREST: Having reviewed the agenda, the Governors confirmed that they had no personal or prejudicial interest in any item on the agenda for this evening's meeting.

2.4 GOVERNORS' CODE OF CONDUCT, THE CONFIDENTIALITY STATEMENT, AND THE RECORD OF GOVERNORS' ATTENDANCE AT MEETINGS IN 2020/21, had been sent electronically to the Governors in advance of the meeting:

It was unanimously -

RESOLVED: To -

- i. adopt the Governors' Code of Conduct and Confidentiality Statement, in 1921/22, and**
- ii. note the record of Governors' Attendance at meetings in 2020/21.**

3 THE SCHEME OF DELEGATION

3.1 COMMITTEES' TERMS OF REFERENCE: The Terms of Reference for each Governors' committee had been sent to the Governors in advance.

RESOLVED: To ask each Committee to review its terms of reference at its next meeting.

3.2 ASSIGN NEW GOVERNORS TO COMMITTEES: The Headteacher explained the remit of the Parish, Community, Parents and Pupils' Committee and suggested that Catherine Moor's strengths and expertise lay within this Committee.

In the discussion that followed, the Governors suggested that role of the Committee could be expanded to form sub-committees [to hold coffee mornings, etc, sponsored litter picks, to involve the local PCO to facilitate community activities, and promote fund raising, including the building fund], and to feedback on their activities to the main committee. A governor suggested that it would be useful to provide a link with secondary schools when pupils move from year 6 to year 7.

The Headteacher commented that considerable work is taking place in school in terms of the food bank, on children's understanding of climate change etc, adding that the Committee could be as good and as big as the Board wants it to be. Potentially, it could be a powerful Committee, especially if it incorporated the School Council. Given the falling roll situation common to schools in Wirral and in other areas, strong community involvement would make this school stand out as the best school when parents are making choices.

The Chair advised that now was probably not the best time to go forward with any proposed changes.

No recommendations or decisions were forthcoming concerning the remit of the Committee.

Teresa Marnell and Catherine Moor expressed interest in joining the Parish, Community, Parent and Pupils Committee.

The Chair stated that the membership of Committees was more heavily weighted towards the Standards Committee, and that the membership of the Assets Committee needed to be strengthened to avoid quoracy problems arising.

After taking personal preferences into consideration, it was unanimously –

RESOLVED: To assign Brigid Gribbon to the Standards Committee, and [subject to her agreement in discussion with the Headteacher], to assign Nicola Boyd to the Assets Committee.

3.3 LINK GOVERNORS: The Headteacher explained that the subject leads were eagerly awaiting information on their link governors.

RESOLVED: To nominate the link governors [provisionally, pending confirmation at the next meeting] -

| Link Governor | Subject |
|--|------------------------------------|
| Bridget Pullen | Religious Education |
| Bridget Pullen | Art/Design/DT |
| Kevin Doogan | Mathematics |
| Kevin Doogan | Science |
| Teresa Marnell | French |
| Bernie Mooney | History/geography |
| Bernie Mooney | Relationships and Health Education |
| Catherine Moor | SEND [Reception to year 3] |
| [Absent Governors to be assigned to subjects marked *] | *History/Geography |
| | *Humanities |
| | *Music |
| | *PE |
| | *SEND [Years 4 to 6] |

4 NOMINATED GOVERNORS 2021/22

RESOLVED: To nominate governors in 2021/22, viz –

| Nominated Governor | Area of Responsibility |
|--------------------|--------------------------|
| *Nicola Boyd | Safeguarding Governor |
| Lorraine Adamson | Health & Safety Governor |
| Kevin Doogan | Pupil Premium Governor |

*[subject to her agreement in discussion with the Headteacher]

5 GOVERNOR BESPOKE TRAINING:

BESPOKE TRAINING: SHAPING GOVERNANCE: The Diocese had offered the Governors bespoke training, *Shaping Governance* from 7 to 9 pm this evening. The agenda for

the Governors' meeting had been curtailed to enable the Governors to participate in the training. The event was cancelled because the number of Governors [five] who had signed up was too low to make it viable.

A Governor suggested that the Diocese is contacted about the availability of alternative dates for bespoke training.

6 PROGRAMME OF MEETINGS 2021/22.

A provisional schedule of meetings in 2021/22 had been circulated with the agenda of meeting.

RESOLVED: To approve the schedule of meetings, [to be a blend of face-to-face and virtual meetings, depending on the wishes of the Governors at the time], and to change the start time for all meetings to 6.30 pm.

7 DATE OF NEXT BOARD MEETING

RESOLVED: The next Board meeting to take place in the school hall on Tuesday, 23 November 2021, commencing at 6.30 pm. All the Covid-19 protocols in place at that time to be fully observed by the Governors and the school.

The Chair directed that in future the agenda for Board meetings should include statutory items only, and that their duration should be limited to one hour. Other business would be addressed by the Committees with minutes being forwarded to the Board in accordance with normal practice. .

8 CLOSE OF MEETING

The Chair confirmed that all the 'business' aspects had been addressed and directed that the remaining agenda items be carried forward to the next Board meeting.

He thanked those present for their support and involvement and closed the meeting at 1921 hours.