

Pope Paul Catholic Primary Governing Body Meeting

20th May 2019

6.30pm

Present: Adam Bogusz (AB); Steve O’Keeffe (SO); Liz Heymoz (LH) Headteacher; Fr Shaun Lennard (SL); Michael Kelly (MK) Chair; Margaret Joyce (MJ); Antonio Poyiadzis (AP); Tricia Alder (TA), Lesley Bills (LB) and Andrew Lyons(AL)

In attendance: Catherine McNamara (CMc), Associate Member and Debbie Collins, HFL Clerk

Apologies :- Colin McArdle (CA)

	Item	Action
1.	Welcome to all and Opening Prayer	
2.	Apologies and approval of absences Apologies were received and accepted from Colin McArdle	
3.	Conflict of interest Governors were reminded of the need to declare a conflict of interest, pecuniary or other, relating to items on the agenda. There were none.	
4.	Minutes of 1st April 2019 The minutes were amended to read ‘Andrew Lyons’ and ‘Carole Strange’ as present. The minutes were as agreed as a true and accurate account of the meeting and duly signed by the chair.	
5.	Actions from meetings of 1st April 2019. It was confirmed that the following actions have been completed : <ul style="list-style-type: none"> • Governor Noticeboard • Safeguarding training for governors • School website compliance 	
6.	Any other business (item 12) -Building fund -LCVAP – c/f to next meeting Action Chair	Chair
7.	Ratification of school budget 2019-2020 An open meeting was held on 25 April for all governors to have the opportunity to look at the budget in detail. LH, MK and AB then met Peter Desborough (Local Authority School Budget Support) to discuss remaining items from the open meeting and to agree final budget adjustments. Despite significant increases in expenditure including staff pay awards and teachers’ pension contributions (partly offset by additional grant money) we are able to present a balanced budget. The 3-year forecast figures are robust and maintain that balance. Governors thanked LH for her efforts in ensuring the budget was both balanced, realistic and focussed on improving children’s outcomes in what continues to be an increasingly financially testing time. Governors are also grateful to Peter Desborough for his advice and assistance.	.

	<p>When arriving at the total income (grant plus self-generated funding) last year's budget out-turn was used to estimate the likely receipts from:</p> <ul style="list-style-type: none"> • Hirings, Breakfast Club and After School Club; • FOPPS donations and contribution from the Governors' Fund. <p>LH is waiting for confirmation of an additional hiring which should generate more income.</p> <p>When setting the budget we:</p> <ul style="list-style-type: none"> • Looked at the final spend under each category for 2018/19; • Factored in any change, for example, staff and working hours changes; • Provided for likely increases; and • Benchmarked our expenditure against comparative schools (our self-generated income represents some 14% of our budget compared to 7% for the basket of comparable schools). <p>Governors noted that self-generated income is vital in ensuring a balanced budget. AB said that during the benchmarking exercise he also looked at pupil funding in the local area. The results were very similar to those of comparable schools. It appeared Pope Paul consistently received less funding per pupil than other schools; only one out of 23 schools received less.</p> <p>Expenditure pressure points are:</p> <ul style="list-style-type: none"> • Personnel both teaching and non-teaching – this is where the bulk of the spend is; • Bought in services, especially contract cleaning which has increased significantly; • Repairs and maintenance where unexpected items make prediction difficult. <p>The budget is in surplus by £3888 which leaves little contingency. The equivalent surplus for 2018/19 was £17,456. But in the final out-turn that surplus had reduced to £3241. Therefore, we spent some £14K more than last year than we predicted. We cannot repeat that this year otherwise we will be overspent by more than £10K. By way of a warning, we should note that last year's shortfall in parental contributions for school visits/trips and swimming was £3732 which, if repeated, all but wipes the 2019/20 surplus out.</p> <p>The Chair confirmed that regular monitoring takes place with the budget throughout the year. Peter will be leaving and Helen Harding will replace him to ensure continuity. SO highlighted that the local press has published details of those schools that face a deficit budget; Pope Paul by comparison is in a reasonably sound financial position.</p> <p>AB proposed that Governors agreed the budget which was seconded by MK. The ensuing vote was unanimous.</p>	
8.	<p>Section 48 SEF and RE inspection</p> <p>MK thanked MJ for the documents that had been circulated to governors. MJ informed governors that she had attended the training day on section 48 and presented governors with a summarised version as follows :-</p> <p>National Context What is being inspected Context : past/present/future Key documents – The Framework and handbook/SEF/Religious education curriculum directory and Agreed understanding of levels/Skills framework</p> <p>SEF – the school will submit the SEF with an outstanding judgement for the Catholic</p>	

	<p>Life of the school and classroom Religious Education. A parental questionnaire has been issued and gathered in. Pupil voice will also gather views. Stakeholder views will then be included in the SEF.</p> <p>Details of the Catholic Life of the school are regularly published in the school newsletter. LB offered to help MJ with the Pupil Parliament. Action LB</p> <p>The SLT will be meeting on Wednesday 5th June to continue refining and updating the document and to have the necessary evidence to support what we are saying. LB and Father Shaun will be attending. Action LB/Father Saun</p> <p>Evidence to support the SEF</p> <ul style="list-style-type: none"> -Books scrutiny has been added. -Case studies of how the school support SEND will be added. -School Website -Half termly power point identifying opportunities for developing the Catholic Life of the school, which can be downloaded by parents. LB stated that hard copies could also be kept. -Creativity in RE has been added. -Results of the parent questionnaire and pupil voice will be uploaded when the results are ready. -The HT is signposting Catholic life opportunities in her weekly newsletter and significant RE events are added to the main blog. <p>Teaching Religious Education</p> <ul style="list-style-type: none"> -Teaching – the major focus is to embed with teachers how important the children’s RE books are. Teachers have worked hard to try out the new Diocesan Age Related Standards. They are more confident using all areas of the curriculum and joint planning takes place. -Tracking is easier using SIMs with RE. -Father Shaun was thanked for his continued input. -INSET day – Thank you to Father Shaun for organising the day. It was good to see how well the staff team interact and have fun together. -RE – pupil progress meeting will discuss RE -Moderation of RE takes place in the school and on 11th June, the Deputy and REC will attend the new style moderation in Westminster. -RE pre-inspection day is planned for 12th June 2019. <p>Governors congratulated MJ for all her hard work, energy and vocation. Governors are proud of what is happening in this area of the school and for all the classrooms showing lovely displays. The first-year communion services (over three weekends) for Year 3 was attended by many staff which is a powerful testament. The children know that they are cared for and loved by the staff. Father Shaun was impressed with the theological and liturgical literacy at the school. The children he met were concise and should be commended and for the preparation that goes in when the children pray.</p>	<p>LB</p> <p>LB/ Father Saun</p>
9.	<p>School Website and compliance with GIAS (Get Information About Schools)</p> <p>There are no red indicators and it is work in progress. It will be looked at again during May.</p>	
10.	<p>The New Ofsted Framework and SEF</p> <p>New Ofsted Framework</p> <p>The HT and Deputy Head had attended a training session on the new Ofsted framework. Governors were provided with the details and implications for the school, which will commence in September 2019 :-</p>	

New Judgements: -

1. Quality of Education - This judgement will have the curriculum at its heart. It replaces the 'quality of teaching, learning and assessment' and 'outcomes' judgements from the current framework.
2. Personal development - This judgement will recognise the work the school does to build pupils' resilience and confidence in later life.
3. Behaviour and attitudes – Ofsted's has created a separate behaviour judgement to give parents reassurance about how well behaviour is managed in your school. It will include attendance which is currently an issue at the school. The HT will start publicising this issue in the school newsletter.

Ofsted inspectors will increase the amount of time they spend speaking to school leaders during the pre-inspection phone call to 90 minutes, which the HT will get training on.

These phone calls will include:

- A reflective conversation focused on the school's progress since the last inspection
- A shorter, inspection-planning conversation that focuses on practical and logistical issues

Internal performance data will no longer be used as inspection evidence. Year 2 and Year 6 national performance data will be used.

Inspectors will:

- Gather direct evidence of quality of education in the school
- Have meaningful discussions with governors about how you know the curriculum is having an impact

3 I's

Intent/Implementation/Impact (particular for curriculum leaders)– this must be clear and will always be looked at.

Behaviour – Ofsted will ask all staff and they need to clearly follow policy be able to articulate this to Ofsted.

Lesson observations – training will take place for staff to know what Ofsted will be looking for.

Pupil conversations with Ofsted – Ofsted will talk to pupils who will need to know their subjects.

Weakness – the confidence and knowledge of TA's needs to be worked on.

Assessment – building learning power – the HT will relaunch this again and get staff onboard.

Middle leaders – each will have a curriculum day and at the JARV, work will commence on the professional conversation about the school's intent.

Schools Grading

At the training session, delegates were asked to grade themselves on a scale of 1-10 with 10 being very confident with new framework. The HT graded the school as 7, which was high compared to many other schools at the training. She is confident that the school are covering many of the new Ofsted requirements.

Q. Has the curriculum changed?

A. No, it's about being aware that teachers have the knowledge to teach children. The school will use faith as a way to teach the children.

Q. Should there be a need to debate what are our intended outcomes for our pupils?

A. There will be a need to look at the school vision and the statements. Governors will look at this in the Business meeting on 1st September. **Action Chair/HT**

