

Standards Committee

Quorum 3

Delegated Powers Y

Mrs Alexander
Ms Briggs
Miss Gedney
Mrs Green
Mrs Hulme
Mr O'Grady
Mrs Shomari
Mr Toomey
Mrs Turpin

Reserve: any other eligible governor

Chair to be elected at the first meeting of the autumn term

Clerk: Mr Beilsten

TERMS OF REFERENCE

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Improvement Plan
 - Targets for school improvement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted)

or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.

- To ensure that all children have equal opportunities.
- To advise the Finance, Personnel and General Purposes committee on the relative funding priorities necessary to deliver the curriculum.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To consider, review and approve curriculum based school policies.
- To determine admissions to the school in accordance with the school's admissions policy and report to the governing body. To determine the school's admission arrangements in accordance with the code of practice.
- To consider and decide on any appeals against decisions of the Finance, Personnel and General Purposes Committee and headteacher in accordance with procedures adopted by the governing body.
- To consider appeals against moderators' decisions regarding performance

management review statements

Finance, General Purposes and Personnel Committee **Quorum 3 Delegated Powers Y**

Mr Fleming
Miss Gedney
Mrs Green
Mrs Hulme
Canon Loughlin
Mr Seeney
Mr Toomey

Reserve: any other eligible governor
chair to be elected at the first meeting of the autumn term
Clerk: Mr Beilsten

TERMS OF REFERENCE

Responsibilities of the Full Governing Body

- to approve the annual budget and medium term financial plan;
- to oversee financial procedures;
- to determine the level of expenditure/virement delegated to the Finance Committee and to the headteacher;
- to appoint the school fund auditor; and
- to approve the Terms of Reference

Responsibilities of the Finance Committee:

- to recommend the annual budget and medium term financial plan to the full governing body;
- to monitor performance against budget through the receipt of regular reports from the Administrative officer/bursar;
- to ensure both consistency and adequate explanation of variances as detailed in the termly financial report/response;
- to report to the governing body regularly on budgetary performance as the year progresses;

- to make expenditure/virement decisions up to a limit of £10,000 (individual items) and review expenditure decisions made by the head teacher in line with powers of virement granted to the head teacher and;
- to undertake a more detailed budgeting and monitoring role on behalf of the full governing body including:

~ consideration in detail of prospective budgets/financial plans and other financial information;

~ detailed monitoring of school fund;

~ ensuring that appropriate systems and procedures are in place to enable Best Value to be demonstrated;

- ~ to review and approve the School Service Agreements (SSA);
- ~ to consider the school's local procedures and the approval of signatories;
- ~ to consider the Benchmarking Data;
- ~ to review the Terms of Reference for the Finance Committee and make recommendations to the full governing body; and
- ~ to complete the governors Competency Matrix.

- to achieve the aims of the whole school pay policy in a fair and equal manner;

- to apply the criteria set by the whole school pay policy in determining the pay of

each member of staff at the annual review;

- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report those decisions to the

next meeting of the full governing body;

- to recommend to the governing body the annual budget needed for pay, bearing

in mind the need to ensure the availability of monies to support any exercise of

discretion. The committee will recommend that the governing body makes application for any additional funding to support this process;

- to keep abreast of relevant developments and to advise the governing body when

the school's pay policy needs to be revised;

- to work with the head in ensuring that the governing body complies with the appraisal regulations;

- To consider, review and approve all school policies except those which are curriculum based.

- To hear and decide upon formal complaints against the school in accordance with the procedures adopted by the governing body.

- To undertake salary assessments in accordance with the whole school pay policy.

- To consider and decide upon issues of staff grievance and collective disputes.

- To shortlist, interview and appoint for teaching and non teaching posts.

- The appointment of temporary and fixed term non teaching posts delegated to the headteacher.

- The appointment of midday supervisors delegated to the headteacher and one other governor.

- To consider and decide upon cases of staff discipline that could lead to dismissal within procedures adopted by the governing body.

- To take decisions in relation to the reduction/reallocation of the staffing establishment in accordance with procedures adopted by the governing body.

- To hear and decide upon cases of permanent exclusion, and cases of fixed

- term exclusions exceeding fifteen days in a term in accordance with legislation

- relating to pupil exclusion.

NB - No one employed at the school, other than the headteacher, should

take part in decisions which relate to the pay or performance of other staff.

Any matter which may lead to an appeal should be considered by three

governors only.

Responsibilities of the Headteacher:

- day to day management of the school's budget;
- to dispose or sell assets (subject to limits equating to the virement powers);
- to approve purchases from the school fund;
- to prepare the annual budget and the medium term financial plan including options and amendments (as the year progresses);
- to ensure the budget is fully integrated with the school improvement plan;
- to make expenditure/virement decisions up to a limit of £5,000 (individual items);

- to keep the Finance Committee informed about the school's budgetary position with explanation of variances;
- to ensure that the school's financial practices comply with Hull City Council's financial regulations and the principles of Best Value.

- Production/preparation of:
 - SSAs ;
 - School's local financial procedures;
 - Benchmarking Data; and
 - Competency Matrices for staff and governors.

Strategy Committee

Quorum 3

Delegated Powers Y

Chair and Vice Chair of the governing body
 Chair of the Finance, Personnel and General Purposes Committee
 Chair of the Standards Committee
 Headteacher
 additional governors appointed by the governing body.

Chair to be elected at the first meeting of the autumn term
 Clerk: Mr Beilsten

Terms of Reference

to ensure the activities of the governing body are coordinated, efficient and productive.

1. To plan the work of the governing body and its committees.
2. To draft an annual programme of meetings for the full governing body and the committees.
3. To identify the key priorities from the school improvement plan for consideration at full governing body meetings.
4. To identify priorities for discussion at the governing body committees.
5. To ensure governor consideration of key priorities dovetails with the relevant timescales in the school improvement plan.
6. To ensure an effective distribution of the governance workload.
7. To evaluate the effectiveness of the governing body processes.
8. To consider the issue of succession planning and governor development.
9. Additional items the governing body may wish to include.

2751 GOVERNOR APPOINTMENTS. Consideration was given to the appointment of governors with particular responsibilities.

i) LINK GOVERNOR FOR TRAINING.

RESOLVED: that Mr Toomey continue in this capacity.

- ii) GOVERNOR WITH RESPONSIBILITY FOR SPECIAL EDUCATIONAL NEEDS.

RESOLVED: that Mr Toomey continue in this capacity.

- iii) CHILD PROTECTION GOVERNOR.

RESOLVED: that Canon Loughlin continue in this capacity.

- iv) GOVERNOR WITH RESPONSIBILITY FOR ATTENDANCE.

RESOLVED: that Mrs Green continue in this capacity.

- v) GOVERNOR WITH RESPONSIBILITY FOR HEALTH AND SAFETY.

RESOLVED: that Mr O'Grady and Mrs Turpin continue in this capacity.

- vi) GOVERNOR WITH RESPONSIBILITY FOR KEY STAGE 1.

RESOLVED: that Mrs Turpin continue in this capacity.

- vii) GOVERNOR WITH RESPONSIBILITY FOR THE FOUNDATION STAGE.

RESOLVED: that Mrs Briggs continue in this capacity.

- viii) GOVERNOR WITH RESPONSIBILITY FOR KEY STAGE 2.

RESOLVED: that Mrs Alexander continue in this capacity.

- ix) GOVERNOR WITH RESPONSIBILITY FOR MULTI-CULTURAL / ANTI RACIST EDUCATION.

RESOLVED: that Mrs Briggs continue in this capacity.

- xi) GOVERNOR WITH RESPONSIBILITY FOR MENTORING.

RESOLVED: that Mr Toomey continue in this capacity.

- xii) that the clerk forward a copy of the Governor Support and Development Programme to Mrs Shomari.

- xiii) that the Headteacher feedback to governors with regards to a schedule for Diocesan training.

2752 MINUTES OF THE LAST ORDINARY MEETING.

RESOLVED: that the minutes of the meeting held on 8 June 2015 be confirmed as a correct record and signed by the chair.

2753 MATTERS ARISING FROM THE MINUTES.

- i) School Fund Account (minute 2716 refers).

A copy of the statement of account for the year ended 31 March 2015 had been circulated with notice of the meeting. **Questioning and challenge focussed on the risks identified by the auditor and assurances sought that actions had been taken to address those areas of concern.** Confirmation was received that processes and procedures were being implemented to ensure the issues which had been highlighted would not reoccur.

Further questioning sought and received an explanation on the use of the school fund account; income received for trips and visits were paid into the account.

RESOLVED: that the statement of account for the year ended 31 March 2015 be received.

- ii) Sports Premium (minute 2721 refers).

Governors questioned as to how the sports premium funding of £8,000 had been used and details requested on the resultant impact. The funding had been used to support children on several levels. The focus was on providing high quality PE tuition and activities; details were received of inter school, club, and regional level opportunities which such funding had created for pupils.

It was reported that teachers had lacked confidence in relation to delivering the required content of PE sessions. Consequently, the decision had been taken to use the sports premium funding to engage the services of specialist coaches from local sport clubs to provide quality tuition for pupils and to develop the skills of teachers. Impact was evidenced through pupils participation in sport and their progression to club and regional level.

2754 MINUTES OF COMMITTEE MEETINGS.

RESOLVED: i) that the minutes of the following meetings be received:

Strategy Committee held on 17 June 2015 and 14 October 2015

Finance, General Purposes and Personnel Committee held on 23 June 2015 and 20 October 2015

Standards Committee held on 16 July 2015, 30 September 2015 and 11 November 2015

ii) that the action taken be noted.

2755 MATTERS ARISING FROM THE MINUTES OF COMMITTEE MEETINGS.

- i) Governor Website Details (minute 65 of the Strategy Committee refers).

It was reported, in the interests of transparency, that governing bodies were now required to publish up to date details of their governance arrangements on the school website. The information had to be in a readily accessible form - on a webpage without the need to download or open a separate document. Attention was drawn to the document, circulated with notice of the meeting, which detailed the additional information which required publication from 1 September 2015.

Attention was drawn to the template which had been populated with the information about governance which was required to be published. Governors were asked to confirm the content therein; the document, once the details had been confirmed by governors, would be published on the school website.

RESOLVED: that the details within the Governor website details document be confirmed as correct and included on the school's website.

- ii) Pay Policy (minute 79 of the Finance and General Purposes Committee refers).

Governors received details of the decision to adopt the model pay policy with the recommendation to apply the 2% to point 6.

RESOLVED: that the pay policy, amended to reflect that the 2% uplift be applied to point 6, be approved.

2756 REPORT OF THE HEADTEACHER. Mrs Hulme presented her report, copies of which had been circulated with notice of the meeting.

Early Years Pupil Premium (EYPP) Grant

Governors' attention was drawn the page, included within the report, which indicated that the research of the Education Endowment Fund suggested that a focus on Communication and Language was likely to have a significant impact on outcomes for learners. Consequently, it was highlighted that the school, when decisions were to be taken on the use of EYPP, would take into consideration the information which was available from that source.

Confirmation was received that staff were proactive in ensuring that parents/carers completed the relevant registration forms in order that the school's EYPP funding was maximised.

Section 48 Report

It was questioned whether the 2 days of Diocesan training attended by staff had been effective. Details were received of training undertaken by staff, with specific attention drawn to the effectiveness of more experienced teachers supporting those colleagues who would benefit from joint planning.

Governors commented that there was a lot to celebrate within the section 48 report. The Headteacher explained that achievement in RE was not yet good; however, the data was close to expectations and the Diocese were confident in the ability of the school to move forward. Confirmation was received that a pre-inspection meeting, with Mr Duffy, Diocesan Director of Education, and Mrs Swinhoe, Inspector, was due to be held on 9 December.

A new Inspection Framework was to be issued which it was believed would place more emphasis on the progress evident in pupils' books, as opposed to historical data. **Governors proceeded to challenge as to whether the school was confident that book scrutiny was evidencing progress.** An explanation was provided on the process involved in moderation meetings with other Catholic Primaries and how a more robust approach had been developed which had ensured that judgements in relation to attainment and pupil progress were secure. It was, as some classes were stronger than others, reported that there remained further work to be undertaken in that respect. There was a focus in relation to work in establishing, in terms of judgement, what constituted the respective levels; examples were shared with pupils to ensure they were aware of what they needed to do to achieve the next level.

Governors were informed that a staff meeting had focussed on building up an activity bank to ensure that, in addition to written evidence, pupils could demonstrate they were at an appropriate level. Staff had received CPD on planning from an outstanding practitioner, and the Headteacher had accompanied an outstanding Headteacher on a learning walk. **Governors challenged as to the monitoring of RE within the school; what process had been implemented?** An explanation was received of the school's continuous monitoring cycle, and how learning walks, lesson observations, book scrutiny, data analysis, and pupil progress meetings, ensured consistency in respect of teaching and learning. **Further questioning sought to ascertain the situation with regards to staff morale.** In response, Mrs Hulme reported that although staff felt beleaguered, they remained professional and positive in their approach.

RE Action Plan

Mrs Hulme, with reference to the RE Action Plan, explained that it was a working document. The Headteacher and Mr Harris would, on 1 December, visit Our Lady and St Peter Catholic School, in Bridlington, to observe the teaching within year 6. It was intended, in the longer term, to make arrangements for governors to visit that school.

Diocesan Schools Service Document

The evaluation within the document was based on unvalidated data. It was reported that the removal of 3 children who had been dis-applied would see an improvement in the percentages reported.

Attention was drawn to the impressive outcomes in respect of the percentage of pupils, at key stage 2, who had achieved expected progress in reading, writing, and Maths; 96%, 100% and 100% respectively. It was highlighted that the outcome for disadvantaged pupils had been 100% in all 3 subjects.

School to School Support – Action Plan

Governors were informed that changes had been made following a review undertaken earlier that day. Governors were reminded that National College funding of £5,000 had been secured to enable support from Highlands Primary; matched funding of £5,000 had also been provided by the Local Authority. The funding received would equate to 22 days of support.

There had been a large focus on supporting the school's Literacy Lead. **In response to questioning, as to how the incumbent of that post was performing,** Mrs Hulme reported that the Literacy Lead was fulfilling the role and responsibilities admirably. She had a good understanding of the bigger picture; a requirement which was key in undertaking such duties successfully. The support and relationship developed had progressed at a faster rate than anticipated, to a point, whereby, in respect of support, a lighter touch would be applied next term. The aforementioned would enable focus to be diverted to Maths; the Lead in that subject area was similarly highly motivated and successfully undertaking the role.

Clarification was received that the action plan focussed on, and supported, the development of middle leaders; a key aspect of the recommendations from Ofsted.

Staffing Structure

A copy of the structure, which included roles and responsibilities, had been provided for governors' information. It was noted that the school had a significant number of Teaching Assistants and was generously staffed.

RE/Catholic Life Timetable

The timetable provided a picture of what was happening within the school.

Questioning sought to establish whether the Minnie Vinnies was up and running. A course had been attended and a link had been developed with a nearby nursing home.

Governors enquired as to progress in relation to key stage assemblies. It was ensured that all staff were involved in preparing and delivering collective worship. The approach had been warmly accepted and a rota devised.