



St. Mary's Catholic Primary School

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Minutes of the Governing Body

Held at the school on Monday 17 December 2018 @ 4pm

Present: Mrs Alison McDonald (AMc) [Headteacher]
Mrs Lucy Draycott (LD) [Acting Deputy Headteacher]
Mrs Jane Bond (JB)
Ms Kathryn Evans (KE)
Mr Michael Corcoran (MC)
Mr Dan Rogerson (DR) [from item 12]

Quorate - 3

Clerk: Mr Nick Rich.

In Attendance: Fr Ciaran McGuinness (Parish Priest)

Start – 4.05pm

Action By

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<p>1. Welcome & Apologies The meeting was opened by the JB, who chaired the meeting. Apologies had been received from Mrs Cowling and Mr Brumby and were accepted. Governors were informed of the resignation of Mr Brumby from the governing board.</p>	
<p>2. Opening prayer The Fr McGuinness began the meeting with a prayer.</p>	
<p>3. Verbal Declarations of Interest. None were declared.</p>	
<p>4. Changes to the Local Governing Board. Governors read the Declaration regarding the CAST Code of Conduct, signed a copy and returned to the Clerk.</p>	
<p>5. Minutes of previous meeting. The Minutes of the meetings of 24th September and 4th October 2018 were scrutinised. Governors approved the contents and Mrs Bond signed a copy of each set of minutes on behalf of the governing board.</p>	
<p>6. Matters Arising 24th September meeting – The Headteacher confirmed the “Tapestry” issue had been resolved.</p> <p>4th October meeting. No further matters had arisen.</p> <p>The Headteacher updated governors that the Administrator had been appointed to the central role which was part-time currently, coupled with her role at the</p>	

<p>school, and would trial the work.</p>	
<p>7. Raising the attainment of disadvantaged Pupils (Pupil Premium) The Acting Deputy-Headteacher tabled information regarding PP children. Highlighted areas show where PP children had exceeded progress above non-PP children.</p> <p>Q1 - Is it a definite figure? A – Yes it was and reflected on Target tracker.</p> <p>The Acting Deputy-Headteacher reported on the challenge with the non-pp children, around why they were not at the same level, the gap was now being addressed regarding those requiring accelerated progress.</p> <p>Further summery of PP children for the Autumn Term was tabled, with a breakdown of PP children, divided into gender, as well as SEN and AMA children for Attainment and Progress.</p> <p>Reading and Writing – Boys had been lower, and in Maths, girls had been lower. The Acting Deputy-Headteacher reported that teachers knew exactly who the stats related to.</p> <p>Expected progress in percentages summary was tabled for governors detailing each year, which was viewed as a useful tool for governors when talking to Ofsted.</p> <p>Reception class– The Acting Deputy-Headteacher reported there were differing levels of progress across Reception.</p> <p>Extract from Target Tracker was tabled for governors concerning year 5 and relative percentages exhibited detail of areas of need in each subject.</p>	
<p>8. Safeguarding The Acting Deputy-Headteacher referred to new documents for CAST now to be submitted for record keeping purposes. The Headteacher referred to the situation for LAC children (6 pupils), and a further child who was awaiting the detail of whether or not they would be an LAC.</p> <p>Chair of Governors – Dan Rogerson had agreed to take on the role until the end of the academic year. Regarding the Vice Chair role, JB was proposed by the Headteacher, seconded by The Acting Deputy-Headteacher. Governors agreed to the proposal unanimously.</p> <p>Governors discussed the numbers on the LGB, with further Foundation governors seen as a requirement. JB and MC agreed to look into the situation. The Headteacher agreed to also publicise in the newsletter.</p> <p>Governor link roles were updated as: Safeguarding governor – NC. Whistleblowing – DR Pupil Premium – DR Health and Safety - MC</p>	<p>JB/MC AM</p>

9. Headteachers Report

There were 2 versions circulated with one a new CAST version, which would be used in future meetings.

Moderation with 2 other schools had been a success with excellent feedback received around presentation of books and expectations.

Q2 - With 3/2, is that 3 approaching 2?

A – Aiming for a 2, which is a Good school. Still at RI.

1 child in year 6 was on flexible timetable, with specialist provision being sought and would currently effect attendance.

Year 5 child now in class full time with an EHCP.

Behaviour – Generally good, pastoral team fully involved in managing behaviours in years 2 and 3 class, who had improved hugely since the start of term.

Wellbeing coaches were also supporting the class.

Lego therapy and other support mechanisms were in place. Ed Psych had also worked with the team. Shelley – now Pastoral lead having moved on from PSA role. More a signposting role to support parents appropriately.

There are currently 2 children at St. Mary's Catholic Primary School with a Child Protection Plan.

There has, so far, been 1 referral to the Multi Agency Referral Unit (MARU) this term along with 4 calls to MARU for advice and guidance.

1 on Chin

26 Vulnerable children (CAF, TACs, SEND, Attendance concerns)

PP – 39 on roll.

Staff-

- Vera Almeida continues to be on long term sick, due to return shortly it was hoped.
- Additional support now in place for children in year 3.
- Joanne Ruddick has started in year 3. She is covering Lauren Langton's maternity leave until Lauren returns after Easter 2019.
- Lesley McNulty is now on maternity leave; Anita Morse, NQT, continues to make substantial impact in the classroom.
- 2 TAs leave in December to go on maternity leave. We have found a replacement for Charlotte as deputy nursery lead. Kelly Harper will be joining us in January; she has a wealth of experience in early years care.
- We hope to cover Natalie Pengelly's role with Vera Almeida on her return to work.
- Paul Beards; I have now accepted his intention to retire at the end of March 2019. We will now begin the process of replacing him with a caretaker (could be part time).
- We have appointed 2 play leaders to facilitate the wrap around care at our school. This will start in January.

Q3 - What is wraparound care offered

A – 2 hours for £5 per day. 40 had expressed interest. Breakfast club – to commence, with signing up to government initiative.

Q4 – this time of year would be dark when picking up, are there procedures?

A – Would be in the hall, and parents would come in to collect children.

- The school are recruiting a temporary lunchtime supervisor assistant to cover Natalie Pengelly over the next two terms.

Overall attainment for KS 2 – Well above National, and in performance tables, the school had been 6th in the county on progress measures.
Progress scores – Reading and maths – above average.

Disadvantaged groups – Near to National average.

Buildings and Projects

Daily maintenance of the building- lights are now fixed in one of the two areas.

Further work to be completed once we have had the go ahead from TDA.

Asbestos incident now fully resolved- new survey has been published and Alison is drawing up a plan to manage asbestos in the school. (Outcome for Site Manager now resolved)

Fences are all now secure- new gates are being made and should be with us soon.

Q5 - What is happening re a couple of windows?

A – latches had been ordered, the staffroom windows would need replacing which would be a CAST capital expenditure.

Q6 – Did we get to the situation re PAC testing.

A – It is with TDA to undertake the testing.

10. SENDCo Report.

The report had been circulated prior to the meeting. The headteacher reported on St Mary's curriculum continuing to be a focus to ensure learning is engaging, relevant and purposeful. Training with KTSA 2018 on Nordic School has helped us to align our pedagogy on developing relationships to the Nordic Schools strategy ensuring that building relationships in the classroom is a clear tool to engage our pupils. Along with teaching competence and social competence. Our aim is for our pupils to develop these key skills to participate fully in their future lives.

New team in place. Shelley Landry role has now developed to Pastoral Lead. She continues to be the link person between home and school; facilitates signposting; manages referrals to Early Help and other agencies and ensures all child protection records are updated regularly.

Impact of team is in its infancy however many agencies and parents feel confident working with this crucial team.

Q7 - Are reviews taking place with parents?

A – not many, teachers and parents undertake the review.

Forest school continues to make an impact – developing collaboration, resilience and problem solving.

Pupils engaging in inclusive activities and practice. Strength of the school, enabled the children to keep calm, relax.

Permanent forest school area being developed in the obsolete pond area. This area will then be developed over time and pupils will be encouraged to use the area outside of forest school time. Small groups will be able to attend this area with an adult to engage in forest school type activities.

Low level disruptive behaviours have been eradicated. Some classes continue to have children with challenging behaviours- these pupils are now being supported through the SEND provision in the school.

Training to support these pupils include; Lego therapy (for Ts and TAs), emotion coaching (Ts and TAs), wellbeing coach (Year 3 and Ts).

Further training planned for Spring 2019 to include provision and plans for pupils with additional needs.

Assess, plan, do, review

Provision maps

Planning interventions

Next steps -

- Monitor impact over time- every month- targeting vulnerable and disadvantaged groups
- Monitor impact of achievement/ attainment over time of MA and HA- ensuring the more able achieve higher levels
- Staff meeting- update with new staff- re planning of literacy- spiral curriculum and building skills over time- mix of genres over the term with a main focus on story using talk for writing and storytelling curriculum plans. Ensure all staff are clear on SPAG and also phonics delivery
- Ensure intervention programs are being delivered weekly and effective monitoring by teachers in place

LD left the meeting at 4.57pm

11. Budget/Finance

The Headteacher had spoken to Karen Cooke, no issues had arisen with the school, generated a good deal of income for the school in a number of areas. Would need to assess with the wrap around care how successful it would be.

Q8 - Would any tasks need re-organising such as cleaning.

A- May organise the care around the cleaners etc.

Q9 – with nursery numbers being higher, are there enough places to generate reception class?

A – Yes it would be likely to be around 29 children.

<p>12. Staffing Updates and requests. <i>Meeting went to Part 2 5.05pm – 5.15pm</i></p> <p><i>DR joined the meeting at 5.13pm.</i></p>	
<p>13. Admissions Policy. Governors reviewed the proposed Cast-wide policy and agreed to the content.</p>	
<p>14. Catholic Life and Ethos. The Headteacher reported the school continues to develop stronger links with the Church continuously; pupils continue to be involved in the mass that takes place half termly for the whole school and weekly for individual classes. This is having a positive effect on our ethos within school, the children’s understanding of community and also their understanding of spirituality.</p> <p>FrM commented on the improvements in the engagement of the children in church. DR added the carol service had seen a good deal of parents attending.</p> <p>New uniform has worked well, making it more accessible for parents to purchase uniform at a reasonable cost.</p> <p>Vision and Values letter was sent to parents last week to inform parents of the outcome and where to find the vision and values work using Plymouth CAST website.</p> <p>The school is now preparing for Section 48 inspection- due in May. Our area for improvement was Teaching of RE. This is now in hand and improvements have been made.</p> <p>Our Collective Worship plan is much more cohesive and takes into account the various school focuses over the year such as Children in Need, Comic Relief, CAFOD, Global education, Fair trade, other religions and many other aspects. We welcome visitors to school and are currently looking for an Open the Book experience for the pupils.</p> <p>The Headteacher commented on the engagement with charities such as Children in need, with the children very engaged and committed to fund raising.</p> <p>Q10 - Is there a way to increase the catholic links in the community and reach out to families more? A - Governors commented on the low numbers attending first communion in the school. A further “encounter with Catholicism” was suggested as a potential aspect.</p> <p>Q11 - Is there any explanation about Catholicism for parents? A – There is a document that goes out within the welcome information.</p> <p>Further engagement with parents was discussed with invites to mass or other school events were proposed. JB and MC agreed to raise with the Evangelisation Team.</p>	<p>JB/MC</p>

<p>15. A.O.B None was raised.</p>	
<p>Dates of Future Meetings Monday 14th January 2019 4pm Monday 11th March 2019 4pm Monday 20th May 2019 4pm Monday 1st July 2019 4pm</p>	

Meeting ended – 5.30pm.

Signed Dated
Chair of Governors