



St. Mary's Catholic Primary School

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Minutes of the Governing Body

Held at the school on Monday 24 September 2018 @ 4pm

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

Quorate - 3

Clerk: Mr Nick Rich.

In Attendance: Fr Ciaran McGuinness (Parish Priest)

Start – 4.05pm

Action By

<p>1. Welcome & Apologies The meeting was opened by the chair. Apologies had been received from Mrs Cowling and were accepted.</p>	
<p>2. Opening prayer The Fr McGuinness began the meeting with a prayer.</p>	
<p>3. Verbal Declarations of Interest. AB as an employee of TLAT and KTSA.</p>	
<p>4. Signature of Annual Pecuniary Interest Forms. Governors signed copies of the forms and handed to the Clerk.</p>	
<p>5. Minutes of previous meeting. The Minutes of the meetings of 2nd July 2018 were scrutinised. Governors approved the contents and the chair signed a copy of each set of minutes.</p>	
<p>6. Matters Arising Regarding Outdoor Learning and visits from Bodmin College, the Headteacher explained it was now ongoing through CAST and would be required to remain with CAST.</p> <p>Fencing – A governor commented that some fencing was rusting through, if there was an issue, did it extend to replacement of fencing. The Headteacher commented that the Health & Safety walkaround had judged the fencing in questions did not yet require replacement. Health & Safety and Safeguarding walkaround to be conducted on October 4th.</p> <p>The Headteacher commented on a visit by Paul Stewart the interim Health &</p>	AM, AB, MC

<p>Safety lead for CAST. Lower wall had enough adult supervision around it, and that fencing would not yet be ready to be replaced.</p>	
<p>7. Catholic Life & Ethos The Headteacher reported the school continues to develop stronger links with the church. A class attended church each week and a whole school Mass each term. Positive effect on ethos within the school and the community enjoy the school being part of events.</p> <p>Uniform arrangement going well, with the new uniform looking very smart, no time limit had been placed on the older uniform being phased out.</p> <p>Plymouth CAST Vision was now being developed alongside the schools. LD reported a board space in the hall had now been added to display more elements about school ethos.</p> <p>Governors commented on the positive behaviour of all pupils at the church, in particular a member of the congregation with Alzheimers who was interacting with the children.</p> <p>Q1 - Is there anything happening in the entrance hall? A – The Headteacher replied it was an area of focus to be further explored. Potentially a stain-glass window.</p>	<p>AM</p>
<p>8. Vision & Values – Plymouth CAST The Chair referred to the new CEO, Raymond Friel and the Vision and Values document as recently published for consultation.</p> <p>The Headteacher talked through the presentation regarding the background to the consultation, as delivered by Raymond Friel and reported the Code of Conduct had been shared with staff and the new governor handbook and scheme of delegation had been published for consultation.</p> <p><i>Vision for Excellence document –</i> “Our Values” page 6 – A governor commented there had been nothing in any documentation around prayer and worship for the children and how it should be conducted. Another governor commented that to also plan an introduction to the wider elements for stakeholders would assist their understanding.</p> <p>Governors commented the wider plans were very positive and the beatitudes emphasis was also a positive aspect.</p> <p><i>Gospel Values –</i> The Headteacher reported they were taught within the school, then followed up in assemblies in collective worship.</p> <p>Unity was suggested an area on which to base the motto – “Together in learning, life and love”. Was suggested as one potential motto.</p> <p>In discussing the Gospel Values, governors agreed all 8 covered what they wanted and felt there should not be any discarded and that they underpin the mission and the vision.</p>	

<p>Governors debated the need for a further area to break down the meaning of the values for children and adults.</p> <p>Governors commented on the Handbook potential changes to the work they were being asked to undertake, and the new requirements of local governors, the changes in the emphasis to the work of governors.</p> <p>Our principles: The Headteacher detailed the operational principles as relating to a code of conduct. Governors commented on the alignment with CAST as being a new principle for all schools with less subsidiarity and greater unity. The Headteacher added that a number of documents were already being used across CAST schools such as SEF and SDP.</p> <p>Action: For any further comments on questions 1, 2 (Page 5), 5 (Page 9), 6 & 7 (Page 10), governors were to send to the Headteacher by Wednesday 10th October.</p>	<p>All Governors.</p>
<p>9. Scheme of Delegation. Covered in item 8.</p>	
<p>10. Headteacher Report: Learning and Achievement (Focus on EYFS/KS1/KS2 results)</p> <p>The Headteacher referred to the numbers on roll initially, then explaining the child with Caradon APA was having an EHCP applied for to support the child. A child in year 5 on sleep medication had experienced issues, and now has EHCP in place. Also referred to ASD team to access further support at school and at home.</p> <p>Year 3 class behaviour were posing some issues, and Ed. Psych to work with the class. Forest school for the class was also supporting.</p> <p>The school continues to use Trauma informed strategies to support the school in supporting vulnerable children.</p> <p>The Headteacher explained the current child protection arrangements.</p> <p>Attendance was at 96.4% across the school, with holiday absence still an issue, with the consideration to fining still being clarified through CAST.</p> <p>The emphasis was being on children coming to school, with phone-calls home if they felt they should not be in school to encourage attendance for more minor ailments.</p> <p>Q2 – With fining being considered, is an area process more appropriate given the geography of CAST? A – Yes, and was a difficult situation with some persistent offenders.</p> <p>Q3 - Is it possible to have detail broken down for disadvantaged pupils? A – Yes it would be possible.</p> <p>Q4 - Are there any trends at certain times of the year? A – Yes, sometimes around Christmas and either side of the summer break.</p>	

Q5 – Are there questions being asked of parents?

A – Yes, with one example of parents working roles being very seasonal.

Q6 – Can we do something with INSET days.

A – Yes, now added INSET over a week in the summer term to assist.

Pupil Premium –

The Headteacher provided a breakdown of disadvantaged children.

Q7 – Currently 27 eligible, is it 40 who have been eligible for FSM, or another 13 added to the 27?

A – Yes correct in the second scenario.

Q8 – Is a child who is a carer included?

A – They weren't added and there was no additional funding.

Q9 – Is the Special guardianship new?

A – Yes now recognised as a group.

Staffing –

The Headteacher reported on the staffing changes and updates and an issue with a staff member now with CAST for further investigation involving HR, and retirement request.

Teaching and Learning –

Early learning goals 71% in line with National.

Phonics – 84% also inline.

The Headteacher detailed the Key Stage 1 targets and the strategy to support the current year 3.

Book bands had been re-introduced to support Key Stage 1 and was proving a success.

Q10 – Do we get parents to sign?

A – Yes and gather feedback and any comments from parents.

Q11 – RE T & L in KS 1 of reading, are we looking at the learning objectives for the children are?

A – Yes, use of progression sheets supports teachers in observing the improvements and learning.

Q12 – Who is leading? Can we invite them to meet with governors?

A - The Headteacher replied yes it was Kate.... And they would invite them to the next meeting.

Q13 – Putting in 121 for reading, is it a replacement for teaching?

A – No it was as well as.

Key Stage 2 writing was at 13% greater depth and target was 30% across the school.

Development of proficient readers.

<p>Detail of Key Stage 2 disadvantaged pupils was included in the report, which detailed the school was doing well overall and was just above APS in reading, and below in Maths and Writing.</p> <p><i>Priorities –</i> Reading (Book Bands in EYFS and KS1/ lower KS2 and Accelerated Reader for KS2) and writing (T4W and Alan Peat) across the school; consolidate good teaching in mathematics (White Rose and AET mathematics) across the school; SALT and NELI (Nuffield Early Language Intervention) research project in EYFS and Nursery. 1-1 support for pupils in year 1 and 2 for Speech and Language (guided by Speech and Language Therapist- private).</p> <p>Continue emotional wellbeing focus through Forest School’s provision; continue to focus on attendance and work towards achieving above the National Average. Develop a succinct St Mary’s Curriculum that meets the needs of our pupils; develop marking and quality feedback that children to ensure pupils are developing and succeeding.</p> <p><i>Buildings –</i> Carpets now replaced in the upper school, and the summer decoration had made a real difference.</p> <p>Chair asked about more able disadvantaged children n the next meeting report and FSM children.</p> <p>Q14 – Re the nursery, is the figure where we are aspiring to? A – Slightly more than last year, so may be more across the year.</p> <p>Q15 What is the process for applying for nursery? A – Phone the office and add name and send out forms, parents do visit to have a look. Further contact with parents then also takes place.</p> <p>Chair expressed thanks to all staff for their efforts in the achievements of the summer testing.</p> <p><i>LD left the meeting at 5.45pm</i></p>	
<p>11. Budget/Finance Defer to next meeting – budget not yet set.</p>	<p>NR</p>
<p>12. Staffing Updates and requests. Covered in HT report. No requests had been received. DR reported on a high number of applications for the maternity cover.</p>	
<p>13. Safeguarding The Headteacher referred to the planned Safeguarding Review with the designated lead for Plymouth CAST on 25th September to undertake a full review.</p> <p>Q16 - Is it just St Mary’s they are reviewing. A – It is part of the task of reviewing all schools.</p>	

<p>Q17 - What is happening re the staff induction. A – All staff are asked to review Keeping Children Safe in Education guidelines and confirm they have understanding. Governors to also be included.</p> <p>Q18 – Do we offer the opportunity for parents re safeguarding? A – Yes supports online safety, and recent other guidance had been sent out to parents.</p> <p>Q19 – How often do staff get updates on safeguarding? A – At beginning of year and as they occur, updates are issues, generally on an annual basis.</p> <p>Q20 – Anything based on learning from the last year to inform staff of? A - Regarding intruders, put in a plan immediately, with children who sit/linger around the school, go into lockdown where appropriate so that children are protected while police are informed.</p> <p>The Chair advised to build in evaluations of practice when there were positive outcomes to ensure the appropriate learning for all.</p>	
<p>14. A.O.B Review Day – 4th October – 1pm-4pm for all governors. Girls – Maths. Boys – Reading & Writing. H & S walkaround - MC KE – Early Years PP strategy – AB. NC with DR re T & L.</p> <p>DR referred to his role of link director which he could feed back any governor comments to the board directly. There were 2 new directors on the board. Anne Harris, Jackie Vaughn.</p> <p>AB – EEF to send out guidance reports, next on parent and carer engagement shortly.</p>	
<p>Dates of Future Meetings Monday 12th November 2018 4pm Monday 14th January 2019 4pm Monday 11th March 2019 4pm Monday 20th May 2019 4pm Monday 1st July 2019 4pm</p>	

Meeting ended – 6.10 pm.

Signed Dated
Chair of Governors