



St. Mary's Catholic Primary School

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Minutes of the Governing Body

Held at the school on Monday 14 January 2019 @ 4pm

Present: Mrs Alison McDonald (AMc) [Headteacher]
Mrs Lucy Draycott (LD) [Acting Deputy Headteacher]
Mrs Jane Bond (JB)
Mr Michael Corcoran (MC)
Mr Dan Rogerson (DR)
Mrs Natalie Cowling (NC)

Quorate - 3

Clerk: Mr Nick Rich.

In Attendance: Fr Ciaran McGuinness (Parish Priest)
Mr Rob Maher (Observer, and prospective Foundation Governor)

Start – 4.05pm

Action By

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<p>1. Opening prayer The Fr McGuinness began the meeting with a prayer.</p>	
<p>2. Welcome & Apologies The Chair welcomed all, who introduced themselves. Apologies had been received from Mrs Evans and were accepted.</p> <p>Chair added that Mr Maher was to join the Local Governing Board as a Foundation Governor, and all governors were introduced.</p>	
<p>3. Verbal Declarations of Interest. Chair was married to an employee and as a director of board of CAST. MC married to an employee at the school.</p>	
<p>4. Minutes of previous meeting. The Minutes of the meetings of 17th December were scrutinised, including part 2 minutes. Governors approved the contents and the Chair signed a copy of each set of minutes on behalf of the governing board.</p>	
<p>5. Matters Arising Actions reviewed: Structure of the LGB was mentioned, with a parent governor still to be recruited.</p> <p>Further engagement with parents. JB and MC to attend Evangelisation meeting on behalf of governors.</p> <p>Formal thanks to Mr Brumby were expressed on behalf of governors to Mr</p>	

<p>Brumby for all his work. HT to email him with thanks on behalf of governors.</p>	<p>AMc</p>
<p>6. Catholic Life and Ethos Christmas events had been a success.</p> <p>The Acting Deputy Headteacher referred to the terms plans with other faiths being the focus, and adding to the British Values aspect.</p> <p>JB asked if the readings could be made available prior to the mass, so that it wasn't a fresh text when in church.</p> <p>JB referred to the Mass Cards, which assisted children with the response prompts. FMcG would source further copies for the school.</p> <p>The Acting Deputy Headteacher added it had been part of the year 3 RE to look at the Mass.</p> <p>Chair observed the links between the parish and the school were moving forward well.</p>	<p>FMcG</p>
<p>7. HT Report: Learning and achievement (Focus on lower KS2) The Headteacher explained the report information had seen little change since the last meeting.</p> <p>The Headteacher referred to the progress data with PP children had been making 100% expected progress and pockets of 100% exceeding progress.</p> <p>Years 3 and 4 attainment had slowed. Progress was positive however. The Headteacher stressed that with small cohorts, there were anomalies in the data.</p> <p>The Acting Deputy Headteacher referred to the changes in progress and attainment across the previous year (since Summer 2017), and explained the progress of the school across each term since, which was now showing a positive situation. For those still to make progress, there were clear elements of work identified. The Acting Deputy Headteacher added there was clear evidence to back up the data.</p> <p>Governors commented how positive the levels of progress had been across the school. A governor added they had noticed the improvements in the current year 3 observed in their reading levels.</p> <p>Q1-What is the confidence level of teachers now? A – The Headteacher replied that generally was strong and any areas of support identified were being addressed where possible.</p> <p>SEF A copy was circulated of a revised version of the SEF. The judgement was seen as Outstanding for Leadership & Management due to strong SLT and Governing board. Good for Teaching & Learning. Outstanding for Personal Development – links with parish, and in ensuring the needs of the children were met. Outcomes for pupils – Good judgement – Behaviour had improved a great deal.</p>	

<p>Above average for Key Stage 2 results. Disadvantaged children were making good progress. Early Years continues to be good, lots of learning through play, with gaps diminishing early. Areas for improvement from Ofsted Systems in place – Target Tracker used across the school. Absence rates had decreased, and the challenge of keeping children in school would continue.</p> <p>Q2 –Have you fined anybody for lack of attendance or persistent absence? A – Letters were going out to persistent offenders, and the issue across the county was being tightened up on.</p> <p>Areas for improvement identified in each area were covered with governors. The Headteacher to email to governors the headline aspects.</p> <p>SIP An up to date copy was circulated to governors. Chair asked about data and information to ensure the information is circulated at the right time. Scheduling of LGB meetings to align with data drops. Mon 1st April for next LGB meeting. Review Day – 1.30pm on Monday 11th March for governors.</p> <p>Q3 – Would there be any external advisers visiting? A – HT- Maybe in the next year, and plenty of collaboration work and CPD work ongoing also. CAST ESM will visit in February along with the Director for Education and Standards.</p>	AMc
<p>8. Literacy/RWI subject leader report: success & issues. The Report was tabled for governors, the Headteacher explained the process for use of Read Write Inc and preparation for year 2 testing commencing in early years.</p> <p>Planning for reading is clear, and strategies for talk for writing were in place. Alan Peat assisting with sentence structure.</p> <p>Next steps – workshops with parents (Phonics preparation).</p>	
<p>9. Raising the attainment of disadvantaged pupils (Pupil Premium). Pupil Premium strategy from September 2018 was currently in review.</p> <p>Headlines – Accelerated reader strategy, Forest School having a huge impact, currently in year 2 and 5. Speech and Language in early years, PP funding provides for speech therapist.</p> <p>A final assessment at the end will determine the level of success, although clear progress was being made.</p> <p>Achievement for all continuing with structured conversation being used, and with other parents also.</p> <p>Quality Mark to be worked on for end of year.</p>	

<p>Building learning power being developed with meta-cognition.</p> <p>Reading comprehension research showing 6 months progress on average and evidences the work and investment put in.</p> <p>Q4 – How many arrive without speech in our reception class? A – HT- It has been increasing steadily; with our current cohort we seem to have at least 40% of the class who have a difficulty. This has now been addressed by our nursery lead; communication and language features highly in their day to day teaching.</p> <p>Pastoral lead role – improvement in attendance had had an impact, as well as on behaviour of the children.</p> <p>Access to breakfast club and uniform was available for PP children should they require it.</p> <p>The Headteacher added the school had joined the national breakfast pilot, so would include free food for the children.</p> <p>Q5 –Has wraparound care been taken up? A – HT Yes, currently availability until 5.15, which may be extended to 5.30pm. The provision is varied to maintain interest. The Staff running it are excellent.</p>	
<p>10. Pupil Premium leader’s report: success and issues. As above.</p>	
<p>11. Buildings & Projects. The Headteacher explained the changes to the pond and to the Forest area. Children enthusiastic about getting the area working.</p> <p>Q6 – We were looking to outsource the kitchen, is this still going to happen? A – HT- CAST have now appointed a premises and procurement manager; we have conveyed that we would like to outsource our catering to improve the quality and also uptake of the meals.</p>	
<p>12. Staffing updates and requests. The Headteacher explained one teacher was currently absent with long term illness, and that cover was in place currently. Sadly, Year 5 will take a hit as a result. The Headteacher to send message on behalf of governors.</p> <p>Budget-wise the cost would be covered by Insurance claim.</p> <p>Q7 – With reference to the Lauren Langton’s maternity leave, what have they expressed is their preference for a return to work? A – HT- Lauren had made a request for flexible working; we have a meeting with HR booked for next week. However other staff members on leave have yet to express their preference for returning to work. Our current Year 3’s would find it had to have a new teacher part way through the year so we need to think carefully of how this will work.</p>	<p>AMc</p>

<p>13. Safeguarding. The Safeguarding governor had visited and obtained information regarding safeguarding from The Acting Deputy Headteacher.</p> <p>Chair explained he would visit to look over the SCR to be familiar with the detail. The Safeguarding Governor had scrutinised the documentation during her visit.</p>	
<p>14. A.O.B Chair referred to the governors information regarding Ofsted info and to raise any further information they may need.</p> <p>MC – referred to online information and accessing detail online. HT will look into this.</p>	
<p>Dates of Future Meetings Monday 11th March 2019 1.30pm – 4.30pm (Governors Review Day) Monday 1st April 2019 4pm Monday 20th May 2019 4pm Monday 1st July 2019 4pm</p>	

Meeting ended – 5.35pm.

Signed Dated
Chair of Governors