

St John the Baptist Roman Catholic Primary School

Dartmouth

Local Governing Body

Date/Time	Friday 11/01/2018 1pm	Location	St John's Primary School				
Attendees	Initials			Attendees	Initials		
Name		Type of governor/ associate/ chair etc	Time they joined/left if not present for full meeting				
Laura Upton	LU	Chair		Elizabeth Hamilton	EH	Head Teacher	
Karen Moseley	KM	Vice Chair		Rebecca Barker	RB	Community	
Natalie Jackson	NJ	Staff					
Angela Simmonds	AS	Parent					

Apologies	Initials	Reason (Category of Governor)
None		

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor / associate)
Maria Edwards	ME	Cast Director
Claire Brown	CB	Mega-cognition lead teacher
Tom Cusack Neve Jackson Hunt Grace Brown		School councillors

Minutes to
Attendees
Apologies
Helen Laird, CAST

	Agenda	Led by
1	Opening prayer	EH
2	Matters arising from previous minutes Website currently being updated	LU
3	Housekeeping	LU
4	Declaration of business interests None	LU
5	Learning Focus: Meta-cognition report by Claire Brown Report presented to Governors Question-NJ- Is the approach being developed with Class 1? EH- It is harder for younger children as because of their age/development stage they find it harder to helicopter outside of themselves and reflect on what they are doing. It is easier to develop this approach with KS2 children. Claire referred to this part of her report- the learning dinosaurs which link to the key areas of learning in the Foundation stage. LU-Have you noticed an improvement with SEND children. CB- All children at KS2 appear to be able to talk more confidently about their learning using the language of learning LOL, Learning Exit tickets, Learning Pits. We are trying to develop a common approach across class 1 and class 2 particularly in maths. Children will use these to tell the teacher how they have learnt today, resources used	EH CB

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	<p>and if they have had an difficulties with the task. Claire referred to the approaches being shared with Ta's and the TA's receiving training. ME- Have parents seen an impact with their child's leaning at home? LU- I have had some conversations with my child about their learning. The approaches have been shared at Parent's evenings when we look at the work with the teacher. EH- our achievement assembly at the end of each half term has recognised learning traits and I have talked to parents at this assembly why we are doing this. We will look to run a curriculum evening in the Autumn Term on this with parents. AS commented that her Year 1 child has come home talking about the language of learning display in class 1 and referred to his learning behaviours ME- What are the next steps this term? EH – We will attend the meta-cognition training being delivered by CAST. We are looking at lesson study to share approaches across the classes. CB- We have been focussing on maths. We need to develop the approaches throughout the curriculum. LU –Thanked Claire for her presentation. ME commented that it was good that Claire's report was being shared across CAST in the CEO's newsletter.</p>	
6	<p>Fisher Family Trust Data. EH explained the data report. The three year trend from EYFS to Year 6 put us on the 1st percentile for writing, the second for reading and the 5th percentile for GPS and the 10th for maths. Overall 5th percentile across all areas for progress. Also looked at the Dfe data comparing us to local schools. It was noted that our progress measures are stronger than the local outstanding school. The reading and writing data is strong. Focus will continue to close the gap between this and the maths data. The maths progress data is inline with national. LU- Can we compare our data with other Plymouth CAST schools to select areas of improvement together? EH-We do not have this information from the Trust but we could select some other CAST schools on the DFE comparative report and compare the published data.</p>	EH
7	<p>School Improvement Plan Main areas of improvement discussed. These included gap with maths, meta- cognition, mental health, and curriculum focus.</p>	EH
8	Governor visits (H&S to follow this term- date needs to be booked in)	
9.1	<p>SEND- Laura explained her visit report. LU- did the Ed Psych get followed up? EH- yes</p>	LU
9.2	<p>RE- KM explained her visit linked to the Sacrament topic to Class 2 shared meal. A number of Governors had visited and taken part in the event. It was a lovely practical RE experience which the children seemed to be really enthusiastic about. A questionnaire was carried out at the end of the meal to link the learning to the RE topic.</p>	KM
9.3	<p>Safeguarding- NJ presented her report which focussed upon internet safety. The findings of the questionnaires delivered to pupils found that some pupils do take risks online and do not always see the</p>	NJ

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	<p>dangers despite lessons being delivered on this. RB has agreed to come and do some further work with school in her role as PCSO. She has also agreed to deliver a parent session.</p> <p>NJ also spoke to staff during her visit and found that staff really enjoyed the December Internet safety training which addressed such issues as peer on peer abuse, fabricated illness, FGM etc. Staff felt that they gained a lot from this.</p>	
10	<p>Leadership report</p> <p>Data discussed and progress slower at KS1.</p> <p>RB- What are the reasons for this?</p> <p>EH-Transfer from EYFS curriculum to National curriculum in Year 1 means that progress in Year 1 looks slower this term. Progress is evident in the books. A target for this group is to increase their pace during the spring term.</p> <p>Year 2- 60% SEND. These children are a focus of 'blink' observations during the Spring Term. A target for this group will be to be to be more independent. We are expecting them to be 60% age related by the end of the year. We are particularly pleased with the progress of the two children with complex SEND needs in this year group.</p> <p>Years 3-6 are showing good progress.</p> <p>Attendance- EH all groups are looking better than the same period last year.</p> <p>KM-What is our attendance target?</p> <p>EH-Above 96%</p> <p>LU- What has contributed to these improvements?</p> <p>EH- teachers meet regularly with families where attendance drops below 93% to look at barriers together and how to move forward with improving attendance on a case by case basis.</p> <p>We have raised the profile of attendance awards on the last day of each half term an parents attend these special award assemblies which have been successful. It also encourages children not to drift off on holiday at the end of half terms/ terms as they don't want to miss the award assembly. We have a very good working relationship with the EWO who works with us on the more complex cases.</p>	
11	<p>School council presentation by Tom, Grace and Neve</p> <p>Action plan, vision and policy shared.</p> <p>Tom asked Rebecca Barker to come into school to do some safety talks eg. internet safety, road safety. Dates to be decided.</p> <p>Library – will discuss with Mrs Waiters.</p> <p>LU- How do you feel being a school councillor?</p> <p>TC- I feel respected. I ask children questions and try and understand their needs.</p> <p>ME- will you be involved with the Enterprise project in the Summer.</p> <p>GB- Yes because lots of year 6s wanted to be on the council, we are changing over roles by the end of this term. Some of the other year 6's will lead with this.</p>	
12	<p>SEND review shared. Amber areas discussed like tracking impact of interventions and issues with ICT.</p> <p>ME- How have you impacted on SEND attendance so positively?</p> <p>EH- Had 2 children on a part time timetable which impacted on SEND attendance last year. Small school 1-2 pupils can have a negative impact. We have worked with EWO, regular meeting with parents of children who are causing concern, celebration of good attendance given a raised profile and working closely with the EWO.</p> <p>EH- What are 'blinks'?</p> <p>Regular short focussed observation- focussing on a particular child but 'drop ins' and looking at that child's progress and revisiting after a few weeks to see if any recommendations have been followed up.</p>	
13	<p>How effective are we as a governing board?</p> <p>Ed psych referral followed up</p> <p>Safeguarding recommendations have been followed up.</p>	

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Detail of next meeting			
Date/Time	Friday08/02 /2019, 1pm	Location	St John's Primary School, Dartmouth