

St John the Baptist Roman Catholic Primary School

Dartmouth

Local Governing Body

Date/Time	Friday 03/05/19 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)
RB		

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor / associate)

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- discussed clerk position Approach JM to see if she wants to return if not advertise in June	LU
4	Declaration of business interests None	LU
5	Leadership report LU Have transition been discussed and support put in place? LH Not yet – second half of summer Term. Staffing in each class is yet to be decided. LU How do you record the P Level progress? LH P levels are broken down into levels ie P6, P7. Children then start the YEAR 1 curriculum. Maths is at national for ks2. LU What are you doing about the persistent absentees? LH Dealt with on an individual basis- teachers meet with parents to discuss the attendance regularly. Persistent absentees get discussed with the EWO. Significantly more SEND in foundation and key stage 1	EH

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	<p>Data will be below national at the end of key stage 1, Foundation and Year 1 phonics due to high level of send. Small cohorts. They are making progress but slowly.</p> <p>Year 3 are a high performing cohort.</p> <p>Attendance generally up from same period last year. Continue to monitor PA's. Groups like SEND and PP have better attendance than same period last year.</p> <p>No exclusions</p> <p>No Child Protection in the school</p> <p>No official complaints</p>	
6	<p>Governors briefing papers</p> <p>Action – LU to look at the chairs record All governors to look at the draft briefing papers LU/LH to start using the templates All governors to look at the record of activity form Even though 'draft' we will start to work from the 'Schedule of accountability' this term as helpful.</p>	THOS
7	<p>Business manager visit Covered finance, health and safety and HR.</p>	EH
8	<p>Governor visits</p> <p>AS - Visited the school 29th March. Report handed out</p> <p>Recommendations from the last report have been followed up External gate now fixed.</p> <p>Recommendation from this visit – turn lock on the literacy door instead of a key – AS to ask KL Fragile roof signs recommended and also followed up. Signs now visible Summer house removal – LH to arrange for power supply to be disconnected.</p> <p>LU – to type up and report back on Sports grant and PP KM – RE visit booked for RB – LU to ask for her to visit re safeguarding</p> <p>Safeguarding – RB has passed on Digi Duck's big decisions to compliment internet safety lessons in each class.</p>	
9.1	SEND	LU

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	<p>Internet Safety ESafety PSHE Policy Devon Trips SRE Policy Accessibility</p> <p>All policies discussed and agreed. They are now available on the website.</p>	
13	<p>How effective are we as a governing board?</p> <p>H&S governor visit –</p> <p>Gate lock now working General improvements around the school acted on Accident reporting procedures – accident book</p>	

Detail of next meeting			
Date/Time	14 th June 2019	Location	St John's Primary School, Dartmouth