

# St Catherine's Church of England School

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Executive Head Teacher – L Hussey  
Head of School – P Warner  
Chair of Governors – J Wonnacott

5/03/2020

## Minutes

**Local Governing Board; St Catherine's Church of England School – Spring  
Thursday 5<sup>th</sup> March 2020 at 5pm at St Catherine's School**

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

### 1. **Welcome and Apologies**

**Present:** James Wonnacott (Chair), Brendan Maguire (Vice Chair), Connie Smith, Margaret Young, Teresa Sim, Libby Phillpotts, Pippa Warner (HoS), Louise Hussey (Executive Head)

**Apologies:** None

**In Attendance:** Governance Officer, Graeme Barriball (Chair of Trust Board)

The Chair welcomed everyone and the Chair of the Trust Board (GB) was introduced. JW led the governors in prayer.

### 2. **Declarations of Interest Relevant to this Agenda**

None declared. TS noted that her part time role within the school has changed and the register will be amended.

### 3. **Confirm Minutes of LGB Autumn Meeting (14<sup>th</sup> Nov 2019) and Matters Arising**

No actions. Decision made to accept minutes as true and accurate record of the meeting and the Chair signed a copy.

### 4. **Confidential Agenda Items**

None.

### 5. **HoS Reports**

**Staffing;** SP will be a permanent staff member at St Catherine's and LD is likely to be staying at Lew Trenchard. The governors discussed staffing, the duties and the hours the staff worked. LB is applying for the NPQH qualification.

**Attainment & Progress;** slight drop from initial predictions but additional boosters of one to one being implemented for borderline maths. **GB questioned whether parents are supported and guided on how to help their children read and comprehend what they are reading?** LH explained that the main issue with reading is phonics and this needs to be addressed before comprehension can be tackled. **JW challenged whether phonics is being appropriately monitored as the children progress as there seems to be a dip** and LH confirmed that a new influx of EAL pupils has affected this but is being worked on. The governors discussed the read, write, inc provision and the issue with grammar versus dialect. LH confirmed that the writing in particular is corrected. **GB challenged what the attainment and progress picture is this year so**

far and LH confirmed it was better than last year, and explained some detail regarding any areas of concern.

**Improvement;** One target on the improvement plan is attendance and is still at 95%, which is an improvement from 93% this time last year and the aim is still to get above national average of 96%. Parents are engaged with and EWO involved where required. LH raised the issue of authorising holidays in term time and a potential revision to the attendance policy. The governors discussed the pros and cons of changing the policy or agreed that discretion based on individual circumstances is the best course of action.

**Curriculum;** the governors have been updated on curriculum progress with a planned review in April to tighten up how the knowledge links up to the skills so that full coverage of skills is ensured over the time the children are in school. LH has attended Ofsted training.

**Pupil voice;** covered at working party and during pupil conferencing for safety, RE and church ethos. The next conferencing session needs to discuss reading.

**Parental Engagement;** parental feedback has been very positive.

#### 6. **Safeguarding**

MY & LH completed the safeguarding audit for submission to Cornwall LA. CS, BM & MY have completed online safeguarding training; JW will do so soon. CS, MY & JW will complete the safer recruitment training. All governors should complete the Prevent module.

#### 7. **Vision & Ethos**

The governors discussed the vision & ethos, and the pupil groups that have developed this vision in a language that the children understand (rather than in 'adult speak'). Work continues to embed the vision and make St Catherine's a special place to send children. LH highlighted the plans for summer school and wrap around care that will be open to children in Launceston, not just St Catherine's children.

#### 8. **SIAMS and Christian Distinctiveness**

Report from SIAMS monitoring visit was very positive and gave tips on where to include more evidence in the SIAMS SEF. LH updated governors on initiatives to develop Christianity in the school, including exposing the children to the lives of children abroad. The Chair noted the guidance regarding questions that governors will need to answer during a SIAMS inspection and suggested that the governors meet to discuss this prior to Easter holidays. Date confirmed as Friday 20<sup>th</sup> March 2020 at 9.15am.

PW and LH will be conducting new RE syllabus training at end March 2020 and also attending the joint Diocese conference in this month.

The children's environment committee have entered a competition and are proceeding to round 2, their initiative is supporting the environment by 'keeping bees'. Other initiatives are in hand to develop collective worship.

#### 9. **EYFS Framework**

LH noted that a new framework is being implemented and St Catherine's has signed up to be an early adopter in September 2020. All policies and procedures for EYFS are in place. LH noted that children will now do an initial one-on-one test with the teacher at the beginning of Foundation Year that will be used to track their progress to year 6. **Governors challenged the**

**sense in this given mobility of children, the varying background of those children starting school and that some of the criteria are completely irrelevant by year 6.** In addition, the schools will not be given the results and furthermore the school is not receiving any funding for the teacher's time (20 mins) with each child for this initial assessment. The governors questioned the sense in this initiative.

#### 10. Pre-School Compliance & Update

The reception teacher is being trained as an EYFS lead so that there is additional leadership to help maintain compliance. Pre-school teacher and foundation teacher are working together on EYFS. Pre-school is compliant.

#### 11. School Sessions/Timings and Term Dates

Term dates confirmed and approved; number of school sessions are compliant. Pupil conferencing had highlighted requests for more breaks but LH highlighted the challenges with achieving this without increasing the school day which would take a long period of consultation before being allowed.

#### 12. Working Group Feedback

Detailed record of working group can be separately and covered website compliance, on-line safety, data protection/GDPR, Improvement Plan and SIAMS, SEF and curriculum progress. **LH received challenges on updates on the latest on-line risks to children, progress on improvement plan priorities, and how staff well-being was being managed.**

All governors wish to attend the summer term working group and it will take place on Friday 24<sup>th</sup> April 2020 at 9.15am.

#### 13. Visits

Summary of visit feedback from Spring term (detail found in visit reports).

- Meet with Head (**JW**) – complete, no follow up actions
- Collective Worship (**JW**) – report to follow, no follow up actions
- Curriculum – reading (**CS**) – **LH was challenged regarding how staff are monitored and held accountable for new curriculum, whether children are aware of progress and provision in place to address gaps, how impact is being measured and proof that this is working and what actions are being taken for children who do not reach their goals.**
- School Council (**MY**) – feedback discussed at working group and at items 5, 7 and 8
- Safeguarding Audit (**MY**) – completed with LH
- Meeting with CEO (**JW**) – topics discussed were standards, curriculum development – SRE, funding and budget update, SEF and AIP 20 priorities, Trust AIP 20, Premises Improvement, Admissions Policy 2020-21, Safeguarding update (*S175/157*), Leadership workload and well-being update.

Outline visit plan for summer term:

- PE impact – TS.
- PPG provision & impact – CS.
- Vision & collective worship pupil conferencing - JW

#### 14. Training

Due to a number of individuals requiring training across the MAT, the governance officer is trying to source a training in central office in Launceston. In the meantime, TS is requested to complete the online governor training module. Safeguarding related training is covered at item 6.

**15. Any Other Business**

None.

**16. DONM**

Date for SIAMS meeting is Friday 20<sup>th</sup> March 2020 at 9.15am. Summer working group Friday 24<sup>th</sup> April 2020 at 9.15am. Summer term full Board will be on Thursday 9<sup>th</sup> July 2020 at 5pm at SC.

Meeting closed at 18.45hrs.

TJH Martin

ADMAT Governance Officer

**Distribution List:**

J. Wonnacott – Chair/Foundation Governor

M. Young – Foundation Governor

B. Maguire – Foundation governor

C. Smith – Parent Governor

T. Sim – Parent Governor

L. Phillpotts – Staff Governor

L. Hussey – St Catherine’s Executive Head Teacher

P. Warner –St Catherine’s Head of School

W. Hermon – CEO

G. Barriball – Chair of Board

B. Couch – Diocese of Truro