

St Catherine's Church of England School



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Executive Head Teacher – L Hussey
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Chair of Governors – J Wonnacott

14/11/19

Minutes

**Local Governing Board; St Catherine's Church of England School – Autumn
Thursday 14th November 2019 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, Libby Phillpotts, Pippa Warner (HoS), Louise Hussey (Executive Head)

Apologies: Teresa Sim

In Attendance: Governance Officer

2. **Declarations of Interest/Pecuniary Interests Relevant to this Agenda**

None declared. BM and MY submitted their annual declarations.

3. **Elect/Re-elect Chair & Vice Chair**

JAW agreed to continue being Chair and all governors agreed. MY proposed BM to be Vice Chair, he agreed and all governors agreed.

4. **Annual Paperwork & Admin**

All governors confirmed that they remain aware of and will abide by the code of conduct. All governors confirmed receipt of the new KCSiE and amendments to it, and are aware of the requirements.

5. **Confirm Minutes of previous meeting (10th July 2019) and Matters Arising**

Only action was to identify school policies required for circulation prior to meeting. Clerk has done this and LH has circulated. Policies covered at item 13.

LGB agreed the minutes are an accurate reflection of the meeting and the Chair signed a copy.

6. **Confidential Agenda Items**

None.

7. **Head's Report**

Head's report made available to governors prior to the meeting and much of the detail has been discussed during the working group & visits.

a. **Confirm Current Top 3 Risks**

Top 3 risks agreed as (1) Financial, (2) Falling standards, (3) Loss of staff/staff well-being

b. **Data**

Data discussed in detail at the working party earlier in the term. BM met with LH to discuss data. **The Chair queried how the improvement required in maths is progressing?** LH and LP confirmed that there hasn't been an assessment point yet, but given the cohorts involved, they should all be on track to achieve the appropriate progress. The attainment is lower but work is in hand; the maths teaching is much better and the maths schemes are more embedded.

CS questioned how the 'reading champion scheme' is coming along? LH explained that the pool of reading champions are building up and teachers have nominated children in need of additional reading; LH's hope is that each reading champion will have a group of children allocated to them that they hear read each week so they can see their progress. She also explained how the reading scheme will work. **MY questioned whether the school has resources to provide the books required for the children;** LH explained where the books are obtained from and the use of the Babcock library book service. It was noted that DBS checks are currently taking much longer. The profile of reading is being raised at parent/teacher meetings and in the parent newsletters. Other schemes such as accelerated reader were discussed and staff are attending training on read-write-ink.

c. **Improvement & Priorities for next Plan**

Priorities for next improvement plan include (1) Curriculum, (2) progress (specifically in maths), (3) high expectations to ensure all children make good progress across the whole curriculum, (4) reading, writing & maths attainment combined result at KS2, and (5) SIAMS prep (linked to vision & values).

d. **Curriculum Update**

LH will be sharing best practice and curriculum implementation with other Heads from across the MAT, a number of curriculum meetings have occurred as well as various training events. MAT subject leaders have been engaged in the school, noting that PW is the MAT RE lead and LP is the MAT history lead. SEND provision in the curriculum is being looked at. **A governor enquired how children from other faiths are integrated into the lessons** and LH explained.

e. **Attendance**

Attendance sits at 95.1% (up from 93% at the last meeting) which is moving in a positive direction. Governors enquired if there are any trends in absences and if illness or authorised absences count towards the figures. LH explained that all absences count and gave some background to absences. Governors discussed the issues around taking holiday in term time; LH confirmed that whether it is authorised or unauthorised, it still counts towards absence figures and that she only authorises very specific cases.

f. **Discipline/Behaviour/Exclusions**

Nothing to report.

8. **SIAMS**

LH explained how the school values fit in with the Christian ethos of the school, and how they will underpin everything in the school. She also explained how elements of the collective worship are used to empower the children to demonstrate these values. Governors agreed it is important to evidence when children demonstrate good values, and service within the community.

PW will make the SIAMS SEF available to governors and they were invited to comment or make suggestions.

9. **Safeguarding/SCR/KCSiE**

Governors are aware of latest safeguarding policy and KCSiE. On-line safeguarding training has been provided to governors. Changes are being made to the SCR and the An Daras Child Protection Officer will check this before Christmas. **CS challenged whether the safeguarding procedures are tested regularly in school so that everyone knows what to do?** LH explained that measures are in place to check procedures and they are often used to one degree or another. LH noted a health and safety issue with a door that fell off its hinges and noted that things like this will now be checked more regularly with appropriate advice sought.

MY and PW completed an internal safeguarding audit – no issues to report.

10. **Admissions**

The admissions policy was approved by governors. It will be in front of the Trust Board on 25th November for approval.

11. **Working Group**

The autumn working group was attended by all except TS & LP. Key outputs from working group; discussion on admissions policy approved, safeguarding, top 3 risks, staffing, ISDR, SEF, EIF and the focus of governor visits, PPG map, report formats and confirmation of governor visits. Separate notes produced.

Spring working group will take place on Fri 31st Jan 20 at 9.15am. All are invited to attend. Discussion to include website compliance, on-line safety, data protection/GDPR, improvement plan, SIAMS SEF and progress on curriculum.

12. **Visit Feedback**

- Information/Data protection (BM) - *report to follow.*
- Safeguarding and meeting with LH (MY) - *Audit report.*
- SEND (CS) – *See separate report.*
- RE/Christian Distinctiveness (JW) - *report to follow. JW noted that he was very impressed with the RE lesson that he visited.*
- Meeting with CEO (JW) – JW highlighted key points discussed at this meeting.
- Diocese networking meeting (JW)
- Pay committee (MY and JW)

Visits agreed for next term:

- Chair meet with LH (including her PM) 29 Nov.
- Collective Worship (JW).
- Curriculum (reading) (CS).

13. **Policy Approval**

Governors were consulted on the following policies:

- a. **Admissions** – approved
- b. **Accessibility Plan** - approved
- c. **Behaviour** - approved
- d. **First Aid** - approved
- e. **SEND** - approved
- f. **Children with health needs who cannot attend school (Access to Education)** - approved

g. Supporting Pupils with Medical Conditions - approved

14. AOB

CS noted some feedback from parents and the governors discussed funding and staffing issues. It was noted that the volunteers and readers should sign confidentiality agreements as with members of staff.

15. DONM

Spring term full Board meeting is Thursday 5th March 2020 at 5pm at SC.

Meeting closed at 7pm.

TJH Martin

ADMAT Governance Officer

Distribution List:

J. Wonnacott – Chair/Foundation Governor

B. Maguire – Vice Chair/Foundation Governor

M. Young – Foundation Governor

C. Smith – Parent Governor

T. Sim – Parent Governor

L. Phillipotts – Staff Governor

L. Hussey – St Catherine’s Executive Head Teacher

P. Warner – Head of School

W. Hermon – CEO

G. Barriball – Chair of Board

B. Couch – Diocese of Truro