



**St Nicholas Catholic Primary School (Academy)**  
**Part 1 Minutes of Local Governing Board**

Date	15th September 2021	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	y	
Angela Folland	Headteacher	y	
Frankie Phillips	Foundation	y	
<b>Luke Robinson</b>	Foundation	y	
Fr Jonathan Stewart	Foundation	y	
Frances Dennehy	Foundation	y	
Alex Hill	Community	y	
Suzanne Pollard	Parent	y	
Denise Sparkes	Staff	y	
Kelli Reynolds	Head of School	y	
James Cookson	Foundation	y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Item	Info Decision Question <b>Action</b>
1	<p><b>Apologies &amp; Declarations of Interest for this meeting</b></p> <p>There were no apologies and no declarations of interest for this meeting.</p> <p><b>Election of Chair and Vice Chair</b></p> <p>LR was re-elected Chair and will stand until January. AH was re-elected Vice Chair. Foundation Governors were asked to consider standing for Chair at the end of term.</p>	<b>D</b>
2	<p><b>Agree any items of business to be discussed that are not on agenda</b></p> <p>None.</p>	
3	<p><b>Safeguarding</b></p> <p><b>Level 1 training including KCSiE updates (September 2021)</b></p> <p>KR delivered a safeguarding update for Governors incorporating the changes to KCSiE.</p>	

Approved by FGB/Signed by Chair:

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	<i>FD asked what guidance is there for staff to be 'the safe adult to support vulnerable children?' We will look at this and consider some further training and support for adults in the school.</i>	<b>Q KR</b>
4	<b>Agreement of Part 1 and part 2 minutes of last meeting (July)</b> These were agreed and signed.	<b>D</b>
5	<p><b>Headteacher's Report</b></p> <p><b>The meeting moved to part 2</b></p> <p>[Fr JS left the meeting]</p> <p><b>Return to School and current risk assessment</b> The RA has been updated in line with DfE and Devon guidance.. The Trust have asked staff to temporarily wear face masks in communal areas. We will adhere to a COVID management plan. We no longer have to close bubbles. Online learning is being delivered for children whose parents are positive and unable to bring them in.</p> <p>We are continuing to hand wash and keep hygiene standards high. We are also keeping parents in school to a minimum.</p> <p>The Trust will issue new advice at the end of September.</p> <p><b>School Security update</b> We have to complete a school security review document for the Trust. CAST have advised that we have to keep the front gate locked at all times. They are to fund a new gate / intercom system and are currently obtaining quotes.</p> <p>The meeting moved to part 2. .</p> <p><b>SEF / SIP document</b> A document shared on Governorhub was discussed. All improvements link to Trust Strategic Goals (TSGs).</p> <p>Milestones will enable us to identify useful Governor's visits and areas for improvement.</p> <p>We have to embed the new behaviour policy which has been launched with the children.</p> <p>We have 'house families' now throughout the school for staff and all pupils. Children have spent time with their house families already. The children earn house points / marbles which are added up each day / week and a reward is achieved once 1000 are earned.</p>	

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	<p>Leaders are overseeing assessment this term.</p> <p>Children with low prior attainment will have a focus. This is an AFI from Ofsted.</p> <p>AF and KR are to identify EYFS goals.</p> <p>We have self evaluated as 'good'.</p> <p><i>Governors queried low SEN numbers in EY.</i> This is because children's needs are still being identified as it is very early in the term.</p>	Q
6	<p><b>Governorship</b></p> <p>SP has decided not to continue as a Governor as she has come to the end of her term. She was thanked for her contribution to the Governing Body.</p> <ul style="list-style-type: none"> <li>• Governor's Annual Declarations - all have been completed.</li> <li>• Governorship - we confirmed roles as agreed last July: <ul style="list-style-type: none"> <li>• RE &amp; Catholic Life - Angela &amp; Frankie</li> <li>• Parents and Community – vacancy</li> <li>• Statutory Grants – Denise</li> <li>• Curriculum and Standards Angela</li> <li>• HR – Alex</li> <li>• H&amp;S – Luke &amp; Alex</li> <li>• Finance – Luke</li> <li>• Safeguarding – Fran and James</li> <li>• SEND / LAC – James and Alex</li> <li>• Pastoral Support - Fr Jonathan</li> </ul> </li> </ul> <p>AB will organise an election for a new Parent Governor.</p> <ul style="list-style-type: none"> <li>• Autumn term visit/s as per the Schedule of Accountability - plan and schedule will be sent out to Governors to sign up to visits.</li> <li>• Governor appraisal and expectations Appraisal will be prospective rather than retrospective due to COVID. We will await CAST guidance.</li> </ul>	
7	<p><b>Policies</b></p> <p>CAST Finance Policy was noted.</p>	
8	<p><b>Matters arising since agenda distributed as identified at item 3</b></p> <p>None</p>	

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9	<b>Correspondence</b> None	
10	<b>Date of next meeting:</b> 17th November 2021 at 6pm in school	

Luke Robinson  
Chair

Ali Brocksom  
Clerk

Date

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