



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

Date	4 TH December 2019	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
Frankie Phillips	Foundation	Y	
Luke Robinson	Parent	N	Y
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	N	
Lucy Wills	Community	Y	
Alex Hill	Community	Y	
Suzanne Pollard	Parent	Y	
Denise Sparkes	Staff	Y	
James Cookson	Foundation	N	Y
Kelli Reynolds	Head of School	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Item	Info Decision Question Action
1.	Prayer AF led a prayer.	
2.	Apologies There were apologies from LR and JC and their absence was sanctioned. Declarations of Interest for this meeting None were declared.	D
3.	Agree any items of business to be discussed at end of meeting that are not on agenda None	
4.	Agreement of Part 1 & 2 minutes of 7th October meeting including review of any actions The minutes were agreed and signed. <ul style="list-style-type: none"> Governors agreed to monitor [safeguarding and pupil conferencing] as Governors would like to understand children's views of behaviour more. There also must be a conversation about safeguarding resources. Governors suggested we carry out a pupil survey in the new school year. The pupil survey is being considered by the School Council and will be rolled out after half term. It will be a future agenda item. SP will to carry out some case studies to examine some 	

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	<p><i>individual children who have had irregular or changeable results and to find out why. SP is looking at timings to carry out case studies. Will be discussed in January and carried out next term.</i></p> <ul style="list-style-type: none"> <i>AF still needs to clarify whether the small square of land belongs to us so that we can purchase the outdoor classroom. We are waiting for CAST solicitors to give further information and a plan of how land will be maintained.</i> 	
5.	<p>Leadership Report (verbal update) AF reported back to Governors, updating them on</p> <p>Catholic Life of the School</p> <ul style="list-style-type: none"> We have launched laudato si. We are preparing a recycling strategy. We have an Advent strategy (including prayer bags). Pupil Chaplains have been very positive - they have already led liturgies, participated in mass, prepared a website page and been very proactive. They are participating in St Nicholas Priory celebrations for St Nicholas Day. Our Link Director visit (Sandy Anderson) took place. He will come to the next LGB as an observer. AF has attended Section 48 training. At the next LGB we will consider the S48 document We have now linked Monday worship to a gospel value meaning that children have access to more bible stories. Ten Ten resources have been purchased for all CAST schools and are being used to support daily class prayer and collective worship. There is a CAFOD mass this weekend. Laura Walmsley will lead RE from January. <p>Autumn 2020</p> <ul style="list-style-type: none"> New leadership structure has helped to balance the budget (AF is 50%). Numbers in Reception and Nursery are increasing. We are recruiting an EYT (not QTS) teacher for 2 terms from January (paid on unqualified teacher payscale). We will also be an Early Years training hub from September. Our Early Years income exceeds expectations. We are likely to be full in Reception in September. KW has effectively led maths since September, her effectiveness has been validated by Brad Murray. IT – we have moved IT providers after considering the value of our current SLA. Magicka (from 2020) will also help to develop our IT curriculum strategy. History and Science have been the teacher's focus this term. LW is back from maternity leave– she is the PP champion and will be working with a Yr 6 maths group each week. Forest School is up and running and children are enjoying it. We will carry out pupil conferencing to obtain feedback. 	

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	<ul style="list-style-type: none"> • The Wildlife Trust are working with classes too. • Exeter University have asked us to take part in an anti-bullying programme. • OPAL continues to develop the outdoors areas. <p>School Improvement Plan update (KR)</p> <p>Maths (information was distributed)</p> <ul style="list-style-type: none"> • Appointed new subject lead (KW) in September so we have increased capacity. She had an intensive handover to enable her to have a very good sense of maths across the school (observations feedback, looking at books etc) • Assessment is an issue across the school. Kim has analysed the maths curriculum progress from 3-11. Components of knowledge information supports teacher's assessment. Teachers should see beyond their own year group and understand what teaching comes before and after. • Brad Murray's visit included a deep dive for maths. All KS2 teachers were observed teaching maths and feedback given as appropriate. A book scrutiny picked up some issues with marking and how assessment information informs future planning (AFL) • Assessment data from 18/19 was analysed (69% reached ARE). When SEND children were removed expected progress increased from 51% to 86%. <p>Improving Outcomes. We are looking at</p> <ul style="list-style-type: none"> • Testing (PIRA / PUMA) • Proforma to be used to identify gaps and inform teacher's planning • Pupil Progress meetings are to focus on PIRA and PUMA results • Leaders are to facilitate pre-unit planning meetings with teachers. What do we need to do to close the gap? <p>Literacy</p> <ul style="list-style-type: none"> • Whole class reading is taught 4 x per week in EYFS, KS1 and Yr 5/6. • All year groups have improved pupil outcomes for vulnerable groups. • Phonics for reading sessions are taught 4 x per week in EYFS and KS1. Staff have had training to deliver phonics for reading. • Our ESM will carry out a deep dive into early reading on 8th January. • We are working with Ilsham English Hub (DfE funded). • <i>Governors queried whether children choose their books?</i> The text spine from the PWP enables teaching teams to pick appropriate books that are challenging and enjoyable. • Outcomes were discussed. The % of children working at GD is significantly above national average in all year groups. • SEND children are an area for development – we need to improve progress and outcomes. • We use Widget (an online resource that represents words with pictures) to support language development and help children with 	<p>Q</p>
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	<p>ASD and EAL.</p> <ul style="list-style-type: none"> • We need to develop the use of short burst writing and children's writing stamina. Also SEND differentiation, increasing teacher's subject knowledge and confidence. <p>SEND</p> <ul style="list-style-type: none"> • It was identified that targets were not supporting or driving progress for SEND. • Assessments of children's needs were not secure. • An action plan was developed and much training given at the non pupil day (accountability, Assess, Plan, Do, Review cycle, expectations, clarifying needs, setting targets in PDMs, unit targets for literacy and maths, clear ways for pupils to demonstrate progress). <p><i>Governors asked how teacher have found these changes.</i> They like the class based plans which they find clear and a manageable working document.</p> <ul style="list-style-type: none"> • KR has set up a calendar for Assess, Plan, Do Review so that all teachers are clear when actions need to be completed. • Training on Working Memory has been delivered to teaching staff. • Plans for Spring term include Pupil Conferencing, book scrutinies, monitoring of the quality of targets and audio processing disorder training <p><i>Governors queried the maths curriculum progression document and whether all teachers are on board with this?</i> Yes but when the PUMA results are analysed they may struggle initially. PUMA only tests age related content, not all of which may have been taught when the tests are taken. The tests will inform the discussions with teachers.</p> <p><i>Governors queried whether teachers enjoy teaching maths? We as a school have a strong passion for reading and writing but is there the same passion for maths?</i> Progress is good in maths but the tests do not show this. Teachers may be moving them on too fast. We need to make sure all children understand each stage before moving on. Maths topics need much more recall – concepts are not practised as regularly as those in literacy. Observations do show that teachers enjoy teaching maths.</p> <p><i>Governors queried the SEN % in school which affects our data.</i> When you take out the SEN children our data is high. We can justify our data and can demonstrate progress.</p> <p><i>Do you have the resources needed to address these issues?</i> Yes but we may need to use the TAs in a different way to support learning. We will also use Laura W to teach Yr 6 maths.</p> <p><i>SEND Differentiation – could some teachers mentor other teachers to do this?</i> Yes this could take place.</p>	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>
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	<p><i>The focus will be on Yr 6. Is there enough focus on Yr 5 and Yr 3/4? If teachers can identify gaps and teach to close these gaps there will be less focus on Yr 6 needed. Teaching will be secure throughout the school and into Yr 6. Regular progress meetings will also help planning.</i></p>	Q
6.	<p>Progress data Assessment – AF shared data with Governors which has been analysed with Brad Murray. Governors are to send questions to AB for the next meeting.</p> <p>Attendance A SIMS report was distributed giving the school profile, pastoral factors and attendance showing all year groups from Yr 1 – 6 have attendance of over 95%.</p> <p><i>The meeting moved to part 2.</i></p>	A: All
7.	<p>Safeguarding Reports The SG4 (with trends) was distributed and discussed. They were signed off.</p>	
8.	<p>Governor Visits</p> <p><i>Reports for all visits were shared before the meeting.</i></p> <p>H&S AH carried out a visit and walk around the school with relevant staff. A couple of minor issues were identified.</p> <p>Budget AH attended a budget meeting. Future years do not yet balance. There will be a further budget meeting on 10/2/20. Our 'little extras' funding has enabled us to buy a new phone system and to refurbish the toilets. The school council have enjoyed having a say in the toilets.</p> <p>Parental engagement SP met with ABr about parental and community engagement. The leafleting has been positive and we need to continue this. There is good engagement with parishes and the PTA. Parents could have a way to send in suggestions or ideas - this could be actively encouraged.</p> <p>All staff have an exit interview bit not many take this up. This should be encouraged to gain valuable feedback. We should distribute a questionnaire if the meeting is declined.</p> <p>EYFS SP and ABo met with EY staff. They discussed the curriculum, planning and issues and concerns about the teaching team in EYFS. It was interesting to find out how much time is taken on children's physical needs. Also how early referrals take place. Resources were considered – a rolling programme will be developed to review and renew resources.</p>	

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	<p>A further visit will take place in 6 months.</p> <p>Planning for next half term Spring 1 AB to send out information to Governors about next visits (arrange by the end of term).</p>	
9.	<p>Policies <u>School policies</u> None.</p> <p><u>CAST policies were noted</u> CAST Staff Absence Management Disability Leave Policy</p>	
10	<p>Matters arising since agenda distributed as identified at item 3 None</p>	
11	<p>Correspondence Received Correspondence – there is an ongoing legal issue with ex parents which will be discussed further at the next meeting.</p>	
12	<p>Date of next meeting: Wednesday 12th February at 6pm</p>	
<p style="text-align: center;">Outstanding Actions</p> <ul style="list-style-type: none"> <i>Governors agreed to monitor [safeguarding and pupil conferencing] as Governors would like to understand children's views of behaviour more. There also must be a conversation about safeguarding resources. Governors suggested we carry out a pupil survey in the new school year. The pupil survey is being considered by the School Council and will be rolled out after half term. It will be a future agenda item.</i> <i>SP will to carry out some case studies to examine some individual children who have had irregular or changeable results and to find out why. SP is looking at timings to carry out case studies. Will be discussed in January and carried out next term.</i> <i>AF still needs to clarify whether the small square of land belongs to us so that we can purchase the outdoor classroom. We are waiting for CAST solicitors to give further information and a plan of how land will be maintained.</i> <p><u>Progress data</u> <i>Assessment – AF shared data with Governors which has been analysed with Brad Murray. Governors are to send questions to AB for the next meeting.</i></p> <p>Parents could have a way to send in suggestions or ideas - this could be actively encouraged.</p>		

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Living and Learning in Spirit and in Truth

Luke Robinson
Chair

Ali Brocksom
Clerk

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