



St Nicholas Catholic Primary School (Academy)
Part 1 Minutes of Full Governor's Meeting

Date	7 th February 2018	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Patricia Venn-Rees	Foundation	Y	
Frankie Phillips	Foundation	Y	
Mnsgr Harry Doyle	Foundation	Y	
Jane Wardle	Foundation	N	Y
Luke Robinson	Parent	Y	
Suzanne Pollard	Parent	Y	
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	N	N
Lucy Wills	Community	Y	
Alex Hill	Community	Y	
Angela Folland	Headteacher	Y	
Amelia Harding	Staff	N	Y
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref	Detail	Info Decision Question Action
		HD led a prayer	
1.	15.	Apologies & Declarations of Interest Apologies were received from JW and AH. There were no declarations of interest.	
2.	16.	Agree any items of business to be discussed at point 7 that are not on agenda <ul style="list-style-type: none"> Committee membership Staff absence requests 	
3.	17.	Agreement of Part 1 & 2 minutes of meeting held 13th December 2017 The minutes were agreed and signed. <i>The meeting moved to part 2</i>	D
4.	18.	Safeguarding <ul style="list-style-type: none"> Arrangements in Amelia's absence (due to secondment) were discussed. SB and DS will share the role of DSO until AF has attended Level 3 training in March. Posters and information around the school have been amended to show this. 	

Approved by FGB/Signed by Chair:

..... Date:

		<ul style="list-style-type: none"> The new 'pick-up' arrangements after school clubs has been communicated to all parents and is working well. We will send a letter to parents tomorrow about new and more stringent communication procedures where we cannot account for a child's absence when taking the register. This is following advice from the Safeguarding Team. The new lock down policy is written and will be discussed on the non-pupil day with staff. Children will be involved in practices once this policy is agreed. <p><u>Report to FGB on what processes are in place to support staff following difficult or distressing meetings (from last meeting)</u> The Safeguarding Team (which meets once a week) have discussed this. Incidents are always reviewed and discussed afterwards within the team. It has been decided that these weekly meetings are a place to ensure the staff are 'OK'. Staff fed back that they appreciated the Governor's concern.</p>	
5.	19.	<p><u>Staff changes</u></p> <ul style="list-style-type: none"> No specific staff changes to report. One MTA is on long term sickness and is unlikely to be back before her second absence meeting. It is likely to come to a Governor's Hearing. A sickness report will go to the next RES for all staff as absence has been high this term so far. RES will monitor this. Staffing is currently stable. AH has started her secondment. SB and DS were commended for their work supporting SEN and safeguarding in her absence. LS has been coaching at Priory every Thursday. This will be reduced to half a day every 2 weeks. We are interviewing for a 1:1 TA tomorrow to support a KS1 child with Downs Syndrome. <p><i>The meeting moved to part 2</i></p>	
6.	20.	<p>CiC and PP +</p> <p><u>Pupil Premium</u> We have bolstered the support for Yr 6 to 3 days a week to release KR to carry out KS2 SEN work. Maths and Literacy on 3 days a week will have an additional teacher. Targeted work is being carried out to support PP children to reach Greater Depth.</p>	

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7.	21.	<p>Feedback from Brad Murray Visit</p> <ul style="list-style-type: none"> • Brad Murray (BM) – an Ofsted Inspector - carried out a 2 day review of our school in November. The November visit was unbiased, challenging but illuminating. It helped us to focus on what we needed to do. • The visit on Monday went well. BM looked at data in detail with AF. AF was able to demonstrate progress and discuss data through new proformas in effective, consistent formats which included the ready reckoner (based on prior attainment groups), labelled maths and literacy books for every child identifying prior attainment and Quality of Teaching proformas which were judged useful and which would help teachers progression. • He looked at T&L and saw consistent use of story mapping. Every child could use their story map, including children with significant needs. He saw lots of opportunities for class modelling. Children used vocabulary maps very well and there was high pupil engagement. • EYFS were seen to have a much improved outdoor area. He could see an immediate change. The atmosphere was purposeful and calmer. Activities were high quality. The use of adults was judged effective. There was much improvement since November. • KS2 Yr 5/6 math lessons – he saw good differentiation. However the most able mathematicians still need challenge. He saw skilful questioning from teachers. • Yr 3/4 met him at lunchtime and discussed maths and literacy books. They discussed the positive impact of coaching and the benefits which were evident. • We have now identified 'invisible children' and can now track these children to monitor engagement. • Targets are more specific and engagement is better. Planning for progression is therefore easier. • All information he saw triangulated with what he had been told by SLT. • The 'no hands up' policy has increased engagement. • SEN provision has improved. • He could see the impact the SLT have had in books, learning environments and quality of teaching. • He asked how Governors evaluated the SDP and a rag rated format has been developed to enable Governors to do this. • School meeting agendas have been sharpened up and are strictly timed. • He was impressed with all we had done in 10 weeks. • SLT need to be more definitive in what they say, backed up with evidence. • He has offered to talk to Ofsted for us when we have an inspection. • Improvement is accelerated but must be sustained. • Staff have been told through feedback about the visit. Confidence has increased. 	
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	<ul style="list-style-type: none"> • BM has been asked to return in May to help us to sustain our progress. • BM advised that we can now 'fight' for a 'good' judgement but to leave the RI judgement on the SEF for now. • Governors were pleased with this positive report. <p>School Development Plan The HTR will now include a rag-rated report about actions taken against the SDP.</p> <ul style="list-style-type: none"> • Coaching is seen as positive and non –threatening by all teachers. • <i>Class Dojo</i> will be rolled out to all classes after half term at the non pupil day led by LS and ZB. • Our new 'spaces' have been highly commended (Head, Focus and Reflect) by external agencies. • We aim to stop the 'Duty Room' and introduce 'Learn to Learn' to aid children thinking about their choices and learning after bad behaviour. <p>A Rag Rated SDP document was distributed which shows Governors secure evidence to back up the success criteria. The proposal is that this is examined at every FGB. Governors thought the document was very useful but asked that progression is clearly visible – where actions have been taken that have had an impact and the RAG rating has changed.</p> <p>Governors were asked to self-evaluate. Following discussion Governance on the SDP was evaluated to be green although this will remain under review (questioning; probing at committee meetings showing challenge and support; keeping expectations high; evidence on meeting minutes; Governor engagement; external high opinion of our Governing Body; constant and regular examination of data).</p> <p>IDSR The IDSR was distributed to those unable to attend the recent data training and discussed. Our KS1 data scores are very high and so has made it hard to maintain a good progress score as children move through school, especially as our year-groups have more than double the national figure for SEN. (We currently have 13 EHCPs in progress). We are working in detail on the accuracy of KS1 assessment.</p> <p>A data programme was distributed and discussed (IDASH) which we have obtained through Exeter Consortium. It will provide a more consistent way of reporting progress to Governors. Yr 6 data has been input and was examined. These documents will enable useful conversations with teachers on progress for each child as they compare teacher assessment with actual scaled scores.</p>	<p>AF</p>
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		<p><u>Brought forward from last meeting:</u></p> <ul style="list-style-type: none"> • Comparison of our results with other CAST schools. There is currently no way of obtaining this information. AF will bring information about other Exeter schools to the next T&L meeting. AF will ask CAST when this information will become available. • Analysis of Yr 5 and Yr 1 maths, SEN and PP results and new arrivals who are below ARE and on the SEN register. This has been examined above. Teaching test skills will help all children to perform in tests. <p>Questions on other areas of the HTR <i>A point was clarified but there were no further questions.</i></p>	AF
8.	22.	<p><u>Receive brief reports from committees linked to priorities of SDP:</u></p> <ul style="list-style-type: none"> • T&L – AB briefly fed back from T&L to Governors • RES – LR briefly fed back from RES. <p>Minutes of both have been distributed.</p> <p><u>Governor visits</u></p> <ul style="list-style-type: none"> • AB fed back from her visit to LW (literacy) • LW fed back from her Safeguarding visit. Her report was very positive and highlighted many strengths. <p>Visit notes of all meetings have been distributed.</p> <ul style="list-style-type: none"> • Succession planning <p>This will be deferred to the next meeting.</p>	
9.	23.	<p>Policies</p> <ul style="list-style-type: none"> • 5.07 Governor Induction This needs reviewing. SP agreed to look at the policy after CAST New Governor training. • CAST H&S Policy (adapted for our school) This was adopted. 	D
10	24.	<p>Matters arising since agenda distributed as identified at item 3</p> <ul style="list-style-type: none"> • 2 staff absence requests were discussed and decisions made. 	
11	25.	<p>Correspondance Received</p> <p>A formal complaint has been escalated to JW.</p>	
12		<p>Date of next meeting: 6pm on 26th March 2018</p>	

Approved by FGB/Signed by Chair:

..... Date:

Jane Wardle
Chair

Ali Brocksom
Clerk

Date

Approved by FGB/Signed by Chair:

..... Date: