



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

Date	27 th September 2017	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
Frankie Phillips	Foundation	Y 6.10	
Mnsgnr Harry Doyle	Foundation	Y	
Jane Wardle	Foundation	Y 18.42	
Lisa Thomas	Community	Y	
Luke Robinson	Parent	Y	
Rachel Sparks	Foundation	N	Y
Frances Dennehy	Foundation	Y	
Lucy Wills	Community	Y	
Alex Hill	Community	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	
Patricia Venn-Rees	Prospective Foundation	N	

Agenda Ref	Minute Ref:	Detail	Info Decision Question Action
1.	1.	Prayer HD led a prayer.	
2.	2.	Apologies & Declarations of Interest Apologies from RS which were sanctioned. There were no declarations of interest.	
3.	3.	Agree any items of business to be discussed that are not on agenda HD asked to speak about grandparents.	
4.	4.	Election of Chair and Vice Chair as per agreed protocol As per the agreed protocol FP was elected Vice Chair. There was a discussion about the role of the Chair and requirements of the school. After discussion JW was elected Chair unanimously and she chaired the meeting from this point.	 D D
5.	5.	Agreement of Part 1 & 2 minutes of meeting held 6th July 2017 These were both agreed and signed.	 D

Approved by FGB/Signed by Chair:

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6.	<p>6. Governors</p> <ul style="list-style-type: none"> • <u>Agree Committee membership</u> After discussion committee membership was agreed and will be circulated. • <u>Identify governor training needs</u> FD is to go on New Governor training and will provide AB with a convenient date. <p>Governors identified that data training would be useful. We will keep training needs under review.</p> <ul style="list-style-type: none"> • <u>Agree meeting dates for the year as circulated</u> These were agreed • <u>Agree responsibilities of Governors and agree Autumn term visit/s</u> Governor responsibilities were agreed and will be circulated. • <u>Agree the ACW for 17/18</u> This was agreed • <u>Signature of 17/18 Declaration of Business Interests, KCSiE and 17/18 Governors Code of Conduct</u> Most Governors signed paperwork distributed before the meeting. Some who had not received it will provide at next meeting. • <u>PCAST Safeguarding requirements</u> This was signed by Jane as Chair and Lucy as Safeguarding Governor. 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>
7.	<p>7. SEF <i>Opportunities to discuss the evaluation of the schools current position, strengths and priorities for 17/18</i></p> <ul style="list-style-type: none"> • We had a comprehensive SEF last year which was updated last January. • AF has spoken with Louise Adams (LA) (Head of School Improvement for PCAST and an ex-HMI) regarding our school's performance and data. • We are RAG rated 'red' by PCAST alongside a number of other schools that are causing concern in 7 criteria (e.g. finance, leadership, data etc) • LA has examined our SEF, our weaknesses and strengths and believes it to accurately capture where we are. <p>Leadership AF detailed in the SEF the many changes to leadership we have had over the last 18 months <i>(AF secondment to St Joseph's and impact on our school, 3 TLRs, LS maternity leave and impact therefore on quality of teaching and coaching, LW maternity leave</i></p>	

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	<p><i>and leadership of literacy, EK's current maternity leave, issues with leadership of Yr 5/6 and number of changes in FGB).</i></p> <p>It is a fact that we have had reduced capacity due to the number of leaders on maternity leave. As a result there has been less coaching for teachers both subject specific and overall teaching.</p> <p><i>Governors queried whether lessons have been learned from the impact of the staff absence? Many plans put in place have been successful e.g. positive lunchtimes, NQT mentoring and continued support for BASC. Organisational and management responsibilities have ensured the day to day running of the school has been stable. The impact has been more on the pace of school improvement developments. Success planning for continued school improvement needs addressing.</i></p> <p><i>Governors queried whether there were further weaknesses in the senior / middle leadership team? The current team are very strong; weaknesses have been dealt with. Current senior and middle leaders have demonstrated necessary skills. The unavoidable issue has been the overlap in absence. With 2 leaders back after October half term the rate of improvement should increase.</i></p> <p>Outcomes The class by class data breakdown was examined in detail so that each teacher's performance could be tracked and compared to FFT (Fischer Family Trust) and National data. The % of children achieving ARE and their individual targets can be determined for each class. 80% of children meeting targets would be considered 'good'.</p> <p>AF advised Governors of her concerns that data reported to them at the end of March was inaccurate <i>e.g. the number of children on track in Yr 4 last year to meet individualised FFT targets</i>. KS2 teacher assessments in a number of areas (especially maths) as reported to Governors, were too high. The KS1 teachers provided far more accurate predictions. A focus for this year is to ensure more accurate tracking and predictions for the end of the year. Governors commented that accurate predictions are essential to enable them to ask focussed questions.</p> <p>There is evidence of improvement in writing and reading outcomes. In 2016 Yr 3 43% met ARE in reading and 47% in maths at the end of the year. This cohort in Yr 4 64% met ARE in reading and 66% in maths. Teacher's assessment has improved through the amount of moderation support we bought last year. There is still a recognised issue with maths predictions.</p> <p>Quality of teaching Teaching in FS is good and has been externally moderated. We are also buying EYFS support.</p>	<p>Q</p> <p>Q</p>
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		<p>KS1 teaching is good and can be validated both internally and externally. AF is confident predictions match outcomes and can demonstrate this through visit notes.</p> <p>Maths is an issue in KS2. We have purchased an SLE (Specialist Leader in Education) from the Teaching School to work with our maths leader and AF to specifically close the gaps in learning in KS2 and to work across the school to address other identified issues.</p> <p>AF is also sourcing maths T&L support for the Leadership team (Babcock or other external consultant).</p> <p>Teaching maths in straight year groups has begun. The maths subject leader is currently monitoring teaching and learning across the school with the SLE.</p> <p>Current self-evaluation of St Nicholas is that we continue to be a good school, however data alone could point to an RI judgement. AF is currently collating evidence about teaching and learning and leadership to demonstrate a judgement of good.</p> <p>LA suggested a group of Governors work with AF and AH to study the SEF and evaluation schedule and what our focus will be. We need to understand the differences between 'good' and 'RI' and be able to clearly demonstrate our identified areas for improvement and planned actions.</p> <p>It is important for Governors to note the changing intake of the school (e.g. <i>EYFS having to spend much time changing many nappies</i>). There are increased children with needs coming to the school. There is scope to examine how we can help and support parents.</p> <p>Governors commented that the level of school improvement support from PCAST to our school is considered to be low. It is hoped that this support for the Headteacher and school will increase.</p> <p>The SEF will be re-written following advice from Louise Adams.</p> <p>FP and LW will form a working party with AF to work on the SEF.</p>	<p>A: AF</p> <p>FP & LW</p>
8.	8.	<p>Agreement of KP for 2017/18</p> <p>The KP were agreed:-</p> <ul style="list-style-type: none"> • KP1 Maths • KP2 Writing • KP3 Reading 	<p>D</p>

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		<p>There will also be an SEN plan and an EYFS plan alongside.</p> <p>A SIP is currently being drafted and will be brought to the first committee of T&L Governors for agreement although it will be distributed to all Governors. Questions can be sent to AF by RES Governors.</p>	
9.	9.	<p>Vision Setting</p> <p>The Governors vision (5 statements) was agreed. Governors discussed how these will linked to the committees and therefore how they will be evaluated. At each meeting they must be borne in mind, to form a background to discussion. They will be detailed on all minutes and each committee's priorities must contribute towards this vision.</p>	D
10.	10	<p>Children in Care <i>(to focus on how CiC needs are being met, the progress of these children, and how any Pupil Premium Plus (PPP) money is being spent)</i></p> <p>We have 2 CiC since September. AH has attended a PEP meeting for one child and has a meeting planned for the other.</p> <p>A 'virtual school' tracks the progress of CiC. A PEP is written collaboratively which releases funding (PPP) to the school's budget. The needs of our children are currently being assessed.</p>	I
11.	11	<p>Update and discussion following response to PCAST consultation document</p> <p>Governors discussed 2 letters issued by PCAST regarding the recent consultation document (proposals suspended) and the financial situation of PCAST (Notice to Improve). These are unsettling. The financial situation will be monitored and discussed at RES as part of our budget monitoring.</p>	
12.	12	<p>Matters arising since agenda distributed as identified at item 3</p> <p>HD suggested a grandparent's day and ways to involve grandparents in the school as they can make a valuable contribution.</p>	
13.	13	<p>Correspondance Received</p> <p>None.</p>	
14.	14	<p>Thanks to LT</p> <p>LT was thanked for her significant contribution to the Governing Body, both as Community Governor and as Chair.</p>	
		Date of next meeting: 13/12/17	

Approved by FGB/Signed by Chair:

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Jane Wardle
Chair

Ali Brocksom
Clerk

Date

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