



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

Date	17 th July 2019	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y 6.10	
Angela Folland	Headteacher	Y	
Frankie Phillips	Foundation	Y 7.00	
Luke Robinson	Foundation	Y	
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	Y	
Lucy Wills	Community	Y	
Alex Hill	Community	Y	
Suzanne Pollard	Parent	Y	
Denise Sparkes	Staff	Y	
James Cookson	Foundation	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref:	Detail	Info Decision Question Action
1.	70.	Prayer AF led a prayer.	
2.	71.	Housekeeping <u>Apologies</u> There were no apologies from Governors. Maria Edwards (CAST Director) was unable to attend and sent her apologies. <u>Declarations of Interest for this meeting</u> There were no declarations of interest.	
3.	72.	Agree any items of business to be discussed at end of meeting that are not on agenda. None	
4.	73.	Minutes and Actions Agreement of Part 1 & 2 minutes of last meeting including review of any actions The minutes were agreed and signed. <ul style="list-style-type: none"> All Governors to contribute items for end of term Governors newsletter by Monday 	D A: All
5.	74.	SDP Update AF reviewed 2018-19 based on the document shared with	

	<p>Governors including a review of 18/19 (summarised below); the Catholic Life of the School; a review of Summer 2 and looking forward to Autumn term.</p> <p><u>Strengths</u></p> <ul style="list-style-type: none"> • Ofsted • Mission, values and vision continue to be strong • Leadership – development of distributed leadership • Governance – work with Ann Harris • Staff Team- EYFS Unit/KS1/KS2 outcomes (Except maths progress) • SEND provision • SENCO Award • Primary Writing Project impact <p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Attainment and progress of lower attainers and some SEND • Maths attainment and progress, especially KS2 • Not enough outstanding teaching <p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Leadership structure – succession planning • AF Ofsted training • Collaborative working –Cluster work as well as collaboration with OLSP • SEND capital funding • OPAL – development of the outdoor curriculum • Mental Health Strategy (therapy dog) <p><u>Obstacles</u></p> <ul style="list-style-type: none"> • Leadership Structure – expectations and capacity • SEND numbers are high (92= 30%) • Element 2 and element 3 funding (AF meeting with Julia Foster about funding) • NOR – budget consequences <p>Summer 2 review</p> <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Pupil Progress Meetings reshaped and included HT & SENCO – observed by Brad Murray and reported as effective • Curriculum leadership has been strong • Staffing – for September; managing sickness, performance • Working with Ann Harris – strong feedback. ABr currently working on documents with her <p><u>Teaching, Learning & Assessment</u></p> <ul style="list-style-type: none"> • Professional Development Meeting changes – wider opportunities for CPD • Appraisal lesson observations all completed –nearly all 	
--	--	--

	<p>teachers were 'good' or better:</p> <ul style="list-style-type: none"> • Geography/DT developments set for September • Maths fluency scheme for EYFS/KS1. • We will take part in a maths pilot next year. <p><u>Personal Development, Behaviour and Welfare</u></p> <ul style="list-style-type: none"> • OPAL changes strong feature of provision • Attendance: remains above national: • SRE curriculum delivered across school <p><u>Predictions & Outcomes</u></p> <ul style="list-style-type: none"> • EYFS GLD 60% – below national (71.5%) (14/45 SEND) 62% • Year 1 Phonics 81% - significant increase 17/18 and in line with national 81% • Year 2 R 78% - 22% increase from Y1 66% • Year 2 W 70% - 24% increase from Y1 59% • Year 2 M 80% - 66% • Year 2 GD > national in W & M • Year 6 R 79% NAT 73% • Year 6 W 75% NAT 78% • Year 6 M 69% NAT 79% • Year 6 COMB 66% NAT 65% <p>The data at KS2 is good for R & W at KS2 – both these are above national as was GD for reading. Progress was also good in these 2 subjects.</p> <p>Maths - we are 10% below national but also below our predictions. (2 children made the difference). Our progress is low. Only 51% made expected progress. We know in this cohort many were given a level 3 at KS1 which then affects how they can be assessed at the end of KS2. Progress will be limited.</p> <p><i>ABo asked if the predictions are externally validated?</i></p> <p>We have to complete and submit a cumulative CAST scorecard each term for each year group. CAST monitor this but did not query the predictions before the results were out.</p> <p>We were also moderated in writing in KS2 this year. The judgment was that we are very secure in writing.</p> <p><i>ABo suggested CAST should look at the scorecard in September, at the start of the process and not the end.</i></p> <p>Outcomes</p> <p>AF distributed and analysed the data</p> <ul style="list-style-type: none"> • a scorecard (teacher assessment) • PIRA and PUMA results – standardised tests for each year group. • a data review document summarising the outcomes. <p>These have also gone to CAST.</p>	
--	---	--

Q

	<p>Reading Issues arising:</p> <ul style="list-style-type: none"> • Phonics is in line with National. • Teacher assessment is an issue to address – there is both over and under assessing. <i>Governors queried whether the children who have been incorrectly assessed by the teachers are in the same class or spread out?</i> AF indicated there will be much more analysis to see if the issue is with one teacher's performance or whether the children are evenly spread. Assessment is still not secure and does not marry with the PIRA results. • Teachers need to be surer what GD looks like. • PIRA results do not show progress. • <i>AH asked if new children had been included in the data or not?</i> Yes they were included except one non English speaking child. <p>Maths (PUMA)</p> <ul style="list-style-type: none"> • Teacher assessment (69%) is still an issue in most years and does not match PUMA. • There will be a detailed analysis of the quality of maths teaching in KS2, especially maths groups. We will also have a new maths lead in September. There is also no TA support available to support maths. • In September AF will analyse the data in detail with the teachers to ensure they understand these discrepancies and the reasons behind them. There will also be individual conversations. They need to understand how their data impacts future years. • <i>ABo queried PP predictions in Yr 2 and why no PP children were expected to get GD?</i> AF explained that this was only 4 children – and they are likely to be SEND. <i>ABo indicated CAST should be checking predictions for these children.</i> AF indicated that the context of individual children is very important to know. <p>Governors were invited to digest the data which will be shared via the Drive and compile questions – there will be more detailed analysis in September.</p> <p><i>LW asked whether there was a paper trail of the decisions and discussions between teaching teams when assessing children?</i> This would be a good idea for next year.</p> <p>We have been asked by CAST to take part in a maths pilot project, organised by them to address our maths results.</p> <p>The meeting moved to Part 2</p>	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>A: All</p> <p>Q A: AF</p>
--	---	--

1.	76.	<p>Governorship <u>Clerks update</u> ABr distributed and talked through the Governor's schedule of Accountability and described how it will be used from September to set the agenda for meetings and also set out the Governors visits and their focus. Ann Harris is working on checklists for each visit to enable Governors to cover all areas described in the visits.</p> <p><u>LR Foundation Governor</u> LR was congratulated as he was recently appointed a Foundation Governor. He has started a new 4 year term. This ensures the makeup of our LGB accords with CAST requirements.</p> <p><u>Election of Chair of Governors for 19/20</u> Following a secret ballot in accordance with agreed procedures, LR was elected Chair for 19/20 and AH was elected Vice Chair. Lead Governors will be allocated in the September housekeeping meeting.</p> <p><u>Report back from meeting with Ann Harris (AF / LR / ABr)</u> The meeting was very positive and confirmed that we are on the right track.</p> <p>LR reported back that there are more responsibilities now as chair including meeting with the ESM, reporting back to CAST and appraisal of Governor's contributions. LR and AH may carry out appraisals together.</p> <p>The make-up of the LGB will be considered in September.</p> <p>A self-evaluation and review of our LGB will also be carried out in September.</p>	I
2.	77.	<p>Report back on all visits and training undertaken since the last meeting</p> <ul style="list-style-type: none"> • Learning Walk • Safeguarding <p><u>Safeguarding Visit</u> LW fed back on her two visits. She had checked the SCR and found all to be satisfactory, meeting all requirements. She also met DS to discuss SEND. She is reassured that safeguarding and training are up to date and the filing system is working well. CPOMS is effective and the safeguarding team is also effective.</p> <p>She met 4 pupils and discussed with them how safe they felt at school. It was very positive meeting. They felt safe although some individual behaviour was worrying. However they did feel that staff deal with issues that arise.</p> <p>They knew the safeguarding leads and felt they could go to any member of staff for help.</p>	

		<p><i>Governors queried how the children were chosen? They were randomly selected from Yr 6. Governors suggested it would be interesting to carry out the same visit with different year groups to compare the results and see if there are trends through the school.</i></p> <p><i>FP expressed concern that any children feel unsafe due to behaviour in the classroom. Can we stop this? Can we pre-empt this? How many other children feel this? We have many processes in place, strategies and approaches we use. The children know they are listened to and incidents are always dealt with. Governors agreed to monitor this as there is a concern. There also must be a conversation about safeguarding resources. Governors suggested we carry out a pupil survey in the new school year.</i></p> <p><u>Outcomes Visit</u> SP met AF about progress. SP detailed the information on individual children we keep and the detailed scrutiny carried out to know which children we should focus on to achieve good progress and achievement. Teachers do also enter and analyse their own data. Analysis is also carried out on many different cohorts. The test scores are moderated where content has not yet been taught and also for the test conditions.</p> <p>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.</p> <p><u>Induction Learning Walk</u> Story mapping was a new concept introduced as was the way we teach spelling. It also introduced different styles of learning and the different tools used. The PWP impact is evident throughout the school. The Stay and Play was interesting and an opportunity to speak to parents. There was a very positive response from parents which was encouraging.</p>	<p>Q</p> <p>Q</p> <p>A</p> <p>A</p> <p>A</p>
3.	78.	<p>Safeguarding and Child Protection</p> <p>A trended Safeguarding Report was distributed for information and was signed.</p> <p>There have been many TAF meetings but this is usual in the Summer term. There have been multiple meetings for some children.</p> <p>Fixed term exclusions are high but the reasons were discussed.</p> <p><i>SP queried the reasons behind the bullying and racism incidents and parental reaction? Is racism a way of bullying or are the children inherently racist? We have had experience of children who are racist due to their upbringing. Parents are always involved and usually are horrified. We may explore workshops to</i></p>	<p>Q</p>

		<p>address this.</p> <p>Governors thanked AF for the trend information which was extremely helpful. .</p> <p><u>Update on focussed safeguarding report and current situation as distributed.</u></p> <p>Distributed. This was externally commissioned by CAST. Recruitment is secure in the school.</p>	
4.	79.	<p><u>School policies to adopt</u></p> <p>School Dog Policy – adopted</p> <p>PPA policy (no changes) - adopted</p>	
5.	80.	<p>Matters arising since agenda distributed as identified at item 3</p> <p>None</p>	
6.	81.	<p>Correspondance</p> <p>Any received since last meeting</p> <ul style="list-style-type: none"> • LR received 2 complaints which had circumvented the complaints policy. These went to the school first and were dealt with effectively. CAST had also offered advice. 	
7.	82.	<p>Date of next meeting: Monday 16th September</p>	
Actions		<ul style="list-style-type: none"> • All Governors to contribute items for end of term Governors newsletter by Monday • Governors were invited to digest the outcomes data which will be shared via the Drive and compile questions – there will be more detailed analysis in September • AF to consider paper trail of the decisions and discussions between teaching teams when assessing children. • Governors agreed to monitor [safeguarding and pupil conferencing] as there is a concern. There also must be a conversation about safeguarding resources. Governors suggested we carry out a pupil survey in the new school year. • 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. 	

Luke Robinson
Chair

Ali Brocksom
Clerk

Date 16/09/19

APPROVED