



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

Date	20 <sup>th</sup> October 2016	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
Frankie Phillips	Foundation	Y	
Mnsgnr Harry Doyle	Foundation	Y	
Jane Wardle	Foundation	Y	
Lisa Thomas	Community	Y	
Luke Robinson	Parent	N	Y
Michelle Johnson	Foundation	N	
Rachel Sparks	Foundation	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref:	Detail	Info Decision Question Action
1.	13.	<b>Prayer</b>  HD led a prayer.	
2.	14.	<b>Apologies &amp; Declarations of Interest</b> Apologies were received and sanctioned from LR. MJ was unable to come [ <i>advised AB after the meeting and sent apologies</i> ].  JY has resigned due to other commitments. We have re-advertised for a Foundation Governor through the Diocese, Church and School newsletters.  There were no declarations of interest.	
3.	15.	<b>Agree any items of business to be discussed that are not on agenda</b>  Yesterday AF received a letter from the Regional Schools Commissioner for the SW. We have met the threshold for a visit from an educational specialist as our KS2 outcomes did not meet floor standards (writing data). The outcomes of this are not made public.  <b>This week we held a 2 day 'instead' review and Foundation Stage was judged to be outstanding – this will go onto the SEF. Teaching across the school was judged good.</b> However, SLT identified areas for improvement. There must be more focus on 'assessment for learning'. <b>Use of resources and the learning environment across the school are strong.</b>	

		<p>The headlines of the RAISE online data was discussed prior to its release and will be examined in detail once it is released.</p> <p>A presentation was distributed which was delivered 2 weeks ago to teachers focusing on working towards 'outstanding'. Our focus is on <b>achievement and</b> any teacher coaching will focus on <u>assessment for learning</u>.</p> <p>Teachers are not choosing objectives effectively enough to suit the needs of their class. Children must secure their objectives. SLT have changed the way teacher's plan - teachers will plan the 'big ideas' as a team although will plan the specifics for their own class of children. This will ensure strategic planning for differentiation. SLT will then be able to track objectives for each child. <i>Governors queried whether teachers would be able to plan individually like this?</i> It will be a radical change for them and may take up to a year to accomplish and embed. Teachers will need some support which has already been planned and scheduled.</p> <p>Teacher's expectations of children's progress must also be considered on a <b>weekly</b> basis and be much more focused.</p> <p>It was agreed we need regular external moderation and support. An external adviser will re-moderate our writing data on 1<sup>st</sup> November.</p> <p>Disadvantaged children with no SEN have achieved very good results (as per last T&amp;L minutes).</p> <p><i>Governors queried whether vertical classes have a bearing on our results.</i> In KS1 this is the case as Yr 1 children have very different needs than Yr 2. Vertical classes will be considered by FGB at a later date.</p> <p><i>Governors asked what support they can give AF?</i></p> <p>A revised improvement plan will come back to Governors and will be data driven. AF advised Governors of the re-moderated figures. The improvement plan will enable Governors and Leaders to track the data for all groups of children including the More able and Disadvantaged - key performance groups.</p> <p><b>Governors recognised the hard work AF and the SLT have put in over the last few years to improve the school.</b></p> <p><i>Governors queried how or whether we should communicate with parents regarding the PCAST Ofsted inspection.</i> We do not know enough about the outcomes of Plymouth CAST's inspection to advise parents. We will await information from the CEO.</p>	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>
4.	16.	<p><b>Definition of vision and strategic priorities</b></p> <p>LT had sent a summary of these to all and all agreed these encapsulated the points raised. Governors agreed them with a</p>	

		<p>small amendment and consideration of the order these should be in.</p> <p>They will become our Governor's strategic vision and will link to the SIP. They will be reviewed at the start of every year. They are</p> <p><b>To be recognised as the School of Choice for children, parents and staff by:</b></p> <ul style="list-style-type: none"> <li>- providing outstanding learning for all children</li> <li>- celebrating the Catholic ethos of the School</li> <li>- providing innovative and diverse learning opportunities</li> <li>- enabling staff to help children reach their full potential</li> </ul>	
5.	17.	<p><b>Agreement of SLT SIP proposal for 16/17</b></p> <p>We will have 1 priority for this year – achievement in reading, writing and maths. Curriculum areas will all have development plans and link Governors need to visit.</p> <p>The vision will be revisited and in mind at every meeting. Governors will communicate it to parents and staff via a newsletter and the website.</p> <p>Through self-evaluation we will carry out a gap analysis to find out where we are and where we aim to be.</p>	
6.	18.	<p><b>HTR</b></p> <p>There were no questions about the HTR.</p>	
7.	19.	<p><b>Agreement of Part 1 minutes of meeting held 20<sup>th</sup> September 2016</b></p> <p><b>The minutes were agreed and signed.</b></p>	<b>D</b>
8.	20.	<p><b>Governors</b></p> <ul style="list-style-type: none"> <li>• Agreement of committee Terms of Reference for RES and APW were agreed.</li> <li>• Link Governors were agreed as follows <ul style="list-style-type: none"> <li>• LT – Safeguarding</li> <li>• MJ – SEND</li> <li>• Catholic Life of School – FP</li> <li>• Standards and Achievement – JW</li> <li>• Maths – RS</li> <li>• Literacy – AB</li> <li>• H&amp;S &amp; premises – HD</li> <li>• Finance – LR</li> </ul> </li> <li>• Signatures of 16/17 Governors Code of Conduct were returned - <b>completed</b></li> <li>• Decision as to whether to fund staff shared Xmas meal deferred – this was <b>agreed</b></li> </ul>	<b>D</b>

		<ul style="list-style-type: none"> <li>• Consideration of rota for parent evenings. Governors agreed to come to parents evening (22/23 November) and to the new parent's tours on the 15<sup>th</sup> November.</li> <li>• Meeting dates – all were asked to give as much notice as possible of non- attendance before meetings to ensure we are quorate and meetings can take place.</li> </ul>	
9.	21.	Safeguarding Policy was considered and the proposal was <b>agreed</b>	
10	22.	Matters arising since agenda distributed  <i>The meeting moved to part 2.</i>	
11	23.	Correspondance  None received.	
12	24.	<b>Date of next meeting: 8<sup>th</sup> December 6pm</b>	

Lisa Thomas  
Chair

Ali Brocksom  
Clerk