



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

Date	13 th December 2017	Time	5.30pm 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	
Luke Robinson	Parent	Y	
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	Y	
Lucy Wills	Community	Y	
Alex Hill	Community	Y	
Suzanne Pollard	Parent	Y	
Amelia Harding	Staff	Y	
Patricia Venn-Rees	Foundation	N	Y
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	N	Y

Agenda Ref	Minute Ref	Detail	Info Decision Question Action
1.		Safeguarding Level 2 Training All governors received safeguarding level 2 training delivered by AH which will be noted on the SCR.	
2.		Prayer led by HD.	
3.	15.	Apologies & Declarations of Interest AB sent apologies and will complete minutes using the dictaphone. Apologies were received from PVR and her absence was sanctioned. 'Round the Table' verbal introduction from each Governor on own experience / skills. Each Governor spoke about their background, experience and skills.	
4.	16.	Agree any items of business to be discussed that are not on agenda <ul style="list-style-type: none"> • SEN report • Staffing update 	
5.	17.	Agreement of Part 1 & 2 minutes of meeting held 27th September 2017 The minutes were agreed and signed.	D

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6.	18.	<p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding Report <p>The report was distributed, discussed and signed.</p> <p>All staff have received safeguarding level 2 training and we commissioned a safeguarding audit which was very positive with many strengths identified.</p> <p>We are currently carrying out a review of safeguarding processes on registration and dismissal of extra-curricular clubs and will be making significant changes next term which will be communicated to parents. Governors thanked AH for her work on safeguarding and the findings of the audit.</p> <p>Governors expressed concern for staff who are sometimes involved in complex and distressing meetings with parents. They want to ensure that staff have the support they need (such as supervision) and access to resources. PCAST may be able to suggest external support at new safeguarding training for safeguarding leads.</p> <p>AF was asked to report to next FGB on what processes are in place to support staff.</p> <ul style="list-style-type: none"> • CAST Safeguarding Policy <p>This was noted. It is a useful and detailed document.</p>	A:AF
7.	19.	<p>PCAST Update</p> <p><i>Update and discussion following response to consultation document and meeting</i></p> <ul style="list-style-type: none"> • FNI received by CAST. They are being thorough and robust about school budgets. • We were asked to discuss our budget with CAST. It was a positive and supportive meeting. • There are issues with the new finance system which has taken away assurance for Governors, although it allows CAST to report on the MAT's finances as required. Implementation has not been good but issues may be resolved in January. • Support for schools is a concern. We need more cohesive support from CAST. • LR asked CAST if they may have strategies to generate income for schools. There is no centralised resource, it is a local issue but CAST will send guidance out to schools of ways to access funds. • Our submission was examined. We asked to keep the skilled resources we have but to generate income in other ways e.g. by selling SLT expertise instead. CAST were positive about this suggestion. We are aiming to be creative and find ways to meet the budgetary requirements without losing staff and their experience. To prepare for a scheduled visit by Karen Cook LR will come into school to look at the budget and finalise the 	A: LR

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		<p>proposals.</p> <ul style="list-style-type: none"> In the last 7 days all CAST staff have had information about a voluntary severance scheme for staff under 55. This will be discussed at RES. Requests will be assessed on a case by case basis by a company contracted by CAST. Governors want to ensure the school has input into the decisions. All governors will receive the information about the voluntary severance. Governors are concerned about effects on staff morale and ensuring the process is managed well. We will look to bring forward the RES meeting to discuss this. Governors also expressed concern about the short deadlines for staff to respond to the proposals and concern about who may apply and the repercussions. All information is available on the CAST website. AF was requested to see what further information was available from CAST on the process and share with RES as soon as possible. 	A:AF
8.	20.	<p>CiC and Disadvantaged</p> <ul style="list-style-type: none"> 16/17 Review of PP strategy This was distributed and discussed and will be posted on the website. We have a significant % of SEN in our disadvantaged cohort and so performance is low. The funding was spent well and the impact can be seen in the evaluation. Brad Murray looked at case studies for DIS and SEN children and these were deemed to be effective case studies demonstrating good progress from their starting points. <p>Funding was used to meet with parents of DIS children which were well attended, well received and now expected.</p> <p>All DIS children are engaged with Accelerated Reader.</p> <p>We employed a teacher to support children with a reading intervention. 29% DIS with SEN met ARE (100% without SEN) met ARE.</p> <p>Use of Pastoral Support worker has been very successful and we have 2 families now engaging very well with her to meet the children's needs.</p> <p>Governors were impressed with the evaluation and asked that our successes were highlighted on a summary document on the website.</p> <ul style="list-style-type: none"> Focus on how CiC needs are being met, the progress of these children, and how any Pupil Premium Plus money is being spent. <p>We have 2 CiC and have engaged the support of the virtual school.</p>	AH

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		<p>We have applied for additional funding and work with social workers and families to identify needs. An independent review officer has commended our school on 'processes, strategy and consistency of staff approach to the child which has resulted in an excellent settle into school'</p> <p>Another CiC is moving carers but will remain with us to ensure stability.</p>	
9.	21.	<p>SEF This was discussed at T&L and shared. Brad Murray helped us to focus on areas for development for each category.</p> <p>AF suggested we judge ourselves RI due to data, leadership and management and teaching & learning. Our judgment should not currently be 'good' in these categories as this would be over-inflating our evaluation, even though we have been making focussed actions leading to progress in these areas. Other CAST schools have already been castigated for doing this.</p> <p>AF suggested we could be able to justify a good evaluation next term by showing measures we have already taken and evidence of impact.</p> <p>Governors discussed this proposal in detail. They wanted a judgement of RI for outcomes (at September 2017) to be justified and qualified by us having the 'capacity to be good' and a focus on all that has taken place since September. Assuming Ofsted will come in February Governors also want it made clear that an assessment was made in January 2018. Ofsted need to have the context – we would be RI as at September 2017 but if we reassess it in January 2018 we must ensure we can show our progress to Ofsted. Governors do not want to undersell the school – we must demonstrate the progress we have made since September.</p> <p>Some sections such as Personal Welfare would be judged as 'good'.</p> <p>AF will update the SEF as discussed by showing a September judgement and then a December judgement. Governors agreed this proposal as progress will then be clear.</p>	<p>A: AF</p> <p>D</p>
10.	22.	<p>School Development Plan (old SIP) JW distributed and discussed a diagram showing the interconnectedness of SEF / SDP / external and internal drivers / strategic vision and the function of the Governing Body.</p> <p>Committees must demonstrate focus on specific parts of the SDP which are reported to FGB and assessed at the end of the year.</p> <p>The SEF identifies areas for development that feed into the SDP.</p>	

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		<p>The Leadership and Management section of the SDP was distributed and discussed. The success criteria in the SDP link to the Ofsted criteria.</p> <p>Evidence is being collected to demonstrate how SLT, TLRs etc are meeting expectations.</p> <p>Developing Governance was discussed, based on the Ofsted success criteria. Governors were asked to consider actions for the Governing Body in the following areas:</p> <ul style="list-style-type: none"> • <i>Effective communication</i> • <i>Setting high expectations for pupil outcomes</i> • <i>Setting challenge and support for leaders</i> <p>Actions identified included:</p> <ul style="list-style-type: none"> • Data analysis training to understand T&L and question about outcomes, evidenced by Governor visits which will also create a culture of high expectations for pupil outcomes and increase Governor's knowledge. • Challenge and support to leaders will be documented in meeting minutes. • Celebrating successes and the school by using social media. Governors do not have a voice except the end of Year newsletter. Could Governors have a regular item on the fortnightly newsletter? • Regular updates of the SDP to ensure Governors are discussing and monitoring it. • Scope for visiting other school's Governor meetings to support our questioning and challenge. It would be useful to compare us to other Governing Bodies. JW is meeting other Chairs of Governors to share best practice and experiences. Louise Adams could also sit in on one of our meetings. • Governors to have a standing item of FGB of identifying 3 current strengths and weaknesses so that we are always ready for an inspections. • Ensuring there is good attendance at meetings. • Communication of strategic vision to staff, parents and children. Should the vision be displayed in school? • Culture of high expectation increased by Governor-led commendation? This culture will be shown in meeting minutes where Governors have challenged or questioned. <p>AF and JW will collate the actions and bring back to Governors.</p> <p>All Governors were invited to data training on 17th January at 3.30pm for all to understand data.</p>	
11.	23.	<p>Headteacher's Report</p> <p>There were no questions.</p> <p>Headline data was distributed. CAST now require us to use PIRA</p>	

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		<p>(reading) and PUMA (maths) moderated tests to assess the Yr 1-6 children at the end of each term alongside teacher assessment. The first results were distributed. The delivery of them is to be considered.</p> <p>We are aiming for the % to be at least in line with National at the end of the year. The results are positive so far.</p> <p>Yr 5 maths result is low and will be interrogated by SLT.</p> <p>Results will identify areas for focus and where more teaching is required in specific areas.</p> <p>Governors asked for comparison of these results with other CAST schools and also an analysis of Yr 5 and Yr 1 maths, SEN and PP results and new arrivals who are below ARE and on the SEN register. These will be monitored in Spring.</p> <p>Governors commended AF on the HTR.</p>	A: AF
12.	24.	<p>Governors</p> <ul style="list-style-type: none"> Final agreement of Terms of Reference of Committees as recommended by each. Agreed Chairs delivered brief reports from their committee meetings in Autumn term. Governor visits were discussed. Actions for SDP will inform visits. Committees were asked to identify visits needed to collate evidence against their identified objectives. Governors asked for more learning walks as these are useful to see how the school works. New Governors were encouraged to attend learning walks. 	<p>D</p> <p>A: All</p> <p>A: AF</p>
13.	25.	<p>Term Dates</p> <ul style="list-style-type: none"> Final agreement of term dates for 18/19 as recommended by T&L. These were agreed unanimously. 	D
14.	26.	<p>Matters arising since agenda distributed as identified at item 3</p> <ul style="list-style-type: none"> The statutory SEN report was distributed and will be published on the website. It is an overview of the provision in school. Governors agreed this unanimously and commended AH on her work. AF delivered a staffing update as per the HTR. Exit interviews will now be conducted by Alex Hill. 	D
15.	27.	<p>Correspondance received by JW / AF</p> <p>None.</p>	
		Date of next meeting: 7th February 2018	

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Living and Learning in Spirit and in Truth

Jane Wardle
Chair

Ali Brocksom
Clerk

Date

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