



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

Date	7th July 2021	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	N	Y
Angela Folland	Executive Headteacher	Y	
Kelli Reynolds	Head of School	Y	
Frankie Phillips	Foundation	Y	
Fr Jonathan Stewart	Foundation	Y	
<b>Luke Robinson</b>	Foundation	N	
Frances Dennehy	Foundation	Y	
Alex Hill	Community	Y	
Suzanne Pollard	Parent	N	Y
Denise Sparkes	Staff	N	Y
James Cookson	Foundation	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Ref:	Item	Info Decision Question Action
20-21		
	<b>Prayer</b> Fr Jonathan led a prayer	
1	<b>Apologies &amp; Declarations of Interest for this meeting</b> Apologies received from SP, ABo and their absence was sanctioned. LR and DS may be able to join the meeting later	
2	<b>Agree any items of business to be discussed that are not on agenda</b> None	
3	<b>Safeguarding Report</b> <ul style="list-style-type: none"> <li>Update (SG4)</li> </ul> <p>19 safeguarding concerns were raised this term. We have held 12 TACS / TAFS which is a reduction from Spring term. We have 12 EHCPs, 2 have been agreed and we are awaiting a decision on another.</p> <p>KR will take on the DSL role from September in line with KCSiE guidance which requires the DSL to be a member of the SLT.</p> <p><i>AH queried KR taking on this role in addition to her others (HoS and SENCo). KR has already been heavily involved in safeguarding and attends all meetings. The SENCo role fits in with the DSL role. DS will continue to work closely on the safeguarding team as a DDSL.</i></p>	<b>Q</b>

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4	<b>Agreement of Part 1 minutes of last meeting (May)</b> The minutes were agreed and signed.	D
	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>• COVID 19 response update</li> </ul> <p>We had 1 positive case in Reception and all 40 children and 6 staff members had to isolate for the 10 day period. They returned on Monday.</p> <p>One member of staff is isolating this week after being contacted by T&amp;T.</p> <p>A few children and staff are currently awaiting results of PCR tests.</p> <p>Normal transition arrangements are not currently planned this term to avoid risk of COVID by mixing bubbles. If isolation rules change on the 19th we may consider some transition activities but will not have the normal days in the new classes. We also wish to lessen the disruption to the children by changing classes as they have already had so much disruption this year. We will consider all guidance issued. Next year we will resume our normal arrangements.</p> <p>We will support transition for children in September. Children with additional needs have extra transition resources such as a transition booklet.</p> <ul style="list-style-type: none"> <li>• Headteacher's update <ul style="list-style-type: none"> <li>• Data has been shared via Governorhub <ol style="list-style-type: none"> <li>i. Scorecard</li> <li>ii. Literacy outcomes</li> <li>iii. Yr 4 Multiplication tables</li> <li>iv. EYFS data</li> </ol> </li> </ul> </li> </ul> <p>We will be using a new data tracking programme from September called Insight and will no longer have scorecards.</p> <p>Key messages are:</p> <ul style="list-style-type: none"> <li>• Data this year has been unreliable and there is a caveat on the data presented for the Summer term. Children took tests after half term and there is teacher assessment. Writing is the most affected subject. Reading has not been badly affected during lockdown - it remains strong. Maths is still a weakness. We are disappointed that Powermaths has not yet had the impact we need due to COVID disruption.</li> <li>• There is no national data to compare against. In September we may have a Devon picture.</li> <li>• We are not out of line with other schools in the Trust.</li> <li>• The SLT of both schools met to discuss literacy and maths next year. We have strong and secure plans in place to address the issues.. The main drive will be on writing, specifically the technical and structural elements.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• We opted to take part in the Yr 4 multiplication test (data shared). It gives the teachers valuable information.</li> <li>• EYFS data - nationally the youngest children have been affected the most by COVID. We are working with the KS1 team to plan the Autumn term for Yr 1 children who may not have secured the Early Learning goals of the foundation stage curriculum.</li> <li>• There has been much analysis of the impact of lockdown and we are planning for a more stable year next year.</li> </ul> <p><i>AH: Have we had more funding or resources for EY? We will sign up for a free DfE funding programme to support early language and communication . We have not received any specific funding.</i></p> <p><i>FrJ: Will these learning gaps from EY have an impact on their Yr 1 and 2 learning? Some children will be ready for the Yr 1 curriculum. Yr 1/2 teachers will need to be mindful about the gaps. Gaps in physical, personal and social development and fine motor skills will need to be addressed.</i></p> <p>Continuous provision will be available outside classrooms to give these opportunities to Yr 1/2 children who need it (such as fine motor skills development). We will offer target interventions where required too.</p> <p>AF took part in a CAST programme of training and peer reviews and we were reviewed as part of this process to evaluate the effectiveness of the collaboration between the 2 schools and the quality of education. The draft report is extremely positive in all areas and will be shared with Governors. Children and staff are benefiting greatly from collaborative working. <b>Governors congratulated the SLT and what we have achieved.</b></p> <p><b><i>The meeting moved to part 2.</i></b></p>	<p><b>Q</b></p> <p><b>Q</b></p>
	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Governor visits and reports <ul style="list-style-type: none"> <li>• H&amp;S - AH attended a H&amp;S school walk around and a premises meeting. H&amp;S concerns are being addressed. A report will be produced and shared.</li> </ul> </li> <li>• Governorship - roles. AH has offered to take on SEND and LAC with JC.</li> <li>• JC offered to take on safeguarding with FD</li> <li>• Fr J will take on staff wellbeing and engagement of staff - to confirm at the next meeting in the new year. This is something that AF has seen at another CAST school - she will find out more about the role.</li> </ul> <p><i>AH queried whether staff surveys still take place? They do but are now administered by CAST. The last one took place in April. AF will send out the results of the last CAST staff survey.</i></p>	<p><b>AH</b></p> <p><b>AF</b></p> <p><b>Q</b></p>

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	<p>All Governors were asked to read the CAST Governance newsletter (distributed) and to sign up for any relevant training.</p> <p>We will have an early housekeeping meeting in September to consider and schedule visits for Autumn term.</p>	
7	<p><b>Policies</b></p> <p>A draft Behaviour Policy has been shared with Governors and sent out for consultation with parents. It is a shared policy with OLSP and incorporates the bullying policy. Staff have contributed through working parties and on an inset day. It reflects the ethos and values of the school and the unique experience of attending a Catholic school.</p> <p>It has been influenced by a book 'When the Adults Change, Everything Changes'. This has influenced how we will manage behaviour.</p> <p>The philosophy is that the teacher's behaviour has the most impact on children's behaviour. Behaviour management should be kind. We will publicly celebrate the good. The dignity of children will be maintained. We will work within our virtues and values and there will be consistency throughout the school, from all staff. Adults will model positive behaviour and build positive relationships.</p> <p>3 rules will underpin this - Be ready, be respectful, be safe. Following feedback from JS the explanation of these will be put at the front of the policy.</p> <p>We will have children allocated to houses, named after Saints, and children will earn unlimited marbles towards a house total.</p> <p>All staff will use a set procedure and script to deal with behaviour that does not meet expectations consistently.</p> <p><i>FD queried what action we would take for children who were not being rewarded or who were not motivated by the rewards? We would follow up with a child and parents why they were not being rewarded and try to build a desire to have high expectations of themselves. We would support them - this will be added to the policy.</i></p> <p>The anti-bullying policy is included in this policy. We will use restorative practices to address bullying behaviour and support both the victim and perpetrator. Bullying has been clearly defined in the policy.. We will aim to prevent incidents of bullying from happening.</p> <p><i>FrJ asked whether this policy relates to the Trust wide policy? The exclusions and staff conduct parts relate directly to staff wide policies.</i></p>	<p>Q</p> <p>Q</p>

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	<p>We will ask parents to sign up to the policy through the HSP agreement</p> <p><b>This policy was commended by Governors and all involved were thanked.</b></p> <p>Fr J asked if parents could be asked to sign up to this policy? We could include this in our HSP agreement.</p>	<b>Q</b>
8	<p><b>Matters arising since agenda distributed as identified above.</b></p> <p>None</p>	
9	<p><b>Correspondance</b></p> <p>A formal complaint was received and in line with the Complaints policy AF responded. They were given the opportunity to escalate to Governors but the parents did not wish to do this.</p>	
10	<p><b>Date of next meeting:</b></p> <p><b>TBC</b></p>	

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