



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

| Date                 | 25 <sup>th</sup> November 2020  | Time    | 7pm online |
|----------------------|---------------------------------|---------|------------|
| Governor Attendees   |                                 |         |            |
| Name                 | Type of Governor                | Present | Apologies  |
| Angela Bosley        | Foundation                      | Y       |            |
| Angela Folland       | Headteacher                     | Y       |            |
| Frankie Phillips     | Foundation                      | Y       |            |
| <b>Luke Robinson</b> | Foundation                      | Y       |            |
| Frances Dennehy      | Foundation                      | Y       |            |
| Lucy Wills           | Community                       | Y       |            |
| Alex Hill            | Community                       | N       | Y          |
| Suzanne Pollard      | Parent                          | Y       |            |
| Denise Sparkes       | Staff                           | Y       |            |
| James Cookson        | Foundation                      | Y       |            |
| Kelli Reynolds       | Head of School                  | Y       |            |
| Other Attendees      |                                 | Present | Apologies  |
| Ali Brocksom         | Clerk to Governors              | Y       |            |
| Fr Jonathan Stewart  | Prospective Foundation Governor | Y       |            |

| Minute Ref: | Item   | Info<br>Decision<br>Question<br>Action |
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| 1.          | <b>Prayer</b><br>A prayer was led by AF.   |  |
| 2.          | <b>Housekeeping</b><br>Fr Jonathan Stewart was welcomed to the meeting. He is a prospective Foundation Governor.<br><br><u>Apologies &amp; Declarations of Interest for this meeting</u><br>Apologies were received from AH and his absence was sanctioned.<br>There were no declarations of interest.   | <b>D</b>                               |
| 3.          | <b>Agree any items of business to be discussed that are not on agenda</b><br>None.   |  |
| 4.          | <b>Safeguarding</b><br><u>Safeguarding Report</u><br>The SG5 and SG4 (shared) were discussed in detail. These are rolling figures.<br><br><i>Governors (SP) expressed some concern about the amount of TAF meetings held and how much of KR's time is taken doing these. These meetings are shared with DS. It does reflect the high number of SEN children we have in school. This half term there have been 16 meetings, however this is normal.</i> | <b>Q</b>                               |

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|    | <p><u>Training</u></p> <p>At the last meeting Governors were asked to complete online safeguarding training. Following this meeting we were advised by CAST that licences were limited. Any governors who have not already completed this online were invited to read the safeguarding notes which will be shared, and will be asked to complete a signing sheet to indicate they have read and understood these.</p>  |   |
| 5. | <p><b>Last minutes</b></p> <p>Agreement of Part 1 and 2 minutes of last meeting held 30<sup>th</sup> September.</p> <p><b>These were agreed and will be signed by LR. [Completed]</b></p>  | D |
| 6. | <p><b>Headteacher's Update</b></p> <p><u>COVID 19 response update including current lockdown</u></p> <ul style="list-style-type: none"> <li>• We amended the one way system for children in N and R for H&amp;S reasons.</li> <li>• Face coverings are worn by all staff – usually visors in the classrooms. Parents have been asked to wear face coverings on site although numbers complying are decreasing.</li> <li>• We are holding all staff meetings virtually, including parents meetings</li> <li>• We have the bubble system at lunch and playtime. We will consider the use of outdoor space during winter when the field will be too muddy to use.</li> <li>• Before half term we responded efficiently to 2 staff being positive. 23 pupils (N) isolated for a week and 6 staff. The virus was contained as we had no further cases. We carried out a deep clean in Reception and were externally recognised by PHE as having responded well. <b>LR echoed this – he commended the school for the actions taken and how well we responded.</b></li> <li>• Parents are also being very vigilant.</li> <li>• Christmas will be virtual. Maria Quinn has worked hard with staff to give a safe Christmas experience.</li> <li>• Phonics – we would normally have mixed phonics groups. RWI has been hindered by COVID – we have not been able to mix bubbles. This has made it hard to ensure children have daily phonics. KS1 staff have worked hard with the Ilsham Hub to help us manage RWI. All children have phonics daily although it is un-streamed.</li> <li>• Accelerated Reader has been impacted by the library closure. We will now be opening to KS2 children every week and KS1 will have storytime but with COVID secure systems.</li> <li>• Power Maths – we are looking to ensure the children have the best of the programme and it has a good impact. We are looking at how we deliver this to ensure productive learning sessions for the children while we are unable to have mastery groups.</li> <li>• Lunchtime rotas have been changed to ensure teaching staff have more and longer lunchtimes. We continue to review lunchtimes.</li> <li>• Workload for teachers has been increased as we cannot group the</li> </ul> |   |

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|  | <p>children into groups. This is being monitored.</p> <ul style="list-style-type: none"> <li>• <i>LR asked how the teachers are feeling at the moment?</i> Teachers are feeling the pressure. There is a sense of loss and frustration as so much is curtailed. Teachers cannot take books home to mark and so are staying late at school. SLT are listening and supporting the teaching team.</li> <li>• <i>FD asked whether we are feeding this back to the Trust? There is a risk to the staff and school.</i> Yes it does get fed back to CAST and our ESM. Staff wellbeing is discussed at Trust meetings.</li> <li>• <i>Fr J asked if there is a formal way staff can feed back across the school?</i> Teams have fed back to SLT. Pressures have arisen for different teams at different times. Staff were also asked to complete a survey by the Trust recently.</li> <li>• <i>FD asked about parents buying Christmas presents for teachers and whether this will be possible.</i> This will be looked at by SLT and communicated with parents.</li> </ul> <p><u>Update on Exclusions</u><br/>We had 1 internal half day exclusion. We had all appropriate agencies involved to support the child.</p> <p><u>Progress data</u><br/>The Scorecard &amp; Target setting sheet were shared. End of Year targets were set for all children based on previous attainment points. These will form the basis of pupil progress meetings with teachers. Through this analysis we can identify children who may need support through catch up funding.</p> <p>There are 44 children in Yr 2. Combined attainment ARE+ is 48% which is low due to lockdown. Our end of year targets have identified children who we will accelerate to 'expected'. Writing is a concern and this is having an impact on our combined score. We need to and will focus on children who need targeted writing support.</p> <p>End of Yr 6 – current attainment – combined is low at 48%. Again we will identify children to target to achieve expected.</p> <p>We have become involved in the 'No More Marking' assessment system where we assess children's writing against many items of work online. This shows 79% of our children are at ARE+ and 21% GDS. We are cautious about this data but it gives us an indication of which children's work we can look at to raise standards. This system will enhance our writing assessment and support teacher's understanding. All teachers take part in the comparative judgement and is good development for them. Our data was also better than other comparable schools in the Trust. Each year group has one assessment window per year. We are looking at how we can use the system effectively in the future.</p> <p>EYFS –55% expected to achieve GLD. We are looking at how we can ensure PD and fine motor skills are targeted to support GLD.</p> <p>We are working with the Ilsham hub on Read, Write, Ink (RWI) and</p> | <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> |
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|  | <p>teachers are targeting the lower 20%, supported by Laura Walmsley.</p> <p><i>SP queried the scorecard – the progress scores seems concerning in Yr 2 reading which has decreased -34%. This is concerning as Yr 1 children were able to come to school during lockdown. Not all children came back. Many did not. The Autumn data drop happened in October. This will be contextual. SLT are monitoring this.</i></p> <p>Another concern is Yr 6 maths. The autumn term scorecard reflects where the children had been in March and reflects lost learning. At the end of the year we assume children will catch up (see target sheet shared). The catch-up funding will be targeting the year groups and subjects where progress and attainment are lower than expected. An 0.6 HLTA is to be appointed to enable teachers to lead more effective intervention for targeted pupils.</p> <p><u>Attendance report</u><br/>Our average attendance is 97.3%. We are still monitoring children who are off for reasons other than COVID and taking appropriate actions. Our attendance is highest amongst our cluster of schools and compares favourably with national figures.</p> <p><b>Headteacher's report (shared)</b></p> <p><u>DSEF – Catholic Life of the School</u></p> <ul style="list-style-type: none"> <li>• Due for submission, AF, MQ and LW have worked on this. We judge ourselves under new framework to be outstanding for catholic life, collective worship and overall effectiveness.</li> <li>• We have started to use the Life to the Full programme.</li> <li>• New Pupil Chaplains will be appointed for Jan 2021. Their projects are currently limited due to COVID.</li> <li>• Links with parishes are strong. We continue with school led liturgies though these have been put online. The school have watched these at the same time but within bubbles.</li> <li>• The weekly act of worship takes place via Google Meet.</li> <li>• Each class will lead an advent reflection to be watched by the whole school within bubbles.</li> <li>• New teachers have been trained in prayer development. Prayer monitors in class lead the prayer each day.</li> <li>• Each month there is a new prayer of the month.</li> <li>• We adopted the Come and See programme. Teachers are supported by LW. NQTs have been given support in planning.</li> </ul> <p>Staff development and talent spotting continues. KR has started National Qualification for Headship.</p> <p>AF discussed the Key Priorities as listed in the HTR.</p> <p><i>ABo asked why children cannot sit around a table if they are in bubbles. DfE advice is that children have to sit in rows facing forward. This hinders discussion and makes children more passive. We are not able</i></p> | <p>Q</p> <p>Q</p> |
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|    | <p>yet to change this.</p> <p>The new Executive Head model is working very effectively. Leadership is good.</p> <p><i>ABo asked about the RE assessment and why RE education is only good. Why is it not outstanding? Can it be rectified? We are teaching a new programme. The quality of work being planned and completed is much better than the old programme we used (God Matters). RE teaching has been streamlined. We have brought the Rosenshine principles into the teaching of RE. It has been fundamental in raising expectation of the teaching of RE in line with other core subjects.</i></p> <p><u>Update on PP strategy</u><br/><u>Update on Sports Premium plan</u></p> <p>We had no applications for a Playleader to improve lunchtime play. We are working with current staff to improve play and have reallocated money to a running track on the field amongst other plans.</p> <p><u>Catch up funding plan</u><br/>We have £80 per head to improve learning and catching up after lockdown. We are considering how we use this. We have identified children to target and are considering which staff will effectively help children catch up.</p> <p>We have a cross school coaching programme. Each teacher will have coaching in a triad. We have bought 360 cameras to film teaching which will then be watched to discuss the teaching and impact on progress.</p> <p>We have bought 20 tablets and will use the Reading Eggs programme.</p> <p>We are appointing an HLTA from within the school to release teachers or deliver interventions.</p> <p>We will release Laura Walmsley for half a day a week. She is a skilled coach who will have a significant impact on the quality of teaching.</p> <p>CMcG is releasing teachers at KS1 to help children who are at risk of not passing the phonics screening.</p> <p>Two teachers will be used for a few weeks after Christmas to carry out interventions in KS1 and EY before they take their maternity leave. They will Be targeted to work on gaps in learning, particularly in phonics, maths and writing.</p> <p><u>Staffing update</u><br/>A shared document indicating staff changes was discussed.</p> | Q |
| 7. | <p><b>Governance</b></p> <p><b>Autumn term Governor visits and reports</b></p>   |   |

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|     | <ul style="list-style-type: none"> <li>• RE and Catholic Life - this will take place on 9<sup>th</sup> December.</li> <li>• SEN, Inclusion &amp; Equality / Safeguarding<br/>LW carried out a visit meeting with KR and DS. She will share a report. We have done well supporting SEN students and worked creatively to support them. <ul style="list-style-type: none"> <li>• Grants – visit to be arranged before Christmas.</li> <li>• H&amp;S visit to be arranged.</li> <li>• Finance - An online meeting took place this week. LR will complete a visit note to share. He, AF and JD (Business Manager) discussed the budget and some payroll data. The school position is good – we should break even at the end of the year but we have used contingency which was available. The budget is being well managed. LR noted some savings that have been made such as in BASC shopping. LR will carry out another visit after Christmas.</li> <li>• Parents and the Community – SP will arrange a visit before the end of term.</li> <li>• Curriculum – a visit will be arranged before the end of term.</li> </ul> </li> </ul> |  |
| 8.  | <b>Policies</b><br>Whole CAST Policies issued for noting <ul style="list-style-type: none"> <li>• Corona Virus policy</li> <li>• 22/23 Admissions Policy</li> </ul> <p>These were noted.</p>  |  |
| 9.  | <b>Matters arising since agenda distributed as identified at item 3</b><br>Governor appraisals will be considered by LR and discussed at a future meeting.  |  |
| 10. | <b>Correspondance</b><br>None received  |  |
| 11. | <b>Date of next meeting: 10<sup>th</sup> February 2021</b>  |  |

Luke Robinson  
Chair

Ali Brocksom  
Clerk

**Agreed at online LGB 10/02/21**