



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

Date	16th February 2022	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Cathy Lowry	Executive Headteacher	Y	
Kelli Reynolds	Head of School	Y	
Angela Bosley	Foundation	Y	
Frankie Phillips	Foundation	Y	
Fr Jonathan Stewart	Foundation	N	Y
Luke Robinson	Foundation	Y 6.20	
Frances Dennehy	Foundation	y	
James Cookson	Foundation	Y	
Alex Hill	Community	y	
Denise Sparkes	Staff	N	Y
Sarah Osbond	Parent	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Item	Decision Question Action
1	Prayer CL led a prayer.	
2	Housekeeping <ul style="list-style-type: none"> Welcome to CL (Executive Head) and SO (new Parent Governor). Apologies & Declarations of Interest for this meeting <p>JS and DS sent apologies for the meeting and their absence was sanctioned.</p>	
3	Agree any items of business to be discussed at the end of the meeting that are not on agenda <ul style="list-style-type: none"> New arrangements for drop off and pick up 	
4	Minutes <u>Agreement of Part 1 and 2 minutes of last meeting (17/11)</u> The minutes were agreed and signed. Outstanding items / actions:	D

	<ul style="list-style-type: none"> • <i>LR will draft a letter from the Governors to CAST to which they expect a response. A response has been received from CAST and will be discussed later in the meeting,</i> 	
5	<p>Safeguarding</p> <ul style="list-style-type: none"> • Safeguarding Report <p>KR talked through the safeguarding report shared on Governor hub.</p> <ul style="list-style-type: none"> • Exclusions <p>2 fixed term exclusion of boys in Yr 5 with identified SEND needs have taken place since the last meeting.</p> <p><i>ABo asked if we have ever had children with over 15 days of exclusion where Governors have to be involved as per the CAST policy? This happened once about 10 years ago. Exclusion is always a last resource. We take much advice and carry out strategies to meet the needs of the child before considering exclusion.</i></p> <p><i>What has the impact of COVID been on children? (AH)</i></p> <p>Children's ability to socialise has been impacted and led to more peer on peer abuse and other incidents throughout the Trust. This may also be due to staff being more able to identify this abuse as well as the impact of COVID. We are looking at how through PSHE and OPAL we can address this.</p>	<p>Q</p> <p>Q</p>
6	<p>Headteacher's Report</p> <p><u>Catholic Life of the School (see report on hub)</u></p> <p>Catholic life is a high focus of the school. We are lucky to have a very effective Chaplain and a strong RE leader. Children are actively engaged in the Catholic life of the school.</p> <p>A Section 48 inspection in CL's previous school has helped define what is needed for a future inspection. Governors need to</p> <ul style="list-style-type: none"> • monitor collective worship • Have robust Governor monitoring • Governor pupil conferencing • Governors checking progression in children's learning <p>RE lead is to have training with the diocesan advisor and it will be discussed at the non pupil day.</p> <p><i>FP had been into school for two liturgies and was pleased to have been invited. She had a concern that children's knowledge of the</i></p>	

	<p><i>eucharist was not good enough - they need to be aware of what to do when they go for communion or a blessing at a mass. This will be addressed although is not in the RE curriculum. It has been difficult for the last 2 years due to COVID and this has had a bearing on their knowledge of rituals.</i></p> <p><u>Staffing structure</u> We have a number of teachers who are job shares especially Yr 1/2. A good number are on fixed term contracts.</p> <p>We have had much staff absence, mainly due to COVID which has been problematic and has impacted the school heavily.</p> <p>Current pupil number is 321. We are expecting a good number of children to join Reception in September and have very healthy nursery numbers.</p> <p>We have not had a mass outbreak of COVID but constant low numbers. After half term we will reduce restrictions and hold whole school gatherings again, depending on how many cases are in school.</p> <p><u>Catch up funding</u> We will receive recovery funding and the tutoring grant and are using our HLTA to release teachers (who best know the children) to carry out catch up interventions. The impact of these will be fed back to Governors. However this has also been impacted by staff absence as the HLTA has been pulled away to cover classes.</p> <p><u>Website Compliance</u> CL confirmed that the website is compliant and up to date.</p> <p><u>Early Years Support</u> More support is needed in the Nursery which is very full. The Trust EY adviser has been working with the team to look at the provision (see visit report on the Governorhub). The environment is being improved with new carpet tiles over half term. The EYEF team are looking at how they can work more together and be more fluid across R and N to ensure high quality provision. We currently have another R teacher (supply) as we are above 30 children in R and have advertised the role as having potential to go into the new school year as numbers are looking very positive.</p> <p>Equipment is old and will be replaced, using some of the Sports Premium and other EY funding.</p> <p><i>SO queried the development of the EYEF outdoor space. This is happening imminently with local authority capital funding. Sand and water play will be added.</i></p>	<p>Q</p>
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	<p>Our EYEF teachers will visit other schools to gain ideas of how we can improve our space. We will also look at development of support staff, to enable them to effectively support learning.</p> <p><u>ECTs (old NQTs)</u> CL confirmed they are receiving 10% extra non contact time and a full programme is in place. They do have a mentor. Fr J will be asked to check in on them as Staff Support Governor.</p> <p>We have 1 RQT (recently qualified) who is receiving 5% extra non contact time.</p> <p><u>Admissions</u> The school continue to grow. We have had many admissions since September and KR is giving tours almost each week to prospective parents.</p> <p><u>Attendance</u> <i>ABo queried high absence rates compared to National figures especially authorised absences. Do we know why this is?</i> It is due to COVID. Some parents have had COVID and been unable to bring children in. The EWO advised us to authorise these absences. The national rates are last years, not this years.</p> <p><i>FP queried whether we are in line with other schools?</i> CL confirmed that we are. The DoE are collecting data after half term and are looking into attendance and ensuring we are robust in our monitoring of non covid absence.</p> <p><i>FP queried our policy after March when we will no longer be required to isolate.</i> We will wait for DfE and CAST guidance.</p> <p>We are pleased not to have had any serious illness (staff or children) due to COVID.</p> <p><i>The meeting moved to part 2.</i></p> <p><u>Behaviour</u> A New behaviour policy was introduced but there is a lack of consistency. Everyone needs to take responsibility for behaviour. Expectations should be high.</p> <p>Behaviour during unstructured times and moving around the corridors should be addressed. OPAL training will help. What is communication like between teachers and other staff? (FD) There is communication but it is a whole staff responsibility to address behaviour. It will be addressed with staff on the NPD.</p>	<p>A</p> <p>Q</p> <p>Q</p> <p>Q</p>
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	<p>We will reintroduce School Council and ensure children have a voice.</p> <p>Where there are needs behaviour will be addressed in a more individualised way.</p> <p><u>Personal Development</u> There is much done beyond the curriculum such as Catholic Life of the School, charity events etc. It shines that the whole child is being developed. Each teacher will start a floor book evidencing all the events taking place over and above the curriculum.</p> <p><u>Leadership and Management</u> By addressing areas of concern this will also move to good.</p> <p>Sports Premium - has been rewritten. OPAL and Early years will receive funding.</p>	
7	<p>Governors</p> <p>Governors reported back on training undertaken online (Monitoring School Improvement Plan) and visits completed (Catholic Life of the School and Curriculum). All visit notes were shared on Governorhub.</p> <p>CL reiterated that Governors need to check what they are told at meetings and to verify information for themselves in school.</p> <p>ABO discussed the curriculum visit and how all Governors need to come in to carry out a visit and speak to subject leaders on a specific subject to monitor the SIP. We need a visit this term and another at the end of Summer term to check there has been progression. There is a checklist to use to obtain the information.</p> <p>ABO will carry out a Governor visit on the Behaviour policy.</p> <p>The CAST Code of Conduct Jan 22 (emailed) was signed by all Governors at the meeting.</p>	A
8	<p>To note CAST policies</p> <ul style="list-style-type: none"> • Plymouth CAST Complaints Policy • Governor Induction Policy • Governor Visits Policy • Plymouth CAST Exclusions Policy <p>These were noted.</p> <p>School Policies:</p>	

	<ul style="list-style-type: none"> Children with medical conditions policy (CAST) This is being updated and will be published on the website once completed. 	
9	<p>Matters arising since agenda distributed as identified at item 3</p> <p><i>AH queried the new drop off and pick up arrangements following feedback from parents with concerns about the supervision of the children on the playground. They preferred the drop off into classrooms.</i></p> <p>KR reiterated she would be monitoring these times. It was our pre-covid procedure and we have staff on the playground from 8.30am. There is always a staff presence. We may need to stagger classes moving onto the playground. Staff will wear hi-vis vests to be very visible. Some parents are happy to go back to the old system.</p> <p><i>FD queried parents not being able to go into KS1 anymore to settle children. Children often settle more quickly without parents coming into the classrooms but staff are aware that children may 'mask' how they are feeling and will deal with this accordingly.</i></p> <p><i>LR queried how children are settling under the new procedures? We have a much better start to the day as all children come in as one class and start altogether at the same point. They know what is expected of them and the start to the day is smoother.</i></p>	<p>Q</p> <p>Q</p> <p>Q</p>
10	<p>Correspondence received by Chair or Head</p> <p>The letter received by LR from CAST was brief and did not address all LR's questions. LR and other Governors will have a meeting with CL, our ESM and Kevin Butlin. CL will go back to CAST to arrange this.</p>	A
11	Date of next meeting: 30th March 6pm in school	