



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

Date	13 th July 2016	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
Huw Hadden	Staff	Y	
Frankie Phillips	Foundation	Y 6.10pm	
Mnsgnr Harry Doyle	Foundation	N	Y
Jane Wardle	Foundation	Y	
Lata Ramoutar	Associate	N	
Lisa Thomas	Community	N	Y
Luke Robinson	Parent	N	Y
Michelle Johnson	Foundation	Y	
Rachel Sparks	Foundation	Y	
Judie Yung	Foundation	N	Y
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref:	Detail	Info Decision Question Action
1.	70.	<u>Prayer</u> AF led a prayer	
2.	71.	<u>Apologies & Declarations of Interest</u> There were apologies from HD, JY, LT and LRo. There were no declarations of interest.	
3.	72.	<u>Agree any items of business to be discussed at item 10 that are not on agenda</u> <ul style="list-style-type: none"> • CAST safeguarding • Class arrangements for Sept 16 	
4.	73.	<u>Agreement of Part 1 and 2 minutes of meeting held 26 May 2016</u> These were agreed and signed.	D
5.	74.	<u>End of year data – Main point arising:</u> <ul style="list-style-type: none"> • Governor's questions will be collated and discussed in September. • The data and achievement report were put together by TLRs. • WLT suggested an impartial adviser comes and helps us evaluate our data in the light of our teaching which is judged to be "good". 	

Approved by FGB/Signed by Chair:

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		<ul style="list-style-type: none"> • EYFS <ul style="list-style-type: none"> ○ Curriculum and method of assessment has not changed so data is comparable. We have improved in getting our children to a 'good level of development'. It is likely we will be above national. • Yr 1 phonics <ul style="list-style-type: none"> ○ Last yr 77% (National) were working at approved standard. This year we have 66%. Phonics teaching is a concern and we are examining our processes. Our data was the lowest out of the 12 PCAST schools. • Yr 2 <ul style="list-style-type: none"> ○ Phonics screening retake – 53% passed on the retake. LS has carried out interventions. There are a high number of SEN and EAL children. ○ SATS results – 76% children reached expected in reading, 60% at ARE for writing, 67% at ARE for maths. These tie closely with predictions in HTR. Governors commended SLT and staff for very accurate assessment. ○ We are in higher middle band of PCAST schools. ○ We are awaiting national statistics. ○ <i>Governors asked for analysis from SLT where gaps are more than 20%. Also for EAL children in maths.</i> • Yr 3, 4 & 5 <ul style="list-style-type: none"> ○ Questions were invited. ○ Yr 5 is a weak cohort with high needs. This is being monitored. • Yr 6 <ul style="list-style-type: none"> ○ Data examined was the test results. Predictions were higher than actual results. ○ Some national data was available: <ul style="list-style-type: none"> ▪ Reading (N) 66%. We are above; ▪ Writing (N) 74% we are 20 % down. ▪ Maths (N) 70% and we are below. ▪ SPAG we achieved 63% national was 72%. ○ Expected standard for reading, writing and maths was 53% and we achieved 53%. ○ AF suggested we have more external moderation next year for writing. ○ Writing is a concern for Governors in KS2. ○ Writing was the only area where LGD (learning at greater depth) was an option. ○ Governors queried whether G&T children in subjects had achieved LGD but as LGD has not been clarified by the Govt we are currently unable to know this. 	Q
6.	75.	HT's report <ul style="list-style-type: none"> • Yr 6 mass at Cathedral took place and was lovely. • SIP emerging priorities: Next year HTR will not have 	

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		<p>evaluation in detail but will examine success criteria.</p> <ul style="list-style-type: none"> • Lesson observations – 91% teaching is good or better in a range of subjects. We also had an increase in outstanding teaching. • LT carried out an exit interview with a member of staff who resigned and will share the findings with Governors in September. • TAs: AH has carried out 19 observations of TAs and is taking appropriate action where necessary (support etc). They have been graded as 'effective' or 'non-effective'. We are evaluating this monitoring process. • ASC Level 2 Playworker and a Playworker to support 2 children in ASC one night a week have been appointed. The latter post is dependent on external funding. • Teaching staff structure was discussed. Also distribution of responsibilities to cover for LS absence from November. KR will provide some SEN support. <p>Safeguarding update</p> <ul style="list-style-type: none"> • A letter was distributed from PCast following the failure of an Ofsted safeguarding inspection in a PCast school. 12 criticisms were discussed. • A questionnaire was distributed to Governors which will go to all staff. We may need to address some issues following its return and evaluation. • All Governors will be issued the new 'Keeping Children Safe in Education' document in September. LT will be asked to run through the key changes at the September meeting. <p>Strategic vision and priorities for the school It was suggested that Kelly Newland works with Governors to define, articulate and agree this. All governors need to have input. This will take place at the September meeting before housekeeping items.</p>	<p>A: LT</p> <p>A:LT</p>
7.	76.	<p>Update from Chairs on 3 priorities of committee and any key additional issues. Evaluation of the year against 3 priorities for RES and T&L will take place at the second FGB meeting in Autumn 2.</p> <p>Ratification of proposal for TA structure (part 2) AF introduced the proposals as discussed at RES which will meet the needs of children and SEN provision. This will go to 1st September FGB when RES can make final recommendations.</p> <p>Governors Visits discussion It is recommended that Governors carry out 1 visit per term. The strategy discussion will inform the visits and it was felt visits will become more manageable and achievable.</p>	

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		<p>Consideration of makeup of Governing Body AH and LR have stepped down from the Governing Body. They were thanked for their significant contribution to the school's improvement journey, their time and dedication.</p> <p>There was a full discussion about spaces on the governing body and the skills gap. Also whether we should move to a non – committee structure. It was agreed to discuss this at FGB in Autumn (2nd meeting)</p>	
8.	77.	<p>Impact from AF secondment Governors had had a discussion about the impact of AF's secondment to St J and the lack of other catholic staff on SLT. Governors want to ensure that the Catholicity of our school was not affected and our aims (5 Ws) and objectives of being a catholic school were not affected.</p> <p>Governors asked for future reassurance and evidence that AF's secondment will not affect the catholic aims of the school and ensure the faith leadership was not affected. When AF is not in school catholic activities still take place – the vision has been set and activities are being carried out.</p> <p>This can also be discussed when setting the strategic priorities.</p> <p>MQ, AF, Fr Jonathan and David Wells of the Evangelisation project met and are continuing actions.</p>	
9.	78.	<p>Governor's Summer Newsletter Governors agreed the outstanding items for the newsletter which will go out on Wednesday – the last day of term.</p>	
10.	79.	<p>Matters arising since agenda distributed:</p> <ul style="list-style-type: none"> • New Class arrangements letters to Governors from parents. AF has responded to parents. This is an operational issue and has been dealt with. In the future AF may be asked to describe how class allocations are made. • Governors asked AF to consider appropriate response times for letters. • Governors need some preparation for parent's questions in the future when such decision are made in case they are asked about decisions by parents. • Governors discussed and agreed the usefulness of an information evening next year to explain the process involved in allocating classes. <p>Chairs of Committees LR has left, LT is considering stepping down as Chair and JW would consider carrying on but invited other Governors to discuss the Chair position. This will be discussed and Chairs agreed at the first meeting in September.</p>	

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11.	80.	Key updates for Governors ABr advised Governors she has completed the Clerks Development Course and was congratulated by the Governing Body. It was enjoyable and interesting. She has already made some changes to procedure and will consider others when preparing for the new school year. Some interesting ideas came out of the course (such as the non-committee structure and working parties) which are worth further debate and consideration.	
12.	81.	Correspondance received by AF or JW None received.	
		Date of next meeting: 14 September 6pm	

Jane Wardle
Chair

Ali Brocksom
Clerk

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