



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

Date	22 nd March 2016	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Amelia Harding	Staff	Y	
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
David Greenstreet	Foundation	N	Y
Huw Hadden	Staff	Y	
Frankie Phillips	Foundation	N	Y
Mnsgr Harry Doyle	Foundation	N	Y
Jane Wardle	Foundation	Y	
Lata Ramoutar	Associate	Y	
Lisa Thomas	Community	Y	
Luke Robinson	Parent	Y	
Michelle Johnson	Foundation	Y (6.25)	
Paul Varghese	Associate	N	Y
Rachel Sparks	Foundation	Y (6.30)	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref:	Detail	Info Decision Question Action
1	45	Scripture Sharing A prayer was led by AF	
2	46	Housekeeping <u>Apologies</u> Apologies were received from HD, FP, DG, PV and their absence was sanctioned. RS and MJ had advised they would be late. <u>Declarations of Interest</u> There were no declarations of interest	D
3	47	Training <u>Proposed Governor's Complaints Training</u> AH and AF have been working with Ian Grafton (an external adviser) on a formal complaint. AF proposed that Governors take part in complaints training as they may be involved in supervising and supporting staff on difficult cases or communicating with parents. SLT and staff will also have training. It was agreed that as many Governors as possible should take part. This was agreed.	D

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		<p><u>Improving FGB understanding of quality of learning</u></p> <p>SLT had a meeting with Debbie Clapshaw to clarify the information they should present to Governors now we are no longer in special measures, especially data for T&L. DC has offered a FGB “workshop” for all Governors.</p> <p>A “training day” was discussed and agreed for Governors, to include the complaints training. This would be in June and potentially from 9am – 1pm.</p>	<p>A: ABr contact DC and arrange date</p>
4	48	<p>Minutes</p> <p>Agreement of Part 1 and 2 minutes of meeting held 10th February 2016 and Part 2 minutes from December meeting</p> <p>The minutes were agreed and signed.</p>	<p>D</p>
5	49	<p>Strategic Direction of the School</p> <p>HT’s report – main points discussed:</p> <ul style="list-style-type: none"> • Children have been involved in the parishes (Stations of the Cross etc) • The key focus for KPs 1 and 2 is assessment. • KP3 (Professional Development) Coaching throughout the year has had a significant impact. <ul style="list-style-type: none"> ○ 100% of literacy teaching was seen to be ‘good’ or better ○ 45% were good with outstanding or outstanding ○ 18% of whole was outstanding. We will meet success criteria for teaching at the end of the year. <p>Governors were very pleased.</p> <ul style="list-style-type: none"> • All teachers, even if already outstanding, would receive coaching to maintain standards and encourage continual improvement. • Predictions <ul style="list-style-type: none"> ○ EYFS have same assessment procedures as last year and predictions are good. ○ Phonics retakes – we are predicting 50% pass rate of those retaking. All 8 children retaking are EAL or on SEN register. LS is carrying out intensive intervention with yr 1’s. ○ Yr 2 and 6 – the data is looking low but we cannot compare against national data at this point. This is the same for all schools. Maths is a concern but we are taking actions. Children will take a standard test and the results will be moderated. • <i>Governors asked whether we can benchmark against other schools?</i> Yes we hosted moderation for 8 CAST schools, led by HH (Yr 6) and LS (Yr 2). The standard of our writing was better than many of these in both year groups. • Beacon Schools also met and 150 teachers took part in a 	<p>Q</p>

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		<p>writing moderation. These same 9 schools are to carry out a maths moderation. Governors were pleased to hear this.</p> <ul style="list-style-type: none"> • All schools are in a very similar situation as no school can clarify how many children are on track when there is no national data. We know our assessments are secure. Most are struggling with maths. • <i>Governors queried whether PCAST could share school's data?</i> AF will ask other heads in the MAT. This will go to T&L. • AH indicated % will always be low at this time of year. Teachers have to evidence learning 3 times – some children may not have met objectives because they have not been covered within the curriculum yet. <p>KP4 will be included on the HTR next time.</p> <p>CPOMS (online child protection recording system) has been purchased by PCAST for all schools and we are in the process of setting this up.</p> <p>AF gave evidence in a safeguarding court case and will feed back to staff the changes it is advised we make to make to our record keeping. However, our records were secure.</p>	<p>Q A: AF</p> <p>A: AF</p> <p>A: AF</p>
3	50	<p>Prevent Training</p> <p>AF delivered Prevent training to all Governors, the strategy to protect vulnerable young people from radicalisation. The school's responsibilities were highlighted to make awareness of this explicit in the curriculum. Children need to be clear of and able to articulate what "British values" are.</p> <p>We do much work about democracy and respect but may need to be more explicit with children and staff about British values.</p> <p><i>[ABr has since sent the presentation to all governors. They were asked to watch the video included].</i></p> <p>AH was thanked for her presentation.</p>	
5	51	<p>Agreement of proposal to offer Nursery provision during out of school hours</p> <p>JW set the context to Governors of the proposal to offer extended provision for 3 year olds. We are looking to increase Nursery funding and fill more places. LRo distributed and discussed summary figures detailing costings for staff, staff cover, resources etc. and the breakeven points, potential profit and likely scenarios. This extra provision would be self-sufficient and LRo judged it reasonable to provide this new provision, based on the figures. AF indicated that this is a first step and further provision may be considered in the future (holiday clubs, provision for 2 year olds etc.). Based on LRo's recommendation and that of RES committee it was felt the school should try this. There is a risk as we will need</p>	

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		<p>high numbers to access this and we may take an initial loss.</p> <p>It was agreed to put in place this new provision with much evaluation and monitoring and it will become a standing item on RES.</p> <p>We have advert for a level 3 and will also advertise for a level 2 Playworker. Each contract will have an end date in case the positions are not viable.</p> <ul style="list-style-type: none"> ABr will keep records of those who access our Nursery due to this new provision to help evaluation. <p>[Abo left the meeting]</p> <p>Safeguarding update including audit Information was distributed.</p> <ul style="list-style-type: none"> Exclusions are down DAF numbers are up There are no child protection concerns. <p>The schedule was agreed and signed.</p> <p>Anonymised info about SEN measures undertaken to help children as agreed at Dec meeting This will be deferred to the next meeting</p> <p>Progress of strategy working group The working group met yesterday. Following feedback from parents, governors and staff it was agreed that we want to be a Beacon school and increase the number of children who can access this provision by going to 2 form intake.</p> <p>The group will meet with DCC and talk to CAST and other schools and then make a decision as to continuing to look at expanding in views of challenges, risks etc.</p> <p>[ABr has contacted DCC and a meeting is to be arranged in the Summer term]</p> <p>The meeting moved to part 2</p>	<p>D</p> <p>A: ABr</p> <p>D</p>
6	52	<p>Governors</p> <p>Update from Chairs on 3 priorities of committee and any key additional issues.</p> <ul style="list-style-type: none"> LT fed back from RES. <ul style="list-style-type: none"> There will be a working party to look at the budget and the potential deficit. The roof is in hand and actions being taken. PPC met and had a very positive meeting. LRa fed back from T&L 	

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		<ul style="list-style-type: none"> • Timings of meetings need to be looked at next year to ensure useful data is available • The new KP4 was discussed • T&L needs to be made more robust. JW is to join the committee. <p>Update on Plymouth CAST visit We are awaiting confirmation from Plymouth CAST of dates they have available.</p> <p>Receive reports from governors who have attended training No Governors had attended external training courses but all have now had some training on Prevent.</p> <p>Succession Planning and Committee membership</p> <ul style="list-style-type: none"> • We will have a new Foundation Governor next term who is going through the robust Plymouth CAST recruitment process. We will also have a space in Autumn when DG leaves the FGB. • It was agreed that LRo would sit on committees vacated by Julian Strong. • JW will leave RES and move to T&L. <p>Governors Visits These need to take place to monitor the SIP. AF suggested that the list that is distributed becomes a yearly “rolling” document. ABr to send out as a yearly document.</p>	A: ABr
7	53	<p>The School as a Catholic Community (Standing Item)</p> <p>Evangelisation Project St Nicholas has been chosen as a ‘flagship school’ by the Bishop due to our commitment to developing the faith life of our school. It is exciting to be involved in and there will be a meeting on the 15th April including staff, parents and priests to scope out the project.</p>	
8	54	<p>St Josephs</p> <p>AF’s secondment will continue for the rest of the academic year and there may be an approach to St Nicholas’ Governors for this to be longer. There has been no detrimental impact on St Nicholas and the SIP continues to move forward.</p> <p>Governors queried the impact of this role on AF. PCast are now much more involved and are offering much more support. There is a new Governing Body. Roles have now been defined – AF is now in charge of the infrastructure of the school.</p>	

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9	55	Communication Governor's Newsletter Chairs to all provide a contribution and it will be distributed to all parents before the end of term. [<i>Completed</i>]	
10	56	Head's / Chair's Items Matters arising since agenda distributed AF and JD have been considering school insurance for staff absence and distributed proposals to move to a new insurer who would also include maternity cover. The recommendation from JD was that we switch to Schools Advisory service. After consideration Governors agreed to this proposal. The DFE have approached CAST for us to carry out a school survey about understanding governance. Initial information was given to JW and AF.	D
11	57	Clerk's Updates Governor's magazine was distributed and all asked to consider training courses and to see Prevent information included.	
12	58	Correspondance JW received a letter from a parent with a range of issues they were concerned about and JW has comprehensively replied. She has heard nothing back yet from them.	
	59	25th May 6pm next meeting	

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