



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

Date	24 <sup>th</sup> May 2017	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Angela Bosley	Foundation	Y	
Angela Folland	Headteacher	Y	
Frankie Phillips	Foundation	Y	
Mmsgnr Harry Doyle	Foundation	Y	
Jane Wardle	Foundation	Y 6.05pm	
Lisa Thomas	Community	Y	
Luke Robinson	Parent	N	Y
Michelle Johnson	Parent	N	Y
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	
Lucy Wills	Potential Governor	Y	
Alex Hill	Potential Governor	Y	

Agenda Ref	Minute Ref:	Detail	Decision Question Action
1	59.	<b>Opening Prayer</b>  HD led the meeting with a prayer  LW and AH were welcomed to the meeting as potential Community Governors.	
2	60.	<b>Apologies &amp; Declarations of Interest</b> Apologies were received from LR and MJ and their absence was sanctioned. There were no declarations of interest.	<b>D</b>
3	61.	<b>Agree any items of business to be discussed that are not on agenda</b> <ul style="list-style-type: none"> <li>Governors Newsletter</li> </ul>	
4	62.	<b>Monitor progress of SIP</b>  <b>Writing</b> <ul style="list-style-type: none"> <li>Predictions to end of year are in the HTR and are in the main positive except Yr 6 where there is significant SEN need. GD (greater depth) data is looking better.</li> <li>We have received notification from DCC we are being moderated only for KS1 and <u>not</u> KS2. We are pleased about the latter – our engagement with the literacy team and 3 sessions of moderation this year has given them confidence that our data is secure and we do not therefore need formal</li> </ul>	

Approved by FGB/Signed by Chair:

..... Date: .....

		<p>moderation.</p> <ul style="list-style-type: none"> <li>Venn diagrams showing GD predictions for each year group were distributed and discussed (already shared with T&amp;L). They show very positive predictions for most year groups. For future meetings this anonymised data will show numbers of SEN &amp; DIS for Governor analysis.</li> <li>Progress and achievement meetings have worked very well this year as they have focussed on specific children. Teachers are now very skilled in talking about their children in depth.</li> <li>Yr 4 was discussed – all DIS children are also SEN. There are a large number of GD children in the year group and a significant number with additional needs.</li> <li>Our work this year can be seen to have improved outcomes for our children.</li> <li>Data Analysis for disadvantaged children was distributed and discussed. Year-end predictions to 2017 show positive data where we have ‘reversed the gap’ for particular groups of children. <b>100% DIS children with no SEN are on track for age related expectations (ARE) at year end.</b></li> <li>Andy Brumby and Gill Winston have examined our PP data showing the last 3 years of data, hoping to find or identify a trend. None was found.</li> <li>We are confident we will meet National expectations for Phonics screening. We have changed the way we teach and ensured children are ‘test ready’. Teachers have worked hard to develop children’s ability to access tests.</li> <li>Training has taken place on ‘Colourful Semantics’ for all teachers.</li> </ul> <p><b>Maths</b></p> <ul style="list-style-type: none"> <li>This will be a KP for the next year.</li> <li>We predict we will not meet ARE this year for Yr 6 after the SATs despite running booster groups since January and teaching test skills.</li> <li>We have applied to the Jurassic maths hub for the next round of Teaching and Mastery curriculum project. Schools work with a maths mastery specialist to develop a mastery curriculum. Only 7 schools will be successful.</li> <li>We also need to revisit training delivered in the past to teachers who have been employed since it took place.</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>The library is still busy every day and Accelerated Reader still has much momentum.</li> </ul> <p><b>SEN</b></p> <p>We purchased 4 visits from the SEN adviser who has worked with</p>	
--	--	---	--

Approved by FGB/Signed by Chair:

..... Date: .....

		<p>AH to create our own individual school based plans. She has reviewed each class' plans and is really impressed with the quality and format. Every SEN (unless they have a DAF) and PP child has an individual plan and teachers will meet with parents each term to discuss and develop it. <b>Parent involvement and engagement has increased.</b></p> <p>More specialist provision will be provided across the school through the new TA structure.</p> <p>The KPs for next year have been identified – Maths, Curriculum and SEN. Staff have already been consulted and have contributed.</p> <p><b>PCAST project</b> We are taking part in the Primary Writing project which will have an impact on the quality of writing as well as providing a great opportunity for collaboration with other CAST schools.</p>	
5	63.	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>• The 'near miss' was explained to Goverujnors (as per APW minutes) and the actions taken to address issues identified.</li> <li>• 'Cultural Capital' was explained – using PP to address experiences for DIS children so that they have similar experiences to non PP children. We will develop '50 things to do before you leave St Nicholas' to form the basis of our new curriculum.</li> <li>• AF updated the Governors on the collapsed drains which will not currently be replaced.</li> <li>• The low number of applications for Reception were discussed - we now have 25 as we have been allocated 3 additional children. Our Nursery numbers are looking very strong. RES have started to look at financial implications of a low number in Reception.</li> <li>• There was a discussion about PPA for September in the light of staffing changes, especially music. AF is considering options such as advertising in TES and has also discussed the potential of support from St Peter's.</li> </ul> <p><b>Safeguarding Report (to be distributed at meeting and signed)</b> We had 1 exclusion on Friday pm – this is the only one this term.</p> <p>The safeguarding report will be sent to Governors via e-mail.</p> <p><b>Governors commended the school on the many activities the children had taken part in such as the County Show and St Ritas's mass.</b></p>	A: AF
6	64.	<p><b>Agreement of Part 1 and Part 2 (confidential) minutes of meeting held 30<sup>th</sup> March 2017</b></p>	

Approved by FGB/Signed by Chair:

..... Date: .....

		<p><b>The minutes were agreed and signed.</b></p> <p>Minutes of a meeting with the priests and MQ were also distributed to Governors.</p>	<b>D</b>
7	65.	<p><b>Governors</b></p> <p>Receive reports from committees based on agreed priorities for the year and consider implications:</p> <p><b>T&amp;L</b></p> <ul style="list-style-type: none"> <li>• <i>To scrutinise and understand data to ensure best outcomes for pupils</i></li> <li>• <i>To secure an effective impact of Assessment for Learning with a focus on more able and disadvantaged pupils.</i></li> <li>• <i>To continually improve Governor's knowledge of the school and triangulation of evidence.</i></li> </ul> <p>ABo fed back (see T&amp;L minutes)</p> <p><b>RES</b></p> <ul style="list-style-type: none"> <li>• <i>Staffing structure and making best use of all staff</i></li> <li>• <i>Long term sustainability of financial stability of school</i></li> <li>• <i>Impact of spending to ensure outcomes for children</i></li> </ul> <p>LT fed back on RES (see RES minutes) mainly focusing on the TA restructure. All 17 TAs were observed and interviewed over 2 days. <b>AF indicated it was a privilege to do this – we have some fantastic TAs in this school.</b></p> <p>The budget was also discussed. We are likely to set a balanced budget this year. PCAST are to take a top slice but there is much clarity on what we will receive for this (TES, The Key, H&amp;S, HR support etc).</p> <p><b>APW</b></p> <p>FP fed back from APW (see minutes)</p> <p><b>Receive reports from governors who have attended training</b></p> <p>HD fed back from the CAST H&amp;S training. A new H&amp;S policy is to be developed and disseminated. H&amp;S support is to be provided by DCC for all Plymouth CAST schools.</p> <p>Our practice is secure in school.</p> <p><b>Proposal for Governor visits this term (from T&amp;L)</b></p> <p>Dates will be sent out to T&amp;L by e-mail.</p> <p><b>Succession Planning Update</b></p> <p>FP to reapply to PCAST for one more term.          LT will continue until September.          RS will continue her second term for the time being.</p>	

Approved by FGB/Signed by Chair:

..... Date: .....

10	66.	<p><b>Agreement of change to non-pupil days as recommended by T&amp;L Committee</b></p> <p>AF recommended that:</p> <ul style="list-style-type: none"> <li>• we keep 4/9 and 30/10 as NPD</li> <li>• 20/11 will be a NPD instead of 19/2</li> <li>• 2/1 will still be a NPD</li> <li>• 16/4 will not be a NPD and replaced by 4/5</li> <li>• 19/2 to remain a 6<sup>th</sup> NPD</li> </ul> <p>This will allow us to take part in the PCAST writing project.</p> <p><b>After discussion FGB agreed these proposals. They will be circulated to parents.</b></p>	D
11	67.	<p><b>Discussion about increasing KS2 PAN</b></p> <p>We cannot change R and KS1 PAN – we are legally bound to no more than 30 per class.</p> <p>In KS2 there is no legislation. To make up for the shortfall in Reception in 2017 APW proposed increasing the PAN to 48 in each year group in KS2.</p> <p>There was a discussion to ensure teachers could manage the additional children in their class. Research show that pupil progress is unlikely to be affected. A limit of 48 per year group was felt to be reasonable and manageable.</p> <p>After careful consideration of the impact an increase would have – research indicates an increase will not have a detrimental impact – <b>Governors agreed to this proposal.</b> AB will contact Admissions to advise them. They can make offers to those on the waiting list to start in September.</p> <p>Governors discussed the possible expansion of our school in the light of the expansion in Exeter – this is still a vision for the school and increasing the PAN may help.</p> <p>Governors asked that AF consider how to inform the teachers that class sizes will increase.</p>	D
12	68.	<p><b>Items brought forward from agenda item 3</b></p> <p><b>Governors Newsletter</b></p> <p>FP agreed to collate for this term to send out to parents in July.</p> <ul style="list-style-type: none"> <li>• Accelerated Reader</li> <li>• Budget</li> <li>• Data and results</li> <li>• Mission of the school</li> <li>• TA restructure</li> </ul>	

Approved by FGB/Signed by Chair:

..... Date: .....

		<p>ABo and FD volunteered to take this role on from September and to ensure one newsletter per term is sent out to parents.</p> <p><b>PCAST Summit meeting.</b> LT and FP are unable to come to the summit meeting next month on 16th June. ABo and RS to advise AB if they can go. AB will book. <i>[ABo will attend]</i>.</p> <ul style="list-style-type: none"> <li>Devon Children's Services asked FGBs to sign a working practice agreement. The interim PCAST CEO will sign this on behalf of all schools.</li> <li>We have been provided with a Bereavement Policy by Rainbows which may be helpful in the future for sample letters and processes. AF will send by e-mail for agreement by Governors.</li> </ul>	<b>A: ABr</b>
13	69.	<p><b>Correspondance received by AF or LT</b> AF had a 6 month appraisal review at which it was agreed that she will attend the National School of Formation – Vision and Voice for Catholic Headteachers. This is a year long national programme to develop catholicity and ethos in the school. David Wells will apply for a bursary for AF to do this.</p> <p><b><i>Meeting moved to Part 2. [LW and AH left]</i></b></p>	
		<p><b>Date of next meeting:</b> Thursday 13<sup>th</sup> July 6pm</p>	

Lisa Thomas  
Chair

Ali Brocksom  
Clerk

Date

Approved by FGB/Signed by Chair:

..... Date: .....