



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

Date	12 th January 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	N	Y
Jane Wardle	Foundation	Y	
Lisa Thomas	Community	Y	
Luke Robinson	Parent	N	Y
Michelle Johnson	Foundation	Y	
Rachel Sparks	Foundation	Y	
Frances Dennehy	Foundation	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Minute Ref: 2016/17	Detail	Info Decision Question Action
1.	25.	Prayer AF led a prayer.	
2.	26.	Apologies & Declarations of Interest There were apologies from LR & HD. There were no declarations of interest FD (new foundation governor) was welcomed to the meeting.	
3.	27.	Agree any items of business to be discussed that are not on agenda <ul style="list-style-type: none"> Preparing for Ofsted Resources decision Staff and parents survey PP strategy 	
4.	28.	P CAST Update <ul style="list-style-type: none"> We have had monitoring visits from PCAST on Safeguarding (including the SCR), HR and Pupil premium. These have all been positive visits. The actions suggested under safeguarding have been actioned. Our HR files are in the process of being audited and are very good. Our PP strategy and checklist have been reviewed by PCAST to ensure they meet requirements and we have made some changes following this review. The revised document has been distributed to Governors. We were commended by PCAST for the format. We are having a 	

		<p>full PP review by PCAST in January.</p> <ul style="list-style-type: none"> • A document was distributed to Governors of the power-point presentation used at the Plymouth CAST conference (attended by AF and Abo last term) giving details about the outcomes for all children in PCAST schools. This gives us some comparative data. • There is evidence in last term's minutes (T&L & RES) that our Governors have challenged AF about PP spending. • <i>Governors asked if there has been any increase in the support received by AF from PCAST?</i> AF advised that there have been a number of audits which are helpful but very little school improvement support. 	Q
5.	29.	<p>Monitor progress of SIP</p> <ul style="list-style-type: none"> • SIP data was distributed. The SIP has been shared on the Google drive with governors so that all updates are immediately seen. • The SEF has been updated with the tracking data. • The SIP has been updated with autumn term data. The December PP review recommended showing the Gaps so a line has also been added to give data for <u>non-disadvantaged</u> children. This enables us to compare disadvantaged and non-disadvantaged children. The cohorts of Disadvantaged children are quite different across the school. For example in Yrs 4 and 6 disadvantaged children are not doing well as all disadvantaged children in these years have SEN, whereas in Yr 5 1 disadvantaged child has SEN. There is very little difference in the attainment of dis- and non-disadvantaged children where there is no SEN. • Writing data (attainment) is looking better as a result of the Autumn actions. • <i>Governors queried Yr 3 writing – the whole year group of children meeting target has gone down – why?</i> AF has discussed this with the teachers to identify causes. SLT have asked maths and literacy leads to moderate teacher's judgements this term. • The teacher's appraisals are aiming for 90% of children to meet their targets. <u>These are aspirational targets based on good progress.</u> • Governors were asked to look at the reading, writing and maths data and identify and familiarise themselves with the actions taken and planned by the school. • This half term we are focused on reading and the accelerated reader scheme. Every child will have an accelerated reader book from the library. • We are also focussing on maths. All teachers are using the same planning format. Every child is named on the planning every day to ensure strategic differentiation. • Predictions – Yr 1 phonics. All children have had individual support in using sound buttons and test skills. We have rescreened all children and the impact has been very high. 	Q

		<p>Some children have increased their score by 15 – 21 points. Prediction is 86%.</p> <ul style="list-style-type: none"> • Prediction for GLD at end of FS is 70 – 84% which is still above national. • FP offered to come and look at the phonics plan and AB will arrange. 	
6.	30.	<p>Head Teachers Report</p> <ul style="list-style-type: none"> • Context of year groups is clear showing DIS + EAL or SEN in each year group. Governors asked for SEN to be added into the report. • Governors commended AF on the format of the venn diagram and found it very useful. • A monitoring report was distributed giving information about lesson observations – a summary of strengths and development. 4 were outstanding, 5 were good, 3 were RI with good, 1 was RI. Those RI's are being given a follow up lesson observation this half term. There was much good behaviour management and subject knowledge was good. Progress in lessons was good. Areas for development included teaching strategies. This gives a positive picture. • A permanent exclusion was made on of a child and the hearing is to be held on the 13th January [subsequently upheld]. <p>Safeguarding Report This was distributed and discussed including the DAF process and the number of children who have them. Governors asked that we review the process in school to ensure we are raising the DAFs at the appropriate time and to ensure staff time is used effectively. It would be helpful to have comparative data from other schools. MJ will query this with AH. LT signed the report.</p> <p>The meeting moved to part 2.</p>	<p>A: AF</p> <p>Q</p>
7.	31.	<p>Agreement of Part 1 and Part 2 (confidential) minutes of meeting held 20th October 2016</p> <p>The minutes were agreed and signed.</p>	D
8.	32.	<p>Governors</p> <p>Agreement of final committee Terms of Reference (from RES) These were agreed</p> <p>Receive reports from committees and consider implications:</p>	D

	<p>T&L - Abo informed Governors about the last TG&L meeting (as per the minutes). It was clarified that SEN children were compared to all children nationally, not other SEN.</p> <p>The website was reviewed by PCAST and the one item identified has now been added to the site.</p> <p>RES – LT reported that we are currently working within this years budget however the longer term budget shortfall still needed to be addressed.</p> <p>The extended hours in the Nursery were discussed. These will be monitored by RES to ensure we are breaking even.</p> <p>PP and Sports Premium were discussed and the impact of spending will be monitored by RES at every meeting.</p> <p>Evaluation of the 15/16 year against 3 agreed priorities for RES and T&L</p> <ul style="list-style-type: none"> • BASC is being evaluated and numbers are up. • The roof is still leaking and will need attention. <p>Governors agreed that each committee's next agenda will include discussions about this year's priorities.</p> <p>Receive reports from governors who have attended training</p> <ul style="list-style-type: none"> • LT, RS & AB are attending PCAST Safeguarding training. • FD will be booked on to New Governor training. <p>Receive reports from Governor visits this term</p> <ul style="list-style-type: none"> • FP distributed notes of her visit looking at the Catholic Life of the school and RE assessment (with MQ). • ABo distributed notes of 2 visits – pupil conferencing with Yr 2 children in November and a detailed meeting with the Literacy Lead. • MJ met with AH and the SEN adviser from Babcock. They considered RAISE online and children leaving FS as 'emerging'. 'Behind the scenes' actions were discussed that are excellent and having an impact on the children. The many impacts of interventions were also discussed that will lead to academic progress. • RS is meeting the Maths Leads next week. • 2 learning walks or visits were proposed for Governors with AF to sign up to in Feb and March. <i>Governors asked for a focus on Assessment for Learning and weekly trackers. Also a focus on disadvantaged and more able children.</i> • 1st FP, Abo, FD 	<p>D</p> <p>A: ABr</p>
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9.	33.	Term Dates These had been distributed. The proposal included one non pupil day in September. Teachers have not yet been advised. This proposal will allow more access to high quality CPD on other non-pupil days. After a full discussion Governors agreed the proposals.	D
10.	34.	Policies <u>Behaviour and Discipline (updated)</u> Agreed. It was agreed that this is an effective policy. <u>Whistleblowing</u> We now have the CAST Whistleblowing Policy which Governors accepted. It is a CAST wide policy.	D
11.	35.	Matters arising since agenda distributed as identified at item 3 <ul style="list-style-type: none"> An addition to the Charging policy was suggested by RES that where twins go on the same trip there would be a reduction of 10%. This was discussed and agreed for residential trips only. The meeting moved to part 2 <ul style="list-style-type: none"> Staff Survey results were distributed. It was a very positive survey. Communication is an issue to consider. ABr to provide a breakdown of the figures to enable Governors to compare results from different staffing categories. JW will compare these to Governmental staff survey. The Governors vision will be added to website [<i>completed</i>]. The vision and communication will be discussed at the next meeting. Governors (RES) and SLT will discuss actions to be taken. JW can provide information to help us formulate actions. It will go on the next RES agenda. The Parents Survey was also distributed. It was a very positive survey The updated PP strategy was distributed and discussed. All points raised at T&L and RES have been addressed. Elements of Quality First teaching have been included. Evidence of success is also included. It will be monitored through the SIP and at every RES. Governors agreed this document with one small amendment. LT distributed a Governor's information pack in preparation for an Ofsted visit. 	D
12.	36.	Received by AF or LT	

		None	
13.	37.	Date of next meeting: Thursday 9th Feb. Apologies from JW.	

Lisa Thomas
Chair
Date

Ali Brocksom
Clerk