



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

Date	25th May 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	y	
Luke Robinson	Foundation	n	y
Frances Dennehy	Foundation	y	
James Cookson	Foundation	n	
Alex Hill	Community	y	
Jemma Standen	Staff	y	
Sarah Osbond	Parent	n	y
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

Agenda Ref	Item	Info Decision Question Action
1	Prayer JS led a prayer.	
2	Housekeeping Apologies & Declarations of Interest for this meeting SO and LR had sent apologies. There were no declarations of interest.	
3	Agree any items of business to be discussed at the end of the meeting that are not on agenda None	
4	Minutes Agreement of minutes of last meeting (March 22). These were agreed and signed. Outstanding items / actions: <ul style="list-style-type: none"> CL will bring class personal development books to the next meeting to show Governors what they look like. 	D

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	<p>Governors were able to look at 'floorbooks' and see the creative and wide ranging record of activities at the school.</p> <ul style="list-style-type: none"> <i>Picking up time is still seen as chaotic. CL to re-consider this. In addition we will address parents communicating with teachers in the morning and holding them up.</i> <p>Changes have been made that have an impact. Governors observed that it seemed calmer. We will send a message out to parents clarifying drop off and pick up arrangements.</p>	KR/CL
5	<p>Safeguarding</p> <p>KR updated on the safeguarding review.</p> <p><u>Strengths:</u></p> <ul style="list-style-type: none"> Safeguarding was clearly seen as a priority. Weekly safeguarding meetings ensure all children are discussed. Staff induction is good. CPOMS is used and effectively monitored. Explicit PSHE elements - children are clear how we look after them but could not articulate how they can keep themselves safe online at home. We will address this. Positive relationships are evident between pupils and staff. Children feel safe in school. <p><u>Actions</u></p> <ul style="list-style-type: none"> Use of Staff Safe consistently and raise staff awareness of this system. Maintenance of systems and protocols in managing children's health needs. All actions have been swiftly addressed and all protocols are up to date. We have ordered more emergency inhalers and epipens. We will carry out termly updates with parents. [Asthma policy to be updated about the emergency inhalers]. We have a member of staff responsible for these protocols. Following FP's suggestion we will put in place another member of staff to shadow her and understand the process. We are a nut free school. AH suggested we republicise this. We will add to the next newsletter. We will review our curriculum and have a weekly safeguarding question or scenario for teachers to discuss with the children in class. Behaviour at playtime will be addressed through OPAL and our new OPAL playleader. We are addressing safe and respectful play in assemblies. 	<p>KR/CL</p> <p>KR</p> <p>KR</p> <p>KR / AB</p> <p>KR/CL</p>

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	<p>Our ESM will follow up the actions at each visit. Safeguarding was judged to be effective at St Nicholas.</p> <p>KR and FD (safeguarding governor) will meet more regularly to discuss safeguarding.</p>	
6	<p>Headteacher's Update</p> <ul style="list-style-type: none"> • Staffing update including absence and plans for September. • Sports Premium <p>We had SATS last week and this week are KS1 SATS. We will have a full HTR at the next meeting.</p> <p>Staffing is very changeable - it will be more certain from June after the resignation period ends. We are interviewing for teachers on the 7th June. A full update will be provided at the next meeting.</p> <p>We have appointed a staff member to be the OPAL assistant. We are not receiving many TA applications for advertised jobs. Governors were surprised at the hourly pay offered to TAs. AH will write to CAST to express Governor's concerns.</p> <p>DS continues to be absent and this is having a huge knock on effect on staffing and TA management. We are considering how to manage these gaps while she is away. <i>FP asked if anyone else in CAST could offer support? AH asked if any of KR's role could be carried out by teachers?</i> We could have a shadowing SENCo (a teacher) but the cost of release is an issue. We will consider further support for KR as DS is likely to be absent for a while.</p> <p>Sports Premium We have an OPAL playleader who started this week and which is funded from SP. We have also provided swimming for Yr 6 children from SP.</p>	<p>AH</p> <p>Q Q KR/CL</p>
7	<p>Governance</p> <ul style="list-style-type: none"> • ABo will leave at the next meeting. We have advertised for new Foundation Governor candidates in the parish and on the newsletter and Fr Jonathan will consider possible people to ask. CL will write a letter to be read out at mass. • Training undertaken and reports back <ul style="list-style-type: none"> • No training has been undertaken this term • Visits undertaken and reports back (all shared on Governorhub) <ul style="list-style-type: none"> • FP checked the SCR today and has a further meeting scheduled 	<p>CL</p>

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	<ul style="list-style-type: none"> • ABo carried out a DT visit and a history visit with ST . Also an Early Years visit with SB, discussing quality interactions. • FP carried out a music visit. We are looking at music provision in Autumn. She has more meetings planned for after half term. • SO carried out a Governor visit on GDPR and Data protection. • Governors discussed continuing to carry out visits and try to catch up on visits missed. Possibly to do this on one day each term. Governors will discuss possible dates. • Summer Report - there is a self review form to complete which AB will send out to all Governors. • JS reported back from his leaver's meeting with a member of staff. Leaver's meetings are considered valuable and are encouraged. 	<p>Govs</p> <p>AH</p>
8	<p>To agree updated school policies:</p> <ul style="list-style-type: none"> • Nursery Admissions • PPA policy • Attendance Policy • E-Safety • ICT policy • Volunteers in School • Lone Worker Policy • Charging Policy • Governors Allowances • Security • CPD • Pupil Premium take out 'making' • Bereavement Policy • Safe touch, holding and Containment • Induction • Sun Protection • Intimate Care • Accessibility Plan • Asthma • Healthy Eating • Children in Care • Nutritional Standards • Able and Talented • Foundation Stage • Spiritual and Moral Education • Maths Calculation <p>All were agreed.</p>	
9	<p>Matters arising since agenda distributed as identified at item 3</p> <p>None</p>	
10	<p>Correspondance - any received by Chair or Head</p> <p>Fr J and AH are to sit on an exclusion panel on the 9th June.</p>	

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11	Date of next meeting: 6th July 2022 at 6pm.	

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