



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

| Date | 28th April 2021 | Time | 7pm |
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| Governor Attendees | | | |
| Name | Type of Governor | Present | Apologies |
| Angela Bosley | Foundation | N | Y |
| Angela Folland | Executive Headteacher | Y | |
| Kelli Reynolds | Head of School | Y | |
| Frankie Phillips | Foundation | Y | |
| Luke Robinson | Foundation | N | Y |
| Fr Jonathan Stewart | Foundation | N | Y |
| Frances Dennehy | Foundation | Y | |
| Lucy Wills | Community | N | |
| Alex Hill | Community | Y | |
| Suzanne Pollard | Parent | Y | |
| Denise Sparkes | Staff | N | Y |
| James Cookson | Foundation | Y | |
| Other Attendees | | Present | Apologies |
| Ali Brocksom | Clerk to Governors | Y | |

| Minute Ref: | Item | Info Decision Question Action |
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| 20-21 | | |
| 1. | Housekeeping AF led a prayer. Apologies & Declarations of Interest for this meeting There were apologies from DS, LR, ABo and JS and their absence was sanctioned. There were no declarations of interest. | |
| 2. | Agree any items of business to be discussed that are not on agenda <ul style="list-style-type: none"> Housing development Update on sports facilities | |
| 3. | Safeguarding Report <ul style="list-style-type: none"> Update including <ul style="list-style-type: none"> CPOMS categories Staff Safe Incidents There were 5 safeguarding concerns recorded and actioned since the last meeting. . | |

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| | <p>We have held a number of TAC and TAF meetings, attended by KR and / or DS.</p> <p>We have 12 EHCPs with 2 underway. 11 annual reviews have been held this term and 2 urgent reviews.</p> <p>The Trust have purchased CPOMS Staffsafe for all CAST schools. This will provide a centralised management system to record any staff issues and concerns. It will be a significant help to staff management</p> <p>ABr has offered to trial the SCR section on Staffsafe and feedback to CAST.</p> <p>Categories for children's CPOMS have been updated as per CAST instructions (shared on Governorhub) and are now uniform for all CAST schools. The Trust will be able to produce comparative reports for all schools.</p> <ul style="list-style-type: none"> • Exclusions Report <p>There have been no exclusions this term. The Trust are currently reviewing the exclusion processes where exclusions have been made.</p> <p><i>FP queried whether there are any issues raising potential safeguarding concerns following the lockdowns. Are we in a better place?</i></p> <p>We did better during the last lockdown in terms of what we provided for children and have had much good feedback. We are closely monitoring vulnerable families and worked hard during lockdown to provide much external support such as food hampers. This will continue as the lockdown has had a big impact on these vulnerable families.</p> <p>We did not have an increase in Operation Encompass calls (DV). We offered more places to vulnerable children during lockdown which may have helped.</p> <p>We also had very good communication with families via teachers and DSLs.</p> | Q |
| 4. | <p>Agreement of Part 1 minutes of last meeting (February)</p> <p>Minutes were agreed and signed.</p> | D |
| 5. | <p>Headteacher's Update</p> <ul style="list-style-type: none"> • COVID 19 response update <p>We are still working to the current risk assessment and maintaining class bubbles. There were 2 positive COVID cases in one class in March which were unrelated. We followed all DfE guidance and isolated the children and staff and deep cleaned the room. They are now all back in class. The local press reported the story. The</p> | |

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| | <p>teacher managed and supported the separated children really well. Communication with parents by the school was said to be very good by FD.</p> <ul style="list-style-type: none"> • Headteacher's Report including <ul style="list-style-type: none"> • SDP (lockdown impact)] • Budget update • Staffing update <p>The HTR was shared and discussed. Main points arising were:</p> <ul style="list-style-type: none"> • Sept 2021 year groups were discussed. We currently have only 26 children allocated to Reception 2021. This will significantly affect our funding and will mean we can only have 1 Reception teacher. The new school that has opened locally may have had an impact in reducing our applicants. We hope that the new housing estate next door may make a difference to our numbers. • The trust have set a 1:24 ratio of teachers to children across the trust. • The nursery is full and generates a very high income. • A leadership structure across the 2 schools has been discussed since January. However we cannot move forward with this as there is a current redundancy process across CAST. <p><i>SP asked whether we can we find out why the R numbers are low? ABr will speak to Admissions to find out the local context. [This has been done and communicated to Governors].</i></p> <p>Catholic Life and Mission</p> <ul style="list-style-type: none"> • We continue to use Life to the Full. • We have held 2 beautiful joint liturgies (virtual) with OLSP and similar Stations of the Cross events have also been held in each school. Easter has been planned across both schools. • <i>FP asked whether we can share liturgies with parents and governors? We have had to be careful sharing with parents as some of the content is filmed. We will consider this, possibly just as audio content. We will send Governors future invites.</i> • Pupil Chaplaincy vacancies have been opened up for current Yr 5 children and we have had a number of applicants. They will be interviewed and we will hold a commissioning service for these children and their families. <p>Education and Performance</p> <ul style="list-style-type: none"> • Pupil Progress meetings have been held and the priority was to assess current attainment and understand gaps for children so that we can start to help them catch up with learning next year. • Spring attainment and end of year projections were shared and discussed. <p>EYFS</p> | <p>Q ABr</p> <p>Q</p> <p>A: KR/AF</p> |
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| | <ul style="list-style-type: none"> • Positive for RW and M - 85% projected to get ARE for reading and Maths - 82% projected to get to ARE. • Power Maths has provided a very good structure. • Writing is at 65% but children need to be in school to develop this. • Fine motor skills are a concern for some children due to disruption. This impacts on writing. • GLD is not looking as good in R class and weaker areas have been identified and will be targeted. | |
| KS1 | <ul style="list-style-type: none"> ○ Data is concerning, especially Yr 1. They have missed a third of their education. Writing is the most worrying. Attainment is 28% on track for ARE - they have not been able to have support for writing and so have not made progress. ○ <i>FP asked whether the children who were in school during lockdown progressed better than those who were not? More than half of the children were in class.</i> They also missed a term in FS and so have had little consistency. We have looked at general provision in the PP meetings and teachers are clear what they need to do. They have identified the lower 20% of children to focus on. Our youngest children do not have the basic skills embedded yet. KS2 data is more positive as they do have these skills embedded. ○ Reading - phonics screening has shown no major gaps. Children are on track due to Read, Write, Ink initiative. ○ Children have not developed stamina for writing. Teachers will address this by short bursts of writing in class. ○ Power Maths is still having a positive impact. ○ <i>AH queried writing - are we moving enough children forward?</i> We have identified the lowest 20% - there is however a significant SEND need amongst this cohort. ○ Catch up funding is being used to provide HLTA support in classes. KS1 classes are prioritised so that teachers can carry out targeted interventions. ○ There are so many areas impacted by the lockdown. Some children have had little or no support at home and engaged in learning differently. ○ It is important that we have high expectations and understand the catch up needed but the children will <u>not</u> necessarily catch up quickly and we need to plan this strategically. The progress meetings will help us to identify priority support needed and what we need to put in place for September. ○ <i>How are the children finding coming back?</i> Most are happy and positive. Some are finding the work harder but teachers are supporting them using techniques such as pre-teaching and are very mindful of struggling children. Progress made in a few weeks has been very good for many. • <i>Is this being communicated to parents? Is there any way we can give more reassurance to parents about what we are doing?</i> We held virtual parents evenings. We will consider | <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> |

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| <p>sending out information to reassure parents about learning and plans this term.</p> | <p>KR</p> |
| <p>KS2</p> <ul style="list-style-type: none"> • Looks positive. From Yr 4 data is good although attainment looks low against projected outcomes. Teachers are feeling confident and know who they have to target. Children have basic skills to draw upon. • Reading is strong. In Yr 4 current attainment is at 71% and projected to be 76% • Yr 6 - data looks strong and projections are good. <p>Summary</p> <ul style="list-style-type: none"> • Teachers will be focusing on <ul style="list-style-type: none"> • fluency in reading, retrieval and comprehension. • Spelling will be a focus as well as sentence structure in KS2 • Maths - recall of number facts. <p>Budget planning and financial viability</p> <ul style="list-style-type: none"> • Information was shared about financial risks to the school. • There is centralised control of staffing. Our FTE benchmark is 11.2 teachers for September (not including Nursery). • If the schools were full we would need 13 FT teachers. • We will struggle to meet 1:24 ratio due to our 45 PAN. • Our leadership time is affected by the benchmark and affects the impact LW can bring. • We received £22.5K for catch up funding and will receive less next year. • SENCO time will be benchmarked as well as all TAs and non teaching support staff. • The Trust is still recovering from financial shortfalls from 7 years ago. • We must aim to meet CAST benchmarks over the next 12 months. • It may lead to less leadership time and / or redundancies. • 22/23 may be in deficit although the budget will be reviewed in next weeks. • The Trust have many improvements that need to be addressed after a conditions survey of all schools. Any surplus budget in all schools will be used to address this. | |
| <p><i>SP asked about pupil numbers. Do CAST have a strategy to address this?</i> It is the school's responsibility to advertise and attract parents. There are a number of new schools that will have had an impact on our numbers and we were unable to offer tours last year.</p> | <p>Q</p> |
| <p><i>Do you need more Governor support looking at the budget?</i> We will consider this.</p> | <p>Q</p> |
| | <p>Q</p> |

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| | <i>SP suggested we add admissions to future agendas to encourage more applications. We will do this. Ab to add a note for future meetings.</i> | |
| 6. | <p>Governors</p> <p>Autumn / Spring term Governor visits and reports as per schedule</p> <ul style="list-style-type: none"> • Catholic Life • SEND • Safeguarding • Curriculum (Reading, Writing and Maths) • Parents / wider community • Grants • H&S <p>A grants visit took place - the report will be shared. We need to get back on track with visits and reports.</p> <ul style="list-style-type: none"> • <u>Summer Visits (schedule emailed)</u> These were discussed and can be carried out remotely. AH will email all to reinforce this • <u>Governor terms of office (FD, FP, AH, LW)</u> FD has been reappointed for a further term and FP is in the process of reapplying to continue her governorship. The LGB voted to continue AH's term of office. LW has not responded as to whether she wishes to continue. • <u>CAST Governors newsletter and training dates</u> ABr confirmed that Governors have seen this useful newsletter and the training currently available for Governors. • Ofsted Preparation training - Governors were asked to consider signing up to do this. JC confirmed he would do so, | <p>AH</p> |
| 7. | <p>Policies</p> <p>Policies issued for noting</p> <ul style="list-style-type: none"> • CAST Collective Worship • Staff health and wellbeing • 22/23 Admissions policy • Diocese of Plymouth Environmental Policy <p>These policies were shared and noted by Governors.</p> | |
| 8. | <p>Matters arising since agenda distributed as identified at item 3</p> <p>Hospital - we have no update and have not heard anything for 18 months. 60 houses are being built next door. Perimeter fencing is being put up.</p> <p>Sports equipment - The outdoor classroom will be started soon now that the land has been cleared. The running track will start to be installed next week.</p> <p>We will hold a launch event to open the running tracks across both schools.</p> <p>We have funds set aside to redesign the EYFS green area by the end of August.</p> | |

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| | We have also bought high jump equipment. | |
| 9. | Correspondance - any received We had a formal complaint in March which was dealt with under the complaints procedure. We have not had an escalation of the complaint yet. We also dealt with an SAR from the same parent, | |
| 10. | Date of next meeting: 26th May 6pm in school (TBC) | |

Luke Robinson
Chair

Ali Brocksom
Clerk

Date

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