



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

Date	19th October 2022	Time	6pm in School
Governor Attendees			
Name	Type of Governor	Present	Apologies
Cathy Blatchford (CB)	Executive Headteacher	Y	
Kelli Reynolds (KR)	Head of School	Y	
Frankie Phillips (FP)	Foundation	Y	
Fr Jonathan Stewart (JS)	Foundation	Y	
Frances Dennehy (FD)	Foundation	Y (6.20)	
James Cookson (JC)	Foundation	Y	
Jemma Standen (JS)	Staff	Y	
Sarah Osbond (SO)	Parent	Y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	

LCB Minutes Part 1		Decision Action Question
<p>1. Welcome and Opening Prayer Fr Jonathan led with a prayer.</p> <p>2. Apologies and Confirmation of Quorum There were no apologies. The meeting was quorate.</p> <p>3. Election of Chair - FP nominated herself to be Chair. a. Election of Vice Chair - JC nominated himself to be Vice Chair. The LCB welcomed and sanctioned these appointments. FP led the meeting from this point.</p> <p>b. Lead Governors were agreed as follows</p> <ul style="list-style-type: none"> i. Safeguarding - Fran & James ii. SEND - Fran iii. H&S - Jemma iv. RE and Catholic Life - Fr Jonathan v. Statutory Grants - James vi. Curriculum and Standards - Sarah vii. Parents and the Community - Sarah <p>These appointments to be reviewed as new Governors come on board. SO advised (following attending a CAST training event) that CAST were looking at a Sch of Accountability for smaller Governing Bodies and will advise in due course.</p> <p>4. Annual Return a. Contact Information</p>		<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

- b. Business and Pecuniary Interests
- c. Governor Code of Conduct
- d. Safeguarding Declarations

AB asked that all Governors ensure they have completed this document. All governors have or will complete this.

5. Confidentiality Reminder - all Governors were reminded about confidentiality at the meeting if we move into part 2.

6. Declarations of Interest (for this meeting): None

7. Minutes of Previous Meeting: 6th July 2022

- a. Actions from previous meetings [none were outstanding]

These were agreed and signed.

8. Headteacher Update

a. Staffing update

- Shared teaching roles have been split within the school so they are not all in the same team. The Yr 1/2 class structure was split. There is a 1/2 team leader who also oversee ECTs.
- The EYFS unit is overseen by a lead teacher. There is greater fluidity in the whole unit.
- Teacher's roles were described including the ECTs in school and location of job shares.
- 3/4 - we have new members of staff. 1 ECT (making progress on the ECT programme) and another permanent FT teacher joined us in October who will take on literacy leadership in due course. We have a job share in Kingswear - one is a supply teacher (2 days) who will pick up PPA cover until Christmas.
- 5/6 - we have 3 permanent, established FT teachers.
- *FP queried leadership in 5/6 and 3/4.* The SLT team includes SB and JS as well as CB and KR and they work together across the school. CB is specifically working with the Yr 3/4 team carrying out coaching, and KR is doing the same with the 5/6 team.
- There was concern about the wide scope of KR's role. We have addressed this by securing a Family Support Worker to support her as SENCO and SB is also providing half a day a week of SENCO support.
- Support staff recruitment is difficult. We have a few positions available and will be advertising for 2 HLTAs and a TA. We are struggling to recruit and are concerned about the impact of not having established, high quality support in place consistently for high needs children. CB has talked to the ESM about these issues however it is a national issue.
- We do have an apprentice TA starting after half term.
- We are ensuring the children are safe and there is adequate supervision (through supply and other staff including teachers helping to cover) at lunchtimes. Staff have been 'amazing' and stepped up, however, this is not sustainable as staff morale is low and the teacher's workload is huge. *Governors queried how we are ensuring children are safe at all times?* We are all pulling together and covering when needed to make sure there is enough

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<p>supervision.. Senior Leaders recognise the efforts of staff and will keep in mind staff wellbeing.</p> <ul style="list-style-type: none"> ● <i>SO queried what support is in place for Yr 3 children who need additional support, especially with the lack of TAs?</i> Staffing changes have had an impact but are now more stable. CB is carrying out coaching. We have looked closely at children's KS1 results and set focused targets for the year in conjunction with teachers. We will hold pupil progress meetings each term to ensure they are on track and carry out monitoring and 'booklooks'. Our priority is Quality First teaching - we are not currently providing extra TA support or interventions for children. ● <i>FP: Do we have TAs in place for children who need 1:1s?</i> Yes we do and would use agencies to ensure we always have support in place. This is our number one priority. KR will also deploy experienced TAs as needed to ensure children have the specific support they need. Experienced TAs are also used to model for new or supply TAs. 	<p>Q</p> <p>Q</p>
<p>b. <u>SEF / SIP document</u></p> <ul style="list-style-type: none"> ● CB discussed areas of the SIP (shared with governors). ● The school has 24% EAL. We have a wide range of nationalities in school and a wide spread of cultures. ● Current school ofsted linked judgements have not changed since last year - we still have some areas to address from last year. <ul style="list-style-type: none"> ○ <u>Quality of Education</u> - 'requires improvement'. Attainment in phonics was 'below' national. Presentation, spelling and punctuation need improvement. Writing attainment and progress are below national. Subject knowledge still needs some improvement. There needs to be greater consistency in implementation of foundation subjects. Tasks still need to be set according to learning needs in some areas. ○ <u>Behaviour and attitude</u> is 'good'. <i>Governors evidenced this on a recent visit.</i> The children were settled, calm and focused. <ul style="list-style-type: none"> ■ Personal development is a strength, evidenced by Catholic faith, pupil voice groups, pupil chaplains, Mustard Seeds, Eco-Rangers, OPAL and the wide range of experiences we offer e.g. trips. More is planned such as outreach to nursing homes. ■ We have a number of half termly clubs to be run by teachers over the year. <i>FP expressed some concern that teachers are expected to do this when they are also covering lunchtimes and other staff shortages.</i> Staff have all chosen to run clubs that they are passionate about and will enjoy. We will take care if these are to be at lunchtimes and are monitoring the welfare of staff. <i>JS queried whether parents would also be able to help out with clubs?</i> We will consider this in the future. We would appreciate and welcome parent helpers. ○ <u>Leadership and Management</u> <ul style="list-style-type: none"> ■ We have 3 ECTs which has made it harder to allocate subject leaders throughout the school. ■ We will work to support staff wellbeing. ■ We will make sure subject leaders have time to carry out their role. 	<p>Q</p> <p>Q</p>

<ul style="list-style-type: none"> ■ We have an EY leader (SB) but still need higher quality interactions with staff - ensuring every activity has a purpose and there are child friendly prompts. ■ Our inset day will enable us to give some support to the EY team to write action plans to ensure progression in EY. 	
<p><i>FP queried whether we are on track for the actions and non negotiables set out?</i> We are. We have clearly set out expectations and are now on to the monitoring phase to ensure progress.</p>	Q
<ul style="list-style-type: none"> ■ CB and KR are currently carrying out appraisals and confirming all subject leads. 	
<ul style="list-style-type: none"> ■ <i>FP queried what responsibilities the ¾ supply teacher can take on?</i> The 2 day supply teacher in Yr ¾ has ensured he is part of the team by joining staff meetings and PPA time. However he cannot take on additional responsibilities. We may consider employing him directly later in the term on a temporary basis. <i>SO queried whether the job share is working well?</i> We are supporting the share to make sure responsibility and teaching are shared effectively and fairly. 	Q
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<p>c. <u>Safeguarding report [KR]</u></p>	
<p>i. KR advised Governors of the headlines for the half term.</p>	
<ul style="list-style-type: none"> ● There were 0 positive handling / safeholding incidents. We have stopped 'safeholding' but ensure children are safe to prevent escalation of the children's distress. 	
<ul style="list-style-type: none"> ● We have seen an increase in anxiety in children. KR will monitor this closely, especially in children with ASD. She will assess any link with the pandemic. 	
<ul style="list-style-type: none"> ● 9 children have social workers (4 families). 	
<ul style="list-style-type: none"> ● KR has held 10 TAF / Child in Need meetings since the start of term. <i>FP noted this is an increase.</i> Social worker involvement with families has increased in school. <i>SO queried why this increase has occurred?</i> All children involved have SEND. One is a new family who have just joined. KR expressed frustration with the slow response of social workers which has hindered our ability to safeguard children. 	Q Q
<ul style="list-style-type: none"> ● We have 11 EHCPs. 2 children are having a needs assessment, this is holding up funding for the school as they are taking too long. One has been refused - this is going to mediation to obtain the support the child needs. The child has been excluded once this term already (fixed term). 	
<ul style="list-style-type: none"> ● KR is completing EHCP reviews that are then not being amended in time by external agencies. The school is doing all it should for the children but support is held up by the delays. 	
<ul style="list-style-type: none"> ● No online safety incidents but some mobile phone incidents took place in Yr 6 that are being closely monitored. 	
<ul style="list-style-type: none"> ● We have had 5 VSTs since September (reports of DV). 	
<ul style="list-style-type: none"> ● 13 cases of peer on peer abuse on CPOMS - 2 racist incidents. 	
<ul style="list-style-type: none"> ● <i>FD queried how and if we are keeping the children safe?</i> Yes, children are safe but we are frustrated as some children are 	Q

<p>unable to thrive here due to lack of funding from the local authority to provide desperately needed 1:1 support. We are escalating back to the local authority and pushing back to try to get the best for the children.</p> <ul style="list-style-type: none"> • <i>SO queried whether we have applied for any emergency funding?</i> We have not been able to get this so far - we will keep trying but it will not go far. KR will continue to push for the funding we need such as a 'plus package' for the specific child. • <i>FP queried what we would do if a further child applied to the school who needed additional support?</i> We cannot refuse children if we have places and they do not have EHCPs. Until a child has one we are unable to refuse based on the fact we cannot meet need. <i>FP queried if we could ask for additional support from CAST i.e. admin support for KR.</i> This is in hand with the allocation of the family support worker, to be funded from PP funding. It will be for 1 day a week, starting after half term. 	<p>Q</p> <p>Q</p> <p>Q</p>
<p>9. Lead Governor Updates (as needed)</p> <p>a. Feedback from learning walk:</p> <ol style="list-style-type: none"> Governors visited all classrooms and observed quiet industry and engaged children. There have been changes in FS and Yr 1 - the Yr 1 classroom is more like FS (continuous provision). Governors saw this as a positive move. Bathroom issues are being addressed. H&S audit has come back and we did very well. One action is to look at playground supervision. We are removing condemned playground equipment and obtaining quotes to replace seating and some equipment. Staff involved in the audit were congratulated. Staff have been asked to ensure handwashing continues as COVID cases are rising. <p>b. SO attended an assembly and was impressed with it.</p> <p>c. CB carried out pupil conferencing about prayer and was pleased with the positive feedback - that children pray regularly in class.</p> <p>d. FP checked the SCR and a visit note has been shared.</p>	
<p><i>SO queried the communication from teachers to parents about what is being taught each term. Should there be an overview uploaded onto the website for parents?</i> We will ensure that information is sent out or shared with parents.</p>	<p>Q</p>
<p><i>SO queried our links with the parishes and whether we could open up the school to parish groups?</i> JS and CB have discussed this already and will establish stronger school - church links. We are currently setting up class trips to the church for a 'Holy Hunt'. Each KS2 class will take part once a year - one per half term. We will also look at class masses and involve parishes and parishioners more in school masses and activities. GIFT is very firmly established in school each month - we have many families (100 people, over 30 families) attending.</p>	<p>Q</p>

<p>CB and MQ are also working on a welcome pack for children who are to be baptised. We also contribute regularly to the church newsletters. CB and JS will meet regularly to continue to strengthen links.</p> <p>10. Governance Updates</p> <p>a. Clerk's Update</p> <p>Governors were asked to ensure they are aware of all documents posted by CAST on Governorhub to support their roles.</p> <p>b. Governor training – the schedule for this term is in the Training folder on Governorhub.</p> <p>i. SO attended CAST Chair training and fed back. CAST will be carrying out a review of LCB and Trust communication in the new year.</p> <p>11. Policies</p> <p>i. STNCS Mobile phone policy (children)</p> <p>Governors approved this school policy.</p> <p>All CAST policies were noted.</p> <p>12. Items not on agenda to be discussed</p> <p>None</p> <p>13. Any correspondence received</p> <p>One complaint was received about the toilets that has been addressed.</p> <p>14. Date of next meeting : 7th December 6.00pm in School</p>	<p>D</p>
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Chair

Clerk

Date