



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

Date	6th July 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 18.20	
Fr Jonathan Stewart	Foundation	n	y
Luke Robinson	Foundation	n	y
Frances Dennehy	Foundation	y	
James Cookson	Foundation	y	
Alex Hill	Community	y	
Jemma Standen	Staff	y	
Sarah Osbond	Parent	y	
Other Attendees		Present	Apologies
Ali Brocksom	Clerk to Governors	Y	
Sandy Anderson	Link Director	Y Left 8pm	

Agenda Ref	Item	Info Decision Question Action
1	Prayer CL led a prayer.	
2	Apologies & Declarations of Interest for this meeting Sandy Anderson, Link Director, was welcomed. He introduced himself and his role as a member of the board. He will ensure he is visible, aim to visit each term and will be contactable. He discussed the change of LGB name to Local CAST Boards (LCB). Apologies have been received from JS and LR. There were no declarations of interest for this meeting.	
3	Agree any items of business to be discussed at the end of the meeting that are not on agenda None	
4	Agreement of minutes of last meeting (March 22) The minutes were agreed and signed. Outstanding items / actions:	D

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	<ul style="list-style-type: none"> • <i>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 - A questionnaire was produced for teachers to identify issues and we will check the results. This was also partially addressed through a Governor visit by JC and will be followed up.</i> • <i>We will review our curriculum and have a weekly safeguarding question or scenario for teachers to discuss with the children in class. This will take place.</i> • <i>Governors were surprised at the hourly pay offered to TAs. AH will write to CAST to express Governor's concerns. AH did this and discussed it with SA too. He will take this up, as well as the non response from CAST. It may also be addressed through harmonisation.</i> • <i>We will consider further support for KR as DS is likely to be absent for a while. A teacher will be released for 1/2 day per week for SB to support KR with the SENCO role and be trained to level 3. The Trust advisor has also offered coaching.</i> • <i>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. We have had a few parents express their interest.</i> • <i>Summer Report - there is a self review form to complete which AB will send out to all Governors.</i> 	
5	<p>Safeguarding Report and overview of the year</p> <p>KR distributed an overview of the year and an SG4 report sent to the Trust and discussed these.</p> <p><i>Governors asked if the drop in peer on peer abuse was due to lack of recording or benefits from OPAL?. KR will investigate this.</i></p> <p>One child has now been permanently excluded as the appeal period has passed. The Governors who sat on the exclusion panel (FD and SO) were thanked.</p> <p><i>ABo queried TAFs as none took place since the last meeting. KR has not carried out any formal TAFs due to work pressure and lack of support due to staff absence (DS). However she has met with parents informally.</i></p> <p>KR discussed the follow up report to CAST after the safeguarding review, addressing the actions identified.</p> <ul style="list-style-type: none"> • MM has stepped up to ensure all medical protocols are in place and will have time to meet with parents to discuss their children's needs. This will not impact on her TA role. 	<p>Q A: KR</p> <p>Q</p>

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	<ul style="list-style-type: none"> • Safeguarding will be addressed in the wider curriculum next year. • Our internet filtering system is not robust enough. We will have a new system from November and teachers will be trained to spot inappropriate online searches by children and what to do about these. • We have an OPAL Playleader and there is much more engagement outside at playtimes and many different activities. We also focus on play at assemblies. OPAL has been a real benefit and given children a play focus. We will aim to measure the impact and Governors will continue to monitor this. Play needs are being met. • We do have a lockdown procedure and need to review this and share it with the staff and children, once we find a child friendly resource. <u>FP suggested we see what is being used elsewhere in the Trust.</u> • KR discussed the use of Staff safe by CL and KR which records incidents for staff in a similar way to CPOMs. It is a developing system and we need to understand the level of detail expected. • Supply agencies will be checked as to how they recruit. We have already collected up to date safeguarding procedures from them. <p><i>SO queried the child who has been on a part time timetable for a large part of the year. His needs are being met and the LA have accepted this arrangement until the EHCP is decided. He has built up to 3/4 of each day and we hope for him to be full time from September.</i></p>	Q
6	<p>Headteacher's Report including</p> <ul style="list-style-type: none"> • Progress Data • Attendance update • Staffing update • Head's reflection on the year <p>CL discussed the HTR and KPIs (shared on Governorhub). Points discussed were:</p> <ul style="list-style-type: none"> • Job shares will be more evenly distributed throughout the school from September . • JS will lead 1/2 and CL and KR will mentor the other teaching teams. • SLT have carried out 'book looks' with the teachers. • New staff will be supported to scaffold teaching and learning for children with SEND and to have high expectations of them. • Teachers will be advised of non-negotiables in September. • Writing is still below maths and reading. Teachers will 'own' their planning from September. 	

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	<ul style="list-style-type: none"> • Subject leaders (SLs) to revisit and re-write flight plans. • SLs to provide outlines for medium term plans • Staff meetings will be used for curriculum planning in preparation for September. • Once planning is tight assessment and close tracking will be easier. • We are already seeing better progress in books. • Target sheets have been revisited and will be explored with staff. These need to be used more effectively to show progress. • Coaching will be in place for September. • CT will visit in the new school year. • Development of Pupil Voice has been successful. We have a school council in place (see Governor report) and Eco-Warriors.. We are embedding <i>laudato si</i> in school. We have 'pollution solution' in school and will develop personal development book in classes. • We have appointed 6 new pupil chaplains who will be good role models for the school. • SLT continue to be cohesive and effective. • CL will write a new SIP for the new year. • Recruitment is difficult nationally and we are seeing problems in obtaining new support staff. <p>Catholic Life and Mission:</p> <ul style="list-style-type: none"> • D-SEF still needs to be written. • We need a new RE lead and are recruiting again. • Teaching of RE needs to be at least good. We are ensuring learning objectives are strong and there is a focus on 'quality learning'. Whole Class learning can be evidenced in the whole class book. • FP and FD will carry out a Catholic Life visit next week. • Following a question by FP we will look at the resources and videos used in liturgies to ensure they are relatable to children. • FP also queried whether liturgies could be more creative and less formulaic: whether children could also be involved in the planning so it is more child led worship. Teachers will be supported to enable this to make the liturgies more meaningful. • MQ will lead a staff session about meaningful prayer on the NPD to support and enable children to develop their own prayer. <p>School Context</p> <ul style="list-style-type: none"> • Healthy numbers in school and a number of applications for in year places. • SEND 22.9% - higher than national average. • 10 EHCPs and 2 in progress • PP 16%. There has been a rise in number of PP since the pandemic. 	<p>Q</p> <p>Q</p>
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	<p>Staffing</p> <ul style="list-style-type: none"> • Staffing for September was discussed. • Supply continues to be a challenge. • Yr 1/2 will be a Yr 1, a Yr 1/2 and a Yr 2 class based on friendship groups. Parents have been advised. This structure will be monitored for planning next year. • Staff absence was discussed. This has also been a challenge. COVID continues. <p>Achievement: - headlines</p> <ul style="list-style-type: none"> • GLD in EY is 66% (target 75%). The provision is good. 50% of the original cohort got GLD. 33% EYFS children got GLD (2 out of 6). Girls are doing better than boys. Writing is the weakest area. 1 out of 4 EAL children achieved GLD. • Yr 1 - 78% achieved phonics pass. National was 81%. 9 children did not pass. Girls performed better than boys. 1/3 of boys achieved ARE in writing. COVID impacted this group heavily. • Yr 2 - missed much schooling through COVID. 30% SEN. 84% passed phonics. 62% of cohort are boys. 35% of boys achieved ARE in writing, PP performed better than non PP. 1 child who joined in March is low. • Yr 3 - data weak. 67% reading, 59% writing. Progress in all areas. 28% SEN, 9% EHCP. 11 EAL. Girl heavy in cohort. EAL • Yr 4 - Maths is a concern. Yr 4 multiplication test results were discussed. 63% achieved over 20/25. 14% (1) of PP children achieved over 20. Boys did well - 83% of boys above 20%. • Yr 5 - ARE increasing. Maths 80%. Close to targets. Boys are performing better than girls. Non PP performing better than PP. • Yr 6 - TA data and SATs results which were good. Reading was 78%- very strong (Nat 74%) Writing 74% (Nat 72%) Maths 70% (Nat 71%). Governors were pleased with these results. GD was lower than previous years (11% GD in maths). Our targeted interventions worked and will continue next year. • Progress data will be analysed in December. • Maths and English data has also been analysed and shared with Governors. • Some gaps have been closed. • The quality of teaching was discussed and the importance of continual checking and monitoring - <u>never to assume</u>. <p>CPD</p> <ul style="list-style-type: none"> ○ 5 EYFS visits by Lauren Stone have taken place and improvements are evident. The room will be painted over the summer. Governors observed happy children and quality interactions. 	
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	<ul style="list-style-type: none"> ○ CPD - there has been much CPD including MPQL and MPQH. ECTS are up to date with their modules. Progress is good. ○ SB is training to be the mental health lead. <p><i>ABO queried whether there is more Governors can do to address the lack of support staff? We cannot sustain the level of support we have provided to meet the needs of our children. We have asked the Local Authority for support and they are unable to help us with staffing. KR is exploring other routes for more staff.</i></p> <ul style="list-style-type: none"> ● Attendance is improving and above national. Persistent absence is high due to COVID. We have also had chicken pox and D&V throughout the school. <p>CL is looking forward to the new school year and putting targets in place.</p>	Q
7	<p>Governors</p> <p>Training undertaken and reports back</p> <ul style="list-style-type: none"> ● SO attended the training on Self assessment. Governors were asked to complete the self evaluation form by the end of term and also the review of the Chair. ● CAST Ofsted training will be attended by a Governor. <p>Visits undertaken and reports back following Governor's Day.</p> <ul style="list-style-type: none"> ● The recent Governors Day - was considered to be very positive and will be scheduled in 2 weeks before future meetings. ● Reports uploaded to Governorhub were discussed and noted. These included <ul style="list-style-type: none"> ○ Exit interviews with leaving staff ○ Children's drop off monitoring ○ ECT review ○ Music Curriculum ○ Pupil Conferencing ○ Catholic Life ○ Marketing of the school ○ SEND ○ Modern Languages ○ SCR 	
8	<p>To note CAST policy</p> <ul style="list-style-type: none"> ● Updated Positive Pupil Welfare policy <p>This was noted.</p>	
9	<p>Matters arising since agenda distributed as identified at item 3</p> <p>None</p>	

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10	<p>Correspondance - any received by Chair or Head</p> <p>AH read a letter from LR resigning from the LCB. AH advised that he too would leave the LCB - he will continue as Vice-Chair during the summer holidays in case any issues arise.</p> <p>ABo was thanked for her significant contribution to the LCB over many years.</p>	
	Date of next meeting: 19th October 6pm	

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