

St Joseph's Catholic Primary School, Newton Abbot, Governing Body

Meeting – Part I (Part II) Minutes

Date/Time	18 th May 2021 6pm	Location		Virtual Meeting Via Zoom			
Attendees	Initials			Attendees	Initials		
Name		Type of governor/ associate/ chair etc	Time they joined/left if not present for full meeting	Name		Type of governor/ associate/ chair etc	Time they joined/left if not present for full meeting
Tim van Kroonenburg	TvK	Chair		Stephen Riedlinger	SR	Foundation	
Emma Wilson	EW	Staff		Andrew Kennedy	AK	Foundation	
Amanda Gibbs	AG	Parent		Stephen Mariadas	SM	Foundation	

Resignations	Initials	Reason (Category of Governor)

Absent	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Kelly Dunne	KD	Headteacher
Caroline Fullalove	CF	Clerk

Minutes to
Attendees
Apologies
Helen Laird - CAST

	Agenda Item
1	Welcome- Prayer & Introduction
2	Declarations of Interest
3	Minutes & Matters Arising
4	Safeguarding Update Attendance Update
5	Governor Schedule of Accountability <ul style="list-style-type: none"> Mid-year Pupil Premium Review (Checklist 13) Review progress made in the School Improvement Plan
6	Curriculum: RHE <ul style="list-style-type: none"> Presentation of the development of the subject Governors to consider the parent consultation Invitation to Governors to complete the Ten Ten Life to the Full Training Consider the Diocese of Plymouth Relationships and Sex Education Policy. Key Decisions to be made
7	<u>Governor Areas of Focus/ Governor Visits</u> Safeguarding (Checklist 12):12th May 2021 Health and Safety:13th May 2021
8	Governor Training
9	Business brought forward by the Chair Including staff election
10	Date of next meeting: 6 th July 2021

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Items to be brought to the meeting:

- Arrangements for pupil recruitment
- CES Skills Audit Plan
- Behaviour Policy to be reviewed
- Anti-Bullying Policy to be reviewed.
- Review Sports Premium (Checklist 14)
- Annual Self-Evaluation of the LGB, RE and Catholic Life of a Plymouth CAST School.
- SEND visit: 16th June (Checklist 24)
- Data Protection Policies

Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer & Apologies TvK opened the meeting with a prayer. AG joined the meeting after prayer.	TvK & SM
2	Declaration of Interests None.	
3	Minutes of the Previous Meeting Agreed and signed as a correct record. Matters Arising from Previous Minutes <ol style="list-style-type: none"> Under item 5 – (<i>regarding TvK contacting CAST and to ascertain whether our role as Governors should be more focussed on curriculum</i>). TvK and AK attended Governor training on 7th May 2021 led by Kevin Butlin, where it was made clear that yes we do have more of a role in curriculum than we had been made aware of. This new emphasis is in response to the new Ofsted framework in 2020. This is an increase in the responsibilities held by Governors and not one that has been communicated clearly to Governors. Governors had been adhering to the latest schedule of accountability and were not aware of this new approach. It was felt that this was not managed well. There needs to be more of a clear consultation before these changes are implemented. TvK and SM will formulate a specific response to CAST outside of the meeting in order to provide further clarification. TvK mentioned that if responsibilities are to increase then we will need to have more Governors. 	

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4	<p>Safeguarding Update (EW) Attendance Update (EW)</p> <p>KD and SR had a safeguarding meeting recently. There have been changes with regard to CPOMS and the way that we categorise incidents in school. The changes will enable the school to report on specific incidents. These will be used for the SG forms from CAST. Staff have completed training on PREVENT and Fire Safety. When KD and SR meet next time, they will be looking in more detail at the effectiveness of the implementation of the Safeguarding Policy to ensure that staff and children are putting the policy into practice.</p> <p>This term there have been three safeguarding concerns. Also this term there have been 21 incidents concerning mental health. This is a significant increase. We're working with parents and outside agencies to tackle these concerns and putting plans into place that will help them. Two children are still on Child Protection Plans. There are 10 children on an early help plan. The police have been involved with 2 incidents outside of school (we have been copied into details of those incidents).</p> <p>AG asked EW whether the contact with the outside agency Family Values SW and the assistance of the Attendance Officer is proving beneficial? EW - yes the Attendance and Welfare Officer is monitoring the situation very closely. The Attendance Officer undertakes all the administration and is in close contact with the families. We have robust plans and procedures in place.</p> <p>SM – are we getting value for money for our Attendance and Welfare Officer. KD it is difficult to answer that at the present time as we have been in lockdown for much of the last year. Once we have a clearer picture we will revisit the cost effectiveness of this role.</p> <p>Attendance</p> <p>Overall attendance is at 93.5% Our persistent absenteeism has crept up. We have 16 children this spring. The reasons are varied. It's not a new problem because of the pandemic. There were some children who tipped into there because they fell into one of those vulnerable categories during lockdown and were offered a school place but didn't want to take it and consequently we had to report them as unauthorised absence. So all those weeks they weren't in school they were classed as non-attendance. There are individual improvements within these figures but that is not clearly shown in an overall report. AG asked - Do you know how we fare with those figures compared to other similar schools in South Devon? EW – we don't have any figures for comparison and the latest set of figures would only be up to 2019.</p> <p>TvK thanked EW and also SR for becoming involved in the Safeguarding monitoring from a Governor's point of view.</p> <p>SR thanked KD for allowing him to visit the school.</p>	KD/SR
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5	<p>Governor Schedule of Accountability Mid-year Pupil Premium Review (Checklist 13)</p> <p>AK asked about the reduction of £12k in the allocation. Is this going to be reduced again next year and what effect will this have? KD explained that the reason for the reduction is that the government used to do two school census' per year (one in October and another one in January) and the school census figures are used to calculate pupil premium. This year the government decided to undertake just one census in October. We had predicted our funding would be £51k. The funding we currently have is based on figures from 18 months ago and the number of pupils on roll at that time. We will be able to predict more accurately going forward what our funding will be and we will only have one payment. Unless the government change the criteria, we should be fairly confident that what we plan to get is what we actually get.</p> <ul style="list-style-type: none"> - Pupil Premium expenditure can be tracked easily within the budget as it has a specific code. - There are currently 43 children on roll who are eligible for Pupil Premium. There's a couple more, but we can't get their parents to sign up. This is 31% of our pupils and is above the national average. - We track their progress separately for example what resources they need - Pupils are eligible for pupil premium for a wide range of reasons. Once a pupil is on PP they remain on it for six years. - The mixture of attainment across the year groups in the school is very different. The percentage of PP that are SEND is quite high so this can have an impact - The latest data we have on all children's progress is the Spring term data. This document will be sent out with the minutes. This will show the differences between PP and non PP. <p>TvK question to KD – is it difficult to monitor? KD no it isn't difficult. We look at them in isolation and also in the whole picture.</p> <p>Review progress made in the School Improvement Plan TvK Questions:-</p> <ol style="list-style-type: none"> 1. Which areas of improvement are you most pleased with? KD Greatest achievement so far this year has been the online learning. We have improved immensely from the beginning of lockdown when we didn't have the expertise but we are more comfortable with this. We will continue with this and build on our expertise in this area. 2. Which areas provided the greatest challenge? KD the biggest challenge is to keep on top of it and make sure priorities are met and that it doesn't become too overwhelming ie avoid the temptation to put everything in there. 3. Which areas would you like the governors to be more involved with? KD & TvK have discussed the possibility of Governors focussing on different areas eg behaviour and attitudes in addition to the areas dictated by CAST. KD Checklist 2 on the SIP is particularly interesting for Governors ie visiting classrooms, learning walks etc so we need to focus on this and keep the SIP as a live document. 4. When KD writes the SIP for September, an extra column could be inserted which identifies a Governor for that particular area of focus following a meeting to discuss which area each Governor would like to become involved in. Throughout the year KD could set up meetings for each Governor in relation to their chosen area. TvK asked Governors to think about what areas they would like to allocate themselves to (the six areas are:- quality of education, behaviour and attitudes, personal development, leadership and management, early years and Catholic life) <p>SR commented regarding his recent visit. He was pleased to see all children being challenged and engaged. The children seemed to be wanting to be actively involved in classroom discussions. It was a very positive visit.</p>	<p>KD/CF</p> <p>Gov's</p>
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	<p>KD has set up three dates whereby Governors will be able to talk to subject leaders. The Governors would find it beneficial to talk to these members of staff about their particular curriculum areas.</p> <p>The dates and times are:-</p> <p>23/6/2021 Geography/ Computing 1pm 29/06/2021 English/ French 1pm 05/07/2021 Science/ Music 1 pm</p> <p>KD will send relevant check lists via email</p>	Gov's KD
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6	<p>Curriculum: RHE</p> <ul style="list-style-type: none"> • Presentation of the development of the subject • Governors to consider the parent consultation • Invitation to Governors to complete the Ten Ten 'Life to the Full Training • Consider the Diocese of Plymouth Relationships and Sex Education Policy. • Key Decisions to be made <p>KD shared the training that staff had at the end of February 2021. This is the training that CAST ask all schools to deliver. KD talked about how RHE is being developed at St Joseph's.</p> <p>TvK asked how staff are feeling about the implementation of Ten Ten as some may have little information regarding the Catholic Faith? What has been their response? KD - their response has been positive but it has been difficult to deliver the programme in half a year due to Covid. There haven't been any issues about not feeling confident from a Catholic Faith point of view.</p> <p>KD and EW have been working on the website and trying to improve it. There is a new tab on there called 'curriculum' and relevant information will be published on there regarding RHE & PSHE (as well as other subjects).</p> <p>KD shared the feedback from parents following consultations in July 2020 and January 2021 regarding the Life to the Full training and the key decisions to be made.</p> <p>KD shared the feedback from staff regarding each key decision area.</p> <p>TvK was disappointed by the lack of response from parents (only 5 parents responded). It is therefore difficult to know what parents feel.</p> <p>Governors offered their feedback to each key decision area.</p> <p>KD emphasised the importance of keeping parents informed about how the lessons are progressing.</p> <p>SR asked whether key decision three could be delivered by someone other than a member of staff if they felt uncomfortable teaching this topic. KD said that in the past a school nurse could have become involved but the downside is that they would have to agree to deliver it within the context of the catholic faith. This may prove problematic. Also it is best delivered by someone who has a good relationship with the children who would then be comfortable to ask questions.</p> <p>AG asked whether it would be feasible to have an extra session added on to key decision 3 in order for certain children to ask more in depth questions? KD felt it would be more beneficial to keep all the children together and answer any questions as a group as some children may want to ask but would not feel able to do so. KD said that as we teach the programme we will become more adept at noticing the differences needed in terms of delivery.</p> <p>The Governors decided as follows:-</p> <p>Key Decision 1 – Governors agreed to Teach in Year 2.</p> <p>Key Decision 2 – Governors Agreed from year 4 onwards.</p> <p>Key Decision 3 – Governors in agreement.</p> <p>Key Decision 4 – Governors in agreement.</p>	Gov's/
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	<p>Governors will monitor these decisions during one of the curriculum meetings and also follow up at the next LGB meeting.</p> <p>KD suggested a working group to look at the implementation of this programme and how it is being received. This group could include the parish priest and a parent. KD and TvK will have a conversation about how the Parish Priest could become involved.</p> <p>TvK suggested all Governors look at the Ten Ten Programme if they haven't done so already.</p>	<p>Next Agenda</p> <p>TvK / KD</p> <p>Gov's</p>
7	<p>Governor Areas of Focus/ Governor Visits</p> <p>Safeguarding (Checklist 12):12th May 2021 Health and Safety:13th May 2021</p> <p>There have been three Governors Visits since our last meeting.</p> <p>AG provided feedback about a H&S meeting on 13th May and covered areas such:-</p> <ol style="list-style-type: none"> 1. Repair of the perimeter fence. This will be undertaken during the summer holiday following repair of the drains underneath 2. New bicycle scooter shed (funding is secured) to take place in the summer holidays 3. Accident book (no areas of concern). 4. Trim trail revealed a couple of areas of concern but these will be dealt with by the inspection team in the next couple of days 5. Will look at Fire and H&S at the next meeting <p>TvK has resumed his meetings with KD.</p> <p>SR visited the school (see earlier section).</p>	
8	<p>Governor Training</p> <p>Please inform CF of any training that has been attended so that this can be added to the spreadsheet.</p> <p>TvK attended Governor Briefing on 7th May and DAG Chairs Meeting</p> <p>TvK questioned whether it may be beneficial to meet up with another Governing Board at a different school. More info to follow once TvK has spoken to KD.</p> <p>AK has attended OFSTED training.</p>	Gov's
9	<p>Business brought forward by the Chair Including staff election</p> <p>EW will not be continuing as a Staff Governor at the end of her term of office. TvK wanted to express his thanks to EW who has been invaluable in her role. We will miss EW's expertise and support. CF has been in contact with Sarah Hobart with regard to appointing a replacement.</p> <p>Thank you to KD, EW and all the staff for their hard work. Thank you also to our Governors for their support.</p>	

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10	<p>Date of next meeting: 6th July 2021</p> <p><u>Items to be brought to the meeting:</u></p> <ul style="list-style-type: none">• Arrangements for pupil recruitment• CES Skills Audit Plan• Behaviour Policy to be reviewed• Anti-Bullying Policy to be reviewed.• Review Sports Premium (Checklist 14)• Annual Self-Evaluation of the LGB, RE and Catholic Life of a Plymouth CAST School.• SEND visit: 16th June (Checklist 24)• Data Protection Policies	
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THANK YOU TO ALL ATTENDEES

The meeting ended at 7.45pm

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