

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

Meeting – Part I (Part II) Minutes							
Date/Time	18 th May 2022	Location		St Joseph's Primary School			
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	
Amanda Gibbs	AG	Parent		Andrew Kennedy	AK	Foundation	
Stephen Mariadas	SM	Foundation		Martin Caddy	MC	Staff Governor	

Resignations	Initials	Reason (Category of Governor)

Absent	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Nichola Day	ND	Executive Headteacher
Sarah Pascoe	SP	Deputy Executive Headteacher
C Fullalove	CF	Clerk
Teresa Sturtivant	TS	Governor Consultant

Minutes to
Attendees
Leah Paiano - CAST

Signature of Chair:

GOING FORWARD GOVERNORS ARE ASKED TO SEND QUESTIONS TO CF WHO WILL AMALGAMATE INTO ONE DOCUMENT AND SEND TO ND.

Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer, Apologies & Declaration of Interests TvK opened the meeting with a prayer. No Declarations of Interest. Members introduced themselves to ND and SP.	
2	Minutes of the Previous Meeting & Matters Arising All agreed as a correct record.	
3	Matters Arising from Minutes 30th March 2022 None.	
4	Safeguarding – ND ND had to deal with two incidents since taking on the role of Executive Head. This has taken up a great deal of time with interviewing all those concerned and liaison with the LADO.	

	<p>Both incidents have now been investigated thoroughly and robustly.</p> <p>ND met with the attendance officer and has been utilising CPOMS.</p> <p>ND has cross referenced Pupil Premium children with attendance issues, SEND and those on the Safeguarding register etc It has been a case of pulling all of the relevant information together then using CPOMS to look at further information on each of the families concerned. This then shows patterns of children who tick multiple boxes and revealing the most vulnerable children. ND's priority is to look at the most vulnerable children in the school.</p> <p>Due to the resignation of Emma Wilson (SENCO) there will be a big gap to fill in the area of Safeguarding.</p> <p>Teaching Assistants' time is squeezed so tightly with the SEND children there is little time for pastoral activities.</p> <p>Safeguarding has taken the majority of ND's time since starting.</p> <p>Governor Question - Were all the systems and processes in place to support ND at the beginning of her role as Executive Headteacher.</p> <p>ND acknowledged that there is some further training that could be undertaken regarding CPOMS to ensure that all staff are aware of how to add information. The protocol of CPOMS has also been explained and how the process works if a complaint is made.</p> <p>ND – there are excellent systems in place at St Joseph's. CPOMS contains comprehensive information which can prove vital and these systems are securely in place.</p>	
5	<p>Executive Leadership</p> <p>Governor Question - What Were Your First Impressions And What Can We Do As Governors To Help?</p> <p>ND – Things have settled very well. Staff are willing to help and give their time freely. All staff have a real thirst to want to improve the school. We have already had a teaching staff meeting. We need to focus on what we are good at. There are always areas for improvement. ND and SP reported there is evidence that the work ethos is excellent. Everyone is solution focussed. There is a team spirit running through the school which is very evident. We need to re-evaluate systems and processes. Staff have lost confidence in some areas due to the OFSTED inspections. We need to build ourselves up again and refocus. ND and SP will ensure that everything is pulled together for the better good of the school. Let's make it coherent and consistent.</p>	

Governor Question - How is the shared Leadership Working?

SP – it's early days but so far it's working well. ND - it is difficult to juggle being in both schools in one day. ND we are currently looking at two days in each school and an SLT day when we come together when we can do the drop-ins and the development, alternately at each school. Logistically it will be difficult but we will ensure that it works well in both schools. Being able to conduct virtual meetings will be good. We are learning from what works. We can observe and change things in September if the new systems haven't worked well enough. It all feels very positive.

Fr Nathan, from Cuthbert has recently visited to do an assembly. ND commented that the way the children greeted Fr Nathan was a reflection of the wonderful work that has been undertaken in this area of school life. The way the children greet staff is also a positive reflection of the work undertaken previously to ensure that children are respectful.

Governor Question - What Support Are You Receiving from CAST?

Neil Maslan is leaving but has been very supportive. ND has also been supported by Kevin Butlin and has drawn on his advice in the recent complaint. ND will find out soon who our new ESM will be. TvK asked ND and SP to let the governing board know if they need additional support from CAST.

ND is currently working with Neil Maslan regarding number of classes going forward. We await feedback at our next meeting. There are numerous discussions occurring at the present time.

AG – how are we looking for local pupil recruitment for September? ND numbers for September have already been allocated. ND we are looking at working more closely with the pre-school. We need to look at marketing ourselves more. ND is looking at social media and what 'locals' are saying about St Joseph's. We need to promote ourselves. AK – we can promote ourselves as having a new leadership team. We need to sell ourselves. Discussions will take place with the pre-school.

TvK offered his full support of ND and SP in terms of supporting number of classes. TS advised that due to the high level of SEND there is a real need for 5 classes rather than four and we could use this argument in our favour. Plus there is little time allocated to SENDCO and no admin support. CAST talk about vulnerable pupil strategies so this adds further credence to this argument. ND we await further details from CAST as to their decision but it is difficult to look at how we move forward until we have their decision.

Our figures show that we can support five classes. ND has used this as an argument.

	<p>TvK feels strongly that Governors should speak up more when needed. TvK reiterated that CAST must ensure that ND and PS are backed up as that is what was promised.</p> <p>TS suggested speaking to other schools who have Executive Headships and drawing on their experience. TS feels all schools need to be treated the same.</p> <p>SR gave feedback of his travels to quite a few CAST schools in the area and he feels that CAST are not consistent in all the schools. There does appear to be a lack of support.</p> <p>ND and SP feel very supported by staff and governors.</p> <p>SM – we must ensure we use any surplus within our budget. ND yes we are already looking into this.</p>	
6	<p>SIP</p> <p>ND one of our first priorities is to look at the SIP in consultation with staff and do RAG rating.</p> <p>TS – Will you be changing the SIP? ND we will look at it bit by bit and unpick it. ie we may be able to bring back some areas that worked. A new SIP will have some new areas and will be condensed into two sides of A4. We can therefore display this around the school so that everybody is aware of it. We can draw on the statistics, data and CAST goals and make it more succinct.</p> <p>AK – Do we have an news of a replacement for EW? ND indicated that the SENDCO at Sacred Heart may take over from EW from September.</p>	
7	<p>Budget Monitor</p> <p>ND is meeting with Helen Newman on Monday. ND has been looking at the budget but not in enough depth as yet to report on it. We are focussing on one year at a time. More feedback will be available at the next meeting.</p>	ND
8	<p>Policy Adoption</p> <p>CAST Suicide Prevention and Response Policy March 2022. Governors noted the policy. SM was disappointed with the tone of the policy. AG agreed. The wording within the policy was poor. No details about who to contact.</p>	
9	<p><u>Governor Areas of Focus/ Governor Visits</u></p> <p>TvK Catholic Ethos – A meeting is scheduled. TvK is keen to introduce our Parish Priest to the school and get back into regular acts of worship at the school. ND yes</p>	

	<p>there is a timetable and this will be fully reinstated after the half term. ND we are currently looking at what is on the calendar.</p> <p>Safeguarding SR is looking forward to coming in and meeting with ND and SP.</p> <p>SEND. AK – read out report to Governors. AK is keen to visit.</p> <p>TS question to ND – can you offer feedback regarding how Governors should follow the Scheme of Delegation and the list of questions that have been rolled out by the Trust in 2021. ND the checklist is very comprehensive and staff are guided by the questions raised by Governors in self-audit terms. It's a brilliant resource. ND encourages Governors to use the Scheme of Delegation.</p> <p>H&S – AG will make arrangements to come in and speak to ND and SP.</p> <p>Grants - SM – little change in this regard as it is inextricably linked to the budget. SM will contact ND later in the term. ND we are losing 13 PP children from year 6. We are receiving 13 children in September and we don't know how many of them are PP. This will have an impact on funding.</p> <p>Curriculum – TvK tried to focus on this last year so feel we are up to speed on it apart from Maths but we will address this. We will focus on this during the second half of the summer term.</p>	
10	<p>Governor Training</p> <p>No training from CAST this term. TS has undertaken internal training where visits have been discussed. We have looked at CAST directives. Governors feel better informed. We previously have felt that we didn't know what we should focus on.</p>	
11	<p>Business Brought Forward by the Chair</p> <p>July is the business end of the year. We will review ourselves and appoint chair and vice chair.</p> <p>TvK thank you to ND and SP for your openness and honesty. We are very grateful to both of you. Please come to us for support.</p> <p>Thank you to Governors for all the work you do.</p>	
12	<p>Date of next meeting: 6th July 2022</p>	

THANK YOU TO ALL ATTENDEES & GOD BLESS
The meeting ended at 8.10pm

