

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

Meeting – Part I (Part II) Minutes							
Date/Time	15 <sup>th</sup> September 2021	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	
Resignations	Initials	Reason (Category of Governor)		Absent	Initials		
In Attendance	Initials	(anyone who is not a governor/associate)		Minutes to			
Kelly Dunne	KD	Headteacher		Attendees			
Caroline Fullalove	CF	Clerk		Apologies			
				Helen Laird - CAST			
Agenda Number	Details of discussion						Decision or action
1	<b>Welcome Prayer, Apologies &amp; Declaration of Interests</b> TvK opened the meeting with a Prayer. No apologies or Declarations of Interest						
2	<b>Minutes of the Previous Meeting &amp; Matters Arising</b> All agreed as a correct record. <b>Matters Arising from Minutes 6<sup>th</sup> July 2021</b> a) CES Audit (item 11). TvK thanked Governors for sending back their completed forms. The audit is postponed until October. Revised date will be forwarded. b) New Staff Governor (item 16) – TvK will approach Martin Caddy with regard to becoming a staff governor. CF will start the procedures necessary to add MC as a new Governor once TvK has spoken to him.						TvK / CF

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<p>3</p>	<p><b>Safeguarding - Keeping Children Safe in Education</b></p> <p>As part of our compliance KD forwarded to all Governors a link to KCSiE. All Governors watched the KCSiE presentation. TvK and SR have an extra element to complete. Emma Wilson has emailed Governors a copy of the Safeguarding Policy Declaration form. Please sign and return this to Emma asap once you have reviewed the policy, which is on the website. KD confirmed that all staff have been briefed on the changes made to the policy. KD will be working in conjunction with SR to ensure that all areas are met and key areas are built into a training regime which will cover the whole of the first term due to the degree of complexity. We have good training materials which all staff have access to.</p> <p>KD may set up Governors with school .sjna email addresses so that the policies and other relevant information can be securely shared in the future.</p> <p>We will also be adapting our Behaviour Policy to reflect the changes made in KCSiE but also the virtues that the Diocese have asked us to place at higher prominence.</p> <p>We are part of a research project conducted by Exeter University, whereby we are being asked to introduce KiVa as part of anti-bullying strategy into KSII, so there is a lot of work to be done for the Anti-bullying policy.</p> <p>AG asked how we can be assured that staff are up to date with their training and the policy changes are being implemented. KD said that relevant feedback will be brought to this Governors meeting via KD and our safeguarding Gov SR so we can be reassured that all necessary implementations are being met.</p> <p>TvK asked whether parents are officially informed ref these changes. KD confirmed that the policy is on our website so parents can access it in that way. We will also draw attention to it via the school newsletter.</p> <p>As Governors we will ensure that the school is adhering to these new changes.</p> <p>AG asked KD about the process of how the school can signpost to various agencies when the need arises and also explained the process that the school undertakes in these circumstances.</p> <p>Our strategy for this year is that we have Pupil Chaplains who were interviewed and appointed to these new roles which are wider than the roles that are perhaps seen in other schools. As part of their role they will speak to children about how they are feeling in school. The school is pleased that through the Pupil Chaplains, children's voices will be heard.</p>	<p>All Govs</p> <p>KD</p>
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4	<p><b>Governor visits &amp; training</b></p> <p>a. Governors will now start visiting the school. All reports should be forwarded to KD in the first instance then a copy to CF to be kept on file. One Governor to be nominated each visit as the Governor responsible to write up the report.</p> <p>b. CF sent a Diocesan training programme with various training events which will be very informative. It sets out our responsibilities as Governors through the Catholic Education Service. TvK urged Governors to do as much training as possible and inform CF if you have undertaken any training.</p> <p>c. Governors confirmed a subject meeting with Mr Martin Caddy on 29<sup>th</sup> September at 1.30pm to look at the Science curriculum. AK asked whether these subject meetings tie in with the Governors' schedule of accountability and Governor individual areas of responsibility. KD confirmed these visits are in addition to the Governors checklist and schedule of accountability.</p>	
5	<p><b>Admission Arrangements</b></p> <p>We are awaiting the most recent update from CAST. KD will send the policy out to Governors when it is received. If there are any questions please bring to the next meeting.</p>	KD
6	<p><b>Subject Areas Allocation</b></p> <p>AG – Art and Music  SR – English, PE  TvK – RE and Humanities  AK – Modern Languages, Relationship and Health Education  SM – Maths, Science, IT, Design and Technology</p>	
7	<p><b>Review of Policies :</b></p> <p>Behaviour Policy – Mentioned above  Anti Bullying Policy – Mentioned above  Dataprotection – this is a CAST policy refer to next meeting.</p>	
8	<p><b>Data Review</b></p> <p>KD – there was no need to report any statutory data as the children didn't officially do their SATS this year. But the Trust asked for statutory reporting EYFS, end of KS1, Phonics and end of KS2. We now use Insight instead of SIMS. KD would be happy to share for example demographics of the school through this platform so as to allow Governors to see data such as proportion of SEN, absence etc. There are no individual names on any of this data.</p> <p>Being able to access this data during a meeting would be very beneficial rather than sharing documents prior to the meeting. We can take a look on the screen and analyse together. KD will find out and report back if Governors may be able to access the data via individual log ins.</p>	

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9	<p><b>CAST Update</b> A Plymouth Cast portal has recently gone live and will be coming our way soon. Governors may be able to access this portal. All staff will be issued with new email addresses. KD will send the link to Governors.</p> <p>TvK asked KD how she is coping with teaching 0.5? KD has inevitably found it difficult particularly at the start of this new term especially with the deadlines given from CAST. KD confirmed that CAST have been very supportive. TvK also showed his support for KD in all that she does and the governing board feel it is unreasonable to expect KD to teach 0.5 whilst also being head teacher. KD will pick and choose which meetings are imperative for her to attend as there are not enough hours in the day to attend all of them. Unless meetings are essential KD will be unable to attend. We will re-assess this in the coming weeks/months.</p>	KD
10	<p><b>Term Dates 2021/22</b> All agreed and have been published on our website. One extra day is for the Queen's Platinum Jubilee – January 4<sup>th</sup> 2022</p>	
11.	<p><b>Business brought forward by the Chair</b> TvK asked how have the children settled in. KD said most Covid restrictions have now gone so we are mostly back to normal. The school feels calm and ordered. Feels positive. Still ongoing issues with attendance.</p> <p>TvK asked whether returning staff have had a positive impact. KD confirmed the returning staff are very competent and settling back in very well.</p> <p>TvK asked for KD to pass on his thanks to all staff.</p> <p>TvK asked Governors to keep OFSTED in mind.</p> <p>TvK thanked the subject leads who welcomed us earlier on in the year and we look forward to our next meeting and strengthening our ties.</p> <p>KD will forward any information she has ref OFSTED framework.</p> <p>TvK asked are we back to full school worship. Yes we will have a full school Mass this half term. We will look at welcoming the new priests from St Joseph's in the not too distant future.</p>	
12	<p><b>Date of Next Meeting:</b> Tuesday 23rd November 2021 6pm</p>	

THANK YOU TO ALL ATTENDEES  
The meeting ended at 7.48pm