

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

Meeting – Part I (Part II) Minutes

Date/Time	23 rd March 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 Governor	Joined at 6.17pm
Emma Wilson	EW	Staff		Andrew Kennedy	AK	Foundation Governor	
Amanda Gibbs	EG	Parent					

Resignations	Initials	Reason (Category of Governor)

Absent	Initials
Stephen Mariadas	SM

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
5	OFSTED
6	Items raised by Headteacher
7	Budget Monitor
8	COVID Risk Assessment
9	Governor Responsibilities: 5 Areas
10	Governor Visits
11	Governor Training
12	Business brought forward by the Chair
	Date of next meeting: 18 th May 6pm

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Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer & Apologies TvK opened the meeting with a prayer. Apologies received from SM. SR joined the meeting at 6.17pm	
2	Declaration of Interests None.	
3	Minutes of the Previous Meeting & Matters Arising Agreed and signed as a correct record. There were no matters arising.	
4	Safeguarding SG4 (termly summary of Safeguarding Categories) and SG5 forms have been returned to CAST. For Spring term up to 15 th March – 6 safeguarding concerns reported and 1 incidence of mental health. Biggest change is that two families have moved to child protection. One was a 'child in need' already. There have been two Child Protection Review meetings which came after two strategy meetings. There have also been four Core Group Meetings so far this term. We have had two other TAF meetings (Team Around Family). We therefore have two children in school with an assigned social worker. The number of children on an 'early help' plan is now 10 as one child has now moved to Child Protection and is no longer on the 'early help' plan. After RAG rating the children we currently have 15 children on our register of concern. 6 of these children are in 'red' 9 are in 'amber'. This is a reduction from last term. In answer to a query from TvK, EW confirmed that everything is logged on CPOMS following a RAG rating and assessment of the children daily eg lateness, contact with parents, concerns from class teachers etc. We are keeping track every day. With regard to the two children under Child Protection, there are monthly CORE group meetings for each child plus a six weekly review meeting. TvK queried whether there are any Safeguarding responsibilities that the Lead Governor (SR) needs to be aware of? EW no there are no specific issues at the present time.	

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5	<p>OFSTED Report Findings (remote inspection conducted on 4th March 2021)</p> <p>KD informed Governors there was one factual error in the report regarding the return to work of a member of staff. This has now been corrected.</p> <p>TvK felt the inspection was positive even though at the time the school was trying to get all the relevant checks in place for the imminent re-opening of the school.</p> <p>TvK invited comments from fellow Governors. AG agreed that the overall result was positive and OFSTED acknowledged that areas that needed attention had been addressed including going over and above what was required eg bringing a phonics lead on board. AK felt very positive as well as to how the school had managed to address the issues previously raised. He also commented that the timing of the inspection had been at a time when the school was very busy and under pressure.</p> <p><i>SR joined the meeting at 6.17pm.</i></p> <p>TvK agreed with the findings of the report in that Governors have not focussed enough on curriculum delivery. TvK said that in the last year the Governor focus has been on safeguarding due to the lockdown and home learning issues etc. TvK will contact CAST to ask specifically whether we, as Governors', should be focussing more on curriculum.</p> <p>Extract from OFSTED report:-</p> <p><i>The local governing body asks precise questions about pupils' attendance and gains assurances about safeguarding practices in school. However, it is not yet holding leaders to account sufficiently for implementing the school's curriculum plans. Governors are not challenging leaders firmly about how well pupils, including those with SEND, are being prepared for their next stage of education.</i></p> <p>TvK will contact CAST so that we are clear in what areas we need to be holding leaders to account as we currently adhere to the CAST Scheme of Delegation and Schedule of Accountability.</p> <p>Governors agreed that TvK should contact Ann Harris to clarify the role of Governors in relation to this specific area and we should also re-look at our roles within the Governing Body. We hope that we will receive some clarification from CAST on these matters and before another visit from OFSTED.</p> <p>EW – it may be a good idea for each Governor to be assigned a specific subject not just an area. This will provide Governors with a richer knowledge of the workings of the school. They will also meet staff and gain a wider knowledge and a different perspective. AG – we will need to think about what questions we could/should be asking. EM and AG will arrange a meeting to discuss a way forward. SR agreed that Governor visits are important in order to see what strategies are in place. In the past year it has been difficult due to lockdown but we will make this our priority.</p>	<p>TvK</p> <p>EM/AG All Gov's</p>
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6	<p><u>ITEMS RAISED BY HEADTEACHER</u></p> <p>GOVERNOR QUESTIONS REGARDING SAFEGUARDING</p> <p>1. Now that the children have returned are there any new challenges related to Safeguarding e.g. impact on pupils of being kept at home during Lockdown. <i>KD no new challenges have presented themselves as a consequence of this latest return after lockdown. Some children who have been at school throughout lockdown have found adjusting to the return of all the pupils difficult due to noise, bigger classroom sizes etc but all is good and they are re-adjusting. Some children have still not returned but this is not due to the pandemic or lockdown as there were issues of attendance previous to this. The challenges are related to children's mental health and well-being and establishing a cohesive school community.</i></p> <p>2. Are there any new safeguarding issues that you feel we should be aware of? <i>KD – No there are none.</i></p> <p>GOVERNOR QUESTIONS REGARDING RISK ASSESSMENT</p> <p>1. Have you found the revised RA fit for purpose, or are there areas of concern that are not addressed in it? <i>KD yes it is fit for purpose. We need to ensure we do not become complacent and always be mindful of two metre distance etc.</i></p> <p>2. How are the children responding to the RA requirements? What impact is the RA having on staff? <i>Staff and children accept that they need to act within the risk assessment. It is part of our everyday life. We need to guard against familiarity and complacency.</i></p> <p>3. Are the Ventilation Arrangements working to your satisfaction? <i>KD – yes we are used to working in this way now. The weather is warmer so we are coping better.</i></p> <p>4. Can you tell us how the LFT system is working? <i>KD – There are no concerns. No positive cases. All working well and in line with guidelines.</i></p> <p>5. How well is the PE Curriculum Working? <i>The PE lead is on long term sick leave. KD is not aware of any issues. Perhaps a Governor could follow this up?</i></p> <p>6. How does the Mental Health Focus work in practice? <i>All observations are recorded on CPOMS. Extra support is available and situations are monitored effectively.</i></p> <p>GOVERNOR QUESTIONS REGARDING HEADTEACHERS REPORT TO THE ESM</p> <p>1. Can you tell Governors about the how the CEV TA's remote support for a pupil is going? <i>EW – Google classroom has been set up for this pupil so that there can be ongoing contact with the TA. This is proving beneficial and is a positive result.</i></p> <p>2. Catholic Life & Mission: Can you please clarify how Governors will contribute to the Key Decisions on "Life to the Full"? How do we prepare for this? <i>KD – with regard to 'Life to the Full' programme, KD will send out more information to Governors. Governors will be part of key decisions that will need to be made following consultations with parents and staff. This will be an agenda items at a FGB meeting.</i> <ul style="list-style-type: none"> ○ Governors to consider key decisions on "Life to the Full"? ○ Governors to complete the 'parent' consultation ○ Complete the online Ten:Ten 'Life to the Full' RSE training ○ Read the Diocese of Plymouth Relationships and Sex Education Policy </p>	<p>Governor</p> <p>KD</p>
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3. Quality of Education: is the lack of progress in Year 1 and parts of Year 2 attributable to the Lockdown?

There are fifteen Year 1 pupils. They were in Reception in the last lockdown but had an invitation to return to school on 8th June 2020.

Year 2 consists of only nine children. One child has an EHCP and his progress will not result in ARE, another child is mute and another child was absent from school for the entirety of lockdown 1 and attendance this year is at 33%. Other than the 4th June she has not been in school since 4th December. KD – yes lockdown has had a greater impact on younger children.

4. SEND – How are the individual needs being met on the return to normal schooling

EW – Needs are being followed up with outside agencies. We have made plans for individuals and put in consistency across classrooms. EW is meeting with the teachers soon to look at the plans that are in place and the provisions for accelerated progress.

5. Behaviour & Attendance: How has behaviour been since the return on 8th March?

KD - There has been no concerns in this area. There is one pupil who EW is working with in order to get them back to school. Strategies are working well.

There are two children in one family with attendance issues. We are aiming to get them back into school after Easter. EW and KD have made the Attendance Officer aware. This absenteeism isn't related to COVID.

6. How concerned are you about the 93% attendance? KD is not concerned about this.

7. Relationships & Health: You are seeking the help of agencies in the case of a small number of pupils. How serious are the concerns? *EW is making good progress in this area, in particular this week when the pupil returned to school part-time. The Local Authority are kept up to date. The school is well supported by outside agencies.*

8. Curriculum: Subject Progression Documents are being uploaded to the website. What will these actually include, and is this for all subjects on the curriculum? *KD - The Progression documents show the intended learning from Year 1 to Year 6 in each of the national curriculum subjects. It will eventually include all subjects. However, the document is not yet finished for physical education, science, computing and D&T. Before we upload the documents on the website we need to ensure that they are consistently formatted.*

9. With the children returning to school and their progress in learning during lockdown being varied what is the strategy in key subjects to assess their current levels and plan for their teaching for the rest of the academic year?

Reintegration

Focus on core subjects: reading, writing and maths

Assessment for learning – questioning, ongoing assessment in lessons etc

Quizzing and tests

The curriculum plan for the year is in place with adjustments where necessary

10. Pupil Premium: is this a real cut of £11,000 or is it a disguised one? What will the impact be on pupil progress? *KD Our 2020/21 budget is minus £11 000. We have less money to support the learning of the children in receipt of PP we will endeavour to ensure that this cut does not impact on pupils progress.*

11. Sports Premium: When will this be reviewed? *KD – will look at this during the summer term. PE Lead is on long term sick leave.*

12. Catch Up Funding: Is it correct to say that Y1 is not yet benefiting from Catch Up Funding, yet other Year groups are? What are the reasons for this?

KD – Year 1 are benefitting now. We have yet to see cohorts progress.

	<p>13. Preferred Staffing Structure – What are Governors allowed to know at this point? <i>KD – Staff will shortly have their individual meetings therefore there is no in-depth information for Governors at the present time due to confidentiality.</i></p> <p>14. Are there any additional staff or resource needs that the school has in responding to the needs of children returning? <i>No, it will be good when all staff return.</i></p> <p>15. With a view to building upon the children's education in the form of languages; I believe although not compulsory at KS2, we do currently offer french lessons. The local secondary schools offer French and Spanish. I am wondering if we have any collaboration with local secondary schools with regards to language? <i>KD – there is currently no collaboration between primary and secondary schools. EW will speak with AG on this area and follow up.</i></p> <p>16. Covid related Health and Safety: The risk assessment requires parents to wear face coverings on school property, such as the playground and car park. A minority of parents are doing this. How strict a requirement is this? <i>KD – We can only encourage this rather than enforce.</i></p> <p>17. General health and safety: it seems from all the reports that the school is a very safe place to be. Covid restrictions have stopped visits so I was just wondering if there have there been any issues with buildings or equipment? How is the staff and pupils understanding of the new fire evacuation plans (one way systems due to covid)? <i>KD – There is a problem with the edge of the playground, where children's feet are being caught under the wire fence and wooden board. The Trust are aware and this will be addressed in the summer term. We have also been awarded funding through DCC for the scooter shed. The one way system is working well. We have had three fire drills since September. There will be another one on Friday.</i></p> <p>GOVERNOR QUESTION REGARDING OFSTED INSPECTION</p> <p>Governors are not challenging leaders firmly about how well pupils, including those with SEND, are being prepared for their next stage of education.' How do we go about challenging you more firmly? What would OFSTED propose and where could we get help from to achieve this? <i>KD – DfE Governance handbook Academy trusts and maintained schools October 2020</i></p> <ul style="list-style-type: none"> • <i>Follow the schedule of accountability and add to it if needed.</i> • <i>Use the school improvement plan to indicate priorities for monitoring, identify key information/data together with milestones and add it to the Annual Cycle</i> • <i>Assign SIP objectives to governors for closer monitoring.</i> • <i>Use the Plymouth CAST Governor Checklists to support governors completing the responsibilities in the schedule of accountability.</i> • <i>Governor Visits (In person or in Zoom) Increase your knowledge through focused governor visits, listen to pupil voice and build good working relationships with staff.</i> • <i>Curriculum leads reporting to the Governors.</i> • <i>Use the school improvement documents</i> • <i>Identify and learn from exemplary practice in other schools</i> • <i>Not all governors need to know everything. Develop knowledge/skills in key areas.</i> • <i>Engage with CAST training and external training events/webinars and make the most of opportunities to learn good practice from other schools. Individually, take the responsibility to attend events, share your learning with the rest of the team.</i> <p><i>AG thanked KD for being so thorough in her answers. SR commented that he is keen to visit the school at the earliest time. KD will look at timetabling visit in during the summer term.</i></p>	<p>All Gov's</p>
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7	Budget Monitor KD - current budget is looking healthy. KD is meeting with Helen Newman shortly. Nothing further to add at this time.	EW/AG
8	COVID Risk Assessment Covered under Governor Questions.	
9	Governor Responsibilities: 5 Areas Nothing at this time.	
10	Governor Visits EW and AK met on 11 th March. The report will be available soon.	
11	Governor Training TvK advised the Governors to re-visit the Scheme of Delegation and Schedule of Accountability. Please take up any opportunities for training.	All Gov's
12	Business brought forward by the Chair TvK thanked the Governors for attending the recent training. Thank you to all the staff, governors for their input at the recent OFSTED inspection.	

THANK YOU TO ALL ATTENDEES

The meeting ended at 8pm