

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

Meeting – Part I (Part II) Minutes							
Date/Time	30 th March 2022	Location		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	
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
C Fullalove	CF

In Attendance	Initials	(anyone who is not a governor/associate)
Kelly Dunne	KD	Head teacher
Teresa Sturtivant	TS	

Minutes to
Attendees
Leah Paiano - CAST

Signature of Chair:

Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer, Apologies & Declaration of Interests TvK opened the meeting with prayer. Apologies from CF, Clerk. No Declarations of Interest.	
2	Minutes of the Previous Meeting & Matters Arising All agreed as a correct record.	
3	Matters Arising from Minutes 1st February 2022 Item 3 TvK received a reply from Cast and had a meeting with Zoe Batten to discuss the Executive Headship role and the circumstances which led to KD's resignation. Also spoke of the SEND Co-Ordinator role as it's a struggle for just one day a week. This will be discussed with the new Executive Head. Also mentioned admin support and investment. Talked about how St Joseph's and Sacred Heart can work collaboratively for the benefit of the children.	
4	Safeguarding – KD Safeguarding is a constant call on our time. The strategic work surrounding safeguarding is currently stalled. The SG4 and SG5 forms that we send to CAST	

	<p>are in Gov Hub and KD has also updated them for Governors' perusal. The pressures continue ie attending meetings and doing the paperwork. Numbers have decreased a small amount.</p> <p>KD's meeting with SR had to be cancelled as KD was teaching.</p> <p>KD has met with Emma Wilson. All SEN records are recorded on CPOMS; everything is tracked and monitored and therefore patterns are evident if they exist.</p> <p>Staff Safe is a branch of CPOMS which is where the DSL and DDSL can record any concerns regarding staff.</p> <p>DDSL meetings occur every term. KD attended one in February. They are very useful meetings and keep you up to date with all that is new in safeguarding. Also they have case studies which we can draw on in order to help our school and how we would react in these circumstances.</p> <p>The Trust is handling safeguarding very well and there is also supervision now in place for the DDSL.</p> <p>SR reiterated the challenges faced by KD in having the time to commit to this important area. KD confirmed that she has spoken to Nichola Day and Helen Newman about these challenges. There are members of staff who are willing and able to do more work in this area and are already level three trained. This will be discussed at a future meeting.</p> <p>TS asked KD how confident she is that all staff are completing the necessary information on CPOMS in a timely and rigorous manner? KD is very confident we have very clear guidance for staff and it is used well in our school. KD looks at every single entry and if there is a problem with it KD clarifies with staff where the entry should have been input.</p>	
5	<p>Items raised by Headteacher including Headteacher Report KD</p> <p>KD apologised for not fully completing the report prior to the meeting. This was due to staff shortages and KD having to teach. KD will ensure it is fully up to date before she leaves and will upload it to Gov Hub.</p> <p>Governor Question - Can you tell us about the difficulties the school has faced in recent weeks as a result of COVID and how has this impacted on the children and staff? KD - The most difficult has been the staff absence due to COVID. We were unable to get supply teachers to cover at short notice but we managed by KD teaching and a TA stepping in as needed. Our priority is always that the children do not lose out by missing a day of schooling. Absences have also impacted on after school clubs etc. KD spoke of how our school came together to ensure that the children haven't been disturbed too much by the high level of teacher and TA absence. Of the 40 days that staff have been absent due to COVID in the past year, 34 of these days have been since 1st March. We have had to close the breakfast and after school club on Wed/Thur/Fri this week as we had no staff. It has been very challenging.</p>	

Governor Question - How many teaching days has KD had to cover within the last few weeks?

There have been many extra days for KD and it is made even more difficult as we can't get supply cover. Any extra days of teaching undertaken by KD and taking her away from her work as head teacher is very disruptive. TvK thanked all the staff for pulling together. KD reiterated that staff have been brilliant through some difficult circumstances and have had eg shorter lunch breaks, taking on extra tasks. TvK thanked KD and all the staff for their great support for the school during these unprecedented times.

Governor Question- Have there been any changes in pupil behavior due to all this disruption?

KD no significant changes but children are tired but nevertheless are coping well.

TvK mentioned his frustration that due to COVID he hasn't been able to attend a single Whole School Act of Worship in this academic year. KD confirmed that there had been some whole school acts of worship around Christmas but this was ended when levels of COVID positive cases started to rise.

KD confirmed that no classes were sent home due to the number of staff absences which is a remarkable achievement.

Governor Question - TS asked KD how these changes to daily arrangements are communicated to parents? KD - it is difficult to communicate these changes as they can happen right at the last minute, by which time the change has already been sorted. It could be communicated by DOJO. We were able to give parents two days' notice of the closure of the breakfast and after school club. TS asked whether any parents have been disgruntled about the last minute arrangements? KD has not had any feedback from this.

Governor Question - AK asked what Fresh Start is? KD informed the Governors that it is a programme specifically for children in years 5 and 6 who are not at the level they need to be. It is too early to talk about the success of this programme but we will hopefully have some data soon. KD feels the programme has potential but there has been little time to see the benefits of it due to staff absence.

Governor Question - Pupil premium is going up but Free School Meals are going down? KD explained her thinking as to why this has occurred but it does need some further investigating. KD will try and report back before she leaves.

Governor Question - AG asked KD whether an incentive could be offered to parents to try and get them to register for free school meals where appropriate. KD thinks this is a good idea although our numbers are relatively small. Another idea would be for the class teacher to speak directly to the parents at the start of term and help them to register.

Governor Question - In relation to the ESM visit in January there is a comment in there about not all teachers following the agreed curriculum? KD - it was a comment more in regard to intended curriculum and not aimed at us not following

the curriculum. The Trust has undertaken lots of work regarding the 'intent' of the curriculum and it has now firmly moved on to the 'implement' phase. Subject Leads are there to make sure that intent is covered. There can be reasons why it's not covered e.g. teacher absence and subject knowledge of supply / cover teacher. There was no evidence that it wasn't being followed but was a comment to ensure that all work is tracked and planned with regard to the curriculum being followed and for teachers to then feel confident that it is being adhered to.

Governor Question - There are 21 applications for Admission in September. 10 are first preference, 8 are second and 3 are third. Is this good? KD this is in line with the last 3 years. KD it is important that we look at those pupils in the pre-school and liaise with the pre-school manager. KD has been speaking to the Preschool Manager to ascertain which pupils are opting to attend St Joseph's and those that have decided not to, and why. A conversation direct with the families could be followed up. We have a good relationship with the preschool.

Governor Question - RAG rating of the SIP which is red in parts e.g. behaviour. Is this an impact of COVID and are areas that can't be met but might move to amber and green in the summer? KD - the lack of progress of the SIP is down to the lack of time available to the head teacher; KD has had to make other areas the priority. KD has given feedback to the ESM as to the frustration she has felt especially after the recent improvements that have been made and noted on the last OFSTED report. So for it to be stalled is a great source of concern. In the most recent term Neil Maslen has asked which areas of the SIP he wanted KD to focus on before her departure and these were related to curriculum. But again due to the staff absence it has once again stalled.

TS commented that the SIP is a document which reflects what should happen and what will happen but inevitably cannot always happen in exceptional circumstances such as this as there hasn't been any management time available for it to be pushed forward. The new leaders of the school will be able to use the SIP and it will be a real asset for them as a direction and a vision that has already been written by KD. It is testament to KD's work ethic that she had managed to do this SIP (25 pages) in the new format at a time when she is covering for staff absence and under pressure in other areas prior to her departure.

Governor Question - The percentage of SEND appears to grow year on year; is this a national development or just our school? The most up to date information from a national statistic point of view is only up to 2019 so KD doesn't know the answer at the present time. KD feels that COVID may have increased these numbers ie anxiety reference the pandemic during the last 2 years but there are currently no hard facts to back up this. Also parents are approaching the school earlier to ensure their child gets the appropriate support at the most impactful time. KD will speak to Emma Wilson to ascertain her opinion ref the increase within our school.

Governor Question - What impact is COVID absence having on general staff morale? KD - staff are generally in good spirits and are very supportive of one another. The staff work well as part of a team. MC agreed with KD that staff are coping well in difficult circumstances. TvK is proud of the way staff have persevered.

KD has had initial conversations regarding curriculum, staff members and school improvement with Nichola Day and Sarah Pascoe as regards handover. KD is due

	<p>to meet with them again soon regarding safeguarding but Nichola and Sarah have both tested positive for COVID. KD will ensure that there is as smooth a transition as possible and will ensure that everything is in place for the start of the summer term.</p> <p>Governor Question - Reference RAG rating for pupil achievements. How helpful is it for staff in their planning and delivery of the curriculum, noting that the percentages mentioned; 1 pupil being 5% - is it a useful tool? MC yes they are useful in terms of where the cohort is and what they are expected to achieve and also what is expected of them later on in the years to come. As a class teacher you look at individual children and you are always ambitious for each child and get them to progress as far as they can. To look at them in the context of the last two years is difficult.</p> <p>KD they can be more useful for leaders. You can compare for example the summer data to the Spring Data and see what the progress has been with that cohort. When you are looking at the data this year and comparing data drops you can see movement and there are individuals who are moving towards the next category and those that are not. You can see that learning is not as secure as it might have been. This data can then prompt conversations with teachers in order to look at what can be done. So it is useful as a way to compare from previous years.</p>	
6	<p>Budget Monitor KD</p> <p>KD has had a meeting with Helen Newman and Nichola Day concerning the budget from September 2022 going forward.</p> <p>Governor Question- SM should we be making necessary purchases whilst we have excess funds? KD explained that she has spoken to Nichola Day and Nichola will be contacting Zoe Batten and Kevin Butler at Trust level to see whether, given our surplus, we could be allowed to remain at 5 classes instead of 4 from September. Both Nichola and Sarah are keen to remain at 5 classes.</p> <p>The cost of supply will have some impact on our surplus.</p> <p>KD feels the surplus is healthy and we shall wait and see the outcome of the conversation that Nichola and Sarah will have with the Trust re 5 or 4 classes from September. KD is very clear that it is in the best interest of the school to remain at 5.</p> <p>SM – what is the impact financially with the new Executive Leadership arrangements. KD does not have specific information.</p>	
7	<p>Governor Responsibilities</p> <p><u>Catholic Ethos - TvK</u></p> <p>TvK has been unable to visit the school with Fr Joseph and Fr Appollos due to a further COVID outbreak.</p> <p>Getting the School Chaplaincy up and running has also been put on hold for the above reason. This is frustrating but TvK has spoken to Nichola and Sarah and has confirmed that a visit will take place in the near future and TvK will also be</p>	

looking in more depth at the curriculum in terms of Catholic Ethos within the school.

Safeguarding - SR

SR - it has been incredibly frustrating that meetings have had to be cancelled due to time constraints due to cover for COVID absences. SR no concerns to make at the current time.

SEND - AK

AK has met recently with Emma Wilson. It is difficult to find a time to meet with Emma as she only has one day a week available for this role. TvK commended Emma for her commitment. Emma was able to share the work she has undertaken on a 'vision map' which TvK and AK felt was an exceptional piece of work.

TS with regard to the SEND provision, has the Trust appointed anybody as Executive Leader? KD – Emma has had two meetings with Suzie Franklin. It is difficult to manage meeting times given that Emma only has one day's provision each week for her SENCO role. There have also been particular challenges in recent weeks with regard to funding and provision. Governors are asked to peruse the visit notes KD shared on Gov Hub. KD informed Governors about the SEND Audit which all schools have to complete. St Joseph's Audit is nearly finished and will be circulated to Governors on completion.

KD – a questionnaire has recently been sent out from the Trust in relation to the SENCO role within school (and all schools within the Trust). The document specifically asks pertinent questions such as hours contracted and hour actually worked. This shows a deeper understanding from the Trust of the extra work given to this role over and above the hours contracted.

H & S - AG

AG has spoken with KD and there is nothing significant to report at the present time.

Pupil Premium & SP - SM

Still awaiting end of term spend details. Our key objective is that we spend money in the right areas. Sessions are starting to be reintroduced following lockdown etc Tracking of the spends is ongoing.

KD - we were told last year that we had lost our surplus on sports premium but we now have this money. It will be spent on an adventure day out for KS2. This will take place in the summer term.

Extra curricular sporting activities after school will be funded by the school via the sports premium budget.

Curriculum – TvK commented on the Headteacher's report, in that developments in science had been delayed due to covid. TvK was pleased to hear that we can learn from the new Executive Head as to how this area is run in another school ie sharing

KD

	<p>of ideas on curriculum via new Executive Head. So all very positive. We can learn from each other.</p> <p>Community – Links with the parish have been difficult but will start to improve soon.</p>	
8	<p>Governor Visits</p> <p>Please email visit reports to TvK and these will then be passed on to CF.</p> <p>TvK has undertaken SEND training and Devon Chairs meeting regarding SEND. Twice to meet with KD. Had a meeting with Zoe Batten which was a very supportive and positive meeting. Also had a meeting with Nichola and Sarah. They were impressed by St Joseph's children and staff and would blend in well with their values. KD felt they were excited and energetic.</p>	Gov's
9	<p>Governor Training TS</p> <p>There have been two coaching sessions since our last LGB. One was with regard to the Trust's guidance in terms of training plus looking at the Governors' handbook, talking through areas that Governors had concerns about. TS will talk to TvK after Easter with regard to further training.</p> <p>The other training focused on the strengths and weaknesses of St Joseph's. We were able to focus on what is great about St Joseph's. Some comments from the training were:-</p> <ul style="list-style-type: none"> - <i>'Our head teacher is a clear leader and has a strong vision regarding school improvement. She has good relationships with her staff and fosters a team spirit with staff and Governors'</i> - <i>'The school has a strong catholic ethos, the spirit of Christ is reflected in the everyday life of the school'</i> - <i>'Governors know from their visits into school that children are enthusiastic, well behaved and very keen to learn'</i> - <i>'Progress is being made in phonics by adopting a whole school approach.'</i> - <i>'Our head teacher and ambitious staff are fully committed to school improvement. Governors are keen to be involved. Teachers welcome them into school for visits.'</i> <p>KD reiterated what a difficult decision it had been to leave St Joseph's. She thanked the Governors. KD spoke of her wish that St Joseph's feels like a place where Christ dwells. KD said how much she has loved working at St Joseph's. She is thankful of the support of the Governors and has thoroughly enjoyed working with us. KD will always hold St Joseph's dear to her heart and wishes Nichola and Sarah all the very best for the future.</p>	TS/TvK
10	<p>Meeting Dates 22/23 -All agreed.</p>	
11	<p>Trust's 'Managing Children's Medical Conditions' Policy. - All noted.</p>	

12	<p>Business brought forward by the Chair including Executive Leadership</p> <p><i>TvK wished KD well in the future and paid the following tribute:-</i></p> <p><i>'KD came to us at a time of deep problems. She transformed Safeguarding within weeks. OFSTED were very complimentary of KD.</i></p> <p><i>The best moment was when KD agreed to become our full time head teacher.</i></p> <p><i>One of the most dramatic changes was the positive impact on behavior within the school as at the time of KD's arrival there were a fair number of exclusions. TvK said that children feel they are treated fairly, thanks to KD's leadership. We have happy children. We do have issues but KD has always said that 'if Christ accepts them then we will accept them' and we do this and still maintain high standards of behaviour.</i></p> <p><i>Parents' confidence in the leadership of the school was restored after KD started the role of Head teacher and she changed a hostile environment into an environment of mutual respect.</i></p> <p><i>Prior to KD some staff had lost confidence in the leadership of the school. KD inspired these members of staff. Now we have a united team. TvK feels that KD's leadership is outstanding.</i></p> <p><i>KD has patiently addressed any outstanding issues highlighted by OFSTED. Thank you also to Emma Wilson who has played an integral part in the overhaul of the school.</i></p> <p><i>COVID has interfered with the goals KD set for the school but these are a work in progress. The last six years has not been easy but KD has resolutely faced all the challenges with determination and trust in God, and it is faith that has carried her through.</i></p> <p><i>Foundation stones have been built by KD and there is a strong vision for the future and this is KD's legacy.</i></p> <p><i>"You will take forward with you one of your greatest assets which is your great love of children, deep knowledge of education, your love of being in the classroom which you can now rediscover and your shared optimism and joy. You will now have the time to rest, reflect and restore and rejuvenate in preparation for the future. Keep the faith and have courage as God has a plan for you. Thank you on behalf of the Governors.'</i></p> <p>Tim van Kroonenburg , Chair</p>	
13	<p>Date of next meeting: 18th May 2022 6pm</p>	

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