

St Joseph's Catholic Primary School, Newton Abbot

Governing Body

Meeting – Part I (Part II) Minutes

Date/Time	24 th November 2020 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 Mariadas	SM	Foundation	
Emma Wilson	EW	Staff		Stephen Riedlinger	SR	Guest Observer	
Amanda Gibbs	EG	Parent					

Resignations	Initials	Reason (Category of Governor)

Absent	Initials
Andrew Kennedy	AK

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	Led By	
1	Welcome & Prayer	TVK	2
2	Declaration of Interests	CF	2
3	Minutes of previous meeting	CF	5
4	Matters Arising	TVK	5
5	Safeguarding Update	EW	5
6	Coronavirus Update	KD	10
7	Headteacher's Report to ESM	KD	10
8	Accountability & Training	Governors	10
9	SIP	KD	10
10	CAST Update	KD	5
11	Business Brought Forward by the Chair	TVK	5
12	Date of Next Meeting: Tuesday 26 th January 2021	CF	2

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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 Andrew Kennedy. TvK invited us all to introduce ourselves to the new Governors.	TvK
2	Declaration of Interests None.	
3	Minutes of the Previous Meeting Agreed and signed as a correct record apart from one spelling error. The word ' <i>signing</i> ' should have read ' <i>singing</i> ' in Item 7.	
4	Matters Arising TvK – Have we received an outcome reference the Outdoor Environment for Early Years? KD - Yes an order has been placed and we are waiting for it to be processed.	
5	Safeguarding Update EW - Since the last meeting there have been nine safeguarding concerns reported. The majority of these are concerning parents' mental health or parents who are struggling to manage the behaviour of their children. Three have been reports from MASH where other agencies have made or questioned safeguarding of families that they're working with. We have recorded eight incidents of mental health. There are instances of children struggling with their own anxiety. Eleven children are on early help plan. There is one 'child in need'. KD and EW have RAG rated all children on roll and rated them:- a) Green – no concerns b) Amber – May have been issues in the past c) Red – Ongoing problems As an outcome of this we have 6 children rated as Red and 16 who are Amber. These cases will be discussed at future safeguarding meetings. TvK who is currently Safeguard Lead has no concerns following a meeting with KD. TvK will look at which Governor may be able to take on the Safeguarding Role in the future.	
6	Coronavirus Update KD – Any changes to staffing has a significant impact on how we are able to deal with the impact of coronavirus within our school. We have been relatively unscathed apart from one member of staff who had to self-isolate following a positive test. Our risk assessment has been very effective in keeping us safe. We haven't had to close any classrooms. Following the second lockdown we had to re-write the risk assessment. The biggest impact for us has been a staff member who is extremely clinically vulnerable. This member of staff has an individual risk assessment. KD has been working with this member of staff alongside their Consultant in order to try and work out a way to get this staff member back to work. Unfortunately The Trust (after seeking advice) decided that the risk of this person returning to work was too great. Therefore the role this person undertakes has had to be covered, which represents a challenge. It is hoped that we can go back to the original risk assessment post lockdown number 2 as this was easier to work with. We won't know if this is a possibility until we have been notified by the Government as to what tier we will be put into.	

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7	<p>Headteacher's Report</p> <p>TvK and KD agreed the new format is an improvement.</p> <p>KD advised all Governors not to hesitate in asking for any further information that they may require as KD will be happy to supply this eg breakdown in attendance. This report is written for the Education Standards Manager and the audience is The Trust. There are others reports that go to the ESM and Governors can ask to see copies which KD will provide.</p> <p>AK (questions provided prior to the meeting as AK was not present)</p> <p>1. AK Question - How Successful Have We Been in Children Re-learning our Prayers and Embracing a Reflective Approach to Worship</p> <p>KD – The daily life of school is punctuated by prayer and acts of worship. Children are accepting of this being part of the school life. Routine can sometimes be a great source of comfort for children. All the classes this year have been named after Saints. In our recovery curriculum we have focussed on the names of class saints and the school gospel values and Catholic social teaching and we also used 'Caritas in Action'. From November we have introduced a new scheme of work for RE. We have been looking at sacraments. This will be reviewed at our staff meeting tomorrow. We will look at how staff and children feel about it and how it look in books. We have worked hard to familiarise children with this area of work.</p> <p>2. AK Question - Score Card – Could the Accelerated Progress be Attributed Solely to Lockdown or Whether There Were Other Reasons for Certain Cohorts Not Being On Track To Meeting Targets.</p> <p>KD compared our baseline in Autumn (which is what's on the scorecard) and where our children were at the end of Spring 2020 assessments.</p> <p>For Year 6 the ESM reports that writing is the biggest area where they need to improve. Looking back, writing has always been their weakest area. The gap between their attainment and the national attainment of 2019 has grown. In Spring 74% of year six were on track for expected in writing but in Autumn it was recorded as 52% - a significant drop.</p> <p>Our current year 5 class have maintained their positive comparisons to national average with little variation so they are on track in all three subject areas for the expected standard and the greater depth. This reflects the data from the Spring term.</p> <p>Year 4 – there has been significant drops in the percentage of children at expected and greater depth in all three subjects but it's particularly noticeable at expected level. So when compared to Spring and Autumn there are drops in Autumn in all three subjects. This may be because we have a lot of children in this group who sit at the lower end of expected so the gap has fallen down much quicker. There is a high percentage of SEN in this class and also children who are only just getting expected level.</p> <p>Year 3 – Conversely this class are higher in the Autumn term when compared to the Spring Term. However the rates of greater depth have fallen. Expected has risen a small amount in the Autumn term. So all on track.</p> <p>Year 2 – In all three subjects the rate of expected has fallen. However there are only nine children in this cohort. Greater depth has stayed the same.</p> <p>Staff have noticed that in reading and writing skills, children are struggling to get back to the level they were at.</p>	
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	<p>3. AK Question - Reference Catch Up Premium – What Happens With The Money After Licences Have Been Purchased</p> <p>KD – We will be spending this on tablets and/or Chrome books. We have received 20 Chrome books today which have been divided between the five classes. Teaching will be much easier now that we have increased our IT resources. This will also help if children are self-isolating.</p> <p>4. SM Question – Ref Catch Up Premium - Are we getting it direct or are CAST passing it on to us? KD – yes it is direct into our budget. SM – As it's payable across the year so are we spending it in the payment schedule? KD – it is payable in three tranches and we have had one tranche already which will be spent in the next couple of weeks. When we put the order in it will go against this specific budget line.</p> <p>5. TvK Question – Can you tell us how cover staff are recruited, and how difficult is this becoming as pressures increase on schools?</p> <p>KD – We can't always get cover unfortunately. We currently have a MTA who has been absent since June and we can't find cover for 1½ hours per day. So other staff have to cover. It can also be hard to get cover for teaching assistants as the relationship between the TA and the child is such an important part of the role. A new person covering can't fulfil this role adequately so we have to assign another staff member but who still may not be appropriately skilled or confident in that area but is better than a stranger. Whilst this member of staff is re-assigned, another member of staff in turn has to complete his/her work. So this is very challenging.</p> <p>If a teacher isn't at work we can get supply.</p> <p>In terms of current recruitment; we have two at the present time. We advertise in devonjobs.co.uk. Sometimes for TA roles we will use recruitment agencies. This can make the process quicker as they are able to filter for our specific requirements. Also under current restrictions we can only offer on line interviews. This poses fresh challenges but is no more difficult.</p> <p>6. TvK Question - The “decline in stamina and motivation amongst pupils” is understandable in the current situation. What are your colleagues in other schools saying? Are there any tips or suggestions about re-motivating our pupils?</p> <p>KD – I do have zoom meetings with other head teachers in our cluster of the Trust and they are facing the same challenges. Ofsted have recently published two reports regarding the effects of Covid 19 for Children. The reports say the same things ie skills and learning have regressed and examiners found a lack of stamina in reading and writing was part of the issue ie this is what most school leaders were commenting on as being most noticeable. KD – we need to mention the group of children with additional needs; their resilience is incredibly low. We are therefore recognising all achievement and giving praise even for very small steps so that we can build on this. Making them feel good about themselves and being back at school. Lots of support is imperative as is the importance of breaking achievement down into small steps.</p> <p>7. TvK Question - Staff Well-being - how are Staff feeling as they approach the end of the longest term in the school year? How can we help as Governors?</p> <p>KD – Staff are tired. It is a challenging time and there are added pressures. We are very isolated in our bubbles. We try not to have staff meetings together and to use Zoom as advised by CAST. So we are doing our best to manage the anxieties coming from the children and the parents.</p> <p>TvK – please give our best wishes and thanks to the staff on behalf of the Governors.</p> <p>8. TvK Question How is the Ten Ten Programme going?</p> <p>Starts in January. TvK – how is the 'Come and See' programme progressing? KD a report will follow at the next meeting as there is a meeting about it soon.</p>	
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	<p>9. TvK Question The Score Card is a very helpful and clear guide to the areas that need addressing. How do Staff use it in their daily work, and how are you able to monitor this at such a pressured time?</p> <p>KD – we use it to set targets and look at the whole cohort periodically but it isn't being used daily as staff are more reliant on assessments from previous lessons.</p> <p>TVK ADVISED GOVERNORS OF THE IMPORTANCE TO ASK QUESTIONS AT THE GOVERNOR MEETINGS IN RELATION TO THE SPECIFIC AREAS EACH GOVERNOR COVERS. WE NEED TO PROVIDE THESE TO KELLY IN ADVANCE OF THE MEETING (48 HRS). THE SUGGESTED AMOUNT OF QUESTIONS FOR EACH GOVERNOR IS THREE IF POSSIBLE.</p>	
8	<p>Accountability and Training</p> <p>TvK – Governors have different areas that they focus on as follows:- <i>Catholic Ethos</i> <i>SEN</i> <i>Health and Safety</i> <i>Safeguarding</i> <i>Statutory Grants</i></p> <p>Tvk will talk to our new Governors AG and SR with regard to which areas they are interested in leading.</p> <p>Once we are back to normal we would expect Governors to meet with KD outside of the meeting to talk about their specific area and this in turn will be fed back to the Governing Board during this part of our meeting.</p> <p>Our new Governors took part in the recent online induction and briefings. Thank you to all Governors who attended the briefings.</p>	TvK

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9	<p>School Improvement Plan (SIP)</p> <p>KD - it has been difficult to remain focussed on the SIP during this time and the actions that we need to take. KD teaches four afternoons per week so time is limited. The Risk Assessment has taken up a great deal of time, plus any tweaking that needs to take place. Recruitment is also time consuming. KD has been mindful of the wellbeing of all staff during this difficult time.</p> <p>The Trust has given out lots of new initiatives this term eg Power Maths, Come and See, so we need to develop the curriculum whilst trying to focus on new initiatives and allowing enough time for them to become embedded.</p> <p>We have also introduced '<i>no more marking</i>' which is a national new development which the whole Trust is doing. In terms of academic curriculum there are a lot of new things to try and embed within the classroom setting as well as being mindful of the Covid19 risk assessment guidelines that we operate within.</p> <p>1. AK Question - What Training Is Provided to Equip Teachers With The Knowledge and Skills to Deliver High Quality Remote Home Learning?</p> <p>KD – We have undertaken lots of training with regard to IXL (another new initiative this term). The children took to it very well. The teachers need to build confidence with it. We need to further develop the training as it has been quite limited at present via Google classrooms. Teachers need to use it for the planning and teaching of lessons generally and not just for remote learning. Also Power Maths is another new initiative and needs to be developed further within the curriculum.</p> <p>2. AK Question – Subject Leader Skills and Knowledge – How Can This Be Further Developed?</p> <p>KD - Our main strategy is the pairing up of subject leaders at St Joseph's with subject leaders at St Mary's in Buckfastleigh. At this present time due to Covid, this has been restricted. We hope that in the New Year we will be able to visit each other. Our staff do need the opportunity to talk to Governors about their subject area, the work that they're doing and the impact this has. We hope that Governor visits will recommence soon. Also meetings with the ESM and external visitors can have a positive impact for staff.</p> <p>3. TvK Question - What are the Rosenshine Principles?</p> <p>KD They are 10 principles that are based on helping the children to know more and remember more eg daily review, recapping on prior knowledge.</p> <p>4. TvK Question - The Subject Action Plans 'are monitored effectively' is in amber. Is this particularly challenging in the present circumstances?</p> <p>KD – The real focus for class teachers has been their class and their children and to ensure this feels like a stable place for learning. Teachers do have non-contact time but have only recently felt comfortable to hand over to a supply teacher as they want the class to feel strong before taking time away. So teachers have been very much focussed on getting the children on track for where they need to be and making progress.</p> <p>KD will forward some informative paperwork ref Rosenshine Principles to give more understanding about the context of what it means.</p>	KD
10	<p>CAST Update</p> <p>KD has a Zoom Meeting with Zoe Batten on 8th December and will feedback to this meeting in January.</p>	

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11	<p>Business Brought Forward by the Chair</p> <p>TvK's term of office comes to an end in January 2021. TvK is happy to carry on for the time being. All Governors agreed. CF will look at what paperwork needs to be completed. EW term is also due for renewal in May 2021.</p> <p>We are currently looking for another Foundation Governor.</p> <p>TvK wishes all Governors a good Christmas and New Year!</p> <p>The Governors wish to thank all our fantastic staff for the amazing work they have done during a very difficult time. They have all been remarkable and we thank them for their commitment. We also thank the support given by the parents. Thank you also to our wonderful children.</p>	CK
12	<p>Date of Next Meeting:</p> <p>Tuesday 26th January 2021</p>	

THANK YOU TO ALL ATTENDEES

DRAFT