

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

Meeting – Part I (Part II) Minutes							
Date/Time	23 RD November 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)
Kelly Dunne	KD	Headteacher
Caroline Fullalove	CF	Clerk
Teresa Sturtivant	TS	

Minutes to
Attendees
Apologies
Helen Laird - CAST

Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer, Apologies & Declaration of Interests TvK opened the meeting with a Prayer. No apologies or Declarations of Interest	
2	Minutes of the Previous Meeting & Matters Arising All agreed as a correct record. Matters Arising from Minutes 15th September 2021 a) CF to ensure EW received compliance from all Governors in relation to KCSiE. b) CF to ensure all Governors have been sent Admissions policy.	CF CF
3	Governor Hub Demo - TS a) Due to a technical difficulty TS was unable to demo Gov Hub. Going forward all paperwork, minutes, agendas etc will be available on Gov Hub and CF will ensure they are all made available as off-line documents. b) TS would like to arrange a meeting with all Governors in Jan '22 to look at strengths and weaknesses, governor generic questions and talk about Governor Visits.	CF TS

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4	<p>Safeguarding Update and Governor Training</p> <ul style="list-style-type: none"> - SG form was completed and sent in on time to the Trust. - We struggle to do the 'housekeeping' side of Safeguarding owing to reduced hours - Emma Wilson is attending all meetings but we are relying on her goodwill - Another teacher is in the process of being trained but this is at the expense of time in the classroom - A significant increase has meant it is difficult to cope with the extra pressure and the increase in the support needed. - Covid has had an impact and has created extra pressure - TS – what support is there for KD. KD – no support is available. - KD has no time available to attend important meetings 	
5	<p>Accountability - Report on Statutory Grants</p> <p>SM – refer to next meeting agenda.</p> <p>TS – very impressed with KD's 3 year forecast.</p> <p>TS Question – In relation to attendance what barriers do pupils face that prevent them from attending:-</p> <p>KD – a) Parents unable to bring them to school b) Anxiety c) SEND d) Holidays e) Illness and sleep deprivation f) COVID issues.</p> <p>The above represent a small group. For the most part absenteeism is in relation to child protection measures already in place.</p> <p>TS – What is the process used by the Attendance Officer?</p> <p>KD – a) Initially letters b) phone calls c) meetings at school d) legal action (fine) KD feels the Attendance Officer is effective.</p> <p>TS – Who is the Pupil Premium Lead?</p> <p>KD is the pupil premium lead.</p>	Refer
6	<p>Lead Area Reports</p> <p>TvK – new Pupil Chaplain is due to meet with KD this month.</p> <p>KD – worship has taken place this term but we are mindful of the increased infection rate in the local area and are monitoring this.</p> <p>TvK – new priest will soon be able to meet at the school to help form the links between school and church.</p> <p>AK – SEND. Report to follow.</p> <p>AG – positive report. All areas are being addressed.</p>	
7	<p>Governor Visits and Training</p> <p>No training to report.</p> <p>SM attended a science visit.</p> <p>TvK and AK attended a visit 23/11/21</p>	

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SIP/SEF

Governor Question 1

With SEN numbers being above the national average, how does the reduction of SENCO time provide enough time to do 38 weeks' worth of work in 38 days?

Emma Wilson is very positive and has a 'can do' attitude. As a school we should applaud ourselves for responding so well to the challenges faced in this area and regard this as a real strength of St Joseph's. KD feels this is a real credit to the staff. We need to make sure that these children have access to a curriculum and making progress and are achieving all that they should. A key priority of the Trust is targets.

Governor Question 2

QLM p5 Teachers are confident with the process of identifying pupils with SEND. How is this going so far and what plans are in place so that this continues?

We have a clear and robust process in place about raising concerns and these are then addressed. We use CPOMS widely so that areas of concern are flagged up. Teaching is adapted when necessary. EW can go into the classroom to assess how this is working and look at the child's work.

Governor Questions 3

How does 'Plan, Do, Review' work?

This is the basis for the SENCO's work. The process is called 'The Graduated Response' which implies a time period in which you support or consider a child's SEND needs. So initially you assess using baseline data then you plan provision and put the intervention in place. The 'do' part is to carry out that intervention. Then finally you would review it to ensure the effectiveness. If it isn't effective you can then look at another strategy and report this to the SENCO

Governor Questions 4

A great deal of progress has been made on Curriculum development. How confident are Staff about maintaining this momentum?

KD – I think that staff need the leadership of the head teacher to keep this momentum going. KD feels out of touch with the work in this area due to time constraints (working 0.5 as a class teacher). KD is grateful to Neil Maslen who planned CPD for all staff and there has been four sessions over 8 weeks. As a result, action plans have been put into place. These action plans do need to be pulled together but KD has little surplus time to put to this. Funds have been put in place for particular subjects where needed. KD is concerned that the supply budget has been whittled away due to Covid cover and this will inevitably have a direct impact on being able to release teachers from the classroom.

Governor Questions 5

Assessment appears to be a key issue within the SIP/SEF as the means to improving in learning. How do staff respond to the need to make Assessment a priority?

KD – this is no real work taking place on assessment at the moment as KD teaches O.5 and there is no capacity for this work to take place so the SIP is at this moment stalling due to lack of available time to put towards it. This is a real concern for KD and Governors.

Governor Questions 6

What does an effective SATs strategy involve?

This is about equipping our children in year 6 for the stamina and resilience required for testing. It is making sure that they feel confident even though there may be gaps in learning due to Covid. We use past papers, analysis of test data to form planning, we can then go forward with the knowledge of where gaps are found. We look at test techniques. KD said the children are amazing and she is pleased with how they are responding to the rigor required.

TS Question

With regard to Teaching Assistants;

- 1. Who is responsible for them?**
- 2. How accountable are they?**
- 3. Who monitors the effectiveness of them?**

KD – They are allocated through child need. We have no general teaching assistants. All our TA's are allocated towards supporting SEN needs so may work over several classrooms. Emma Wilson does the allocation as the SENCO. EW has previously been responsible for their appraisal etc but now that she has only one day allocated to this role she hasn't been able to undertake this element. KD may have to pick this up next term. All of our interventions are reviewed every six weeks and TA's will have had their part to play in these interventions so this is how we monitor their effectiveness.

Governor Questions 7

The plan for Leadership includes a strengthening of the SLT. How can this be achieved?

KD – we have great staff at St Joseph's who are invested in the school improving. We need to be able to encourage staff to be looking at their leadership and how they can develop their practices in the classroom so that they are aiming for upper pay scales. So we need to encourage the long term view and develop them as best we can. TvK was pleased that two experienced staff members who left, have now returned to the school.

TvK thinks the SEF/SIP is easy to understand and work with. We are in a strong position through the plan to monitor what is going on and support the school in all that they are doing. What is helpful is that we have a clear idea of how we can become 'good' in our next inspection.

TS asked how Governor's felt when they read page 3 and saw the areas of strengths? TvK felt there were far more strengths in particular in relation to the head teacher's leadership and direction. Also it doesn't reflect the huge commitment of staff.

TS has been very impressed by St Joseph's. It has been easy to pick up where we are due to the level of information in the SIP/SEF. Also the ESM report was very informative and helpful. TS felt there are more strengths that could have been included. It is a document that staff can draw from easily and work with even though KD does not have sufficient allocated time to work with them on it.

We now have some very helpful documents for Governors to look at and use in relation to their specific areas. These documents are on GovHub. These guidelines will help to ensure that everything is happening as it should be. TS felt that the school works well as part of a team and that staff feel well supported by Governors. The Governors are interested and keen. TS feels KD is well in command. Everything is in place and as it should be.

<p>9</p>	<p><u>CAST Update</u></p> <p>KD has felt this term to be very challenging and almost impossible at times. KD has felt very well supported by Neil Maslen (ESM). KD felt she was being asked to do the impossible at times and felt angry that St Joseph's was put in this position at such a crucial time in our improvement. Neil has been brilliant in listening and acting on this. As a result we have secured funding of £10600 in order to release KD from the classroom after Christmas. KD is pleased with this but this will also mean that KD is taken out of the classroom which again will be disruptive to the children as its change again and KD struggles with the impact. KD will still have to teach 0.2 which is the equivalent to a day a week. This will enable KD to drive forward the SIP. KD is determined to make this work.</p> <p>AK asked how long the £10600 will be in place for and will it be renewed? KD the funding will cover the rest of the academic year. So in February we will re-assess this.</p> <p>TvK asked TS what pressure we can put on CAST to ensure this situation doesn't arise again. TS suggested KD talks to TvK in February if the situation doesn't appear to be favourable and the current funding is withdrawn.</p> <p>AG – Did we miss an opportunity on reflection about this impending decision? TvK confirmed that at no point did CAST consult us. In future we will need to have our voice heard and find the right channel in which to do this. We now have Neil who is very experienced and hopefully this situation won't happen again.</p> <p>Nicole Bleasdale-Mortimore handed in her notice. So we have a vacancy for year 1 / 2 class. Neil has secured a maths lead currently working within the Trust who will work a day every fortnight within St Joseph's, this will be funded by the Trust.</p>	
<p>10</p>	<p>Business Brought Forward by the Chair</p> <p>TvK - we have been sent a lot of information from Anne Harris regarding Governor visits. All of this is on Gov Hub. All Governors to access Gov Hub and look at the paperwork.</p> <p>There is a meeting on Monday for Chairs and any questions they may have for CAST. TS will feedback to Governors from the meeting.</p> <p>TvK please can Governors look at our website and relevant subject areas to make sure we are up to date with what is happening in the school. This will enable us to get up to date.</p> <p>TvK thank you to KD as always for all her hard work and commitment and to all the staff at St Joseph's for their incredibly hard work.</p> <p>Thank you to TS for being with us today.</p> <p>Thank you to CF.</p> <p>Thank you to all our hard working Governors and</p> <p>HAPPY CHRISTMAS TO YOU ALL!</p>	<p>Gov's</p> <p>Gov's</p>

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11	Date of Next Meeting: 1 st February 2022 6pm this may be via Zoom.	
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THANK YOU TO ALL ATTENDEES
The meeting ended at 7.48pm

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