

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

Meeting – Part I (Part II) Minutes							
Date/Time	6 th July 2021	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	
Emma Wilson	EW	Staff		Andrew Kennedy	AK	Foundation	
Amanda Gibbs	AG	Parent		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	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 Agreed and signed as a correct record. Matters Arising from Minutes 18th May 2021 KD (item 5) - Pupil premium review has now been forwarded to Governors. This is the Summer Data with the Spring data included.	
3	Safeguarding Update KD. The Trust has put into place a trial supervision for designated safeguarding leads following a meeting on 21 st June. KD feels it is a positive step although there is little time available to incorporate it. Over time it will become part of a routine. As part of Safeguarding the use of mobile phones and IT equipment within the school was discussed at the meeting on 21 st June. The Code of Practice for Plymouth Trust is that there can be no mobile phones or IT equipment brought into the school by staff. Currently we have nowhere to safely store items such as mobile phones within the school. This also means that we do not have the use of any equipment to take photos of the school for marketing purposes and sending photos to parents when children are on residential trips. We therefore need the school to invest in IT equipment and lockers for mobiles etc to be stored whilst	

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	staff are in the school.	
4	<p>Election of Chair AK nominated Tim van Kroonenburg as Chair for another year. KD seconded this nomination.</p>	
5	<p>Election of Vice Chair AK nominated Stephen Mariadas as Vice Chair for another year. KD seconded this nomination.</p>	
6	<p>Confirmation of Areas of Responsibility 2020-2021 Safeguarding – SR Catholic Ethos and RE – TvK SEND – AK Statutory Grants – SM Health and Safety – AG We will further discuss the possibility of subject areas allocation in September. Refer to next meeting.</p>	Next meeting
7	<p>Meeting Schedule for 2021/22 6-8 pm</p> <p>Wednesday 15th September 2021 Tuesday 23rd November 2021 Tuesday 1st February 2022 Wednesday 30th March 2022 Wednesday 18th May 2022 Wednesday 6th July 2022</p> <p>All agreed.</p> <p>Governor Visits 21/22 29th Sept, 23rd Nov, 27th Jan, 22nd March, 25th May, 7th July</p> <p>All agreed.</p>	
8	<p>Headteacher Update inc. Pupil Recruitment KD - Reorganisation and redundancy process finished in the last week of the Spring Term. As a result of this process Emma Wilson's SENCO times decreased from two days to one day.</p> <p>Olivia Warrant, Susi Mariadas and Rachel Hunter have all resigned from their teaching posts and Chris Wilks from MTA post.</p> <p>As a consequence Miss Nicole Bleasdale-Mortimore's contract has been made permanent. Mrs Soby and Mrs Hannaford, both of whom have worked for St Joseph's previously, have now been re-appointed.</p> <p>Pupil numbers – we currently have 139 pupils on roll. 27 year 6 pupils are due to leave at the end of the term. Fourteen reception children will be welcomed in September. We had 22 applications for September 2021. For 15 of these St Joseph's was their first preference. For 4 we were their second and for 3 we were their third preference. Eight of the children who had St Joseph's as their first preference attend the pre-school. Therefore from September we will have 129 children on roll.</p>	

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	<p>Reorganisation of the classes has been discussed with ESM (Education & Standards Manager), Helen Brown, and Neil Maslen. The following has been decided:-</p> <ul style="list-style-type: none"> - St Francis - 14 Reception children - Aisha Suarez - St Clare – 28 children (12 yr 1-16 yr 2) - Nicole Bleasdale-Mortimore - St Vincent – 29 children (11 yr 3-18 yr 4) –Martin Caddy - St Teresa of Calcutta – 31 children (9 yr 4-22 yr 5) - Mrs Hannaford - St Oscar Romero – 26 children taught by Kelly Dunne and Mrs Soby <p>With the exception of 1 child, all the classes in their current format will move to the next class.</p> <p>TvK felt encouraged that former members of staff are re-joining the school.</p>	
9	<p>Budget 2021-2022 KD 10</p> <p>KD has forwarded the draft budget to Governors for perusal. No confirmation as yet that this budget has been agreed.</p> <p>Questions received from Governors</p> <p>1. It's a little frustrating that we have an increasing CAST Top Slice (in % terms), a 20k deficit reduction and then the risk of having some of our surplus taken back at the end of the year too. We should really be looking to ring-fence and invest in things that could let us grow rather than shrink e.g. BASC, Pre-School. Are all these things mandated by CAST?</p> <p><i>KD Yes they are all mandated by CAST, from the Director of Finance and in turn through the School Business Manager.</i></p> <p>The in year admissions looks encouraging, is this something that is likely to continue in future years and how is it balanced against departures from the school? Are there specific things that we can do to encourage in year admissions?</p> <p><i>KD – In year admissions are not always positive from a school point of view. We don't get extra money for pupils who join in year 6 who miss the census day. If they have an SEN need it can be difficult to address in such a short space of time. Sometimes it can mean that a child is moving from a previous school because the school/pupil relationship has broken down and this can continue once they have joined St Joseph's. We continue to encourage new admissions from those families moving from outside of the area. We haven't had any pupils leaving which is very positive.</i></p> <p>2. Do you need extra support from the Parish ref marketing?</p> <p><i>KD is currently getting a lot of support from Katy DeLooze, who is the PA to Zoe Batten. We have confirmation of an offer from the central budget for the costs towards printing 1000 A5 double sided leaflets to promote our school. They have also agreed to fund 100 glossy A4 8 page school brochures. If we have visits to the school these could be handed out. Katy has also purchased parent data (email addresses) and she can drip feed information about St Joseph's for the next 6 months. This could include promoting the pre-school unit. The leaflets could also be distributed with the Parish to young families.</i></p> <p>SM asked whether we would be better off putting this money towards facebook, twitter etc. <i>KD yes we are going to look at the Twitter account and re-introduce it as a community of St Joseph's type account. Katy is</i></p>	KD

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	<p><i>going to come in and work with the teachers to promote this. KD will be looking at updating the website during the summer.</i></p> <p>AG we need to target local families as these are the families who will want to come to the school. AG will put information at local children centres, playgroups, churches, village halls etc.</p> <p>SR is happy to be the link between church and school and will be guided by KD.</p> <p>EW the link with the Parish will be strengthened by the school chaplaincy team who plan to write cards to newly baptised members of the Parish. This will help develop links with the Parish. Prayer partnering will also be set up.</p> <p>We should also advertise the school at St Gregory's and Bovey Tracey.</p> <p>3. It would be helpful to have different options for staffing structure to be explained. Which is your preferred Option? <i>KD – There was very little leeway within the budget for the staffing structure. I was given two options ie 5 or 4.5 classes. I didn't feel comfortable with 4.5 classes as children would have struggled with this option. It would have meant in excess of 40 children per class in the afternoons so would not have been in the best interests of the children. TvK expressed his frustration that we are not allowed any input in this area.</i></p> <p>4. What is Kreston Benchmarking? <i>The Kreston Academies Benchmark Report is a joint annual publication that assesses the finances of almost 1,400 academy schools in 300 academy trusts. Plymouth CAST uses this to bench mark the spending in its schools.</i> CF to forward information to Governors for reading.</p> <p>5. How will your personal staffing teaching commitment be organised to minimise the impact on your role as a Headteacher? <i>KD I will be teaching between 9am and 12pm every day. Governors will monitor the situation given the pressure on KD.</i></p> <p>6. Can you please explain why 'PPA not being paid' impacts on the FTE? <i>Two part time teachers working 0.4 and 0.6 make up a full time teacher. However, if, rather than giving them their PPA time in school we paid it; their contracts would then be 0.44 and 0.66 and therefore would increase the FTE.</i></p> <p>7. Can you please explain the reference to a 0.1 FTE Headteacher and a 1.0 FTE Head of School? <i>In order to ensure that the school meets the required 2% surplus in 23/24, the budget includes a change to the staffing structure. This would remove the role of Headteacher and replace it with a 0.1 Executive Headteacher and 1 FTE Head of school.</i></p> <p>8. What are the implications of having no supply insurance? <i>The Trust told us not to continue with staff absence insurance as the overall costs</i></p>	<p>AG</p> <p>SR</p> <p>CF</p>
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	<p><i>outweigh the benefits. KD sent an email to Helen Newman, School Business Manager to clarify the implications. It appears that CAST do not hold specific funds per se to deal with situations where a supply budget may be wiped out by a member of staff on long term sick leave. The Governors all expressed concern that we are no longer covered and were alarmed about the situation. KD confirmed this is Trust wide not just St Joseph's. KD will find out what the cost implications would have been if we had not had insurance in the past and will report back to the Governing Body at the next meeting once the figures have been collected. Governors will decide whether to approach The Trust with our concerns once we have perused the figures.</i></p>	<p>KD</p>
<p>10</p>	<p>Annual Self Evaluation - RE and Catholic Life of a Plymouth CAST School</p> <p>Questions Received from Governors</p> <p>1. SEND profile and support is roughly twice the national average but the number of EHCPs does not follow these trends. Why is this?</p> <p><i>KD - We do have higher the national average of pupils with an EHCP.</i></p> <p><i>On the DSEF, the national average is reported as 12.6% for SEND Support and 3.3% for EHCP. Our school is 4.3% for EHCPs which is higher. It may be because EHCPs are targeted at the more severe and complex needs.</i></p> <p>2. There is a 0.2 reduction in SENDCo provision. Who will cover the shortfall and how will it be managed? If extra responsibilities are given to teachers, might this lead to teacher frustration and burnout?</p> <p><i>KD - No-one will cover the shortfall, although if there is a SEND issue on the days Emma is not working, and it cannot wait, I will endeavour to address it.</i></p> <p><i>We need to get smarter about the remit of the Senco and ensure that systemic changes focus on ensuring that SEND provision is good and improving.</i></p> <p><i>Teachers have always been responsible for the provision, progress and attainment of SEND pupils in their class. We will continue to support class teachers to grow in their confidence and competence in this aspect of their job descriptions.</i></p> <p>3. SEN funding remains the same for the next four financial years but there will be more SEND pupils. How will this work and will it be sustainable?</p> <p><i>KD - We have to plan for definites in the budget planning. The only SEND funding the school gets is from funding attached to EHCPs. At the moment this can range from £3100 - £8000. If we were to receive more money from EHCPs the money would be added to this budget line.</i></p> <p>4. What moderation activities have taken place in relation to SEND pupils and how will they be implemented in the classroom?</p> <p><i>KD - When we moderate pupils' work or assessments we always include SEND and Pupil Premium pupils in the mix.</i></p>	

	<p>5. How do reductions in budgets help SEND pupils.</p> <p><i>KD - Reductions in budgets are not beneficial; however, we will always strive to do our jobs to the best of our ability despite the ongoing challenges.</i></p>	
<p>11.</p>	<p>CES Skills Audit</p> <p>All Governors have been forwarded this document. Please complete and send to CF. It will enable us to look at our Governing Body as a whole and what areas we need to address when recruiting more Governors in the future. TvK has a meeting on 20th July regarding Governance and would appreciate if these forms could be available by 16th in order for the information gathered to be used at the meeting.</p>	<p>Govs</p>
<p>12</p>	<p>Review of Sports Premium</p> <p>KD we were told that we had to spend any money that we hadn't spent before the end of the year. However, this has now been updated. We can now carry it forward due to the unique circumstances of this year. The carry forward figure is £4225.68. This will go into the sports premium line for next year.</p> <p>Questions received from Governors</p> <p>1. What ideas are there for the ongoing development of the Forest School area?</p> <p><i>KD - The area needs better organisation and general tidying. We hope to develop the areas of learning and to secure a shelter.</i></p> <p>2. How helpful is the Dartmoor Sports Partnership?</p> <p><i>KD - It is incredibly helpful especially as we do not currently have a PE curriculum lead, Ian Patchett our contact is supporting us to ensure that the Saints Southwest PPA work with the Partnership for the benefit of pupils in school.</i></p> <p>3. How beneficial has Forest School been for pupils with SEND?</p> <p><i>KD - Being outside provides a new setting to take on challenges and learn life skills without even realising it. Our children with SEND benefit from how the outdoors relieves stress and anxiety, develops social skills, motivates learning and allows them to be practical, responsible and productive members of the community. There is a sense of achievement in meeting a challenge – and pupils take that confidence to succeed in other situations in the classroom and beyond.</i></p> <p><i>Fostering independence in Forest School is particularly beneficial for SEND pupils. Giving SEN pupils that feeling of space, and the sensory stimulation that comes with being outdoors is vital for some children.</i></p> <p>4. How well do children with SEND participate in active play?</p> <p><i>KD - Depends on the child and their needs. We have an increasing number of children who find unstructured play and social interaction with their peers difficult. They are keen to participate in active play and they do but we have to support them in their friendships and interactions so that their play, and the play of their peers, remains a positive experience. We have some children with physical difficulties that we need to address to ensure absolute inclusiveness. This can</i></p>	

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	<p><i>range from ensuring that our play equipment is in light colours so that it can be seen or providing structured OT sessions.</i></p> <p><i>KD does not feel that there is any lack of inclusivity.</i></p>	
13.	<p>Annual Self Evaluation- LGB</p> <p><u>Points in summary:-</u></p> <p>This year has been dominated by Covid and has meant meetings taking place on Zoom. We have had to adapt to different expectations and responsibilities in our role as dictated by Cast. We had felt that the goal posts had changed but we must react to this in a positive way.</p> <p>We have suffered greatly from being unable to visit the school in person. Recent meetings with subject leads have demonstrated how beneficial these visits are. Thank you to those staff and subject leads involved in the recent meetings. There was a sense of togetherness when we visited and that's thanks to Kelly and all her staff. There was a real feeling of strength.</p> <p>Thank you to the Governors for playing their important role. We felt more confident in the May inspection that we knew what our role was. We will work on our new role going forward.</p> <p>We welcomed two new Governors. Amanda and Stephen.</p> <p>We say goodbye to Emma and thank her very much for all she has done.</p> <p>We will look at recruitment of another Governor (staff and foundation) in order to cover a wider spectrum of skills</p> <p>Credit given to Kelly and all the staff at St Josephs for recognising the issues raised in the February 2020 Ofsted inspection and the more recent one in May and for all the fantastic work taking place at St Joseph's.</p> <p>Thank you to our Governors for your dedication and hard work.</p>	
14.	<p>Governor Areas of Focus – Visit Feedback</p> <p>SEND – AK Report attached,</p> <p>H & S – AG Report attached.</p> <p>Ethos – TVK Report attached.</p> <p>Safeguarding- SR Report attached.</p> <p>Curriculum Meetings Three Governors were able to attend curriculum meetings with two members of staff.</p> <p><u>Martin Caddy (Science)</u></p> <ul style="list-style-type: none"> - The PSQM programme was discussed - Talked about the development of the science curriculum - Discussed the challenges of delivering the subject across year groups 	

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	<ul style="list-style-type: none"> - The need to track what was being delivered so as to ensure there are no repeats - The Governors were impressed with the support between staff - OFSTED visit was discussed - AG asked about the link between Science and Gospel values - Hopefully there will be a chance to talk to the children next time - Governors would like to see samples of the children's work <p><u>Aisha (Music)</u></p> <ul style="list-style-type: none"> - The importance of music in a primary school came across - Talked about how the school has overcome the restrictions of COVID - Talked about how children develop musical understanding - Looked at available resources - Discussed the OFSTED visit - Discussed music in worship post COVID restrictions - Governors will take the opportunity to talk to children at the next meeting <p>KD is keen for Governors to contact her prior to the meetings if there are specific questions or areas they would like information on in order to ensure the meetings are valuable and focussed. Governors agreed.</p> <p>Thank you to the Subject Leaders.</p>	
15.	<p>Governor Training Please send information regarding all training to CF.</p>	Govs
16.	<p>Business brought forward by Chair No applications received from staff members regarding replacement for EW. Martin Caddy has stepped forward. TvK to approach Martin via email. We are to seek a new Foundation Governor.</p>	TvK
17.	<p>Visits Policy Approved and implemented by Governors.</p>	
18.	<p>Review of Policies for Next Meeting: Behaviour Policy Anti Bullying Policy Data Protection</p>	CF to circulate
19.	<p>Date of Next Meeting Wednesday 15th Sept at 6pm</p> <p style="text-align: center;">THANK YOU TO KELLY, EMMA AND ALL THE STAFF AT ST JOSEPH'S</p> <p style="text-align: center;">THANK YOU TO OUR GOVERNORS</p> <p style="text-align: center;">THANK YOU TO OUR CHILDREN</p> <p style="text-align: center;">THANK YOU TO TIM AS OUR CHAIR</p>	

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	THANK YOU TO CAROLINE FOR HER WORK AS CLERK	
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THANK YOU TO ALL ATTENDEES
The meeting ended at 7.45pm

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