

St Joseph's Catholic Primary School, Newton Abbot

Governing Body

Meeting – Part I (Part II) Minutes

Date/Time	27 th January 2020	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		Sophie Scagell	SS	Foundation	
Emma Wilson	EW	Staff		Stephen Mariadas	SM	Foundation	
Michael Quainoo	MQ	Foundation					
Lee Avery	LA	Parent					

	Initials	Reason (Category of Governor)
Andrew Kennedy	AK	AK would have been present but the original meeting date was changed.

Absent without Apology	Initials

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	Led by
1	Welcome, Prayer & Apologies	TvK
2	Declaration of Interest	CF
3	Minutes of previous meeting	TvK
4	Matters Arising	TvK
5	SIP Update/items raised by Headteacher	KD
6	Safeguarding	KD
7	Report of Statutory Grants	SM
8	Governor Responsibilities: 5 Areas	TvK
9	Business Brought Forward by the Chair	TvK
10	Date of next meeting Wednesday 11 th March 6pm	TvK

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Agenda Number	Details of discussion	Decision or action
1	Welcome Prayer & Apologies Apologies from Andrew Kennedy – Apologies accepted.	All Governors
2	Declaration of Interests None declared.	
3	Minutes of the Last Meeting 19th November 2019 These were accepted as a true record and signed by TvK	
4	Minutes & matters arising <ol style="list-style-type: none"> a. On 13th December the Board approved a revised Scheme of Delegation for the Trust. No formal notification has been received as yet. We need to ensure we are all familiar with the revisions. At the Governor briefings on 2/3/4 March Ann Harris will be sharing the work she has led on Accountability for Local Governing Boards and there will be checklists to help them fulfil their role outlined in the revised Scheme. KD said the SOD looks good and contains lots of information including very informative crib sheets and in fact strengthens the role of Governors. Ann Harris is noted as a very good point of contact for any queries. Governors are encouraged to peruse and digest the new SOD and proposed Schedule of Accountability. Governors encouraged to attend Governor Briefing on 4th March in Exeter to meet Anne Harris and get further training on our new role. 	

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5	<p>SIP Update / Items Raised to Headteacher</p> <p>Questions Raised by LA</p> <ul style="list-style-type: none"> • Mindup – Why has this been rated as Red in the SIP? <i>KD advised that this is marked as red because it's such a large piece of work and requires an immense amount of time to be spent on fulfilling its requirements. More time is being allocated to focus on this particular area in the near future as to how we will map it.</i> • What are focused children? And how are they selected? Are they of varying abilities? ie are we also targeting children in GD or close to as per last OFSTED visit/SEF? <i>The Trust have a format for targeted children. Percentages of Age Related Expectation is revised termly following progress meetings regarding pupils who fall under this category using effective targeting.</i> • Attendance of PP/SEND Pupils Remain a Concern. Can we do anymore? Is this likely to improve? <i>KD is feeling exasperated. Team support is being put into place whereby class teachers are able to be more proactive in focussing on relationships with parents which will enable them to impress the importance of regular attendance. The school is continuing to look at other approaches. Legal action would alienate parents so is not being considered at this stage. CF to make this discussion a Standing Agenda Item.</i> <p>Questions Raised by TvK</p> <ul style="list-style-type: none"> • How are staff coping with the changes to the curriculum and the additional demands of subject leadership? The question is posed within the context of the need to be conscious of their work life balance. I am also interested to know of how it affects you and the SLT? <i>KD advised that St Joseph's has a very hardworking staff who have an element of non-contact time but inevitably this is not sufficient. All staff seem enthusiastic and motivated. KD is looking at ways to address this issue. It is difficult when there are no specific subject leads, unlike a Secondary School.</i> • How are the staff encouraging the children to deepen their love of reading. Are there ways in which we, as Governors, and the parish community, can assist you? <i>KD advised that there is ongoing training for staff on storytelling, this includes training for TA's. Staff also are specifically asking for feedback from the children. If parishioners were to volunteer that would also help enormously. SS will be meeting with KD next week to discuss a Christian initiative called 'Open the Book' which will bring the bible to children. There are also regular visits to the library. TvK suggested adults coming in to give a talk to the children about their love of books and the pleasure they have received from reading. KD is encouraging staff to put in orders for the library service. A specific assembly looking at reading could also be arranged. We have a new English Subject Lead who will be able to look into all the above once she has settled into her role including the planning for World Book Day in March. ERIC is already in place but timewise is a challenge. Paired reading is also a very positive approach.</i> • Your comment on the restrictions of having such small numbers of pupils. Have there been any developments since we last met. Has CAST made any comments or suggestions? <i>KD advised she is currently looking into this. Budgeting is about to start for 2021. Feedback so far from CAST is that they are going to try and make it sustainable. More is being undertaken centrally which is positive.</i> 	
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Cont....	<ul style="list-style-type: none"> Can you tell us a little more about Tapestry and its impact on EYFS. KD explained that Tapestry replaced Target Tracker. Its fairly new and will continue to be monitored. Its effectiveness is yet to be established. <p>Tvk thanked KD for the traffic light comments on the SIP -that have been adopted, as this is very useful to the Governors.</p>	
6	Safeguarding SG5 Return – Looked After Children is a Nil return. TvK commented that no exclusions was all very positive.	
7	Accountability – Report on Statutory Grants How are we spending Sports Premium Grant? Currently spending it on ways of encouraging pupils to be more engaged in sport. We need to increase the amount of swimming exposure. Feedback on Pupil Premium is generally very positive. Staff are happy with how the grant is being spent. More information could be sent out with minutes for next meeting. Also decided to put Budgets as a standing agenda item.	CF/SM
8	Governor Responsibilities <ul style="list-style-type: none"> Catholic Ethos (TvK) – There are good links with the Parish of St Joseph eg Carol Concert and this will continue during the 150th anniversary year. Safeguarding (SS) - To meet with KD in two weeks time. SEND – Report attached from previous meeting. H&S – Caretaking issues discussed including contract with Churchill which keeps being extended. Areas of concern regarding door which was damaged during a break in still needs to be fixed. Asbestos Management Plan is in force – no cause for concern. Follow up at next meeting. Statutory Grants – see item 7 Marketing – MQ will meet with KD to take this forward. Could we ask Parishioners to donate money for a new sign. MQ will take photos when the sun is shining! 	SS Follow up next meeting MQ/KD
9.	CAST Update KD attended Heads Briefing and felt encouraged as CAST will manage budgets. Further feedback is awaited. Should be available March 2020. Deferred to future meeting. Budget will be a Standing Item on LGB Agendas.	Next Agenda: Budget
10.	Business brought forward by Chair EW was thanked for all her efforts in keeping the website up to date. Governor photos need to be uploaded. Previous minutes have been taken off.	

The meeting closed at: 19.25hrs

Detail of next meeting			
Date/Time	Wednesday 11 th March 6pm	Location	St Joseph's

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