



Local Governing Board Meeting – 24/11/21
held via Zoom at 16:30

Attendance	Georgina Coombs	Chair/ Foundation Governor	GC
	Father Keith	Foundation Governor	MsgrK
	Teresa Sturtivant	Associate Governor	TS
	Sarah Terrey	Head Teacher	ST
	Emily Fearn	Clerk to Governors	EF

No	Description	Decisions/Actions
1.	Apologies and Declarations of Interest:	CH & NT sent apologies. The LGB were made aware that Bob Terrey (husband of Mrs Sarah Terrey) was employed on an ad hoc basis as a maintenance contractor.
2.	Opening Prayer	Led by MsgrK
3.	3.1 Agree minutes 06-10-21 including action points	The minutes were agreed.
	3.2 Gift Registry	EF explained the Gift Registry procedure. Any gifts over £25 must be recorded on a spreadsheet.
	Meeting closed at: 17:40	

Future Meeting Dates -All Held at St Catherine’s RC Primary School 16:30

Weds 02/02/22 Weds 23/03/22 Weds 18/05/22 Weds 06/07/22

Action Summary

Action	Who
<p>Safeguarding including Health & Safety:</p> <p>4.1 Safeguarding Update ST explained there had been a full Safeguarding (SG) Audit 08/11/21. The SG forms had been returned. ST said there were no children on Child Protection Plans at the moment. There were two families on Child in Need (CIN) plans. One family has moved to another school nearer their new home. One sibling group is on CIN plan. There have been no referrals to Child Services and any issues or concerns are recorded on the school's Child Protection Online Management System (CPOMS). GC carried out a Safeguarding Governor Visit on 10/11/21.</p> <p>4.2 Training for Governors: EF will send out an email with the required training for each specific governor. MsgrK queried if he was required to complete the training requested as his colleagues were not. ST said that the SSSPD Home page had now been amended to only show the training required for each person.</p> <p>4.3 Exclusion Protocol: ST went through the protocol. With regards to the Permanent Exclusion Procedure - ST explained that, with such a small number of Board members, it would be difficult to find enough governors to fulfil the requirements for a Panel. TS asked if it was likely that there would be a permanent exclusion in this academic year? ST said that one pupil had already had five Fixed Term Exclusions (FTE) this term. ST sent a request to Panel for funding of £19,500 to help keep this pupil in school by using alternative teaching methods. ST's proposal was praised by the Panel for its unique idea and well drafted nature. TS said that ST had done so well to accommodate this pupil and to support the staff who deal with him. TS said she had experience of sitting on a Permanent Exclusion Panel and two recent exclusions were immediately followed by Appeal by the Parents. If governors are to sit on a Permanent Exclusion Panel, there is detailed training and guidance needed. TS also said it was sensible to limit information shared with LGB on FTEs for this pupils in case it was necessary to form a Permanent Exclusion Panel. PF said that three years ago it had been necessary to Permanently Exclude a pupil and it had taken County two terms to find them another setting during which time PF had to visit the pupil at home to teach them.</p> <p>4.4 H&S Newsletter: ST said the final score for the H&S Audit was 97% and there were no outstanding issues. The H&S Newsletter will go out to staff once a term. GC said it was a very interesting document.</p>	<p>EF</p>
<p>Quality of Education, Behaviour & Attitudes, Personal Development:</p> <p>5 RE Governor Visit</p> <p>5.1 09/11/21 EYFS and Maths Governor Walk Update PF said that the EYFS environment was very inviting. The children were keen to talk to PF and to share their experiences. The children were engaged, the adults</p>	

<p>were focussed. PF's next visit would coincide with Pupil Voice. GC asked if PF had seen their writing? PF said she saw Maths and writing in the afternoon which showed great stamina. The children were learning through play.</p> <p>5.1.3 Safeguarding Visit 10/11/21</p> <p>GC visited and spoke to staff. It was noted that CPOMs (Child Protection Online Management System that is used in school to monitor Safeguarding, wellbeing and all pastoral issues) is a tricky programme to navigate and further staff training would be ideal. ST said that CPOMs helps build a picture of what life is like for the child at home and also in school. PF said it is a great idea which also helps with progression. ST said the biggest issues was over selecting categories but this will become less of an issue as confidence builds.</p> <p>There are currently five members of staff off with COVID and 29 children. ST explained the infection had started in one class with pupils who had played in a football match and had then spread to the rest of the class.</p>	
<p>6 RE Curriculum and Catholic Life of the School</p> <p>6.1 February Visit from Helen Brown</p> <p>Liz Harris (LH) is currently very unwell with COVID. The Whole School Worship has been suspended whilst there are still high levels of COVID cases throughout the school. RE teaching is moving along well and there has been one round of Moderation and Assessment. INSIGHT (a website for recording assessments and progress) have added an RE page to the programme to save time. GC asked if this was an official visit? ST said it was a monitoring visit.</p>	
<p>7 Head Teachers Report</p> <p>7.1 Head Teachers Report to ESM</p> <p>ST went through the report. This has combined the SEF and the SIP and now meets the key OFSTED areas for improvement. There have been two sessions with middle school leaders. Charlotte Targett (CT) led a deep dive which identified key areas to focus on. The weakest area was Science and the strongest was Humanities. Peer on Peer reviews have been taking place and all staff have completed one round so far. The Write Stuff programme has been adopted by all classes and is already showing improvements in the childrens enthusiasm and writing capabilities. GC asked if EYFS and KS2 writing would be up to National Standards by July 2022? If not, when would ST expect them to be? ST said that the children were closer to the National Standard and getting better even after missing two years of being in school. TS asked how COVID had impacted on leadership? ST said there has been a significant impact on teaching due to the levels of COVID absence in both staff and pupils. ST was trying to fit in 'Book Looks' but they were not as frequent as before. TS said it was important to keep momentum going. ST said staff meetings were now being held remotely. TS said it was impressive that the procedures ST had put into place during the initial Lock Down were still working so well.</p>	<p>ST - EF</p>

ST explained the INSIGHT reports. ST will send them to EF to put on GovernorHub. Yr1 and Yr 2 Writing is significantly below National Average (NA). Intervention is in place but ST feels they will struggle to get to NA. Closer to NA is a safer prediction. Neither year group has had a normal year at school as yet. PF said No More Marking (NMM) results compare more currently to the National, how the use of Write Stuff has impacted and shows a positive trend. ST explained Phonics are at 71% which is below the 2019 National. Becky Treble (BT) is undertaking Reader Leader training and Read, Write Inc. ST said added funding had been secured 20 mins after school to upskill TAs across the school. PF said empowering TAs reaps great rewards. GC asked if general expectations were very high? ST said, yes, but reasonable and achievable.

ST explained that the Behaviour and Relationship Policy would be presented to LGB in the Summer term. Step Up training is free this year so the aim is all staff will receive the training to help them manage pupils with different needs. TS said it was an excellent report. After the SIP last time this followed on very well.

7.2 What is the overall assessment of staff wellbeing?

All the staff are exhausted. TS asked if there was anything the LGB could do? PF suggested a letter to staff thanking them for keeping going through such tough times.

7.3 Update on Pupil numbers

There are 14 first place request for September 2022, ideally St Catherine’s would have 15 or 16 but all the prospective parents that have met Mrs Terrey have chosen St Catherine’s as their first choice.

7.4 Upcoming Events

7.4.1 Nativity

Postponed due to COVID and staff absence. The children will sing the songs they have practised, which will be videoed and the links will be sent out to parents and carers.

7.4.2 Maple Class trip to London

Postponed due to COVID and staff absence. This will now take place in the Summer term after SATs.

Governance and Responsibilities:

8.1 Cast Policies - On GovernorHub

There are a lot of Cast Policies on GovernorHub. Ann Harris has sent out a Scheme of Delegation. There is also a new set of guidance for Governor Visits.

TS has had recent experience with OFSTED visits and has, kindly, offered to do some training with Governors on what to expect. GC said that would be very helpful and useful. TS will tailor the training to be specific for St Catherine’s. TS will send out an invite for the training in the new year.

17:45 Meeting ended

Next Meeting will be 02/02/2022

