



Local Governing Board Meeting – 17/03/21

via Zoom at 15:30

Attendance	Georgina Coombs	Chair/ Foundation Governor	GC
	Teresa Sturtivant	Associate Governor	TS
	Msgr Keith Mitchell	Foundation Governor	Msgr K
	Paula Fearn	Foundation Governor	PF
	Becky Pattinson-Smith	Staff Governor	BPS
	Claire Hewitt	Parent Governor	CH
	Sarah Terrey	Head Teacher	ST
	Helen Brown	Education Standards Manager	HB
	Nicolas Tindal	Foundation Governor	NT
	Emily Fearn	Clerk to Governors	EF

No	Description	Decisions/Actions
1.	Apologies and Declarations of Interest:	There were none. GC welcomed NT. NT introduced himself to the LGB.
2.	Opening Prayer	Led by PF
3.	Agree minutes 3-2-21 including action points <ul style="list-style-type: none"> • RE Section on website • TS & ST will make a date for the next SEN governor visit 	Liz Harris (LH) has a large task and she has already undertaken a lot of the review. Ongoing. TS & ST will discuss a time after Easter when COVID restrictions are lifted.
	The Minutes were agreed.	
	Meeting closed at: 17:35	

Future Meeting Dates

12-05-21 – 15:30 – 17:30 Zoom Meeting

07-07-21– 15:30 – 17:30 Zoom Meeting

Action Summary

Action	Who
<p>Safeguarding incl Health & Safety</p> <p>4.1 Verbal Update from Designated Safeguarding Lead</p> <p>Two members of staff have completed their Safeguarding training with Lydia Blake (LB). There have been no significant safeguarding issues. LB has received updated CPOMS (Child Protection Online Management System) training. Staff will receive training from Local Authority (LA) to identify a lead practitioner to deal with the effect of domestic violence on children.</p> <p>4.2 Update on Covid Guidelines in the school</p> <p>The bubble systems are working well. Everyone is adhering to guidelines. No concerns.</p> <p>4.3 Safeguarding Update - verbal</p> <p>Things are good, there are no safeguarding issues. We do have one persistently late pupil. The issue has been referred to the local family partnership zone working. Systems are working well and welfare is very good. The children are very happy.</p> <p>NT asked what the Safeguarding package from CAST was. ST explained the training was online on the SSG website. ST is intending to book an external trainer for staff on the September inset day.</p> <p>TS asked if the children were happy? Are there procedures in place to monitor any delayed issues that may come up? ST said each class has a teacher and a Teaching Assistant (TA). We are lucky that this is a small school and changes to mood/presentation or engagement of the children would be picked up. Teachers are aware of the children that weren't engaged during the period of remote learning and will support the children during this 'catch up' time. TAs are trained to emotionally support the children.</p> <p>TS asked if Yr 6 pupils' potential anxiety over exams (SATs) and moving on to secondary school are being monitored. ST explained that the percentage of pupils that were in school during lockdown (around 50%) was targeted towards the educationally disadvantaged. Remote learning pupil's engagement was very good. Mrs Franklin held 'Keep Up Classes' at 3pm, end of the day, to help anyone who needed to catch up or who had struggled during the day. There is a robust support program in place. No More Marking tasks and Enhanced Transition into secondary</p>	ST

school. GC suggested a dedicated person in place who had responsibility for mental health. ST said there were examples of Mental Health Leads in school but she believed that an inherent culture and ethos made everybody responsible for Mental Health was better suited to St Catherine's.

OFSTED

5.1 Update on the latest inspection

ST said that the latest report was very nice. The staff had prepared well and it was a fair reflection on the work done. The school is moving forward and the remote learning programme was effective. GC asked that her thanks to the staff for their hard work and dedication be noted and she would write a letter to thank everyone and congratulate them on their success. TS said that the Ofsted report was an affirmation of the success of STs leadership.

5.2 Presentation from ST

ST explained that the English Coordinator was on long term sick leave so ST was standing in. ST went through the 2020 Action Plan. ST explained the children had Publishing Books – pupils become authors, they edit and proof read their work. These were praised by OFSTED. Children are proud of their work and were excited to share their work. This helps encourage the children into writing. Moving forward writing will be embedded into all work. Teachers' expectations and standards had been broadened; this is ongoing in line with the Teaching and Learning Policy. St Catherine's has joined a comparative marking programme. This involves a nationally set task. All Yr 6 pupils complete and upload scripts which are assessed by No More Marking. ST has introduced Knowledge Organisers – these contain:

- Vocabulary
- Spelling
- Punctuation
- Grammer

There is a story sequence, quiz and revisit learning. These will combine to a Book of Knowledge for each pupil, constantly refining the contents, they will take them when they transition to secondary school. Staff have started discrete standalone Spelling Punctuation and Grammer (SPaG) lessons.

CH asked if SPaG lessons were a progressive plan for the whole school. ST said it wasn't an overarching progression as yet but this was something to consider in the future. ST said that a Curriculum Presentation for each Local Governing Board meeting (LGB) would be a good idea. The curriculum has been redesigned with significant focus on writing throughout the curriculum in a purposeful way. Early Years Foundation Studies (EYFS) to Year 6 each subject finishes with a writing task. ST believes this will have a significant impact on writing improvement. After significant damage to reading materials in Dec 2019 ST created a dedicated library at the school. ST has also invested in Accelerated Reader Programme (AR) Pupils are assessed, they are given a book at the correct reading level for them (this can be Horrid Henry, Harry Potter or The Little Match Girl for example), after they read the book they complete a comprehension quiz. AR has helped children improve their reading age by an average of 10 months in the period from September to December 2020. One Pupil Premium child made five years of progress in the same time frame. The pupil was thrilled with their success. Children are nominated for

GC

ST &
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an Achievers' Award they are allowed to choose a book from ST's office, this means they can have at least six books by the time they move on to secondary school.

GC asked if there were plans to add Key Stage 1 (KS1) to the AR programme. ST explained the school would need more money for more licenses. St Catherine's use Read, Write Ink in KS1 and is attached to Phonics. Yr 2 'greater depth' children are added to AR as they progress. ST is confident the English Plan will bring children up to Age Related Expectation or higher.

TS asked how could LGB fulfil a monitoring role? ST suggested several governors visit, focussing on English, at the same time to listen to children read, look at books and talk about writing. TS queried if this would be a group visit. ST said the English Lead would organise the day so LGB could go around the school as a team. HB said the results in the 2018/19 report were concerning. St Catherine's was found to be in the bottom 20% for reading and top 20% for writing. There was little confidence in the accuracy of the judgements. ST explained that the culture in the school around data was significantly better. ST has had two meetings with staff to look at moderating other people's books. Now all data is interrogated robustly and quality assured. GC asked if each Curriculum section of LGB could have the Lead presenting: ie: Maths, Geography etc? Agreed to add as an ongoing agenda item.

5.3 TS Presentation of Governor Training

TS attended two external training sessions in February 2020 and presented her precis of the training as a 'lay' governor. TS started by referring to St Catherine's Ofsted Report June 2019 which included the following summary comments:

- The curriculum for subjects, other than Maths & English, is under developed.
- Leaders have plans to improve the curriculum but it is too soon to judge the impact.
- The quality of teaching is variable. In some lessons pupils are not motivated or enthused to learn.
- Pupils are unable to recall enough of what had been taught to them previously.

The training gave examples of the types of statements pupils might make in response to the question 'what is it like to come to school?'

- Challenged & Extended me
- Made me ready for exams
- Showed me the world of work
- Gave me a voice
- Helped me believe I could make a positive difference
- Was rooted in the real world

Governors need to ensure school is not just about subjects but whole life:

- Lessons
- Routines
- Events
- Learning outside the classroom

EF

<p>Governors need to encourage the ‘sign up to learning’ by the community, look for progression in expectations for pupils, focus on events, routines & lessons and to look at the learning ‘diet’ of ‘random’ SEN/Pupil Premium pupils. Governors should explore overlaps between Key Stages and ask about photocopying costs. If they are high, it means the pupils are using work sheets out of books and not other methods.</p> <p>TS asked: How do we ensure our school provides a high-quality curriculum for ALL pupils? How do governors assure themselves that this is taking place?</p> <p>ST said subject presentations by curriculum leads would keep the LGB up to date. The curriculum leads were brilliant through OFSTED, they have multiple areas of responsibility. Also suggested the last meeting of Pupil Voice children present to LGB. GC suggested having curriculum as an agenda item for each meeting would help LGB ask more comprehensive questions and give a more holistic view. It was agreed to add Curriculum as a regular agenda item.</p>	<p>EF</p>
<p>RE Curriculum and Catholic Life of the School</p> <p>6.1 Daily worship</p> <p>ST said that all classes have daily prayers and times of reflection. This is ongoing as usual. ST will start assemblies now the webcams are installed. Msgr K will restart visits to the school as soon as rules allow it.</p> <p>6.2 RE SEF Report</p> <p>GC, Msgr K & PF are meeting on 24/03/21 to discuss. The summary of the meeting will be added to the next agenda. GC said there were two parts RE SEF, the main RE part and the Diocese Inspection. The Governance part will next week (24/03/21) PF & GC.</p> <p>6.3 Governor Monitoring of RSE – Website</p> <p>PF said that the RSHE Cast Policy had a short policy which could be used for the LGB to write the policy in conjunction with St Catherine’s.</p> <p>6.4 CAST RSE/RSHE Update training 11/03/21</p> <p>GC attended the training and updated the LGB. Liz Harris (LH) already knows much of what was covered and the main points are already in place.</p>	<p>ST</p> <p>GC, Msgr K & PF</p>
<p>7 Sports Premium</p> <p>7.1 MUGA Update</p> <p>ST advised the LGB the pump to the pool has been reinstated and the pool has been professionally drained. St Catherine’s need to find out who in Local Authority (LA) has responsibility for the pool. ST will delegate the task to someone in the office. ST advised there would need to be a fund-raising effort to fill the pool in as this is the most expensive part. TS asked if this could be shared with parents there may be some builders with extra rubble that would help fill in the pool. HB suggested ST speak to Emma at Weymouth for some insight on this type of project.</p> <p>ST said that a covered play area for rainy day PE would be an asset for the school.</p> <p>7.2 Catch Up Plan</p> <p>ST has started funded Mass Intervention with considerable success on arithmetic in KS2. Emma Tschuchno (ET) has had three sessions of 40 minutes per week with Year 4. Currently the maths age is two years below the National Average (NA). Staff will undertake an 8-10 week program and retest the children afterwards to</p>	<p>ST</p> <p>ST</p>

<p>monitor the improvement. TS asked where the policy was on the website. HB said it was under: School Info – Pupil Premium – Statutory Grants.</p>	
<p>8 Finance & Staffing</p> <p>8.1 Staffing arrangements for Spring</p> <p>Angharad Thomas (AT) has resigned as of 28/02/21. There is long term supply, Jane King, in place in Year 3 /4 until the end of the academic year which provides consistency. Penny Cross is in place in Year 4/5 for Jo Foster (JF) who is on long term sick leave. ST meeting with JF on Friday 19/03/21 to review the situation. LH is currently on sick leave with a bad back. ST is covering her classes with supply. There will be an impact on the budget. Kate Middleton (KM) is working from home and about to go on maternity leave after Easter. GC asked if ATs position would be filled by a part time teacher. ST said that on Monday 22/03/21 she would speak to the staff about the redundancy of one full time post or two part time posts which would start the redundancy process as per the Trust financial KPI. We currently have 136 pupils with two enroute. PF asked if there would be maternity cover in place for KM after Easter. ST said there would be but long-term maternity cover would be £4,000. GC asked if the staff were aware there would be more redundancies. ST said they were. GC reminded the LGB to be mindful of confidentiality of meetings. PF asked if staff would be told about the redundancy process through a letter. ST said she was holding a meeting with all teachers with Claire Garden (Business Manager) and then telephoning anyone who wasn't present following a script.</p> <p>8.2 What is the overall assessment of staff wellbeing?</p> <p>GC asked after the staff's general wellbeing. ST said it was generally good. They can see where the school is heading and why. There has been some reluctance to conform from some staff but this is lessening daily. HB said the OFSTED inspection noted that everybody at St Catherine's wants to be the best they can be. ST has made such a huge, positive difference to the ethos and attitude of the school. TS seconded this and added the report had captured the great impact ST had had on the school. 'A good team needs a good leader!'. NT asked if the school were short of staff did the Academy have a bank of staff who could cover? ST said St Catherine's use supply staff to promote consistency as, unfortunately there is no pool of staff within the Trust that could be utilised for cover. TS said there was a discernible difference since ST took up the helm, there has been consistency of staff and teaching and the impact of staff absence had been managed brilliantly to minimise the impact on pupils. GC noted that ST had stepped in to teach where there were absences which helped with continuity in such changeable times.</p> <p>8.3 Is staff absence impacting workload for staff?</p> <p>GC asked if the current situation was sustainable? ST said 'I like teaching. I like to be with the children and lead by example.'</p>	
<p>9 Collaboration with parents, carers and the wider community</p> <p>9.1 Website – update</p> <p>Audit recommendations for main website</p>	

<p>ST said that the website content was getting better all the time. Staff page will have avatars in place of staff photos. The audit recommendations are being actioned.</p> <p>Governance Statutory Website Information Review</p> <p>EF is completing and will feed back to CAST.</p> <p>9.2 Press Releases</p> <p>St Catherine’s presence in the local press has been good. All positive. PF asked if there could be an official St Catherine’s Facebook page as at the moment it could seem as though the PTFA are responsible for all the good work done by staff. ST has agreed that EF can liaise with the PTFA for a more corporate presence.</p> <p>9.3 Newsletter to parents/carers</p> <p>Msgr K has mentioned the newsletter to parents. ST has delegated to EF. ST has oversight and overview of contents. ST has added curriculum info from each class and Catholic input is guided by ST. GC asked how often the newsletter was sent out. ST said fortnightly at the least. HB asked if there was a pupil input. ST is starting a Childrens newsletter after school club after Easter. HB said it would be great to see pupils reporting on sporting events and normal life. TS said there was nothing on the website showing how far St Catherine’s had come. HB said it would be worth putting the school improvement progress on the website.</p>	<p>EF</p> <p>EF</p> <p>ST & EF</p>
<p>10 Governance and responsibilities</p> <p>10.1 Governor Induction – Responsibilities</p> <p>NT needs access to GovernorHub. PF agreed to send email to ST & EF regarding governor responsibilities. LGB discussed individual governor responsibilities:</p> <p>EYFS - PF</p> <p>RE - GC Msgr K</p> <p>SEN Statutory Grants - TS</p> <p>H&S - NT</p> <p>PE/Sports - TS</p> <p>English – CH</p> <p>Maths – BPS</p> <p>Other Curriculum</p> <p>TS asked if there should be a governor lead for each subject? After a discussion it was agreed that all governors would share responsibility and maintain a general overview. NT & BPS would be General Curriculum governors. Lydia Blake (LB) would like to spend time with the governors to explain Growth Mindset work.</p> <p>10.2 Governor Monitoring of RSE</p> <p>This had been covered earlier.</p>	<p>EF & PF</p>
<p>Next Meeting will be 12/05/21</p>	

TS & GC will liaise over next visit when government guidelines allow.	
GC thanked the LGB for their hardwork and commitment. ST offered the Board's thanks to ST for all her hard work.	
17:35 Meeting ended	