



## Local Governing Board Meeting – 03/02/21

**via Zoom at 15:30**

Attendance	Georgina Coombs	Chair/ Foundation Governor	GC
	Teresa Sturtivant	Foundation 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
	Emily Fearn	Clerk to Governors	EF

No	Description	Decisions/Actions
1.	<b>Apologies and Declarations of Interest:</b>	There were none.
2.	<b>Opening Prayer</b>	Led by Msgr Keith
3.	<b>Welcome, introductions. Elections/Appointments:</b> <ul style="list-style-type: none"> <li>• <b>Introductions &amp; Overview</b></li> <li>• <b>Election of Chair</b></li>   <li>• <b>Appointment: Parent &amp; Staff Governor</b></li> </ul>	TS Msgr nominated GC, 2 <sup>nd</sup> by TS. GC appointed Chair.  CH accepted as Parent Gov, BPS accepted as Staff Gov.
4.	<b>Minutes of Previous Meeting: 10-12-20</b> <ul style="list-style-type: none"> <li>• 3. RE section on website</li> <li>• IAB/LGB section on website</li>   <li>• 4. Becky Treble (BT) to send over the Early Years Foundation Stage (EYFS) Report to be uploaded to GovernorHub</li> <li>• New Governors to be set up on GovernorHub and existing Governors profiles to be updated</li> </ul>	Liz Harris is working on it – carry forward to next meeting. Need to add photos, bio and mission statement. <b>GC &amp; EF/ALL</b>  EF  EF

	<ul style="list-style-type: none"> <li>6.2 OFSTED Monitoring Inspection is still expected but not confirmed. This will be conducted remotely. A judgement is expected with this inspection</li> <li>6.2 Governors need to complete DSEF</li> <li>7.0 Governors are recommended to read Teaching and Learning Policy doc</li> <li>12.3 Governor induction – EF will complete with the new Governors after training with Helen Laird 5-2-21</li> </ul> <p><b>The Minutes were agreed.</b></p>	<p><b>Msgr K/ST/LH/GC</b></p> <p><b>All</b></p> <p><b>EF</b></p>
	Meeting closed at: 18:05	

### Future Meeting Dates

17-03-21 – 15:30 – 17:30 Zoom Meeting

12-05-21 – 15:30 – 17:30 Zoom Meeting

07-07-21– 15:30 – 17:30 Zoom Meeting

### **Action Summary**

<b>Action</b>	<b>Who</b>
<p><b>5.1 Updated Risk Assessment</b> ST has updated the Risk Assessment adding staff lateral flow tests (LFT) and reverting back to single class bubbles. There are 60 pupils in school, 2 x adults are in each bubble, staff leave school premises by 15:30 to ensure there is no cross contamination with the cleaning staff, staff wear masks and visors, no one is permitted on site without a mask, there are rolling break systems for staff. Only one member of staff has not consented to the LFT. ST has offered seven members of Pre-School staff LFT. <a href="#">TS queried the impact of the staff and pupils since returning from Christmas Break.</a></p> <p><b>5.2</b> ST said the new system was working well but very tiring, planning and preparing to teach in class and remotely, the Teaching Assistants (TAs) were all very supportive communicating with pupils and parents. IT skills have improved and ST is confident the staff will become au fait with web cams when they are installed and in use.</p> <p>Teachers hold a Zoom meeting for pupils at home on Mondays and Fridays. TAs contact parents and pupils on Tuesdays and Thursdays. If it is still not possible to contact pupils the teacher's email.</p> <p>School is currently almost at capacity with 1 space in Reception and 1 space in 4/5 Class.</p>	<p><b>ST</b></p>

<p>The school has lent out a lots of Chrome books to support pupils with home learning. ST has ordered a set of text books for a pupil who is not able to study online.</p> <p>The Risk Assessment is robust and comprehensive.</p>	
<p><b>6.1 Safeguarding</b> ST updated the LGB. There are 2 child protection cases which have reverted to Child in Need. All children from both families are in school. Both families have referrals to Social Workers. Section 47 inquiries. Staff are confident to speak to the Designated Safeguarding Lead (DSL) Lydia Blake (LB) to action concerns and LB will follow up with Social Services. These families are doing well. One child is able to be in the classroom during lessons, go out to break and eat with the other children. In this instance, lockdown is working well for this pupil and, after February half term, he will increase his time in school.</p> <p>Education, Health and Care Plan (EHCP) Funding – ST is paying from budget as the pupil is lower Band A. This will go back to the Panel to see if we can get 1-1 supervision funding for Forest School and move into upper Band B from Jan to the end of the academic year.</p> <p><b>TS asked if the Pupil Premium group could have a discreet club so they could utilise the Forest School opportunity?</b></p> <p>ST said this wasn't possible due to bubble crossover so would be delayed until summer. ST will fund places during the October half term as per last year and, if forest school is possible, during Easter.</p> <p>Included in the school Mid-Year Review capture will be what measures are in place to get pupils back on track, there is a possibility of 'catch up' funding extension to the next academic year.</p> <p>One family from Sri Lanka have moved to Germany.</p>	<p>ST</p> <p>ST</p>
<p><b>7.0 Teaching and Learning Policy</b> Governors should read the updated document on GovernorHub. This document was developed with staff sessions on Rosenshine teaching principles. The expectations are non-negotiable, this document explains to staff what they should do regarding the school environment (displays, tidiness etc) staff have contributed Do's &amp; Don't's.</p> <p><b>7.1 St Cats Sen Sef</b> This includes lesson observations, marking policy, planning and holding teachers accountable. This document will be put on the St Catherine's website after ST adds a section on remote learning.</p> <p><b>7.4 Remote Learning</b> Key Stage One have been setting too much work, four hours when three hours is the recommended amount. Key Stage Two should be four hours. ST is monitoring the pupil progress looking at the remote access, there is a data review due on Friday (5<sup>th</sup> Feb 21). PET staff in Key Stage One – Phonic assessments remotely, Alien Sight Words, listening to children read, word writing planned opportunities, independent writing tasks, Power Maths has end of unit tests. It is possible to view how effective remote learning is. Parents can upload and share issues and wins.</p> <p>Year 5 &amp; 6 maths have a direct catch up session with Jane Franklin (JF) and Penny Cross (PC) online at 3pm. Pupils can access Accelerated Reader (AR) from home and use the Book Finder tool. They are unable to access the Star Tests at home. There has been a marked improvement in the level of reading from Years 4/5.</p>	<p>ALL</p> <p>ST</p>

<p>PF said AR is great for improving reading skills and writing tasks but it is important to make sure the work is 100% pupils only.  A Trust data drop is due on Friday (5<sup>th</sup> Feb 21).  TS suggested ST give a presentation of SEN along the lines of EYFS presentation from BT. TS will speak to ST later regarding online efficient use of online resources.  The outcomes for SEN and Vulnerable children should be at the National Average or better, all should be making significant gains.  <b>SEN Group Update</b> Yr 2 five out of six pupils are very good, reflecting reading intervention and daily reading. One student needs to see an Occupational Therapist. Power maths is making a difference, as is a reduced timetable.  Yr 6 five SEN pupils are in school, progress is not enough, ST is making sure intervention in Key Stage 2 are more effective, the pupils had a very disrupted year 5 with inconsistent teaching. There is a plan in place to split down to two groups of six in Jan but, because of lockdown, this has not been possible as yet. TS and ST will make a date for next SEN governor visit, when allowed, possible end of March. PF said that the SEN menu pictures were very clear, user friendly and accessible.  ST said the SEN area on the website has leaflets and support ideas.</p>	<p>ST &amp; TS</p> <p>ST &amp; TS</p>
<p><b>8.1 Daily Worship Cast policy</b> Msgr K has not been able to come into school so far but is planning to do children's Stations of the Cross. It is hoped that Msgr K will be able to visit school after Easter. Msgr K suggested he do a virtual tour of the church to help re-introduce the pupils to the different parts of the church. ST will let Msgr K know when he is able to come back to school. The possibility of Msgr K appearing virtually in the classrooms was also discussed. Msgr K has very kindly offered a knitted 'Last Supper' for the use of the children. ST gladly accepted them. ST will hold virtual live assemblies once the webcams are up and in use. PF said the live assemblies and lessons at St Mary's are recorded in line with Safeguarding guidelines.</p> <p><b>8.2 RE SEF support</b> LH is working on the SEF liaising with HB and Sarah Baretto (SB) regarding moderations and are drafting the DSEF. RE moderation has been really successful and the program of moderation will be that a teachers books will be moderated every half term. LH books are very good and will be used to set the standard. GC agreed they were very good and clear. PF has agreed to help GC with the Governor SEF for DSEF.</p>	<p>Msgr K</p> <p>ST</p> <p>GC &amp; PF</p>
<p><b>9.1 Governor Monitoring Pupil Premium Visit 10/12/20</b> TS visit note, there is an updated version on GovernorHub. OFSTED are making sure there is monitoring. TS will plan another visit in March/April.</p> <p><b>9.2 Use of Sports Premium</b> Chris Addis (CA) did the last governor visit. TS asked about progress of the plan this term. ST mentioned it has not been implemented as yet because of lockdown and will be moved to Summer. Teachers currently take PE classes in their bubbles. REAL PE scheme is in place, LB and Liam Toohill (LT) taking the lead. There is a two-year plan with two years of support from REAL PE. LB is investigating the resources to set remote physical activities, pupils are completing their Daily Mile in school and are encouraged to do so at home as well.</p>	

<p>The School swimming pool – ideally ST would like to change the use of the space to a Multi-Use Games Area (MUGA) which would cost, approximately, between £5k - £7k. This is an all turf playground this would enable the grounds to be rejigged to move the car park to outside the school office. This all-weather area could be offered out for rent. This would be a capitol funded project. One of the benefits is the children would be closer together, geographically, to make break times safer. PF said the pool at St Mary’s costs around £6k a year to run. This would solve multiple problems for the school.</p>	
<p><b>10 Finance, Staffing and Wellbeing</b> TS set the scene regarding confidentiality, it was agreed to remind Governors that each meeting may have sensitive information, particularly with regards to finances, and if there were an agenda item that was confidential Governor’s that were not directly involved may be asked to retire from the meeting and the minutes would go to Part 2 minutes. ST said finance and other confidential topics would be spoken about in broad terms to help mediate this issue.</p> <p><b>10.1 Staffing arrangement for Spring Term</b> Staff well-being is good and moral is high. Long term staff absence PC is the supply teacher in Yr 4/5 and has been engaged for the rest of the academic year, feedback from parents has been all good. TS asked after the pregnant member of staff to see how she was coping. ST said the job share was working very well with the member of staff setting remote learning at the end of the week for the following week. Parents are happy. GC asked if Covid was responsible for all staff problems. ST said no, there are personal issues for staff which are due to anxiety which has, in part, been alleviated by LFTs. PF said that Dorset County Council (DCC) had vaccinated their transportation people. CH asked if the long-term absence had affected the literacy lead. ST is covering English &amp; Literacy, LB &amp; BT are covering early reading and phonics. TS asked ST if her work/life balance was ok. ST said she was managing and getting ready for OFSTED had refined her thinking!</p> <p>The school will be closed over half term. In the October half term Forest school only was running. GC asked if SEN &amp; VUL children would find half term helpful or would it set them back? ST said being at school wasn’t the same as in normal times and the children need a rest. HB said the next announcement from the government on school’s re-opening would be on 22/02/21.</p>	
<p><b>11.0 Collaboration with parents, carers and the wider community</b> TS advised that this was an objective for the IAB and the aim was to address this after HT appointment in March 2020. The next key thing was to improve the school reputation, number of pupils etc. Parents continue to be supportive and OFSTED are expected to say things have turned a corner. GC asked for suggestions on things the school can start to do. A plan can be made to look forward to. ST said that there is a two weekly newsletter currently sent out to parents. TS said it would be a good idea to send out an update regarding the new LGB. GC suggested a letter to parents explaining the role of the LGB and why the IAB has been replaced. ST suggested an article in the newsletter. It was agreed that GC &amp; TS would draft something in broad terms.</p> <p>PF was asked what St Mary’s did with their board. Dates, members and attendees of meetings are put on the school website with pen portraits of the Board.</p>	<p><b>GC &amp; TS</b></p>

<p><b>School Survey – The survey was sent to 80 families, all of whom are remote learners</b> There were 19 responses:</p> <ul style="list-style-type: none"> <li>• 89% found the rate of information on the school website helpful</li> <li>• 89% found the rate of communication on the school website helpful</li> <li>• 89% found the level of work ok</li> <li>• 84% found the resources easy to find</li> <li>• 95% found the amount of work at the right level</li> <li>• 73% found the support provided</li> <li>• 95% found Google Meet sessions really useful</li> <li>• 89% found recorded sessions really useful</li> <li>• 20% found their child’s well-being was worse than before lockdown</li> <li>• 22% found their child’s well-being was much better than before lockdown</li> <li>• 27% found their child’s well-being was better or about the same as before lockdown</li> </ul> <p>Around 20% of pupils are in school. A non-response may well indicate that parents are happy.</p>	
<p><b>12 Governance and responsibilities</b> Msgr K told the Board that there was a Parish member called Nick Tindle (NT) who may be interested in becoming a Foundation Governor. NT is retired from the Navy where he was a Naval Cadet Trainer who scored an Outstanding from OFSTED. NT is a practising Catholic. <b>TS said it would be great to have another local Foundation Governor and, if NT comes on board, TS would become an Associate Governor. GC will speak to NT informally after church one Sunday. GC said that it would be helpful for someone to take on RE Safeguarding and to become the Governor responsible for RE. EF will find out the Foundation Governor process from Helen Laird and send out the paperwork as well as any outstanding paperwork for the current Governors. PF agreed to be EYFS Governor. Another possible Foundation Governor, Martin, is currently unwell so the Board will wait until he is up to full strength before approaching him. HB said it was important to build up the Board skill set and acknowledge any gaps so future Governors could be chosen to complement the existing Board.</b></p> <p><b>12.2 Parent Governor</b> CH told the Board she is a Year 5 &amp; 6 History &amp; Geography teacher and has been Department SEN Co. CH will read the School Improvement Plan and choose a key area, for the next meeting, that suits her skill set. All Governors to read the School Improvement Plan and choose the area each Governor has responsibility for. The main areas are:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• SEN</li> <li>• RE Catholic life</li> <li>• Health &amp; Safety</li> </ul> <p>CH &amp; BPS to be set up on GovernorHub. HB showed the new Governors around GovernorHub.</p> <p><b>17:30 Msgr K &amp; PF Left the Meeting</b></p> <p><b>GC asked ST to set up monitoring for RSE parent working party.</b> The parent is nominated. LH, GC, ST, Msgr K &amp; nominated parent will meet via Zoom.</p> <p><b>12.3 Governor Induction</b> TS advised there had been a briefing from the Trust. TS will forward the PowerPoint to EF who will send out to Governors/add to GovernorHub. Helen Laird has recorded the whole briefing and is looking at ways</p>	<p><b>GC</b></p> <p><b>EF</b></p> <p><b>CH</b></p> <p><b>All</b></p> <p><b>EF</b></p> <p><b>GC &amp; ST</b></p>

