



Local Governing Board Meeting – 06/10/21

held at St Catherine's Catholic Primary School, Bridport at 16:30

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

No	Description	Decisions/Actions
1.	Apologies and Declarations of Interest:	PF, BPS & NT sent apologies. There were no declarations of interest.
2.	Opening Prayer	Led by MsgrK
3.	3.1 Election of Chair	MsgrK proposed GC as Chair. TS seconded. GC appointed Chair. GC has forms to reapply for Foundation Governor status.
	Agree minutes 07-07-21 including action points	The minutes were agreed.
	Meeting closed at: 18:30	

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

Weds 24/11/01/12/21

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 Return to School</p> <p>ST updated on the external Health & Safety audit that took place in during the second half of the summer term. St Catherine’s scored 97% which is brilliant. The last action points were completed 28/09/21. GC asked what the outstanding issues were? ST said they were the fire planning needing more detail, the Single Central Register and fire doors. MsgrK asked who the H&S governor was? ST said it was NT. GC & TS said the score was very impressive.</p> <p>COVID</p> <p>ST said schools were expected to function as normal during COVID outbreaks unless 10% of the class tested positive, then they may ask school to close. ST spoke to Vik Verma (Director of Education and Learning at Dorset Council) who said closing the school would be the last resort. St Catherine’s have had three positive PCR tests in Hazel Class and two in other classes. All the children have older siblings and the thinking is this is how the children contracted COVID. Once there is a confirmed case a letter is issued to the parents/carers of the relevant class, no action is required from parents/carers.</p> <p>SINGING</p> <p>Every Friday the whole school has a singing session with Mrs Lewendon (who is covering Kate Middleton’s maternity leave) Becky Treble (BT) is working four days a week to cover Kate Middleton. Mrs Lewendon teaches Oak Class PE, ICT skills on a Friday. GC asked if this was the only singing children did. ST said anybody can teach music using the Teranga system the school subscribes to. There is a whole school Act of Worship every day during Assembly.</p> <p>Safeguarding:</p> <p>ST said there were no children on Child Protection Plans at the moment. Both families had moved to Child in Need plans.</p> <p>4.3 Safeguarding training for Governors:</p> <p>GC asked what the best way to deliver training was? ST said in school would be best. St Catherine’s now have two conference rooms that can be used. It’s just a question of setting dates. CH has done the normal Safeguarding training but needs to do Governor specific training. EF will check with Trudi Sherrin (TSH) to see who has completed the training and liaise with LGB to make sure it is completed. It may be sensible to tie in with Governor Walks.</p> <p>ST said all staff had completed the Safeguarding and Prevent training, the next training to focus on was Peer on Peer Abuse which was in the latest OFSTED review.</p> <p>4.2 SEF/SIP</p> <p>ST explained the basis of development of the report. Initially there was a School Self Evaluation Plan and a separate School Improvement Plan but there was a lot of crossover so it was decided to incorporate them into one. The St Catherine’s figures are currently</p>	<p>EF</p>

71.4%. The National Average is 71.8%. GC asked what GLD was? ST said it stood for Good Level of Development.

ST worked on and completed the SEF/SIP during the summer. Pg4 of the document was added after the summer so some revision was needed by ST. ST has referenced some areas for improvement (AFI) in line with OFSTED AFIs and Trust Goals – Milestones – Priorities. ST has looked at the criteria for OFSTED Good in Term three as an end point and worked backwards to Term One planning each stage. The curriculum is constantly being revised and refined and will remain in the SEF/SIP.

Pg9 Shows the current school Judgement – Requires Improvement.

ST is working to get enough evidence to say we are GOOD now especially in three areas: Behaviour/Attendance, Personal Development and Management. EYFS will be GOOD by Spring. Becky Treble (BT) and ST are agreeing learning initiatives in line with National Average. GC asked if BT disagrees with where St Catherine's is now. ST thinks we are good now. Holding pencils, quality of education are examples of how the children are progressing, but, there is no data since 2019.

The books need to be good to evidence how well the children/school is doing. GC asked when there would be data available? ST said potentially by the end of the year. TS asked if it would be internal data? ST said yes so OFSTED won't look at it.

ST said we could get the OFSTED call next week or before Christmas which would mean we wouldn't get GOOD as there isn't enough evidence yet. ST said 80% of teachers will be GOOD. TS said it was encouraging that by Jan/Feb 80% of teachers will be GOOD and there will be sufficient evidence to show the quality of education is also GOOD. GC said that the LGB can say they have been monitoring it. TS said without Governor Visits there is no proof of monitoring. ST said it is important to have Governor Visits to show what has been presented in meetings and is in practice in class, matching precise questions on the way we teach and mark is the same across all classes. GC said the Maths Walk is the next on the calendar. ST said it may be better to start with a Science Walk. Charlotte Targett (CT) is coming in 18/10/21. GC said we will swap out Maths for Science and do the Maths Walk for the December or February meeting. TS said it makes sense to follow a more supportive progress. GC asked EF to check NT could attend. ST said if we did get a call from OFSTED she was confident she could show enough internal data to prove that we are GOOD but OFSTED won't look at it. P 10, Quality of Education – there is evidence to support: planned progress, CPD and also the impact so far: Reading, English and Maths were all 73% whereas in 2017 they were at 50%. GC said it was very clear and gave a good idea of where we are and how we intend to get to GOOD. GC also asked about the writing aspects. ST said the whole school were using The Write Stuff which is a package she has bought. The children are responding well to it. It is heavily structured, moderated and pacy. Teachers teach quickly and the children learn quickly. ST will work on staff CPD on the inset day (01/11/21) focussing on handwriting, pencil grip. CH asked if handwriting was within the age expected range? ST said there was a tick list of punctuation and verbals that teachers were using. GC said if children learn this

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from an early age it becomes embedded. CH said there was obviously an impact on handwriting from COVID and asked if there was a Catch Up Plan? ST said that handwriting was the biggest thing to catch up on. There are handwriting lessons every day built into the timetables. GC asked if parents had been informed? ST said that information was on the website and a piece had gone into the Newsletter. Writing resilience is still an issue, getting the children to write for a length of time however, there is a clear plan in place. A Mastery Model in line with Maths. TS asked if the LGB should come back with questions on the SIP/SEF? ST said it was a live document and therefore would and should change in response to situations, for example another Lock Down or a member of staff being off sick. TS said it was impressive to have the complete document so early in the term. CH said it feels like school has improved so much over the past two years and thanked ST for her hard work and commitment. GC said she had told the Bishop how well the school was doing and how wonderful the new Head was. The Bishop said he was very glad to hear it. TS asked when the Safeguarding Visit was set to be? GC said during the Autumn term.

Quality of Education, Behaviour & Attitudes, Personal Development:
5 RE Governor Visit
5.1 24/09/21 RE Governor Walk Update 5.1.RE Visit 24/09/21
 GC said it had been a very good visit but hadn't seen any book as they ran out of time. TS said the report was very good and very encouraging. GC said that next visit they would spend more time on assessment and less on Insight (the new data collection system). ST said CAST hadn't set it up yet. Liz Harris (LH) is a great subject leader and she is doing a great job. GC said next time she would like to speak to the children and look at books. TS asked if CH would be able to visit school as she is a teacher. CH said she could come on a Monday or Tuesday. GC said MsgrK visits once a fortnight and there are now daily whole school assemblies. ST said on Monday 18th October, which is the start of British Values week, Hazel Class will create and perform a Play in a Day on Great Britain, It's In The Name. This will be performed for the whole school and parents.

6 RE Curriculum and Catholic Life of the School
6.1 Chaplaincy Update
 ST said that the GIFT Team had two members per class with allocated roles. They were involved in Assemblies reading the Gospel or saying prayers. LH is developing a prayer card programme. Two members of the GIFT Team are playground mentors making sure children are happy and engaged in play. They will do more with whole school events which are linked to learning and they love their hoodies which they wear with pride! MsgrK asked if they were taking it seriously? ST said very much so.

6.2 Virtues - 6.2 Virtues Handbook
 ST said there had been a shift in thinking and understanding and incorporating Gospel Values. There are now colour coded which are linked to the colours on the cross emblem on the GIFT Team hoodies. We have also renamed our Houses to

<p>reflect the Virtues: Prudence, Temperance, Justice and Fortitude. There is a teaching framework which breaks down year by year teaching. EF to put on GovernorHub. ST said the plan was to develop the Virtues and incorporate them into the curriculum planning. GC asked if the children could get House Points? ST said yes. GC said that encouraging the children to be a good person was great and House Points as a reward were a perfect idea.</p>	<p>EF</p>
<p>7 Residential Trips 7.1 Upcoming Trips ST said that by planning the trips in advance it made them more purposeful and meaningful. GC asked where Magdalen Farm was? ST said near Chard. ST said in addition to visiting the Houses of Parliament 01/12/21 Maple Class would also go to the Science Museum to see an exhibition on Forces which they are currently studying in Science lessons. 7.1.1 River Walk - Hazel Class 7.1.2 Magdalen Farm - Hazel Class 7.1.3 Leeson House - Year 5 7.1.4 Houses of Parliament - Year 6 7.1.5 Dartmoor Activity Centre – Year 6 chronological age GC asked if the children on Pupil Premium had to pay? ST said they would pay a proportion the rest would be covered by the school and donations. MsgrK asked if the Dartmoor Trip was fully catered? ST said yes. CH said that the Shirehall in Dorchester had been refurbished and recommended a visit.</p>	<p>EF EF</p>
<p>Leadership & Management: 8 Finance & Staffing 8.1 What is the overall assessment of staff wellbeing? ST said, candidly, that the staff were all exhausted and worried about OFSTED. GC said it was a long term. ST said the staff were tired before the start of term and that the worry about COVID along with the long term stress of Lock Down and the usual Autumn illnesses were affecting staff. They were all working really hard and were still focussed on their collective goals. CH said there are fewer staff. GC said we're all in this together! 8.2 ESM Visits Charlotte Target ST said CT visit was very positive. TS asked ST to share the report. ST will send to EF to put on GovernorHub. 8.4 Update on Pupil numbers ST said we have 127 on roll. 27 have moved up to secondary school and we have had 15 new pupils into reception. MsgrK asked how many reception pupils we could have? ST said it is complicated but, in theory, the maximum would be 30. GC said if there were more children would there be more funds? ST said yes. The ratio is 1 teacher to 24 children (including ST) we would need another 48 children in order to fund another teacher. GC said slower progress would eventually be better for the school, staff and pupils. ST said teachers are doing well. GC asked what</p>	<p>ST & EF</p>

<p>number would be optimal? ST said not many more than we have now. The added space means we have a dedicated Art space, ICT area and library. The numbers do need to stay stable though. MsgrK asked if parents objected to mixed age classes? ST said the mixed classes hadn't been advertised and any concerns that have been brought up have been quickly dealt with satisfactorily. CH said parents at Loders and Salway Ash were not happy. Symondsburry school is fashionable at the moment. GC said there were concerns from CAST over the added cost of part time staff but, as we can't change things, there is no point in discussing it. TS said County are taking a more flexible approach. ST said the issue is that people returning from maternity leave can request part time hours.</p>	
<p>9 Updated School Mission Statement</p> <p>9.1 "Live, Love and Learn Together. Growing with God, in knowledge and faith".</p> <p>GC said it looks lovely. TS said the addition gave more depth to the Mission Statement. GC asked if it would be added to the board outside the school? ST said yes, using transfers.</p>	
<p>10 Collaboration with parents, carers and the wider community</p> <p>10.1 Parents' Evenings</p> <p>ST said there are two next week, which will be in person, on Tuesday and Wednesday. We had a 'Meet the Teachers' event which was very well attended. All the teachers were there and gave a small presentation.</p> <p>10.2 Newsletter, Website and social media</p> <p>ST said we have already sent out two newsletters and we will keep building on momentum. CH said the PTFA had joined in with the litter pick after the Round Table Beerfest to raise money for school. TS said her one concern was the Newsletter seemed to be operating in a silo. There were no mentions of events in the surrounding area that parents may be interested. ST said it was a fine line between parents being overwhelmed with too much information but this was definitely something we could look at adding.</p> <p>10.3 Prize Giving for Carnival Picture Competition</p> <p>ST said the Carnival Chair had come to school and had photos taken with the children which would be sent, along with a Press Release to the local paper.</p> <p>10.4 Communication with Parents and the wider community</p> <p>ST said it was getting better all the time and the school were involved in some high profile events coming up towards Christmas, one example being Years 5&6 were asked to submit designs for the Mayor's Christmas card.</p> <p>10.4.1 PTFA new members</p> <p>ST said the PTFA were still recruiting new members. CH suggested the Chair meeting some of the new parents to see if they would be interested.</p>	ST&EF
<p>11 Governance and Responsibilities</p> <p>11.1 List of Governor Responsibilities to be agreed</p>	

<p>The list was agreed.</p> <p>11.2 Lettings Update Agreed to move to the next meeting.</p>	
<p>12 SEN & Pupil Premium & Sports Review</p> <p>12.1 Pupil Premium Update ST has created a new version of the Pupil Premium Strategy Statement which needed to be added to the agenda along with the SEN Policy. ST & TS met to touch base regarding Special Educational Needs (SEN) of a couple of children. ST has been on a STEPs course which has had a huge impact on managing disruptive children. GC asked if the children were currently still in school? ST said yes. TS said training was the right approach but asked, if there are too many issues, why can't they be excluded? If there is continual disruption to the class parents may decide to remove the other children. ST said it is a difficult process and one that has to be followed to the letter. A permanent exclusion is always the last resort. TS will write up the visit note and add to GovernorHub.</p> <p>12.2 SEN Update ST said there had been a number of exclusions which make our figures higher than the average. The children involved have complex Social, emotional and mental health (SEMH) needs which are not necessarily related to school but more their home lives. Both children have an EHCP. ST has reached out to other schools for a managed move but had no response. GC asked if ST had gathered all the evidence needed? ST & TS said yes, the evidence is collated by staff and overseen by ST. All the correct procedures are being followed and the intervention will be overseen by Dorset Special Schools. TS said the concern is, with ST teaching two days a week, would ST still have time for interventions? MsgrK asked if there was 1-2-1 provision of staff? ST said there is but it's still not enough. ST is trying to change the ethos of the school fundamentally and this will take time to embed. ST went on the STEPs course with Mel Friedman (MF) who is a 1-2-1 TA. TS said MF had had a much quieter week with the pupil after her training. ST said all staff were changing their thinking and always learning. GC said this was very encouraging news.</p> <p>12.3 Sports Premium GC asked if the school keeps all the £ 25,000. ST said yes. GC asked how many hours the children spent outside? ST said more than most schools. All children have at least two and a half hours of PE a week and all classes complete a Daily Mile. The children also have the opportunity to take a Bikeability Course and Orienteering as well as Running Club after school on Fridays. 22/10/21 St Catherine's will hold the first whole school Sports Festival which will become a termly event.</p>	<p>ST&EF</p> <p>TS</p>
<p>17:30 Meeting ended Next Meeting will be 24/11/21</p>	