

**Local CAST Board Meeting – 08-03-23**

**held at St Catherine’s RC Primary School 15:35**

Attendance	Georgina Coombs	Chair/ Foundation Governor	GC
	Teresa Sturtivant	Associate Governor via GoogleMeet	TS
	Sarah Terrey	Head Teacher	ST
	Emily Fearn	Clerk to Governors	EF
	Claire Hewitt	Parent Governor	CH
	Nick Tindal	Foundation Governor via GoogleMeet	NT
	Paula Fearn	Foundation Governor via GoogleMeet	PF
	Deacon Nick Johnson	Link Director	NJ

No	Description	Decisions/Actions
1.	<b>Welcome and Opening Prayer</b>	Led by GC.
2.	<b>Apologies, Confirmation of Quorum and declarations of interest</b>	TS, PF & NT joined via GoogleMeet. BPS & HB offered their apologies.
	<b>Meeting closed at: 16:55</b>	
3.	<b>Agree minutes 30/11/2022 including action points</b>	The minutes were agreed. The Action Points were updated.
4.	<b>Introduction to Deacon Nick Johnson</b>	Deacon Nick introduced himself and explained his role as Link Director. NJ will aim to meet with GC three times a year and attend a LCB meeting once a year.

**Action Summary**

Action	Who
<b>Quality of Education, Behaviour &amp; Attitudes, Personal Development</b> <b>5. Lead Governor Updates</b> <b>5.1 Safeguarding Review – Friday 3rd March 2023</b> GC met with Leah Paiano (LP) and Kevin Butlin (KB). LP went through questions on Safeguarding with GC. Only one question was difficult; ‘Does the school internet	

<p>go through filters to stop unsuitable sites?' ST said yes there are filters which are maintained and updated by our internet provider.</p>	
<p><b>6. RE Curriculum and Catholic Life of the School</b></p> <p><b>6.1 RE Update</b></p> <p>GC was meant to meet up with Liz Harris (LH) who is currently off sick. GC and LH had an RE Visit in October. They had also worked on the DSEF together. GC said she would like to meet up with PF &amp; LH as soon as LH was back at school. ST said LH had been off sick since 20/02/23. ST said she had emailed Helen Brown (from CAST) regarding the timeframes of the Section 48 inspection and Helen had said she would call on a Monday for a visit on a Friday. NJ asked if we would be inspected under the new framework? ST said the inspection would be under the old framework. ST said the school was not as far forward as she would wish but most things were in place and the weaknesses had been identified and plans were being made to strengthen these areas. NJ said MgrsK clearly provides direct input. NJ had spoken to a child regarding his name which led to a conversation about Angels and all the children showed clear knowledge and could speak with confidence about them. NJ said there were no large crosses which were synonymous with Catholic schools and wondered if people would know the schools' religious affiliations? GC said the children and staff showed the Catholic ethos through their words and kindness and how they treated others. NJ said CAST had done some market research into what is important to prospective parents and the Catholic faith was 18<sup>th</sup> out of 20 points. The Catholic ethos was covered in the first 11 points. NJ said the challenge was to tell people who we are and what we believe.</p>	
<p><b>7 Safeguarding including Health &amp; Safety</b></p> <p><b>7 Safeguarding Update</b></p> <p><b>7.1 Safeguarding Update inc suspensions</b></p> <p>7.1 There has been one half day suspension this term. This pupil has complex Social and Emotional Mental Health (SEMH) needs. ST met with a Complex Communication specialist today who has agreed to assess this child on 30<sup>th</sup> March. They have 15hrs per week of 121 TA support and an Educational Health Care Plan (EHCP). They have had eight suspensions (one or two days) since the summer. GC said that the suspensions were not making a difference to behaviour and were not a deterrent. ST said there were plans to try different methods to regulate behaviour.</p> <p>ST said there were currently no Child Protection (CP) plans in place and two families (three children) were classed as Children in Need (CIN). The CIN meetings had been attended by ST or a report had been sent.</p> <p>NT asked about the Exclusion Panel training. EF said she had requested this from LP but would chase. TS said it may be worth checking with Dorset County Council (DCC) to see if they provided Governor support with Exclusion Panel training. EF will find out and send GC &amp; NT on the training.</p> <p><b>7.2 Safeguarding Review 03/03/23</b></p>	<p>EF</p>

<p>ST explained that LP &amp; KB had visited on 03/03/23 to undertake a Safeguarding Audit. Charlotte Targett (CT) had also visited the school looking at books, with KB, to ensure the teaching and learning processes are in place and being adhered to.</p> <p>The key points that were identified were: Managing Medication and Medical Conditions: ie: ASTHMA care plans. ST has found literature from Asthma UK and used this to create an Asthma Card for parents/carers to complete. ST has acquired two blue emergency inhalers which are taken out at every break time in a bumbag, along with the Asthma Procedure and a list of children who are affected by Asthma.</p> <p>There were also issues identified by the Safeguarding Review, with the Single Central Record (SCR). These were mainly historical data inputting issues or phrasing vagaries which could be easily solved. NT said, on the most part, the review was positive and asked if it was a termly review? ST said it was annual or every three years. ST said they had examined every facet of the school day. NJ said if there was a significant Safeguarding incident it would trigger another review but, other than that, it was likely this would be part of a rolling programme of review.</p> <p>ST will share the report with the LCB, EF will put on GovernorHub.</p>	<p>ST &amp; EF</p>
<p><b>Leadership &amp; Management</b></p> <p><b>8. Head Teachers' Report</b></p> <p><b>8.1 Head Teachers Report to School Improvement Officer (SIO) inc Governor's Questions</b></p> <p><b>8.1 CH asked what a Reading Theatre was?</b> ST said this was a programme that all staff had received training on during the 20/02/23 Inset Day. This helps with reading fluency. The whole class are given a text. The teacher initially reads the text with the correct emphasis and fluency, children are split into pairs and given manageable parts of the text to practice reading to each other. They also use 'choral reading' to practice. On Friday the whole class read their small part, this can be tailored to SEN children to ensure they can confidently take part. GC said this was so important for children's confidence. The more they read out loud the more confidence they gain. ST said on week two of the process the children answer questions on what they have read.</p> <p><b>TS asked what impact the staff absence had had on STs monitoring and covering the Standards and Attainment goals?</b> ST said that there had been an impact as she had been planning for Lydia Blake's (LB) class and LH's absence however, ST was still looking at books regularly though not listening to readers as much as before Christmas. <b>TS asked if ST still had Leadership Time to monitor classes?</b> ST said it was not so frequent, but she had made sure that Subject Leaders had release time. History and Science had had at least one if not two sessions and ST had used a Staff Meeting to 'book look'. <b>TS asked if Year 6 SPaG Intervention clubs were still happening and if children chose to attend or were 'told' they must attend?</b> ST said due to residential trips and LH's absence the after-school clubs were not currently running. They were 'invitation' clubs, but the children were encouraged to attend. This was dependent on parents' priorities.</p> <p>Last year there was one child whose parents did not feel it was important and that child was the only child who did not get Maths.</p> <p><b>GC asked if Peer to Peer Reviews were still happening?</b> ST said the Peer-to-Peer Review between Kate Middleton (KM), Gen Dickson (GD) and Sarah Terrey (ST) had happened with a positive outcome for all of them.</p>	

<p>GC said it was a pleasure to read things are improving, the children are achieving more and more. ST said the Write Stuff was helping, after two terms the staff have stuck to the pre-planned units and grown in confidence with planning and fitting into the curriculum. This has also tied in well with the Oracy project.</p> <p>GC asked how the curriculum work was progressing? ST said this would be an ongoing piece of work which would change as the structure of the classes changed. This would be re-evaluated during the summer term.</p> <p>CT identified that more work was needed on chronology, which the teachers had already started work on, this would help to tie in previous learning and help children understand how periods of time fit together. ST has devised a program using a stone to help support knowing more and remembering more. ST will send to EF to put on GovernorHub.</p> <p>GC asked if the OFSTED identified 'weakest points' were still the same? ST said they had changed dramatically from CT's visits and now Humanities was the main focus. CT had identified that the curriculum for History was too dense and had suggested taking some out and focussing on 'micro points' in time.</p> <p>CH said she would be happy to combine a Humanities and English visit soon. EF will liaise to organise a date.</p>	<p>ST &amp; EF</p> <p>CH &amp; EF</p>
<p><b>9 Finance &amp; Staffing</b></p> <p>9.1 What is the overall assessment of staff wellbeing?</p> <p>ST said the staff were tired but optimistic. EF said the staff were acting and thinking like a team and supporting each other.</p> <p>DN suggested an anonymous Staff Satisfaction Questionnaire. EF will devise and send out. This would be an annual questionnaire to gather data to support staff and their mental health</p> <p>9.2 Update on Pupil numbers</p> <p>Currently 118. One new pupil in Year 4, one new pupil in Year 5. One new Reception child likely to start in June/July. Moving from Japan. September 2023 there are 10 first choice in September, two twins who are likely to start in Year 1 in 2024 and 18 second choice children. ST has explained to the Dorset Admissions Team that it is not possible to take any more children into Year 4 as they are a mixed class. ST said she had been asked to take two new pupils into Year 4 who did not have English as their first language. These pupils would need extra help that the school could not provide. GC asked if ST could be forced to take more children? ST said she had not amended her Pupil Admissions Number (PAN) so could, in theory take pupils that would take each Year group up to 30 children however, because of the class splits and the complex needs of some children she would not take more into Year 3 or Year 4. If the DCC Admissions team directed her to take more, ST, would ask CAST for their support.</p> <p>9.3 Staff Absence</p> <p><b><i>The LCB moved to Part Two Minutes</i></b></p>	
<p><b>10 Governance and Responsibilities</b></p> <p>10.1 Governance Updates</p>	<p>ALL</p>

<p>10.1.1 GC told the LCB that there was some training coming up soon. New Governor – Tuesday 21st March @ 5pm and Ofsted Training – Wednesday 22nd March @ 5pm. More details are on GovernorHub.</p> <p><b>10.2 Governor Responsibilities</b></p> <p>10.2.1 HB and PF will undertake a Maths Governor Visit. CH a Humanities Visit. NT a Health &amp; Safety and Science Visit. EF will liaise for dates.</p> <p>MsgrK will be removed from the LCB with grateful thanks for all his support and hardwork.</p>	<p>EF</p>
<p><b>11 Policies (for Review)</b></p> <p><b>11.1 Behaviour and Relationship Policy</b></p> <p>11.1.1 TS asked if there were large changes to the Policy? ST said it was a general update.</p>	
<p>The meeting closed at 5pm</p>	