



Local Governing Board Meeting – 07/07/21

held at St Catherine's Catholic Primary School, Bridport at 15:30

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

No	Description	Decisions/Actions
1.	Apologies and Declarations of Interest:	MsgrK and NT were unable to attend. BPS joined the meeting at 16:15 There were no declarations of interest.
2.	Opening Prayer	Led by GC
3.	Agree minutes 12-5-21 including action points	
	The Minutes were agreed.	
	Meeting closed at: 17:40	

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

Weds 06/10/21	Weds 01/12/21	Weds 02/02/22
Weds 23/03/22	Weds 18/05/22	Weds 06/07/22

Action Summary

Action	Who
<p>Pupil Voice Presentation by the School Council: 4.1 The School Council will present their findings from their consultation Carrie Best (CB) and the School Council gave their presentation. CH said she was very impressed that the children had identified areas that pupils would like to concentrate on. CB will email the presentation to EF to put on GovernorHub. TS said she was very impressed with the children and the presentation.</p>	<p>CB & EF</p>
<p>Quality of Education, Behaviour & Attitudes, Personal Development: 6.2 Growth Mindset Update by Lydia Blake (LB) LB spoke to the LGB about Growth Mindset and how it was encouraging children to celebrate our mistakes as a way to grow. LB explained about Fixed Mindset and the issues it causes. There will be a self-assessment of children later this term. GC asked what percentage of children have a Fixed Mindset. LB said that it is much better now and work will continue to encourage Growth Mindsets. ST said teaching in small steps removes the ceiling and encourages a change in approach for teachers. The Power Maths scheme allows teachers to see, professionally, how the results improve using the scheme. The same is true with Read Write Inc. There are videos on the website. TS asked if the feedback from parents had been positive? LB said there had been a lockdown assessment and one mum had worries, LB had explained it was a process. There will be six lessons per year group with regular assemblies and Role Models to help embed the Growth Mindset ethos. GC said it was very interesting. TS said it helps us understand the impact early in the process. LB is in the middle of a National Professional Qualification in Senior Leadership.. LB has finished all her modules and with submit her final coursework in January 2022. TS said that LB completely the course as well as everything else she has done this year is very commendable. LS said that ST had been very supportive. PF said that they made a great Senior Leadership Team.</p>	
<p>Safeguarding including Health & Safety: 5.1 Safeguarding training for Governors (June 2021) Governors are asked to complete the training, online, by the end of July 2021 and to email the certificates to EF. 5.2 Safeguarding training for staff and Governors (02/09/21) ST had requested an external trainer for all staff and governors as no external training had taken place for over three years. This was denied by CAST because of the £600 cost. HB said that most schools had Senior Leadership Team present at training and this training was cascaded down by the Designated Safeguarding Lead</p>	<p>ALL</p> <p>ALL</p>

<p>(DSL). PF said that DAS had mixed reviews. ST said that LB does the safeguarding updates as the DSL.</p>	<p>ALL</p>
<p>5. 3 Prevent Training for staff and Governors (22/09/21) ST said that this training would go ahead with ST or LB leading the session.</p>	
<p>5.4 Head Teachers Report – Exclusions ST said that one family are back on a Child Protection Plan, both siblings have Education Health Care Plans (EHCPs) and both siblings have been excluded in the last half term for violence towards staff and children. PF asked if they could be put on a reduced timetable. ST said that had already been done. From 8th March 2021 the behaviours have escalated. HB said there was success with the September transition which was really well managed. PF said these pupils can't cope with larger numbers in the classroom. ST said that Dorset County Council have a legal obligation to find them special education. There will be an emergency EHCP review. GC said that the personal situation at home may improve. TS said that the report was very useful and thanked ST.</p>	
<p>5.4 Headteacher's Report to ESM March 2021</p>	
<p><i>5.4.1 Spring score card analysis</i></p>	<p>EF</p>
<p><i>5.4.2 History Subject Progression St Cats 2021</i></p>	
<p><i>5.4.3 History Subject Progression St Cats 2021 Cycle B</i></p>	
<p>The LGB reviewed and discussed the reports. GC asked when the Head Teacher reports were due. PF said November and Easter. EF will add to LGB Calendar. TS asked if the report in November would have data from July in it. PF said the data would be more detailed in September. ST will be guided by Kevin Butlin. TS said she was concerned about losing sight of the data produced in July. TS asked if ST had to change the curriculum to accommodate that there are more boys than girls on role. ST said the progress of the boys in writing is something that is being monitored using the Write Stuff writing program, books and genres that are more relatable to boys and targeting using topics (History, Geography etc). TS suggested farming may be of interest. HB said newspapers and comics were useful to engage children. There are so many progressive comic strip books, Anthony Browne for example. PF explained that there were school visits from authors (via Zoom). PF will send a link to ST. TS was concerned for the Special Educational Needs (SEN) pupils moving from Yr 2 to Yr 3. ST said that HB and ST have discussed changing the afternoon for these children to be more targeted. CH asked about a child in Yr 2 who is very likely dyslexic and has a private tutor. ST explained that she was creating, within school, a clear way of using diagnosis tools: York Assessment Reading, The Helen Arkell Dyslexia Centre and Educational Psychologist Sarah King. PF and ST are to split some costs to train staff to understand assessments. The cost is £500 per learning program. PF said that SEN professionals were reluctant to diagnose dyslexia. CH asked about the plans going forwards. ST said that there</p>	<p>PF</p>

<p>were specific interventions which could be delivered by teachers or teaching assistants. PF said there are graduated responses in place.</p> <p>History Subject Progression</p> <p>ST has streamlined the two year cycle of Humanities subjects. Using alternate terms and stripping out 'old' curriculum topics ST is now confident all required topics are covered in a two year cycle and is pleased with how the cycle fits and flows. TS said it gave a good understanding of language. ST said she had emailed Kevin Butlin the two cycles and raised the issue of time – could we have a Week One and Week Two (Arts Week and STEM Week). Teachers will go back to knowledge organisers to ensure repeated practice and staggered repeated practice. PF suggested spending 10 minutes a day on music. CH said it all looked good and the matches in vocabulary looked realistic. TS suggested using the local rope industry as part of the curriculum. TS asked if the advice had been to teach in chronological order? ST said there were arguments for and against teaching in chronological order. PF said nowhere does it say History should be taught in chronological order. HB said it is most important that children learn a sense of chronology. ST said that you can still teach standalone events such as Remembrance Day.</p>	
<p>6 Quality of Education, Behaviour & Attitudes, Personal Development</p> <p>6.1 New Curriculum presentation rota and Governor visits/Responsibilities</p> <p>6.1 After a discussion the new start time of 16:30 for LGB Meetings was agreed. The meeting rota was agreed in principle.</p> <p>6.1.1 The Mission Statement was agreed. EF will add it to the website. EF will email out Governor Responsibilities and proposed Governor Visits.</p> <p>6.2 Growth Mindset Update</p> <p>Covered previously in the meeting.</p>	<p>EF EF</p>
<p>7 RE Curriculum and Catholic Life of the School</p> <p>7.1 Chaplaincy Update</p> <p>There will be a Mass held on the 13th July at the Parish church for the GIFT Team. This will help the children learn appropriate behaviour during Mass and the reasons behind the rituals. The GIFT Team are made up of 13 pupils, at least two from each class. They will be ambassadors throughout the school. They will also be points of contact in the play ground for any child that has worries or needs peer help.</p> <p>7.2 Monitoring Update 10/05/21</p> <p>This item has been pushed back to the 6th October meeting.</p>	<p>GC</p>
<p>8 Pupil Transition to secondary school and new year groups</p> <p>8.1 Leavers arrangements for Year 6</p> <p>Maple Class (Year 6) will be performing their play WOW What a Year on the 19th and 20th of July hopefully for parents but dependant on COVID restrictions. If we are unable to have an audience the performance will be videoed and a link will be emailed to parents and carers.</p>	

<p>On the 16th July Maple Class will be at the Parish Church all day for a retreat with Liz Harris (LH), GC and MsgrK.</p> <p>They have been given Leavers Hoodies which were paid for by the PTFA.</p> <p>TS asked if Maple Class had visited Colfox yet? ST said they had spent half a day there. GC asked if all the children were going to Colfox? ST said all but one are going to Colfox. The other child is going to Colyton Grammar School.</p> <p>PF said she felt the relationship with Pre-School was improving. ST said she was working hard to build a cordial and professional relationship with Emma Burt (head of Pre-School).</p> <p>School reports will be sent home on Friday 9th July.</p> <p>The whole school moving up day will be held on 14th July. Staff have created photo books for vulnerable or anxious children and they will spend more time with their teachers or TAs. One Inset morning and one afternoon BT has scheduled appointments for Reception children to come into school with their parents to help with their transition.</p>	
<p>Leadership & Management:</p> <p>9 Finance & Staffing</p> <p>9.1 What is the overall assessment of staff wellbeing?</p> <p>PF said everybody is tired. All suffering with fatigue, they have worked to the bone to make progress and help children who are in danger of falling behind due to lockdowns. HB said no one has the same stamina as they usually would at this time of year. HB said SLT can't say; 'I'm tired' or 'I'm stressed'. They must keep plodding on.</p> <p>9.2 Staffing Structure <i>9.2 Class Structure</i></p> <p>The LGB noted the attachment.</p> <p>9.3 Returned surplus</p> <p>PF congratulated ST on budgeting so well and managing to return a surplus.</p>	
<p>10 Collaboration with parents, carers and the wider community</p> <p>10.1 Reports to Parents</p> <p>Reports will be sent out on Friday 9th July. If there are any children isolating or not in school the reports will be posted out.</p> <p>10.2 Newsletter, Website and Social Media</p> <p>The newsletter continues to be sent out regularly. EF is using the PTFA Facebook page to engage with parents, EF has set up a Twitter account. EF will read the CAST Social Media Policy before activating the account.</p> <p>EF is trying to cultivate a relationship with the Bridport News but is finding it very difficult to get stories published. CH suggested sending articles to the Dorset Echo as well as the Bridport News.</p>	EF
<p>11 Governance and Responsibilities</p> <p>11.1 Overview of Finance Report from Claire Garden (Business Manager)</p> <p><i>11.1 June budget 21</i></p> <p><i>11.1.1 Income & Expenditure Report</i></p>	

<p>11.1 PF said that Head Teachers have regular meetings to set budgets and seek budget approval. GC asked if we need a Governor for Finance. TS said no, the LGB has oversight of the budgets but no decision making powers.</p> <p>11.2 Lettings responsibility ST said that so far Lee Cuff, Horst (a Jujitsu Instructor) and Razamatazz Drama Group have confirmed use of the school. PF asked who will open up and lock up the school? ST said the responsibility will be split between staff.</p>	
<p>12 SEN & Pupil Premium Review</p> <p>12.1 Pupil Premium Update TS and ST had a meeting. EF will put the SEN report on GovernorHub. 12.1 Pupil-premium-strategy_PRIMARY review 2021-2022</p> <p>ST explained the the Read Write Inc payment came out of the school budget. Year 2 had been added to the Accelerated Reader program. CH asked what number of children are read to at home? Could the school provide reading books for parents to encourage them to read to their children. ST said yes that was the plan. GC asked if any of the parents were illiterate? PF said that would be shown on the Pupil Premium of SEN report. GC said she was working with Read Easy which is a charity that helps adults with reading and writing issues. ST suggested some meetings for Read Easy could be discretely held in the new library before or after school. PF suggested a 'Mystery Reader'. This is when a parent or carer comes into class to read to the children. The person is a surprise and it is extremely popular with children and adults. HB suggested focussing on a male Mystery Reader to encourage the boys to read.</p>	EF
<p>17:30 Meeting ended Next Meeting will be 06/10/21</p>	
<p>GC thanked the LGB for a great meeting. TS said there were a lot of achievements and the reward for the hard work was clear. HB said having the children in the meeting was great. The Pupil Voice Presentation was mindblowing.</p>	
<p>TS offered sincere thanks to HB for her guidance, her enduring support and her dedication not just to St Catherine's but also to all the schools she has helped during her time as Educations Standards Manager. GC said we were very lucky to have had the benefit of HB's experience. HB said she was so proud of ST and the St Catherine's Team. HB said, after a period of rest and recuperation she would consider coming back to the LGB in some form. ST said she would be very welcome.</p>	