



## Local Governing Board Meeting – 12/05/21

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
	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.	<b>Apologies and Declarations of Interest:</b>	BPS was unable to attend. There were no declarations of interest.
2.	<b>Opening Prayer</b>	Led by Msgr K
3.	<b>Agree minutes 17-3-21 including action points</b>	
	<b>The Minutes were agreed.</b>	
	Meeting closed at: 17:10	

### Future Meeting Dates

07-07-21– 15:30 – 17:30 In Person Meeting at St Catherine’s Catholic Primary School

## Action Summary

Action	Who
<p><b>Safeguarding incl Health &amp; Safety</b></p> <p><b>4.1 Verbal update from Deputy Designated Safeguarding Lead (DDSL)</b> ST said there are no new Safeguarding issues. The same pupils are on a Child Protection Plan. There have been no significant issues.</p> <p><b>4.2 Update on Covid Guidelines in the school</b> ST said that the plan is to make one large bubble with Key Stage 1 (KS1) and Key Stage 2 (KS2) combining in the next few weeks. There will still be enhanced cleaning and social distancing. One of our cleaning team resigned so we only have one cleaner on staff at the moment. A temporary cleaner started today for a short time until we can get a contract cleaning company in to work within the next week or two. Trudi Sherrin has met with two companies this week and will meet one more tomorrow (13/05/21). They will all be invited to bid for the contract and a decision will be made as soon as possible. Our existing cleaner will be TUPE (Transfer of Undertakings (Protection of Employment) over to the new company. <b>NT asked why the cleaner had resigned.</b> ST said she had been offered more money and hours at her other job. <b>NT asked if people were still following guidelines.</b> ST said they were. All bar one member of staff are using lateral flow tests twice a week. ST said the plan was to move to one bubble as of Monday (17/05/21) for lunchtimes. Eating in classrooms isn't ideal and creates more work for cleaners. Key Stage 2 (KS2) hot meals for vulnerable children will start again soon.</p> <p><b>4.3 Recent burst pipe in EYFS</b> We had a burst pipe in KS1. The ceiling collapsed. We have had the insurance assessor in and he has agreed to a new floor, new reception furniture and the replacement of all the items ruined by the water.</p>	
<p><b>Quality of Education, Behaviour &amp; Attitudes, Personal Development After School Clubs (ASC)</b></p> <p><b>5.1 Types of clubs and take up</b> ST said that we are into week three of ASC – they are going well but take up has been slightly less than expected. Science Club is very popular as are Netball and sporting clubs. Forest School is less popular than expected. The children are enjoying the clubs and the parents are on time to collect them. The clubs will stay as is for the whole term. A parishioner has offered to run a choir. <b>GC asked if the children have to attend for the whole term.</b> ST said that the school is paying for Art Club and Forest School places so the expectation is for children to attend every session. There is a waiting list for Art Club. Liam Toohill would like to run school football and cross country clubs after half term.</p> <p><b>5.2 New Curriculum presentation rota and Governor visits</b> ST said that there is new guidance on teaching history in Primary Schools. Schools need to show the purpose of study, the school intent and the teaching sequence</p>	

in history. The Rosenshine approach to learning is being fed into all subjects. The guidance is to refine and reduce the curriculum, to teach less but teach it better. The school will still teach topics but be clear with staff and pupils which subject each topic relates to eg: this is geography, this is humanities etc. This will help prepare the children for transitioning to Colfox Secondary School.

Becky Treble (BT) has downloaded knowledge organisers for Year 7 Children. BT is planning how to teach the children so they are equipped for when they move up to secondary school. ST said a review was undergoing on what children really needed to know in humanities, science art etc. This will be better for children, teachers and subject leaders.

Pupil Voice gave some surprises. ST said that it was great to reduce what we want children to access for the right reasons. *TS said there was an immense amount of learning and it was great to see refinement.* ST said that 20 mins per week was not a lot of time to focus on a Topics driven subject. Subjects should drive the topic; it should be engaging and exciting for the pupils. This will help with a broad and balanced curriculum. *TS commends BT for proactively seeking out information from Colfox to help shape our curriculum all the way from reception. TS said the plan looks great, queried if it would be ready to share by July?* ST said BT would give the Humanities Presentation to the July 7<sup>th</sup> LGB. *TS asked what guidance monitoring schools were receiving from CAST and whether the curriculum was similar to other CAST schools.* HB said that head teachers had had two days of curriculum workshops. There is no CAST curriculum, it is up to the school to determine curriculum drivers. ST & HB will work together to refine the curriculum. ST said the advice was not to teach anything beyond 1066. *TS asked if CAST was monitoring to some degree.* HB said CAST were absolutely monitoring and the Education Service Manager (ESM) will monitor and guide the curriculum. *PF said, as a head teacher, recognising the time frame is ongoing. It is a big job to draw links with all subjects, to decide what your narrative is. There is no end to the cycle.* HB said she completely agreed. History will be the first subject worked on to get it right and then ST & HB will move onto the next subject. *CH said she was very surprised that the advice was to teach up to 1066 only.* ST said it is tough to try to fit everything into the timetable. *PF said previously TOPIC was used to umbrella all subjects.* ST gave the example of the death of a monarch. You would view their entire life and the big events that impacted them.

ST &  
HB

**RE Curriculum and Catholic Life of the School**  
**6.1 Daily Worship – Mass 11-06 -21 on the field**

ST explained a Creation Celebration, in line with Laudata Si, is planned to coincide with Environmental Week. We will have a ‘Bug Fest’ event with a visiting expert who will bring a variety of ‘mini beasts’ for the children to learn about. This week will culminate with Msgr Keith saying Mass on the field for the whole school. *TS asked if LGB could attend?* ST said it would be an outdoor event so attendance could be an option. *GC said there is a May procession next Friday (21/05/21) organised by Liz Harris for the children to celebrate our Lady with hymns and readings as well as saying the Hail Mary.*

<p><b>6.2 Monitoring Update 10/05/21</b></p> <p>The review is almost complete. MsrK, GC &amp; PF will meet again to complete after May half term.</p> <p><b>6.3 CAST RSE/RSHE Update Training Heads, RSE Leads and Lead Governor 11/03/21</b></p> <p>ST said that the policy had been written. LH is collating responses from parents/carers. The feedback will go into a future newsletter along with the Pupil Voice findings. GC asked if ST was waiting for feedback before starting classes. ST said the letter was going out to parents/carers soon. The classes had started and the response from the children was encouraging.</p>	<p>MsgrK ,GC &amp; PF</p>
<p><b>7 Finance &amp; Staffing</b></p> <p><b>7.1 What is the overall assessment of staff wellbeing?</b></p> <p>There is no outcome at the moment from the redundancy talks. ST is teaching on a Friday in Ash class (year 3 / 4). NT asked if there was trouble with the school finances? ST said the school is waiting for a final outcome of redundancy talks with staff. HB explained that the school carries a huge, historic deficit. The falling role at school is part of the reason. Every child attracts a funding stream. ST has been managing all the improvements with reduced finances and a reduction in staff!</p>	
<p><b>8 Collaboration with parents, carers and the wider community</b></p> <p><b>8.1 Parents Evenings – update</b></p> <p>ST explained that on previous Parent Evenings the school had only offered phone calls but, in response to parent feedback, Zoom calls had been added. There were two separate days, one for phone calls and one for Zoom calls. The evenings were very successful and so far the feedback has been very positive. GC asked if Zoom calls could continue after lockdown has ended. ST said it was possible but parents tended to like to look at their children’s books so it was more likely that they would prefer in person meetings. ST said keeping to 10 minute slots was very good.</p> <p><b>8.2 Newsletter to parents/carers</b></p> <p>ST said the newsletters are still going out twice a month. Sycamore class have written something for the Parish newsletter. CH said that the newsletters have been great. More regular and informative. CH said that there was a section on the e-school ap that performs almost like a tweet. One suggestion was a sandwich board outside KS1 with notes on what they are doing and updates. HB explained there was an extra cost for the e-school ‘tweet’ package. PF said that this was something that could go onto the Facebook page. ST said EF would investigate and report back to the next meeting.</p>	<p>EF</p>
<p><b>9 Governance and responsibilities</b></p> <p><b>9.1 Update on Ofsted Preparation for Governing Boards Training</b></p> <p>CH updated the meeting on the training she attended. The LGB do still need a lead governor to have responsibility for Finance. This is in the Scheme of Delegation</p>	

<p>appendix 1 of the document. TS said governors would benefit from meeting with other governors to learn from other people's best practice. GC said TS's experience is invaluable and the Board is very grateful for TS. GC asked why no one has mentioned a Finance governor before. TS said the LGB don't have responsibility for Finance but should have an overview of the schools finances. ST said Claire Garden (school business manager) could provide the LGB with a finance over view. EF will ask Claire to provide an over view for the next LGB meeting. TS said the Supply Teacher budget must be very difficult to manage at the moment and needed to be monitored. GC said the LGB just needs an update on where the school's finances are.</p> <p>ST said, ideally, there would be a Maths governor visit before the presentation in July. PF is the Maths governor.</p>	<p>EF</p> <p>ST &amp; PF</p>
<p><b>Next Meeting will be 07/07/21</b></p>	
<p>TS will try to come to the Mass on 11<sup>th</sup> June 2021. GC suggested a Governor's Tea. This is an event for teachers, LGB would provide tea, scones &amp; jam. ST will look at some dates before the end of term.</p>	<p>ST</p>
<p>TS asked if there was a Head Teacher's Report. ST has sent this to HB, there is no data in this report. ST agreed to put the report on GovernorHub.</p>	<p>ST &amp; EF</p>
<p><b>17:10 Meeting ended</b></p>	