

Local CAST Board Meeting – 24/04/23

held at St Catherine’s RC Primary School 15:30

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
	Helen Brown	Foundation Governor	HB

No	Description	Decisions/Actions
1.	Welcome and Opening Prayer	Led by GC.
2.	Apologies, Confirmation of Quorum and declarations of interest	TS & NT joined via GoogleMeet. BPS & PF offered their apologies.
	Meeting closed at: 17.15	
3.	Presentation from Gen Dickson - Science Lead	GD gave a presentation. Power Point will be on GovernorHub.
4.	Agree minutes 08/03/23 including action points 4.1.3 Agree Governor Meetings and Visits 22-23 - Updated	The minutes were agreed. The Action Points were updated. 4.1.3 The meetings were agreed.

Action Summary

Action	Who
<p>Quality of Education, Behaviour & Attitudes, Personal Development</p> <p>5. Lead Governor Updates</p> <p>5.1 Science Governor Report 20th March 2023</p> <p>NT said there had been a lot of activity and discussion during his Science Visit. The online work was very good and linked up with Oracy. Oak Class (Yr 1) were hugely enthusiastic. NT was very impressed with the books from Yr 2,3 & 4 which he felt</p>	

<p>reflected the pupils attitude. NT felt more facilities were needed to support the demonstration of reality and science.</p>	
<p>6. RE Curriculum and Catholic Life of the School</p> <p>6.1 RE Update</p> <p>ST said RE was improving but not quickly enough due to staff absence. RE was built into each part of the curriculum.</p> <p>6.2 Section 48 Inspection</p> <p>ST said the report was a fair reflection of the Religious aspect of the school. ST would like to broaden the role of all children in the Catholic life of the school.</p> <p>ST will start a Faith Leaders Scheme which will be accessible to all pupils who will work alongside the GIFT team.</p> <p>Teaching and Learning has been worked on and improved. The school is viewed confidently good in all categories. The pace of lessons and expectations of children are not as high as they could be. ST will work on this aspect now. Teachers will do less during lessons and children will be given the opportunity to do more as they requested. HB said the inspection was very fair. TS said it was an excellent report that showed great teamwork. GC said several people in the Parish had said it was a very good report. NT asked what was being done to improve community links. ST said Liz Harris (LH) was planning a Care Home intergenerational project. GC said the Nurture Breakfasts would re-start soon. HB said Masses at the school were getting more Parishioners.</p>	
<p>7 Safeguarding including Health & Safety</p> <p>7 Safeguarding Update</p> <p>7.1 Safeguarding Update inc suspensions</p> <p>7.1 There have been no recent suspensions. The pupil with a 1:1 TA, who has left, was at risk of a 1/2 day suspension because they were unable to self regulate but the situation was managed but staff. An emergency Annual Review has been scheduled.</p> <p>ST has updated the Exclusions Policy. The language is very outdated. Any suspensions must now go to CT, Chair of Governors and the Local Authority.</p> <p>7.2 Safeguarding Review 03/03/23</p> <p>ST explained that LP & 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. ST 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>One other issue raised by the review was children using the toilets at break times. There was no close supervision as children came into the school. HB suggested a peg system so adults would know that children had gone in to use the toilet.</p>	<p>ST & EF</p>
<p>Leadership & Management</p> <p>8. St Cats SEN SEF 2023</p> <p>8.1 St Cats SEN SEF 2023</p> <p>8.1 TS asked how SEN pupil's parents were kept up to date with progress. ST said this was a combination of Parents Evenings, Independent Education Plan reviews, end of day chats and SENCo meetings. There was also the involvement of Educational Psychiatrists or Specialist Teachers report. TAs also perform interventions if a child has a specific SEN need.</p> <p>TS asked about the data and for a reminder on how Phonics were scored? ST said the whole cohort score is 32. There are six children with SEN in Year 1. Two children who are not set to easily pass are having interventions. Year 2 retakes are likely that five out of the six children will pass. CH said that Becky Treble (BT) had been very proactive using individual teaching workshops with parents and online pathways. GC asked if all parents were engaged? ST said unfortunately not. CH said there were two particularly good points, upskilling TAs and all SEN children have all opportunities to engage. GC asked if attendance was an issue? ST said across the school attendance is less than she wanted. ST plans to join the DFE Attendance Hub. There is a power point from the Dorset Attendance Briefing that EF will put on GovernorHub.</p>	<p>ST EF</p>
<p>9 Finance & Staffing</p> <p>9.1 What is the overall assessment of staff wellbeing?</p> <p>ST said the staff were tired but optimistic.</p> <p>9.2 Update on Pupil numbers</p> <p>14 places had been offered for EYFS children in September 2023 with a possibility of two more. There will be one more Year 1 pupil starting in September 2023. ST explained the Pupil Admissions Number (PAN) had not been adjusted to take into account mixed age group classes. BT is visiting all the preschools and holding Stay and Play events every Tuesday.</p> <p>9.3 Staff Absence</p> <p><i>The LCB moved to Part Two Minutes</i></p>	
<p>10 Governance and Responsibilities</p> <p>10.1 Governance Updates Date for OFSTED Questions Meeting</p>	

<p>10.1 GC suggested 10th May 5.30pm for a Zoom meeting. EF will set up. ST will attend to help with answers.</p> <p>10.2 Governor Responsibilities</p> <p>10.2 There is a Coronation Celebration on Friday 5th May. LCB is welcome to attend. Penny Cross (PC) has been given PE Lead in LBs absence. ST has given her time to prepare.</p> <p>ST explained that Science can't be a Foundation Subject deep dive. History is strong. Geography is developing. HB asked if schools that have recently been inspected were given the choice for a deep dive? ST said yes. Sport and PE is strong and it would be easy to talk about curriculum progression. Liam Toohill (LT) would be alongside PC for those subjects.</p> <p>HB is planning a maths visit, NT a Health & Safety Visit. Pupil Voice will be the first meeting of the new academic year.</p>	<p>ALL</p>
<p>11 Policies (for Review)</p> <p>11.1 Behaviour and Relationship Policy</p> <p><i>11.2.1 Behaviour and Relationship Plan</i></p> <p><i>11.2.2 Intimate Care Policy</i></p> <p><i>11.2.3 Whistle Blowing Policy</i></p> <p>The LCB noted the policies.</p>	
<p>The meeting closed at 5.15pm</p>	