

**St Mary’s Catholic Primary School**

**LGB MEETING MINUTES**

**6pm on Wednesday 16th October 2019**

**Held at St Mary’s Catholic Primary School**

Clerk: Lcollard@stmarysaxminster.devon.sch.uk

**In Attendance:**

Theresa Dicker TD (Chair)

Lee Taylor LT

Hilary Sharpe HS

Julie Gray JGr

Jane Godfrey JG

Liz Tompkins LT

Marta Tryc-Palka MT

Elaine Mannix EM

Louise Collard LC (clerk)

Meeting commenced at **6.30pm**

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| **1 WELCOME AND OPENING PRAYER**  The meeting opened with a prayer. |  |
| **2** **APOLOGIES**  Apologies were received and accepted from JH and DF |  |
| **3 DECLARATION OF INTERESTS**  There were no new declarations of interests for this meeting. |  |
| **4 ANNUAL ELECTIONS**  Governors unanimously voted for TD to continue as chair. JH stepped down from the role of Vice Chair and it was agreed that 2 vice chairs would be elected. Governors unanimously voted for JGr and LT to take up the roles of vice chairs.  Governors agreed lead governors for 2019/20 as follows:  SEND : JG, with Marta shadowing  Pupil Premium / Sports funding : ET  Safeguarding : HS  Health and Safety : LT  RE and Catholic Life : TD - JGr shadowing  **5 MINUTES OF PREVIOUS MEETING**  EM requested an amendment to item 9 Safeguarding.  EM and Debbie Gill had attended a conference on contextualised safeguarding which highlighted the current good practice in place in the School.  **6 INTERIM MEETING NOTES**  Meeting notes were agreed by governors with the amendment of wording in item 9 budget to read ‘believed to be’  **7 MATTERS ARISING FROM PREVIOUS MEETING**  S48 Inspection is due. There was concern that this could come at the end of term during school Christmas events but confirmation provided that there will be two weeks’ notice given |  |
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| **8.1 HEADTEACHER REPORT**  Governors asked what is being done to get resources for increased PAN – EM advised that training of staff is currently taking place.  Governors asked what progression there had been with increasing school footprint to accommodate increase in PAN. EM confirmed that this is still in discussion as the plans to incorporate additional space onto the main building could not be financed and the school were reluctant to have a completely separate building.  EM advised that four new pupils due to start this term. Governors asked if information on SEND requirements would be available to school prior to admittance. EM confirmed that this would not be known until after a place has been offered as that would be when full details would be disclosed, the funding would then be available for the following term.  Governors asked whether there was capital grant funding available but were advised that this was paid retrospectively and was for the purpose of spending outside of teaching and learning. CAST allocated the funds to the school and the school have prioritised this for H&S and safeguarding priorities – such as recent spending on the new gates in the front playground.  SEND policy is due for review in December. Chair confirmed this would be included in policy schedule to be put together by the clerk and policy working party.  Governors asked if the recent OFSTED result had been shared with the PALS magazine. EM confirmed this had been communicated to the editor.  In year admissions – RE lead governor questioned if the school could communicate with prospective pupils about the Catholic Life of the school prior to them making their application. EM confirmed that this would only be possible if the parents contacted the school before making their decision to put in an application. All applications received through the LA were accepted on a first come first served basis and there was no preference given to Catholic families.  Education – there were two new teachers being fast tracked, one new teacher and one experienced teacher both of whom were doing very well with positive feedback.  There was no requirement for additional maths help as the school was continuing to successfully work with the Jurassic maths hub. Fr Anthony has been continuing from last year with Latin with year 5.  Moderations were being conducted within cluster which had now changed to our school with St Nicholas Catholic Primary (Exeter), Our Lady and St Patrick’s Catholic Nursery and Primary (Teignmouth) Our Lady’s Catholic primary (Barnstaple) and St John’s Catholic Primary (Tiverton).  Inset day in the following half term would be for cluster work. Governors queried how headteacher felt about format of inset days being pre determined. EM confirmed this was good to be able to work with others on one agenda as it provided good quality control. EM confirmed they would also be looking at foundation subjects. Governors agreed that this was a good way forward to ensure schools working together within the Trust.  EHCP – there is funding in place for 3 EHCP’s and this in ongoing and is reviewed annually. If there is evidence that pupil needs are higher then additional funding can be applied for. The school would work closely with Multi Agencies if required to ensure that all pupils receive the support/funding required.  Attendance – this was good with no current concerns to be addressed.  Behaviour and attitude – Governors congratulated EM and staff for the good comments made in the recent Ofsted report.  Curriculum enrichment – this is embedding skills across the curriculum in line with the new Ofsted framework. Pupils were engaged well with health and well being. They had opportunities to be involved in workshops/projects and school trips.  Governors would like to be provided with more information on planned trips and events during planning stages moving forward.  Governors thanked the headteacher and staff for their hard work and loyalty in taking the school from where they were to where they were currently.  Governors also noted the loyal support from parents and the dedication of the pupils. | ACTION Clerk |
| **8.2 SCHOOL IMPROVEMENT PLAN**  EM had met with Neil Maslin and confirmed that milestones had been met and advised that the SIP would move from a one year plan to a three year plan. Governors were concerned that this would not allow progress to be monitored adequately. EM confirmed that a yearly plan was more thorough with termly targets but that by March 2020 she would be in a position to adequately work to a three year plan as this would be more strategic.  Governors asked if the new teachers were making effective impact and how this was evidenced. EM confirmed that impact was made.  EM had made classroom drop ins, working closely with the teacher and the pupils and asking questions. EM confirmed that all staff are able to identify areas for improvements and are making use of TA resource well.  Governors asked how the staff are responding to RE teaching. EM advised that she has completed CPD with staff to ensure they engage positively which has been evidenced by the way the communicate with the pupils.  EM currently working on developing skills of teachers to be able to develop the children to recognise in themselves what they are capable of.  Leaders and staff carry out self evaluation to include performance management once per year, CPD sessions, monitor the SIP and SEF and termly progress reports.  Governors discussed their own roles and acknowledged their requirement to challenge and support and to be able to demonstrate the impact they have on school improvements. Governors also recognised their essential role in being a part of the community.  **9 LEAD GOVERNOR UPDATES**  **9.1 SAFEGUARDING**  HS had completed SG3 training.  During school visit HS spoke to staff, TA’s and kitchen staff and confirmed that all had received relevant safeguarding training. Single central record had been updated. Raised a query over expiry dates of first aid certificates for staff – these were planned to be completed at Axe Valley academy.  **9.2 PUPIL PREMIUM**  LT provided a written report which listed how to focus spending, EM confirmed that monitoring of PP pupils was continuing .  Governors asked if PP pupils obtained help with costs for school trips – it was confirmed that the funding is used to ensure that all PP pupils have access to the wider curriculum and are able to flourish as a result. It was agreed that money was well spent and there was a positive impact for PP pupils. EM confirmed that there was a significant drop in the number of PP pupils with concerns. There are now only two PP pupils who require specific targeted monitoring. Governors raised the query regards to staggered payments on parentpay and it was confirmed that the system does allow small regular payments to be made as well as one lump sum.  **9.3 SEND**  SEND policy and the equality policy were due for a review shortly for which JG will take ownership . SEND within school continues to work well concentrating on ensuring SEND children are ready for adolescence and adulthood. Targets on training and continuation of engaging all staff to participate. Current statistics show total of 25 pupils of which 8 are tier three and 17 are tier two.  Governors noted that deputy safeguarding lead is continuing to make excellent progress.  **9.4 HEALTH & SAFETY**  LT reported that all documentation for H&S is in place and the school was currently at 86% with expectation of reaching 100% in comparison to 38% three years previously.  Governors noted the CAST Health and safety policy and LT confirmed that all staff were well conversed.  Governors questioned what H&S measures were put in place for off site visits – EM confirmed that all risk assessments were completed through EVOLVE (eduFOCUS) an online system for the planning, approval and management of off site visits.  **9.5 RE & CATHOLIC LIFE**  TD advised that TD and EM would be attending an RE inspection training day in Torquay.  Topics covered by school was God Matters and TD confirmed that she had attended two year group classes. Her plan is to observe a topic from God Matters across all year groups note children’s development and understanding over time All governors agreed that during their visits they had noted how pupils were thinking positively and kindly.  EM advised she had seen the framework for the S48 inspection which had been broken down into 3 areas. It was noted that the inspection would be a 2 day inspection.  EM advised that she had worked with Fr Anthony on a schedule of masses or visits.  **10 GOVERNOR UPDATE**  Chair advised that the next interim meeting would cover the schedule of accountability, the new scheme of delegation and the governors development plan.  All governors will be required to complete the school safeguarding training.  Policy schedule to be put in place – working party agreed to be LC, HS and JG.  Governor hub was now available, any questions to be forwarded to the clerk or chair. Clerk to provide some basic training for all governors. | Action JG  Action LC HS JG  Action CLERK |
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**The meeting closed at 8pm**

The date of the next LGB meeting will be **Wednesday 11th December 2019 at 6pm**

**Signed by the Chair of Governors as a true and accurate record**

**…………………………………………………………………….. Date……………………**