

**St Mary’s Catholic Primary School**

**LGB MEETING MINUTES**

**6pm on Wednesday 17th July 2019**

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

Clerk: Lcollard@stmarysaxminster.devon.sch.uk

**In Attendance:**

Theresa Dicker TD (Chair)

James Hammett JH

Lee Taylor LT

Hilary Sharpe HS

Julie Gray JGr

Jane Godfrey JG

Liz Tompkins LT

Debbie Fudger DF

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 from GH with notification and acceptance of her resignation from the LGB. |  |
| **3 DECLARATION OF INTERESTS**  There were no new declarations of interests for this meeting. |  |
| 4 **AOB**  There was no AOB to be tabled into the meeting  **5 MINUTES OF PREVIOUS MEETING**  Minutes of the meeting 22nd May 2019 were amended in one paragraph of headteacher report. Minutes to be signed at the next Governor business meeting to be held on 4th September 2019. |  |
| **6**  **MATTERS ARISING FROM PREVIOUS MEETING**   1. **Governance update**   Governor photographs are now displayed in reception and need to be included on the webstie.  Governor Recruitment – New foundation governor Marta will be starting in the Autumn Term. Father Anthony and the diocese need to sign the application form to complete appointment.   1. **School Business Manager**   CAST advised that there were currently no plans for appointing a school business manager. Governors questioned whether or not they should contact CAST themselves as there were only 3 schools within the Trust without a business manager but in a small school it put too much pressure on the Headteacher having the additional work. Governors agreed that the Chair would email CAST.   1. **Medical Policy**   Medical policy is in place. Governors asked whether staff should put suncream on children and had a letter been sent out to parents about suncream, hats and waterbottles . They were advised that it was too time consuming and not appropriate for staff to put suncream on for children. Staff would always ensure children were kept in the shade where possible and provided with water – this was particularly evidenced at latest sports day.  **7 UPDATE FROM INTERIM MEETING**  Notes from the interim meeting held on 26th June 2019 were noted by Governors, there were some amendments to be made and carried forward to the next LGB meeting. | Action CLERK  Action CLERK  Action CHAIR  Note ALL |
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| **8 HEADTEACHER REPORT**  Governors were provided with a detailed report of Submission of Primary Published results for 2019 which was discussed.  EM confirmed that when OFSTED had visited in July 2019 the SEF and SIP which had been updated one week prior to the visit showed the school were good in all areas and that 80% of pupils were making good progress.  Over the year the school had 10 pupils leave and 6 join and it was noted that in a small school the change of just one pupil can have a big impact on statistics.  Governors asked how many pupils from Yr 6 had started in EYFS.  This was potentially only 4 who could be included in figures for Yr2 to Yr6.  Govenors questioned why KS2 data for achieving ARE in Reading Writing and Maths combined for Pupil premium children was 50% which was lower than any % for individual subjects.  This was because there could be one child good at maths and one child good at reading so the combined score for that particular group of children is greatly reduced.  Governors asked why EYFS boys score was so low compared to girls and it was confirmed that there were far fewer boys within the year group and within the number of boys there were 3 with specific speech and language needs.  Governors asked how could progress be monitored for a Yr6 pupil working at greater depth (GD) if they were already working at GD in Yr3.  Progress is shown by accelerating children and from teacher assessment from Yr 2 to Yr5. Progress data was improving against historic data. St Mary’s had progressed from being behind to reaching expected standards across the board. Each child had a breakdown of progress in reading, writing and maths to show where they needed to get to in order to show progression. Attainment would be shown with Phonics screening in Yr 2 and SATs in Yr6 with years 2-5 on teacher assessment only.  Governors were advised that next year would be a pilot for EYFS base line data to track pupils progress through to Yr6.  It was noted that current Yr 6 had obtained 100% age related expectation (ARE) in Maths.  Governors congratulated staff and pupils for such an achievement.  Governors thanked the headteacher for her report. |  |
| **9 SAFEGUARDING**  EM and Debbie Gill (DG) had completed a course on contextualised safeguarding. The course confirmed the accurate picture of children and families which would increase the ability to utilise early help rather then reacting to situations after they had occurred. Pastoral support was continuing to work well within the school and the community. The single central record showed that some long standing staff members had relatively old DBS certificiates still on file so this would be addressed.  There were no safeguarding issues to report.  **10 PUPIL PREMIUM (PP)**  Progress with PP was moving forward rapidly with only 3 children not making expected progress.  Governors asked what had led to this improvement and what was being done to continue to help the 3 pupils not progressing as well as expected.  The change was primarily from a whole school approach and ethos and with the engagement of pupils. Governors discussed this and agreed that the ethos throughout the school and the engagement of children was due to positive leadership which had led staff to take a more effective approach. Yr1 had targeted phonics and individual support had been in place for reading, with particular support from TA within the classroom. |  |
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| **11 SEND**  Debbie Gill (DG) as Deputy Safeguarding Lead had termly meetings with teachers and worked closely with them to ensure they were reaching targets and able to evidence this. DG developed the role into leadership and was able to show expectations for teachers.  **12 HEALTH & SAFETY**  Latest H&S inspection was 87% complete compared to previous figure of 38% . Audit of play equipment was completed but had not initially included trim trail as had still been under warranty until the last audit. Auditors did return and complete the audit to include the trim trail.  Water pipes – it was confirmed that the caretaker carried out checks and ensured dead end pipes were washed through by turning all taps on and off on a weekly basis.  Asbestos – there is a management plan in school and staff are aware of location.  **13 RE & CATHOLIC LIFE OF THE SCHOOL**  It was confirmed that Sarah Barretto held the position of a part time equivalent of Sarah Adams.  Governors discussed the existing RE S48 Inspection framework, Catholic Education Service’s review document and the planned national Inspection process, and the teaching of RE.  EM has a SEF which had been completed but there were new teaching assessments that would need to be distributed. These would be included into a folder for the cohort. This same folder would then move up through the school with the cohort. EM recommended that governors look at Laudato Si”(On care of our common home) document.  **14 GOVERNOR UPDATE**  Governors discussed the need for Chair and Vice chair succession planning and agreed that moving forward 2 Vice chairs would be elected in the new academic year. It was agreed that this would be done at the first business meeting in September 2019. It was also agreed that parent governor election process would be discussed at the same business meeting as there would be a vacancy. |  |

**The meeting closed at 8.20pm**

The date of the next LGB meeting will be set at the first Governor business meeting on

**Wednesday 4th September 2019 at 6pm**