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## **St Mary's Catholic Primary School**

### **LGB MEETING MINUTES**

**6pm on Wednesday 11<sup>th</sup> December 2019**

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

Clerk: Lcollard@stmarysaxminster.devon.sch.uk

#### **In Attendance:**

Theresa Dicker TD (Chair)

James Hammett JH

Julie Gray JGr

Jane Godfrey JG

Hilary Sharp HS

Liz Tompkins ET

Debbie Fudger DF

Marta Tryc-Palka MT

Elaine Mannix EM

Graham Briscoe GB

Louise Collard LC (clerk)

Meeting commenced at **6pm**

#### **1 WELCOME AND OPENING PRAYER**

The meeting opened with a prayer.

The Chair welcomed Graham Briscoe from CAST Central Services

#### **2 APOLOGIES**

Apologies were received and accepted for LT

#### **3 DECLARATION OF INTERESTS**

There were no declarations of interest for this meeting.

#### **4 MINUTES OF PREVIOUS MEETING**

Amendments were made to the minutes of 16<sup>th</sup> October – to be typed up and then signed by the chair

Action CLERK

#### **5 ACTIONS FROM PREVIOUS MEETING**

Policy schedule had been put together and this was a work in progress document

Governor briefings – New dates on CAST central services website

#### **6 HEADTEACHER REPORT**

A written report was provided by the headteacher which was discussed by all governors. Governors were also advised that following a two-term pilot the new cluster group had been fully operational since September 2019.

Q: What impact has the cluster had?

This was working positively particularly with KS2 shared moderation as this has enabled a higher level of moderation than would have been possible with one school. YR2 will be doing the same in February and action plan will be devised.

Q: Do staff also meet together?

Whilst this was possible GB confirmed that clusters share good practice amongst various cluster leads and information is then passed to all schools for all staff.

Governors agreed that this was good for ensuring all schools within the clusters and the Trust worked together.

Q: Do the clusters only have one lead person to cover all aspects?

No, there had been a SENCo forum set up for SENCo leads in schools to meet together and share best practice?

Governors noted that despite the geographical issues for some clusters they were working positively and effectively.

Governors discussed areas of training and noted that all staff had received SIMS training.

Q: Do governor briefings count as training for governors and can they be done as webinars?

Yes they do count towards training and GB confirmed that webinars were a consideration.

Q: What impact do the noted staff changes have on the budget?

EM confirmed that there was no impact with administrator changes as Tammy would be covering the additional hours due to Gemma leaving. EM was liaising with Devon Norse bosses to ensure that a suitable replacement contract could be agreed for caretaker's successor. The current music teacher invoices the school directly and is going on maternity leave with no maternity allowance costs to the school. The new specialist music teacher would be invoicing the school directly in the same way.

Q: Do we have the financial figures for 2018/19?

Good progress has been made with sorting out finances with CAST central services but these figures were still to be obtained

Action EM

Q: What impact will the appointment of the shared business manager have on the school budget?

EM advised this needed to be determined as this would be covering the work currently done by Karen Cook.

Action EM

Governors thanked the headteacher for her report.

## **7 GOVERNOR LEAD UPDATES**

### **7.1 SAFEGUARDING**

HS advised that following a visit to school she had highlighted some training needs and had followed up to ensure that all staff working within the school were up to date with safeguarding training. The new sign in system for the school had a tick box to confirm that all visitors had read the safeguarding document made available to them.

EM confirmed that the SG5 form had been completed and that there were no looked after children currently attending the school.

HS highlighted that there was safeguarding training available through the HUB with Babcock but she had been unable to access this. GB confirmed that we did not currently have a subscription to this training but CAST central services were looking at options with various training providers to find the most suitable one to sign up for. He also confirmed that the HUB was currently only intended to be used as a communication tool. Governors agreed that this was an excellent tool.

### **7.2 PUPIL PREMIUM AND GRANTS**

Governors were provided with a written PP report and sports funding report.

Governors were impressed with the quality of the sports funding report and the range of sports made available to all pupils. It was noted that Ofsted had commented on the excellent use of funding – ALL monies had been spent directly on sports.

Governors were informed that the school had achieved Gold Sports award again and the plan for the next year was to focus on specific sports.

Governors noted that there were no pupil premium children in the September 2019 intake. The termly tracker was still being used which included both accelerated learners and those of concern. EM advised that she was still using half termly assessments as these ensured nothing was missed and enabled the school to forward plan. Pastoral support worker continued to be proactive with a positive impact.

### 7.3 SEND

MT had started shadowing JG and they had a meeting with the Deputy Safeguarding Lead Debbie Gill (DG) in school. It was noted that DG had identified it would be good for pupils, particularly boys, to have a male role model within the school but there were currently no male teachers in post.

All children in the school were assessed for speech and language to identify any requirements for additional support and there was a positive improvement in the progress of those children who required the additional help. Governors asked how this improvement was achieved and were advised that four TA's had undergone specific training with one TA focusing on one to one work.

Governors raised the query regarding closing the gap with summer born children and it was noted that children are monitored by birthdate which takes this into consideration.

### 7.4 HEALTH AND SAFETY

All H&S issues had been reported including the leaking roof, problems with the drain and the crack in the boundary wall.

CAST central services have taken responsibility for the roof as the caretaker was not covered to go on the roof to clear debris. It was suggested that an annual clean could be the solution but noted that a one off clean would not alleviate the issue.

Governors asked if there was a date yet for the door opening button to be moved to a higher position out of a child's reach. This needs to be chased.

Action LT

Whilst governors were appreciative of the gates recently installed at the side of the building in the front playground there was concern that they

were not withstanding strong winds. EM confirmed that this would be addressed in the new year.

Action LT/EM

## **7.5 RE & CATHOLIC LIFE**

Governors agreed there is a good religious and catholic sense across the whole school and thanked the headteacher and staff for achieving this.

During a school visit TD noted that one teacher had commented 'I love teaching RE' Governors agreed that this was a noteworthy comment and asked what had initiated such a good response particularly when so few of the staff were Catholic themselves. DF advised that staff felt this was due to the excellent CPD training which was both supportive and creative. All staff looked at the RE unit from all stages across the school years which enabled them to plan their individual lessons well. It was also noted that the timing of the training was excellent. Staff felt fully immersed in training as the focus corner and relevance was timely and it was ongoing as the teaching became more in depth. It was noted that the headteacher was open and encouraging. The focus on main themes such as Lent and Advent had been particularly helpful for staff, many of whom had no specific RE subject knowledge.

The headteacher had spoken to the congregation of the parish church about the school and the importance of RE within the curriculum and how this worked within the school. A two page article of this presentation had been published in the PALS (Parishes of Axminster, Lyme Regis and Seaton) magazine.

Governors questioned the CES governance review with regards to details within it that were not LGB responsibility. GB advised that this will be on the agenda at the next Trust board meeting.

## **8 CHAIRS UPDATE**

Governors were provided with a written report from the Chair.

The school had adopted the CAST mission statement and governors were advised that the school motto would remain. It was noted that the school would continue with its values and that CAST values were still visible. Pupils are all aware of the school values.

## **9 POLICIES**

Governors noted new CAST policies and were advised that all up to date policies are available on the HUB in documents.

Clerk would meet with the headteacher to go through school policies using the newly created policy schedule and all policies for LGB approval would be put into the policy folder on the HUB.

**The meeting closed at 8pm**

Action CLERK/EM

There will be an interim meeting on **Wed 15<sup>th</sup> January 2020 at 6pm**  
The date of the next LGB is **Wed 12<sup>th</sup> February 2020 at 6pm**

Signed by Chair of governors ..... Date .....