



St Mary's Catholic Primary School

LGB MEETING MINUTES

6pm on Wednesday 3rd April 2019

Clerk: Lcollard@stmarysaxminster.devon.sch.uk

In Attendance:

Theresa Dicker (Chair) TD
James Hammett (Vice Chair) JH
Lee Taylor LT
Julie Gray JGr
Jane Godfrey JG
Liz Tompkins LT
Hilary Sharp HS
Elaine Mannix EM
Graham Briscoe GM
Louise Collard (clerk) LC

Meeting commenced at **6pm**

1 WELCOME AND OPENING PRAYER

The meeting opened with the school prayer.
The Chair welcomed Graham Briscoe, CAST Director who had been invited to attend LGB. He clarified that he was there as an observer only but would be happy to report any issues or queries back to CAST should that be required.

2 APOLOGIES

Apologies had not been received from Gemma Hill who was not in attendance.

3 DECLARATION OF INTERESTS

No new declarations were made.

4 AOB

There was no AOB to be tabled into the meeting

5 MINUTES OF PREVIOUS MEETING

Minutes of the meeting 13th February 2019 were signed as a true and accurate record.

6 MATTERS ARISING FROM PREVIOUS MEETING

i. Governance update

Profiles – all governors agreed they would complete pen portraits by 10th April 2019 for inclusion on school website. Action ALL

Governor Recruitment – Chair confirmed that staff governor vacancy had been filled with effect from Summer Term 2019. This had created a Foundation Governor vacancy. GB suggested advertising in Inspiring Governance. Governors suggested also advertising in local parish newsletter and approaching the school cluster group. It was agreed to take all suggestions forward. Action CHAIR

ii. Axminster Education Plan

Headteacher confirmed 3 meetings had taken place since last LGB meeting to look at plans and the budget for expansion.. LA had previously agreed budget based on provision of additional units separate to the main school building. Discussions had been started and architects approached regarding possible solution to incorporate expansion within existing building whilst remaining within budget. Headteacher confirmed further information would follow.

Governors questioned the impact this would have on Dragonflies pre-school. It was noted that as Dragonflies were run by the LA the school expansion would have no impact. It was also noted that Dragonflies would in fact assist with obtaining increased PAN for school as many of the pre school children moved on to St Mary's.

7 HEADTEACHER REPORT

I. DATA

Governors queried the year 6 data and were advised that the change was due to 3 pupils who were Greater Depth having left the school. Governors noted also that the engagement of year 6 pupils was significantly better. Headteacher advised that following the departure of further pupil there

had been noticeable improvements in the focus of remaining pupils working in a calm environment.

Governors asked what had improved performance in year 4 and were happy to be informed that the pupils had developed a good ethos for learning objectives with excellent engagement in class

Governors agreed that the school was moving forward positively for children having a voice with a good understanding of the schools' values and ethos and the expectations of performance

II. SAFEGUARDING

Governors noted there had been a vast improvement on safeguarding incidents from last year. Governors asked what this improvement had been attributed to. In academic year 2017/18 there were 31 complicated issues reported by January 2018 compared to only 18 standard issues reported in January 2019 for the same period for academic year 2018/19. This was partly due to a pupil leaving the school but also due to the work of Pastoral Support

The impact on the children of the pastoral support was great and it freed up the time of the headteacher and the SEND lead. The pastoral support worker had completed Solihul training and had worked well to engage the children with the community by working closely with families and the local area, including HALFF cooking project. Forward plans would be to target specific training for teaching assistants.

The impact of changes made since the safeguarding audit of November 2018 were evident. There had been a rise in work of the school within the community and extra-curricular activities had been well organised and executed and were being well utilised such that most afterschool clubs were running at full capacity.

Governors discussed pupil behaviour and noted how impressed they had been with the pupils' calm and focused behaviour at parents evening. It was also noted that in particular year 6 gymnastics display evidenced how well the cohort was working together. Governors noted improvement of pupil learning behaviours evidenced during governor learning walk and visits.

Governors asked what had attributed to this whole school improvement. It was confirmed that Pastoral Support within the school had enabled adequate and positive help reducing disruptive incidents and the need for help from outside agencies. The allocation of resources internally had also been well managed

III. SEND

There were a number of SEN pupils in year 2. Governors asked what had been put in place to secure a significant improvement in development within the cohort. Governors were advised that this was due to resources within the cohort having been switched to allow for periods of separate time allocated to pupils for reading and maths.

IV. PUPIL PREMIUM

Governors discussed the allocation of PP funding. Headteacher advised that all staff were aware of who their PP children were and that PP had been used to create an environment that included everyone but that provided additional support to those in need. Previous visit to the Plymouth school showed that dealing with individuals was a more beneficial use of PP.

Governors asked if the Pastoral support was funded by PP which was confirmed.

V. PE & SPORTS PREMIUM

Administration of PE funding was vastly improved with systems in place which were much clearer as to who was responsible for what. Governors noted that sports events were varied and well organised. Work had already been done for the following term and governors noted that discussions had taken place with all staff to ensure the booking of events worked alongside the existing school timetable.

Governors agreed that the process of involving parents and obtaining permission slips was working well.

Action EM

VI. FINANCE

The deadline for the next draft budget would be 10th May 2019. Governors noted that structure and funding would remain the same. Governors requested confirmation as to whether or not the school budget would have capacity for a finance manager to be in post.

Governors thanked the headteacher for her work and comprehensive report.

8 HEALTH AND SAFETY

Governors were advised the site induction had been completed for new H&S Lead Governor and they were clear on the processes. Updates from the headteacher had been well communicated to the lead governor. Governors requested clarity and confirmation on what was in place.

Action ET

Headteacher clarified for governors that H&S lead governor role was to validate work that headteacher had done in respect of H&S issues. Governors requested sight of any such H&S issues including records made and risk assessments completed.

Action HT

It was confirmed that CAST were aware of what works were outstanding and progress to complete were in place. Governors questioned how the costs of outstanding works was to be funded. This would be funded out of additional budget from capital expenses of which £6300 was available to complete outstanding issues.

GB advised that all governors, staff and pupils should be vigilant to health and safety issues and report anything noticed.

Headteacher confirmed that staff have adapted a mindset of being aware of health and safety issues.

As H&S lead at Trust Board level GB kindly confirmed to governors:

- 1) H&S responsibility was with CAST
- 2) Paul Stewart was H&S Estates Manager within CAST
- 3) Bi-monthly trust committees were held re review H&S across all schools within CAST
- 4) There had been a great improvement in H&S across the trust

Governors thanked GB for his advice, information and support.

9 NOTES FROM INTERIM MEETING

1. RE AND CATHOLIC LIFE

Governors discussed RE and Catholic Life of the school and agreed observations of Catholic ethos would be recorded in all governor visit reports.

Note ALL

Governors were advised that the S48 would definitely go ahead in the Summer Term 2019 and prior notice would be given. Governors asked if the school was ready for the inspection. Headteacher confirmed that whilst her time away from school dealing with other issues had impacted somewhat all the processes were in place. Headteacher had attended a RE conference. RE Lead from CAST, Sarah Buereto was involved and all

elements of S48 had been completed and work was underway to put together. All but 3 members of staff had received RE and Catholic Life training.

Governors were concerned about confidence of staff in teaching RE but were reassured that all had an understanding of the Beatitudes and the Fruits of the Holy Spirit which they had incorporated into tasks in Drama and Art to actively engage the children in learning RE.

Governors expressed concern that assessment of RE teaching could potentially be box ticking but were happy that RE learning was assessed by means of pupils showing their understanding of RE in the context of themselves and the world.

Governors agreed that progress had been made with working closely with the church:

3 pupils would be commencing with preparation for First Communion in the Summer Term 2019 following the Easter break.

Parents had been invited to join the coffee morning CAFÉ in the local parish church.

A copy of the CES to be obtained from the trust for the school and all governors.

Action CLERK

2. GOVERNOR VISITS

It was noted that CAST were currently completing policies on governor visits and once these had been approved they would be issued to LGB to note. Chair offered to accompany governors on their initial visits to offer support and guidance.

Governors agreed to record visits in the back of the school signing in register.

Governors discussed the importance of being recognised within the school and agreed the solution would be to have governor specific lanyards in green with white writing. GB advised he would be happy for CAST central services to look at providing these. Clerk to take forward.

Action CLERK

Governors agreed the allocation of lead roles as per the interim meeting:

RE and Catholic Life of the school	Theresa Dicker (chair)
SEND	Jane Godfrey
Pupil Premium	Liz Tomkins
Safeguarding	Hilary Sharp
Parish link	Hilary Sharp
Health & Safety	Lee Taylor
Sports and PE funding	Julie Gray

EYFS
School Data
Governor Training
Parent/Staff/Community liaison

Julie Gray
James Hammett (vice chair)
James Hammett (vice chair)
Gemma Hamilton

10 POLICIES

No policies for review. Clerk would provide governor visits policy from CAST when available and check all statutory policies are uploaded on school website.

Action CLERK

The meeting closed at 8pm

ACTION LOG

ITEM	ACTION	FOR WHO	BY WHEN
6i	Complete pen portraits for website	ALL	10 TH April 2019
6i	Advertise to recruit Foundation Governor	CHAIR	ASAP
7vi	Confirm if budget available for Finance Officer	EM	22 nd May 2019
8	Confirm what is currently in progress for outstanding health and safety issues	LT	22 nd May 2019
8	Provide governors with H&S issues and risk assessments	LT	22 nd May 2019
9.1	Copy of CES for governors and staff	CLERK	ASAP
9.2	Provision of lanyards	CLERK	ASAP
9.2	Confirm requirement for which policies need to be on school website	CLERK	ASAP
10	Provide governors with Governor Visits policy from CAST	CLERK	AS SOON AS AVAILABLE FROM CAST

The date of the next Interim/workshop meeting is
Wednesday 8th May 2019 at 6pm