

These minutes are a true and complete record of the meeting. Signed: _____ Date: _____

Our Lady of the Angels Catholic Primary School

Minutes of the Local Governing Body Meeting Tuesday 26th March 2018 at 4.15 p.m.

The following governors met on the above date:

Angie Baldwin	Foundation Governor & Chair
Cllr Nicole Amil	Foundation Governor
Lucy Bettesworth-Venter	Foundation Governor
Lisa Southwell	Foundation Governor
Adam Krasnopolski	Foundation Governor
Amelia Harding	Interim Headteacher
Andrew Hall	Parent Governor
Neil Wilson	Community Governor
Stephen Corline	Community Governor
Catherine Johnson	Clerk to Governors

1. Welcome prayer

AB led the meeting in prayer.

2. Apologies for absence

Father John Smethurst, Rachel Nolan & Annika Palmer sent their apologies, sanctioned by the meeting.

3. Correspondence since last meeting

Please see Google Drive Correspondence folder.

Procedural matters

4. Declaration of Business Interests

No changes were declared.

5. Review & approve minutes of the previous meeting

The minutes were approved unanimously & signed.

6. Matters arising from the previous meeting

- Send out parent questionnaire – not yet done
- Governor to attend Pupil Progress meeting when have date – AB reported that Louise Adams advised to seek advice from HMI re whether appropriate for Governors to attend Pupil Progress meetings
- Governor to meet with EYFS staff – not yet done
- Arrange repair of EYFS gate through TDA - completed
- Governor visit to look at middle attainers – not yet done

- Governor to meet with Head re safeguarding – not yet done
- Governor to talk to PE Apprentice – RN absent
- Chase up AB extension of term of office – application sent to CAST
- Send RSC visit report to school – done, see 9 below
- Review 2 in year admission applications - done
- Monitor PP & FSM attendance - done
- Next fire drill to be held at different time of day – done, see 9 below
- Contact DCC to arrange H&S audit – visit booked for 16 May 18, LS to attend
- Implement name change officially – to be actioned by CAST
- Pupil progress data to be reviewed at next OAG – done, 14 Mar 18 meeting, see 8 below
- Email Governor visit reports guidance to clerk – still awaiting from Louise Adams
- Hold Finance Committee meeting – not done, see 18 below
- Inform SG that yellow forms not used - done
- CP & S/G policies to next meeting – see 13 below
- Staff Behaviour Policy to next meeting – see 14 below
- Update Admissions Policy for 2019-20 – done, sent to Torbay Council & on school website

7. Urgent business from the Chair and Headteacher

AB reported that AmH will continue at the school for another term while the Headteacher undertakes a phased return, being organised by CAST, possibly involving working elsewhere on a temporary basis. Louise Adams suggested that the Governors send a letter to parents explaining this; AmH has invited a CAST representative to come & speak to a parents' meeting – date yet to be set.

AmH reported that she has reviewed the part-time teachers' PPA allocation which she believes it is currently too generous & should only be carried out in school; she is seeking CAST advice to rectify.

NW asked about the voluntary severance process; AmH reported that 2 staff (MTA & TA) will be leaving under this scheme at the end of April. CAST has asked the school to restructure the TA support staff, so this will be done next term.

School management, monitoring and evaluation

8. OFSTED Action Group report

SC reported on the last meeting as in the minutes on the Google Drive. He highlighted:

- Across the school, could get to where need to be by end of the academic year in Reading & Writing, but will be a stretch, KS2 most behind
- Accelerated Reader scheme is being established in school
- Need to maintain teaching standards despite staff sickness absence
- Recent Babcock EYFS report was poor & uninformative

Governors asked a number of questions about lesson observations & improving teaching standards, challenging AmH to demonstrate that she can drive up teaching standards whilst the staff are "fragile" as recently characterised by a CAST advisor. AmH said she started with informal observations and has now undertaken five formal lesson observations of which one was good with outstanding features, two were securely good & two required improvement. She is confident the staff can rapidly improve with the right support. She has

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found staff very receptive to feedback and keen to improve their professional practice; she has encountered some low morale but no worse than usual for a school in special measures. Next term she will undertake performance appraisals and weekly coaching with each teacher; she expects to see dramatic improvements in four to five weeks.

9. Headteacher report

RSC visit – AmH presented the RSC letter & report, highlighting

- Strengths include improving ability of LGB to question & challenge
- Challenges include uncertainty of leadership due to sickness absence & more rapid change required
- Key areas for development include continuing staff CPD, capacity building of leadership
- Summary – limited progress due to staffing issues; many systems newly implemented, not yet embedded; quality of data & reporting to Governors is variable

AK asked if the report was fair & accurate; AmH said it was.

Fire evacuation – showed that Evacuchair is needed for a pupil with mobility issues & more Fire Wardens are needed.

Headteacher report – not updated as written recently. Governors asked AmH to produce a written report every half term. SC pointed out that the latest “score card” data report is always available to view on the OFSTED Action Group folder on the Google drive.

AK asked if there is a SEF. AmH said she had not seen one. SC explained the OFSTED Action Plan was written instead; Mary Cox had advised it was better not to have both. AmH thought now was a good time to produce a SEF, suggesting that Governors & SLT should contribute to it.

Governors asked AmH for her current assessment of the school and then pressed her to justify her view that the school is now at Requiring Improvement. She responded that

- The broad proportion of children are now making accelerated progress
- The quality of teaching is improving, as shown by her lesson observations
- Lesson observations fully triangulate with the data and book scrutiny

10. Pupil progress data Spring term 2

AmH presented the Spring 2 data, based on Teacher Assessment (using the interim framework) and PIRA & PUMA tests. She explained that when teaching and learning starts improving the more able pupils improve first e.g. in Yr 6 17% are now achieving Greater Depth (equivalent to the national average) and in Maths 74% are achieving the expected standard. Overall the figures are much improved compared to Autumn 17, getting close to national levels. This will be a real indicator of improvement for HMI.

Governors asked what had made the difference – AmH replied that in Yr 6 the teacher had been working very hard to improve standards; in general increased stability of staff had helped. Teacher Assessment is becoming more accurate, less cautious.

LS asked what is being done to ensure children with supply teachers are going to achieve their EoY targets? AmH replied:

- Trying to get the best possible teachers from the agencies
- Working with them every week to ensure marking & planning is good
- Yr 4 have had a lot of supply this year, so will make sure they get a good teacher next year
- Specialist Leader of Education is supporting EYFS with weekly visit

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11. Governor visit reports

No visits since last meeting.

12. Babcock visit report re Phonics in Yr1

Reported that teachers are struggling to use Phonics as they lack resources; AmH is visiting Priory to see what is needed. Likely to cost approx. £2,000.

Policies

13. Child protection & Safeguarding policies

CJ to customise the CAST Safeguarding Policy, with school name, staff names etc, & upload to website & Google Drive.

14. Staff Behaviour (Code of Conduct)

Currently have two versions – agreed to adopt the Staff Behaviour Policy as better laid out & more comprehensive.

15. Complaints Policy & Finance Policy

Governors noted that there is a CAST wide Complaints Policy; link on school website to this. Governors agreed unanimously to adopt the new Plymouth CAST Finance Policy.

Staff and Learning Environment

16. Staffing update

Covered above in 7 & 9.

Governance development

17. Governor training since the last meeting

AB – GDPR for pre-school

AK – Safeguarding at TTSA

AH – GDPR Babcock webinar

18. Feedback from CAST Governor briefing including new Scheme of Delegation & Finance Policy

NW & AK reported on the key points of the CAST briefing, highlighting aspects of the implications of the new Scheme of Delegation and Finance Policy, previously circulated with the meeting papers:

- CAST are pooling schools' money in one bank account, but individual schools will retain their reserves for future use
- School control over budgets & expenditure is being taken away by CAST, but Governors are still responsible
- The CAST top-slice will increase to 7%
- 20 out of the 35 CAST schools are in the OFSTED categories of Requires Improvement or Special Measures; this combined with the falling rolls has huge financial implications
- The current deficit is £1.5million, funded by interest bearing loans, exacerbated by pending pay increases for support staff (up to 10% for lowest paid)

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- CAST is considering amalgamating schools; deciding in April 18
- informed by Karen Cook that there is no future finance role for Governors so no need for a Finance Committee; this contradicts the Finance Policy which allocates finance roles & responsibilities to Governors. Clarification needed from CAST.

AB added that as there is no finance role for Governors, she proposes that in future the Governors hold just one LGB meeting per half term, focussing on teaching & learning and replacing both the OFSTED Action Group and Finance Committee. Governors agreed that the structure of the LGB complies with the new Scheme of Delegation, except for the confusion re Finance Committee & finance roles & responsibilities of governors, noted above. The Governors agreed to adopt the new Finance Policy with amendments for school details, names etc.

Admissions

19. Update on pupil numbers for Sep 18

Not yet informed by Torbay Council admissions.

20. Closing payer

LB-V led the meeting in a closing prayer.

Summary of actions agreed

Agenda item no	Action	Lead	Date to complete / report
6	Send out parent questionnaire	AB & AmH	22 May 18
6	Seek HMI advice re Governor attending pupil progress meeting	AB & AmH	22 May 18
6	Governor to meet with EYFS staff	AB	22 May 18
6	Governor visit to look at middle attainers	AB	22 May 18
6	Governor to meet with Head re safeguarding	AP	22 May 18
6	RN report on meeting with PE apprentice	RN	22 May 18
7	Set date for CAST to speak to parents' meeting	AmH	22 May 18
13	Add school name etc to CAST Safeguarding policy, add to website & Policies folder on Google Drive	CJ	22 May 18
14	Add Staff Behaviour Policy to Policies folder on Google Drive; remove Staff Code of Conduct.	CJ	22 May 18
17	Update Governor training record	CJ	22 May 18
18	Add school details to new CAST Finance Policy	CJ	22 May 18

All papers from this meeting are on the Google Drive at *Governors/LGB/17-18 LGB meetings/26 Mar 18*

Date of the next meeting:

Tuesday 22nd May 2018 at 4.15 pm

“You are like Light for the World” (Matt. 5. v. 14)

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