

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

Queensway Catholic Primary School

Minutes of the Local Governing Body Meeting Tuesday 7th March 2017 at 4.15 p.m.

The governors met on the above date. Present were:

Mrs Angie Baldwin	Foundation Governor& Chair
Councillor Nicole Amil	Foundation Governor
Mrs Lucy Bettesworth-Venter	Foundation Governor
Mrs Lisa Bradley	Staff Governor
Mr Stephen Corline	Parent Governor
Mrs Jane Fraser	Headteacher
Mrs Rachel Nolan	Foundation Governor
Miss Annika Palmer	Parent Governor
Father John Smethurst	Foundation Governor
Miss Lisa Southwell	Foundation Governor
Mr Neil Wilson	Community Governor
Ms Catherine Johnson	Clerk to Governors

Mrs Saffy Griggs, Deputy Head Teacher, attended the meeting.

1. Welcome/prayer

Fr JS led the meeting in prayer.

2. Apologies for absence

Michael Waddington sent his apologies, accepted by the meeting.

3. Correspondence received since last meeting

National Governors' Association have sent a subscription renewal request. The Clerk was asked to renew the subscription, approx. £45.

Procedural matters

4. Declaration of Business Interests

Governors were asked if there were any changes to be made – there were none.

5. Matters arising from the meeting of 10th January 2017

As agreed at the last meeting, JF wrote to OFSTED requesting their support to plan and implement school improvement. She has received a reply stating that HMI inspectors cannot work alongside Headteachers to support school improvement. NW asked if Plymouth CAST can offer support. JF explained that this is now the only option available. AB added that OFSTED themselves do not appear to be clear on how to provide support to Academies in special measures.

6. Minutes of the 10th January 2017 meeting to approve

Deferred to the next meeting.

7. Urgent business from the Chair and Headteacher – CAST meeting feedback (notes of meeting on Governors' Google drive)

AB said the CAST meeting was positive but since then the Tier 3 level of support anticipated from CAST had not been clarified or put in place and the interim CAST CEO, Lisa Manall, is leaving. AB had hoped for support for the governing body as well. SC noted that although CAST are responsible for delivering the OFSTED action plan, they have not yet commented on the plan submitted by JF. AP said she feels let down that the school and governors have not had the support needed from CAST.

JF explained that CAST have brokered, and will be paying for, Tier 3 support from White Rock Primary School, which is what the school needs. CAST are also paying Babcock for monitoring. When OFSTED visit again, the school can demonstrate that the White Rock support has already started and the Babcock monitoring has been commissioned.

LB-V asked if the governors can look elsewhere for governance support; JF replied that the NGA can help. AB said she is trying to organise a meeting with another governing body in a similar position for mutual support, possibly Priory, and she is attending a Heads and Chairs conference next week.

SC said he would like to see a definition of CAST Tier 3 support so the governors could check that all aspects of this support are in place.

NW asked if CAST is aware of its own weaknesses and wondered if it should also have a mentor. SC explained that the CAST framework and capacity is currently being developed; this is a process which inevitably takes time and is not yet fully in place. AB added that CAST has two advisors with experience of working with failing multi-academy trusts (MATs). JF commented that there are signs that CAST is on the way up – not so many schools as expected failed OFSTED – and the key point to bear in mind is that CAST is keeping the Catholic schools together and enabling them to maintain their unique character. RN agreed, saying this is a long-term project, it will take years to build a strong MAT.

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School management, monitoring and evaluation

8. OFSTED Action Group feedback

SC reported on the two OFSTED Action Group (OAG) meetings held to date (see notes & papers on the Governors' Google drive in OFSTED & standards folder). The priorities were

- Sort out the action plan
- Monitor progress

The key points of the plan are

- Pupil Premium audit
- Safeguarding audit
- Monitoring Teaching & Learning plans

The draft document re monitoring standards is in the OFSTED & standards folder on the Governors' Google drive; the key points are

- Termly data re teacher assessment of pupils' levels
- In year measurements, so looking at progress during the year, not just at the end
- Book scrutiny
- SATS results – last year's results provide a benchmark
- Pira tests, which help check if teacher assessment data is accurate

RN asked if governors will be involved in the book scrutiny as previously discussed. LB-V commented that the assessment format used at parents' evening was vastly improved on last year. NW asked if it is possible to show "exceeding expected levels". JF replied this is possible but difficult; however, progress is relative to previous assessment. The Pira test is timed so the children do as much as they can in the allocated time, then are given another colour pencil to complete the test. This allows the teacher can see what the children can do in the expected time, how much of the paper they can do if given more time, and where the gaps are.

JF explained that the monitoring standards document will be finalised in the next few days and shared with staff. Expectations of progress needed are high.

Other actions being taken as part of the OFSTED action plan are

- Safeguarding aspects of using supply teachers
- Treating long term supply teachers as staff i.e. with lesson observations etc
- Developing staffing plan to address gaps
- Allocating time out of class for staff with leadership responsibilities
- Ensuring all staff are involved in and fully understand the action plan objectives, actions and changes needed

SC explained that he met with the Chair of Governors of Priory School, where they are facing similar issues of staff morale and some staff are struggling with changes. He suggested that a governor from Priory could be made available to Queensway staff wishing to discuss in confidence issues raised by change, and vice versa for Priory staff. The governors discussed this proposal and decided that despite its possible merits it was unlikely to work in practice as

- The governors would need counselling / coaching skills

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- There could be issues of confidentiality
- It would not help with the essential task of improving communications and developing a culture of transparency within the school
- Some staff need to face up to the issues and accept changes that are non-negotiable

However, it was felt that it might be worth considering some shared staff and governor training with Priory, and sharing the respective action plans.

SC reported on an improvement plan training he attended at Sherwell Valley Primary School (SVPS). He thought it could be useful for Queensway as it involves staff in the improvement planning process and generating ideas to use at classroom level. It cost about £2,000 for training sessions in school, support by email and help to embed the actions into the whole school. LB thought it would be very helpful to staff, especially TAs, to have clear action points to follow in class, and the training would be seen as supportive by staff. JF said she would speak to the Head at SVPS to find out if the training had proved to be valuable in practice.

The next OAG meeting will be on 28th March.

9. Governor visits

Report from Safeguarding Governor

AP reported that she met with JF on 23rd February; they used the NSPCC safeguarding assessment tool which has four headings or standards

- Child protection
- Promoting welfare
- Working with others
- Governance

They reviewed what is already in place and the actions required to meet each standard. Their review report is on the Governors' Google drive in the Safeguarding folder and will be sent to CAST for their input. This is a working document which will be reviewed regularly. It includes actions for the Governing Body such as training, asking questions in school and making safeguarding a regular agenda item. The school has already addressed the highest priority items i.e. those marked as red on the RAG assessment. AP concluded by saying that the safeguarding responsibility needs to be shared with other staff to reduce the load on JF. Saffy Griggs and Tamsin Corline are attending the level 3 Safeguarding training soon.

Report from Health & Safety Governor

LS undertook a H&S walk and found that items raised previously had been addressed. She saw some holes in the play equipment; JF stated that a contractor has been booked to undertake the repair. LS asked who is responsible for H&S in the kitchen. JF responded that the school keeps the kitchen locked when the catering staff are not there. ISS, the external catering company, produces a H&S report for the kitchen and records the checks they carry out. NW said he could recommend a reliable, ex-Fire Brigade contractor who could carry out a new Fire Risk Assessment for the school at a reasonable price.

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10. Staffing

The Governors agreed to move to Part 2 to discuss this item.

11. PP & SEN data

JF explained that the school is now tracking PP and SEN pupils' levels from the end of Foundation stage to identify as early as possible which children need intensive support. Once the PIRA tests have been completed, the staff will have a much clearer picture of PP and SEN pupils' levels

12. PP review

JF reported that as required by OFSTED a very thorough Pupil Premium review had been conducted by Babcock. Saffy worked extremely hard to prepare for the review with external colleagues (from SVPS and HMI). The reviewer examined data, pupils' books and the intervention plan for each PP child, and made observations in class. The reviewer was satisfied with the strategy and the paperwork, only asking for costings to be added to the plan, and commented that the staff know the individual children well. She also said that until the actions have been in place longer, it will not be possible to see progress – although there had been a dramatic improvement in the Year 6 books. As it is a small school, the under or over achievement of one child will make a big percentage difference.

13. CPOMS

JF explained that CPOMS is a Child Protection On-line Monitoring System; it builds up a picture of the concerns entered by staff and can show the impact of support for individual children. She added that when collating figures it is important to be aware that some incidents are reported by more than one person. Different points of view of the same incident can be very helpful.

14. Section 48 – Visit from Sr Mary Jo

JF informed Governors that the RE advisor had requested a section 48 visit. Sr Mary Jo from the diocese of Westminster has been commissioned to undertake the section 48 review. Her report will be fed back to the Bishop; this is not a CAST matter.

Finance

15. Server and new computers

The school IT consultant had obtained several quotes for the new server and new computers for the classrooms and admin office. The best value quote has been placed on the Governors' Google drive. NW suggested having a spare computer and monitor in case of breakdown in the classrooms. The Governors agreed to purchase the server and new computer as in the quote provided, for £8,100.

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16. Report from Finance Administrator– Budget Monitor

The latest budget monitor was presented. Governors asked if income will be affected by pupils leaving during the year; SC & CJ explained that the income is based on pupil numbers collected on specific census days in October and January of the previous year, so pupils leaving this year do not affect the current year's income, and if they leave after the pupil census days this year they will not affect next year's income. NW asked if the new server and computers were budgeted for. JF replied they were not, as the expenditure was not anticipated when drawing up the budget, so the cost will reduce the carry forward.

Governance development

17. New Clerk appointment

Catherine Johnson has been appointed.

18. Clerk's update

Fiona Tookey has resigned from the Governing Body.

19. Governor training

AB is attending the next headteacher appraisal training. LS was booked to attend but cannot now go and asked if anyone could go in her place; AP said she could attend. LS mentioned that for health reasons she may not be able to attend some meetings over the next few months.

RN had completed the Level 2 Safeguarding training.

Safer recruitment training is booked for JF, AB & NW.

20. Governor Action Plan

Deferred to next meeting.

Admissions

21. Update – review & rank list of applicants for September entry

The review and ranking of applicants for admission in September has already been done to meet the Local Authority (LA) deadline of 1st March. 51 pupils applied, the top 30 (in terms of meeting the admission criteria) were sent to the LA. AB said that 75 applied last

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year; she thinks the decrease is due to the OFSTED report. Nonetheless, she expects the Reception class to be full in September.

LB-V asked about spaces in other years. JF explained that these were all due to places arising naturally e.g. due to families moving, not because of OFSTED. However, the places are not filling up as fast as previously.

Policies to adopt

22. Pupil premium

Governors reviewed this policy and agreed to readopt it.

23. Safeguarding and Child Protection

Governors reviewed this policy and agreed to readopt it.

24. Closing payer

Fr JS led the meeting in a closing prayer.

Summary of actions agreed

Agenda item no	Action	Person	Date to complete / report
3	Renewal NGA subscription	CJ	02 May 17
6	Minutes of 10 Jan 17 meeting to be brought to next meeting for approval.	CJ	02 May 17
7	Arrange meeting with GB in similar position	AB	02 May 17
7	Report back on Heads and Chairs conference	AB	02 May 17
8	Speak to Head of SVPS re Improvement plan training course	JF	02 May 17
9	Pass on Fire Risk Assessor contact to Administrator	CJ & NW	02 May 17
15	Purchase & install new server & computers as per quote	CJ & Admin	02 May 17
19	Attend Headteacher appraisal training	AB & AP	02 May 17
19	Attend Safer Recruitment training on 11 & 18 May	JF, AB, NW	23 May 17
20	Governor Action Plan to be brought to next meeting	AB	02 May 17

Date of the next meeting:

Tuesday 2nd May 2017 at 4.15 pm.

Dates of future meetings to end of academic year:

Tuesday 23rd May 2017 at 4.15 pm

Tuesday 20th June 2017 at 4.15 pm

Tuesday 11th July 2017 at 4.15 pm

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

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