

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

Our Lady of the Angels Catholic Primary School

DRAFT

**Minutes of the Local Governing Body Meeting
Tuesday 26th March 2019 at 6 p.m.**

The following governors met on the above date:

Angie Baldwin	AB	Foundation Governor & Chair
Amelia Harding	HT	Headteacher
Lisa Southwell	LS	Foundation Governor
Rachel Nolan	RN	Foundation Governor
Jacqui Evans	JE	Staff Governor
Peter Falkner	PF	Foundation Governor
Andrew Hall	AH	Parent Governor
Lucy Bettsworth-Venter	LBV	Foundation Governor
Stephen Corline	SC	Community Governor

Kelly Tozer KT Clerk to Governors

Maria Edwards CAST link director

Sam, Subject lead in English, attended the meeting.

1. Welcome prayer

AB led the meeting in prayer.

2. Apologies for absence

Marie Box
Neil Wilson
Fr Colin
Nicole Amil
Adam Krasnopolski
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. Board membership matters

Fr John has announced his retirement from the board of governors, and Fr Colin will be taking his place. JE will get the children to make a thank you card for Fr John for all his hard work over the years. KT gave forms to HT to pass on to Fr Colin to be filled in.

Chairs Actions

AB Couldn't attend governors meeting but had an email to say there would be a mini consultation regarding the cluster schools with decisions which couldn't be agreed upon, we have until 29th to submit comments and all questions are on the Google drive. Maria mentioned what the governors are responsible for 99 tasks and there is a spreadsheet listing these. There will be 6 meeting regarding this so all clerks are on the same page and working to the same cycle. Comments can be made until the 13th May to the scheme of delegation.

18th June is the next CAST governors meeting at St Nicolas School, Exeter 5.30 – 7pm

AB met with Catherine as still having trouble with Google drive and some governors still not able to login. PF not got the right equipment but is getting a new Ipad.

7. Head Teachers report

Sam Hill gave a presentation to show the governors the milestones which had been set to improve attainment across reading, writing and literacy. What had been put in place to achieve this through teaching and resources.

They workshop they put on for parents had a disappointing turn out. Will offer a second workshop after Easter for phonics and send packs home.

The children are making good progress

Accelerated reader is up and running and an email should have gone home to parents.

No nonsense grammar is being applied across the school and is working well for teachers planning.

Q. LBV – have you considered changing the time to 3.15 during pick-up

Sam – will have lots of children in the room so will be too noisy

Q. RN-How do children feel about changing groups to working with younger children due to ability and stage of learning?

Sam – We were worried about that, but they really enjoy it and they feel special that they get to come down stairs with us. Some of the other children who have completed their work will also go down and do some of the no nonsense work down stairs.

Sam – Doodle English won't run on the PC's in the school as they are over 9yrs old and the hardware/software is out of date.

Q. AB – does the lack of ICT equipment cause a problem?

Initialled

Sam – yes children must take it in turns to use computers as some don't work
AH – I have sent a letter to CAST Raymond Friel about lack of funding as ICT suite now not always working and it is obstructing progress for the children in the school.
Maria – We need an audit of all equipment needed before funds can be allocated.

Sam – I'm doing a leadership course and sharing the information learned with the school.

Q. LS - There's been a drop in PIRA results for yr 2 from Autumn 18 to Spring 19, why is this and has it been addressed?

HT – e-mailed other heads and they have seen the same pattern so not overly alarmed as other schools have the same issue, plus no concerns with the yr 2 class.

JE - have been doing practice papers every Friday to help with this

Q. LS -Expected in Maths is particularly low in Yr 6 especially for PP children. What interventions have been put in place and are you seeing any impact yet ?

HT – Change of staff has made progress difficult only had someone since January.

Looking at provision in classroom with regards to maths. 70% of foundation are pupil premium children 6 are SEN.

Q. LS & MB How is behaviour being addressed in yr 2? Low level incidents are very high, with no improvement since last term.

HT – Some teachers are delegating the reporting of incidents so practice of reporting not quite right yet. Not worried about this as is all low level behaviour like talking in class etc. If all the low level is being dealt with then the high level behaviour won't happen.

Q. LS - will a permanent teacher be in place in yr R from September?

HT – I hope so, not recruiting yet but a decision tomorrow hopefully, I want to be sorted by Easter.

Q. LS - How are you going to get cross curricular writing embedded across the school? Is there a time frame?

HT-It's improved and there are some with better practice than others. Looking at books and taking it slowly and getting teachers to look at their colleagues books so they can improve their own practice. I have also been doing observations and saw one outstanding lesson.

Q. MB – No of EHCP and SEN support plans are set to increase, what is in place to support these children especially in KS2 where there are currently no TA support?

HT – we will be well above national average with 7 extra TAs arranged as that's what we need.

Q. MB - R class only have 24% expected for pp. What is in place to improve this?

HT – Lauren working with Rosie to improve provision in outdoor play etc..

Q. AB -Yr1 has the highest number of absentees, same as last year when in yrR, how many of these are due to medical reasons?

HT – Mostly medical needs in Yr1

Initialed

Q AB is CPOMs monitored at the end of each day to spot if patterns are emerging, who ensures that incidents are monitored and acted upon?
 HT – Alerts come through to Head or SENCO, Sue Gail on safeguarding can speak to families and staff about absenteeism etc.

8. Safeguarding

5 governors are still to provide DBS checks

9. Reports from governor monitoring visits

This needs improvement and a policy has been sent to governors

10. Policy review

See google drive

11. Any other business

Summary of actions agreed

Agenda item no	Action	Lead	Date to complete / report
	Governors to provide DBS certificates		
	JE to do a card for Fr John		
	Fr Colin to fill in governor forms		

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

Date of the next meeting:

Tuesday 21st May 2019 at 6 pm

Initialled

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

Initialed