

These minutes are a true and complete record of the meeting.

Signed: *A. Ballen*

Date: *23/05/17*

Queensway Catholic Primary School

Minutes of the Local Governing Body Meeting Tuesday 2nd May 2017 at 4.15 p.m.

The governors met on the above date. Present were:

Mrs Angie Baldwin	Foundation Governor & Chair
Mrs Lucy Bettsworth-Venter	Foundation 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 Michael Waddington	Community 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

Councillor Nicole Amil sent her apologies, sanctioned by the meeting.

3. Correspondence since last meeting

CJ listed the correspondence received and sent since the last meeting:

- CAST newsletters 22 Mar, 05 Apr, 19 Apr
- Mat notice no 8 / 2017
- Email re appointment of CAST CEO
- Email re CAST Health & Safety training session for Governors – CJ was asked to cancel AB's place as she cannot attend
- CAST safeguarding training courses
- CAST letter re reserves (see item 16)
- Babcock training courses
- Email re Governors' access to The Key
- Email re TTSA conference
- DfE Competency Framework for Governors
- DfE Governance Handbook

- OFSTED report on Improving Governance
- Torbay Governor Support Service renewal for 17/18 – CJ has renewed this as advised by CAST due to currently limited range of Governor support available from CAST
- School newsletters 21 & 28 Apr
- Chair's Letter to parents, end of Spring term
- LGB Ofsted Action Group newsletter to parents Spring 2

All emailed items were forwarded to Governors and the other items are posted on the Governors' Google Drive.

Procedural matters

4. Declaration of Business Interests

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

5. Minutes of the 22nd November 2016, 10th January 2017 & 7th March 2017 meetings to review and approve

22nd November 2016 – these minutes were approved unanimously and signed by the Chair.

10th January 2017 – these minutes were approved unanimously and signed by the Chair.

7th March 2017 – these minutes were approved unanimously and signed by the Chair.

6. Matters arising from the meeting of 7th March 2017

- CJ has renewed the NGA subscription.
- AB has tried to arrange a meeting with a governing body in a similar position but it has not proved possible.
- Documentation from the Heads and Chairs conference, attended by AB, will be uploaded to the Governors' Google Drive.
- JF has not spoken to the Head of SVPS re the Improvement plan training course as the need for this has been superseded by commissioning Babcock support for the school.
- CJ passed on the Fire Risk Assessor contact to the School Administrator and the Fire Risk Assessment has been carried out, we are now awaiting the report.
- The new server & computers will be installed shortly, we are awaiting confirmation of the date from the company carrying out the work.
- AB & AP attended Headteacher appraisal training (see item 9).
- JF, AB & NW to attend Safer Recruitment training on 11 & 18 May
- The Governor Action Plan forms part of the Ofsted Action plan presented to the meeting at item 19.

7. Urgent business from the Chair and Headteacher

JF explained that she had, in consultation with AB and SC, decided to discontinue the support from a local primary school that had been put in place. Whilst the other school

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offered some good support, the staff did not have confidence in Plymouth CAST which undermined the value of their assistance and their relationship with our school. Mary Cox, CAST Area Advisor, subsequently brokered a Babcock package of support and mentoring.

A Babcock OFSTED advisor visited the school last week. JF said his visit had been extremely useful; he promised to be honest with the school but also to “root for us”, which was exactly what had been lacking in the support offered by the local primary school. He advised on identifying the good and the less good in the school, and viewed the recent teaching staff turnover as a positive step in improving the school. He and JF reviewed the Ofsted Action Plan together and JF has revised it in the light of his advice. They discussed what OFSTED will look for in terms of assessment and attainment. JF explained to Governors that the attainment data will be more secure from September onwards, once the full complement of teaching staff is in place. LS pointed out that it takes time to change the culture of a school and see the results.

JF and the Babcock adviser also scrutinised the attendance data and discussed how to present it accurately to OFSTED. He was full of praise that the staff and Governors are taking the right steps to move the school forward.

JF added that she had been impressed with Babcock’s capacity to support schools, with a range of specialists and the ability to respond quickly, compared to getting support from another school where the staff are busy with their own workload. RN pointed out that Babcock are not part of the local education service so they can be dispassionate and objective without preconceptions.

Governors asked about CAST’s relationship with the school and its capacity to offer support. AB agreed that the support from CAST had initially been weak; the organisation was hit hard by several schools going into special measures at the same time. CAST support is now starting to build up.

AB explained that the Regional Schools Commissioner (RSC) will visit the school on 5th June and will want to interview 2-4 Governors. It is important that the Governors are confident in the school as the improved results will take a while to show. The priority now for Governors is to monitor impact in as many ways as possible; she suggested that Governors join the next work scrutiny on 23rd May. AB is putting together a file of actions the school has implemented in response to OFSTED, which she will give to Governors to read so they have this information at their fingertips in preparation for the RSC visit. She will also email Governors a date to meet to prepare for the RSC visit.

AP joined the meeting at 5pm.

School management, monitoring and evaluation

8. OFSTED Action Group (OAG) feedback

SC warned that the RSC may ask Governors why it has taken a few months to find the right improvement support, so everyone needs to be clear why the process took time. JF pointed out that school improvement was happening in that time i.e. Nov 16 – Apr 17. SC agreed but said the school improvement was not as well documented externally as it would have

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been if Babcock had been in place earlier. NW and RN commented that the key point is that the school monitored the support and change management from the beginning, found it was not good enough and acted to improve the situation. SC added that it takes time to recruit and vet staff so the right people are in place in class. JF informed Governors that she had agreed to a teacher's request to be released from her contract with less than the usual notice period to resolve a long-term absence issue; she had sought advice from CAST HR, and AB and SC had approved her decision.

SC reported that Babcock undertook a Pupil Premium review. SG will meet with the Ofsted Action Group next week to further modify and monitor the Pupil Premium plan. The priorities are:

- High quality teaching
- Enrichment courses at other schools – SG has asked the children who have attended these to write feedback and all have been very positive
- Interventions taking place in the class (rather than in groups outside class); the teachers and TAs are all aware of the pupil premium children and their specific needs
- SG and JF will look at the data to assess the impact of pupil premium measures

NW asked which children attend the enrichment courses. SG explained that the children are carefully selected on the basis of who will benefit the most; not all the children attending are pupil premium but many are, and pupil premium children's needs are borne in mind when selecting those to attend.

SC explained that staffing is now organised for the rest of the school year with four long term supply teachers booked until the end of the summer term (three full time class teachers and one part time to cover SG's Deputy Head time). SG has been appointed as permanent Assistant Head from September, and Samantha Hill (previously a supply teacher) was appointed as a permanent class teacher from April. Interviews are being held next Thursday for three class teachers; there is a shortlist of five from 10 applicants. JF asked for a Governor to be on the interview panel; LS said she would be able to help. LB-V asked what will happen if we cannot appoint to all three posts next week. JF replied that she will advertise again and interview later in the term, this time excluding NQTs from the advertisement.

SC stated that the PIRA tests are showing some progress. RN commented that it is an important step forward to have a benchmark. SC agreed, the PIRA tests are very challenging so provide a solid measure of attainment alongside teacher assessment. JF informed Governors that the Summer assessment data will be ready by half term.

SC finished by saying the OAG reviewed the action plan to check how much has been achieved so far. There is still a lot to do. The next meeting will monitor the pupil premium interventions and review the action plan.

9. Headteacher's Appraisal

AB explained that she and AP attended the training. They will set a date to meet with JF and use Mary Cox as the School Improvement Partner (SIP) in the appraisal. SC suggested they might consider using someone else as the SIP, perhaps from Babcock or another Headteacher, who would be more independent. AB will discuss with Mary Cox next week.

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The Headteacher's report has been uploaded to the Governors' Google Drive. It gives an update on pupil numbers and staffing.

JF reported that pupil numbers are now 188. Two children from year 1 have been moved from the school as their parents wanted more stability, but there has not been the mass exodus that some schools experience after OFSTED. AB felt that Headteacher and Governor communication with parents has been key to keeping families informed and supportive. RN added that there has also been positive feedback from children who are now enjoying their lessons. LB-V said there was a lot of negativity amongst parents in the playground last term but this has now greatly reduced, especially since the last PTA meeting and the Easter bonnet parade.

JF confirmed that most staff training will be carried out by Babcock.

10. Updated Pupil Premium strategy

SG is looking at this in detail, closely analysing their PIRA and PUMA data. JF expects the impact to show soon. SG added that some pupil premium children had recently left the school. The updated strategy is on the Governors' Google Drive (7th Mar folder).

11. Governor visits

AB will provide notes of her visits; she would encourage more Governors to make school visits. RN asked about the focus for governor visits. AB said to concentrate on Pupil Premium and higher ability children; she added that most teachers would be happy for Governors to drop in at short notice if they are unable to give a week's notice. Fr JS said he sees each class at Mass at least twice a term. Governors asked for feedback on the Bishop's visit; Fr JS said he enjoyed the day very much, particularly meeting children and their parents.

AB reminded Governors to check on safeguarding if they visit the school. AP said there are questions in the Safeguarding folder on the Governors' Google Drive for Governors to use with staff and pupils.

12. Safeguarding Update

AP has sent her report to CAST. Mary Cox will conduct a safeguarding audit at the school in the next few weeks.

13. Health and Safety Update

LS stated there is nothing to report currently.

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Finance

14. Budget monitor

CJ gave out copies of the latest budget monitor report. The original budget for 16/17 predicted a carry forward at the end of the year of £23,518. The budget monitor predicts there will in fact be a deficit of £34,254 at the year end (variance of £57,772). The key areas of expenditure causing this overspend are:

- Staffing – although the teachers cost centre is underspent by £100,963 this is more than offset by £111,800 overspend on the supply cost centre (as teachers who have left are being replaced by agency supply staff); also the TA cost centre is overspent by £23,615 giving a total staffing overspend of £33,625
- Training – this is overspent by £12,500 due to the support & mentoring package agreed with Babcock for post-OFSTED school improvement.
- General admin - overspent by £8,600 due to cost of new server and computers
- The above three areas combine to make a total overspend of £54,725

CJ added that there is some money to be refunded to the staffing cost centres from staff absence insurance and a small contribution from CAST towards the Deputy head costs.

Governors asked why the TA cost centre was overspent. CJ replied that she would investigate this and report to the next meeting.

RN asked about the 0.5% apprenticeship levy on the staff salary bill. JF explained that this is being levied on CAST from April 17. The school currently has two apprentice TAs and hopes that the SENDCo qualification and the Deputy Head training will be undertaken as apprenticeships.

15. Draft budget for 2017/18 (budget figures to be presented at meeting)

The initial draft budget, drawn up by CJ and JF at the recent CAST budget workshop with help from the CAST Finance Officer Mark Woodhouse, predicts a £68,000 deficit. There is more work to be done to make these figures more accurate, but the general picture is very worrying.

Governors asked questions about pupil numbers used as the basis for the income predictions, where savings could potentially be made and benchmarking against other similar schools. As the answers appeared to be complex and the meeting was already running behind schedule, AB suggested that the LGB now needs to re-establish a Finance Committee to look at these matters in details and report back in summary to the full LGB. She will email Governors to find out who is interested in sitting on the Finance Committee and to set a date for the first meeting.

16. Reserves – letter from CAST

Governors expressed concern that any reserves held by the school could be clawed back by CAST, as suggested in the letter from CAST. CJ was asked to check with the CAST Finance Officer whether there might be any reserves to carry forward at the end of the year.

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Governance development

17. Clerk's update – membership, local & national strategies

CJ confirmed that there is a vacancy on the LGB for a staff governor, following Lisa Bradley's resignation from her job at the end of last term. CJ will hold a staff governor election.

18. Governor training – governors to report on any training since the last meeting

AB & AP attended the Headteacher Appraisal training but have not yet received the promised documentation.

Safer recruitment training is booked for JF, AB & NW on 11 & 18 May.

Health & Safety training is booked for CJ on 16 May.

19. Governor Action Plan

AB said that Governors need to revisit the Governor Action Plan, as have been too pre-occupied with the OFSTED action plan in recent months. SC suggested adding the Governors' Action Plan to the school OFSTED Action Plan.

20. Update on GVCF

CJ explained that Mrs Davies, former Governor and bank account holder for the GVCF, is going to visit the bank to find out the current balance, how to close the account and transfer the remaining funds to the school bank account, as directed by CAST finance regulations. Fr JS pointed out that most of the money in the account is owed to the parish, which lent money to the school to replace some windows several years ago.

Governors asked CJ to find out how to carry on the welfare element of the fund once it is transferred to the main school bank account.

Admissions

21. Update

Please see Headteacher's report.

Policies to adopt

22. Child Protection – annual review of statutory guidance

This policy was not reviewed at this meeting as it was reviewed and readopted recently.

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23. Staff Capability – CAST policy

This policy was not reviewed as CAST is currently preparing a new Staff Capability policy.

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
6	Documentation for Heads & Chairs meeting to be uploaded to Drive	AB	When available
6	Fire Risk Assessment report to be presented to Governors	CJ	When available
6	Confirmation of installation of new server & computers	CJ	23 May 17
6	Attend & report on Safer Recruitment training	JF, AB, NW	23 May 17
7	Governors to attend work scrutiny		23 May 17
7	File of actions implemented in response to OFSTED	AB	23 May 17
7	2-4 Governors to speak to RSC		05 Jun 17
7	Arrange meeting to prepare for RSC visit	AB	23 May 17
8	Report on teacher interviews.	JF	23 May 17
9	Set date for HT appraisal & identify SIP	AB & AP	23 May 17
10	AB to provide notes of her visits to the school	AB	23 May 17
14	Determine reason for TA salaries overspend	CJ	23 May 17
15	Set up Finance Committee and set date for meeting	AB	23 May 17
16	Report on forecast reserves situation by year end	CJ	23 May 17
20	Determine how to continue welfare element of GVCF once account closed	CJ	23 May 17

Date of the next meeting:

Tuesday 23rd May 2017 at 4.15 pm

Dates of future meetings to end of academic year:

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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