

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

DRAFT
Our Lady of the Angels Catholic Primary School
Minutes of the Local Governing Body Meeting
Tuesday December 11th 2018 at 6pm

The following governors met on the above date:

Angie Baldwin	Foundation Governor & Chair
Amelia Harding	Headteacher
Lisa Southwell	Foundation Governor
Rachel Nolan	Foundation Governor
Fr John Smethurst	Foundation Governor
Adam Krasnopolski	Foundation Governor
Jacqui Evans	Staff Governor
Peter Falkner	Foundation Governor
Andrew Hall	Parent Governor
Marie Box	Parent Governor
Stephen Corline	Community Governor
Neil Wilson	Parent Governor
Kelly Tozer	Clerk to Governors

1. Welcome prayer

Fr led the meeting in prayer.

2. Apologies for absence

Nicole Amil

Saffy Griggs

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. All the forms were signed.

5. Review & approve minutes of the previous meeting

The minutes were approved unanimously & signed.

Part 2 minutes were shown to all governors attending and collected back in.

6. Matters arising from the previous meeting

- Governors all have a school e-mail set up, some yet to log in.
- GEL was also set up for governors to log in to
- KT met with AH to set up agenda

7. Urgent business from the Chair and Headteacher

AB read a letter from CAST to say AH has been offered a permanent post as head teacher. Governors are delighted with Amelia's appointment

School management, monitoring and evaluation

8. Headteacher report

AH talked through autumn 1 milestones improvement plan

Said all teachers have gone through their plans in pairs, and ensuring the full curriculum is covered. It's a little early to judge the impact.

Q- AK asked about topic themes and how they're picked

AH - teachers picked their themes but had to be based on geography, history, and science.

Q- LBV asked about the topics and if they would run for all subjects?

AH - if the topic doesn't go with the subject very well they can do something separate, like in ICT they did their own thing as they wouldn't be able to fit world war 2 in with that anywhere.

Q- SC if they are now covering the whole curriculum are they spreading themselves too thinly or are they still covering all the aspects of English and maths that need to be covered?

AH - they are keeping maths and English the same but doing better management of the other subjects.

AH - they have a program of residential visits set up for the children. She has since found out this is the kind of thing OFSTED likes as it gives a broader level of learning.

Q- NW there's a financial implication for school trips and is there anything in place to help parents who can't afford this with the costs?

Ah - yes, using pupil premium funding for children who are currently in receipt of free school meals to pay for them to go.

Q- NW are parents are aware of this?

AH - yes

AH spoke about teaching leaders who are given half a day per half term lead by Saffy. Should see the benefits of this by next term. We will have more information regarding attainment, progress and practice in the Foundation subjects by next term.

All PP children have been discussed and have targets on their books.

A marketing campaign is underway and there is a small improvement with 170 children enrolled which is a 6% improvement.

The Facebook page has 125 likes and a new prospectus has been printed.

Q- SC Is the school having another open day.

AH - replied that only one person came to the last one, she said she would show anyone around who wanted to come to the school anytime. If they update the banner for an open day it costs money.

All new families who have joined have spoken positively about the school and given amazing feedback about how children have improved since joining the school.

Will try and get some quotes for the Facebook page on a parent questionnaire.

Clear program of events for parents and carers to attend. AH still having trouble getting messages to parents.

Initialled

There was a message sent out to parents asking for ideas of how we could better communicate with them, but no one replied.

Only 9 people ordered Christmas lunch before the deadline.

NW said he thought there may be an issue with the web site as NW placed an order through there and the school didn't receive it.

LS and MB said they ordered their children Christmas meal on line and were now worried it may not have ordered. AH would speak to Sue to check this.

Next term will be looking to see how the curriculum is working. Checking the results of the testing based on the targets.

The milestone review will be shared with governors

SC said there's a company called Achievement for all and they speak with parents and try and motivate them to help and engage the parents. Said it's quite expensive to do through them but could do on your own with the paperwork, he may be able to help.

AH said all targets are on children's books and teachers are told which ones need pushing and need to achieve a higher level of attainment.

Q- NW can teachers add or remove children from their target list?

AH – no, this is fixed and progress is revised, some children will be added to the list but for the purposes of appraisals it will be fixed children from the start of the year.

Q- LBV how do we know the teachers won't just help the ones they are targeted on?

AH - they are targeted on the cusp children who are the ones who will need the most help and would get targeted anyway.

Q- AK do you think the KPI testing from CAST is robust enough?

AH - yes, but we need to be careful we don't teach to the assessment, but it highlights gaps to be worked on which is good.

Year 6 teacher is working on a project which is also looking at what they think Yr 6 should be able to achieve by the end of the year.

4 TAs trained to teach phonics, early bird training and autism which is helping and Thrive training. Reading has improved across the school.

JE said she would be contributing towards early bird meetings and giving feedback.

AH - OFSTED will look at handwriting not in the handwriting books but in the science books. Literacy leader thinks the children have come on loads since the new initiatives.

Q- LBV is worried the pen licence would have a negative impact on some children who may take longer to achieve?

AH - they need to make it better for children who take longer to achieve but not take it away from all children because it works well for most children. So will have a think and see what can be done if it does turn out to be a problem.

MB LBV LS all said how doodle maths is amazing and their kids love it.

Q- JE can yr R participate in Doodle if they're more able?

AH – we will have to think about that as it clashes with early years curriculum.

The school have bought in IRIS which an online learning form for teachers to support professional development. Slow getting off the ground but getting there.

Using PUMA analysis for maths with on line tools for showing gaps

Initialled

Q- NW is the analysis looked at by the teachers or for you to analyse teachers?

AH - both, the teachers can look at it and use the analysis.

AH – also reported

The 5 year plan on school development have included 90 Chrome books or 3 per class.

Use KPIs more thoroughly

Positive feedback on new uniform from parents and children.

Doing more in the community like art projects ect.

Getting tough in January on anyone not wearing the right uniform and will have a system where the teachers will fill in a form which and a text will go to parents.

Working on an anti-bullying initiative.

Q- NW no bullying so why the initiative?

AH- to be pro-active

Q- NW how can you judge effectiveness

AH - If there continues to be no bullying

.

Questions submitted prior to the meeting

Q- LS with increase in PP children how is the school ensuring these children are reaching their potential, particularly with the reduction of TA?

AH - planning carefully and setting targets. Using the Tas much more effectively and using the teachers more

Q- A Hall given the increase in SEN children, is there a case for additional SENCO hours/funding to meet the needs of these children?

AH – yes, we would love a full time SENCO but don't think we can afford it this year.

Q- NW is the school getting more that the average of EHCP children?

AB - when they're all through we'll have 11, which is above NA

Q- LBV what kind of needs do they have?

AH - Educational not behavioural

Q- JE do we get funding for EHCP

AH - yes, but it takes time and it's a process

AB - it can take up to 26 weeks

Q- AK in what ways is the new system for logging behavioural incidents more accurate?

AH - the teachers can log them straight away on line and it's all automated with the type of incident and seriousness, looks like an upside down pyramid

Q- LBV what's the difference between exclusion and suspension?

AH - to permanently exclude a child it has to be an extremely serious incident and a build up of things rather than a one off. I have to see that everything possible has been done or put in place to help improve behaviour before taking the decision to permanently exclude a child.

Initialled

Q- AK what are the possible areas for improving collaborative arrangements between reception and pre-school?

AH - there are plans but not sure what it will look like yet, will look to bring a plan to next governors meeting. Still in early stages and looking to do something by next term.

AB - pre-school are working the most collaboratively they have ever worked with the school.

Q- PF yr 5 and yr 2 have the most disruptions re behaviour, what is the reason for this?

AH - conscientious teachers reporting incidents, once all teachers are reporting everything this should level itself out.

Q- SC Attendance with PA children what are we doing about this? looks like the same children as last year persistently absentees.

AH - Same group as last term 6 children with no medical needs, 1 on child protection plan. 1 on a TAF plan with issues in the home, 1 with a poorly mum, 3 we don't know. But we have plans to get them in and speak to them, door knocking if they don't ring. Most of the time they do ring so we don't go and see them. They can have 50% attendance and still not be picked up by social services.

The other problem is it's an area of expertise, monitoring, sending letters,

Q- LS can the new business manager help with this?

AH - yes, some of it.

Q- AB We have a large number of children join midterm in yr 4 & yr5 how are these getting on?

AH - fine i think, check in when passing in corridor

Q- AB SC do you ever observe any outstanding elements in teaching?

AH - might have but only done drop in observations and wouldn't expect to see in a drop in

Q- AB do you feel fully supported by CAST

AH - There's room for improvement but yes.

9. Governor visits

- AB went to a CAST meeting in Exeter where it was announced they will be putting schools into clusters of 4-6 who will be run by a co-ordinator who will be a head teacher of their school. Who this will be is yet to be confirmed.

Not sure how this will be paid for or how this will affect school budgets.

AB advised governors to read the letter and forward any questions or concerns to her to collate and she will send over in one go to the board she will need to do this by the 31st January.

Q- RN will parents get a say during consultation stage?

AB - as far as she was aware no

Q- LBV asked AH if she was in agreement with the cluster proposal and what her thoughts were.

AH - it would depend on who the co-ordinator would be.

Initialled

Q- LBV asked how it would work with the head who is chosen as co-ordinator, with regards to the school they are the head of.

AH- if she was chosen she would have to get other members of staff to do her duties on the days she would be out but then who would do their duties? Not sure how this would be paid for either.

RN - noticed these were the same issues/questions from the last time this proposal was put forward.

Q- LS asked what a cluster would look like?

AH - it would be 4 schools, but my concern would be that 3 of the 4 schools suggested have been in special measures.

Q- AHall where does the accountability lie?

AH - the chosen head or co-ordinator of the cluster would be the line manager of the other 3 heads and they would all answer to that one person.

Q- AHALL thinks this could cause friction with the other heads and they could feel undermined.

AB said they're piloting the cluster in January 2019.

Q- SC how will it work geographically if you had a school in Axminster and one in Exmouth as they maybe the nearest schools to each other but are miles apart.

AH or AB didn't know.

NW voiced concern that CAST are trying to save money when they should have been more careful in the first place.

AH said she understood what he was saying but they have to move on and find a solution to the deficit.

NW thought the schools were going to be run in to deficit with a plan to pay back down the line as that was what Governors had been told by Kate Griffiths at one of the briefings in 2017.

AH said she thought maybe the deficit was more than they thought.

AB has concerns that these plans weren't thought through.

SC voiced a concern as to where the savings were going to come from?

Q- SC - where is the first cluster pilot?

AB said she didn't know.

AH said linked to the cluster idea, the school is getting a business manager who will also be looking after 6 other schools (hub). She is called Caroline and currently works at Priory school, Margaret Clithroe, Sacred Heart and st Joseph's in Newton Abbot.

She will take over the HR duties, accounting and higher duties which they need and she will be in effect from January.

10. Attendance update

There has been a worrying drop in attendance. AH to hold meetings with parents not currently doing this but will

11. Safeguarding update

Initialled

RW – Safeguarding audit to be sent off tomorrow but all completed and ready for AH to send. Governors who attended the safeguarding training prior to tonight's meeting are: PF, RN, AK, SC, NW, FJ

12. Health and Safety update

AH said herself and **PF** have gone through this with a Health and Safety professional from CAST who was extremely helpful and brought the school up to speed.

13. Kate Davenport is now the SMSC lead. She has developed a curriculum plan and will be arranged a rolling programme of visitors to speak to the children.

Staff and Learning Environment

14. Staffing update

Had issues in foundation stage when AH had concerns with the teacher and her practise. AH shared those concerns with the education standards manager who arranged for a site visit and Learning walk along the school, and he agreed with her observations. The next day the specialist leader in education came in and thought the same. A conversation with the staff member was had and the staff member concerned went off sick. We believe they will be resigning but are still awaiting confirmation from HR on this. We are not anticipating her coming back. Arrangements have been made to replace her.

Q- SC is the old teacher still off sick now?

AH yes

Q- JE is that costing money?

AH - yes, but important to make sure the standards are high, reception class temp teacher has made a massive difference in just one week but can't get her to stay, she has tried, **AB** said she has too.

Governance development

15. Board membership matters

2 new governors Jacqui Evans who is a TA in year 2 and voted in as staff governor and Marie Box who has a daughter in year 4 and is a parent governor

16. Governor training since the last meeting

Safeguarding training before meeting see point 11

Admissions

17. Update on pupil numbers

A marketing campaign is underway and there is a small improvement with 170 children enrolled which is a 6% improvement.

Initialled

Summary of actions agreed

Agenda item no	Action	Lead	Date to complete / report
1	AH to hold meetings with parents of the persistent absentees	AH	5/02/19

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

Date of the next meeting:

Tuesday 5th February 2018 at 6 pm

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

Initialled