

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 Thursday 12th July 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
Rachel Nolan	Foundation Governor
Fr John Smethurst	Foundation Governor
Adam Krasnopolski	Foundation Governor
Peter Faulkner	Foundation Governor
Amelia Harding	Headteacher
Andrew Hall	Parent Governor
Neil Wilson	Community Governor
Stephen Corline	Community Governor
Catherine Johnson	Clerk to Governors

Saffy Griggs, Assistant Head Teacher, attended the meeting.

1. Welcome prayer

Fr JS led the meeting in prayer.

2. Apologies for absence

There were no apologies. Annika Palmer has decided to resign fully from the LGB & not become an Associate Governor.

3. Correspondence since last meeting

Please see Google Drive Correspondence folder, including letter from Raymond Friel, newly appointed CEO of Plymouth CAST.

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

None.

7. Urgent business from the Chair and Headteacher

AB announced that following the OFSTED inspection earlier this week, 10-11 July, the school is now categorised as Requires Improvement and is no longer in Special Measures. There is still much work to be done to improve the school, but this is a big step forward and reflects the hard work of all the staff and governors. She asked that Governors keep this news strictly confidential until the inspection report is received and sent out to parents.

School management, monitoring and evaluation

8. Headteacher report

AmH presented her report, as in the circulated papers, highlighting

- The report is in the new CAST format.
- KS2 data (SATs results) were in line with national data & with predictions.
- KS1 data was lower than national figures, but the cohort of 18 pupils is challenging with one pupil with high level behaviour needs and one SEN pupil, who is leaving at the end of term to attend a special school. HMI were not concerned. 81% of KS1 pupils passed Phonics screening, the highest proportion in recent years.
- EYFS end of year attainment was lower than in previous years, but the assessment data is much more accurate than previously. AK asked if accelerated progress will be needed for the current Year R children to achieve their predicted KS1 SATs levels. AmH replied it will be, but there are experienced teachers in place to achieve this.
- AmH & Matthew Barnes (CAST education advisor) completed the school SEF last week, assessing the school as Requires Improvement, showing an accurate level of self-evaluation as confirmed by OFSTED this week. They were able to show HMI that the percentage of children working at Expected was higher than this time last year; HMI commented that the data outcomes are strengthened.
- Persistent absence was reviewed by HMI, who only included children of statutory school age, so the figure was the national average; including children on roll but not yet of statutory school age increases persistent absence to above the national figure. Governors discussed various ideas for improving attendance, concluding that more could be done if there were more funding such as sending TAs to collect children from home by car. SC remarked that as the figure is only slightly below the national average it is not worth expending scarce resources to effect a minor improvement. AH & RN asked how many of the persistent absentees are on child protection plans; AmH replied there are 8 & improving attendance is part of their CP plan.

AmH responded to the questions put to her by Governors in advance of the meeting, as in the attached list

- Pupil Premium – the plan next year is to spend all the money on improving the quality of teaching. SG explained that research has shown pre-teaching in groups of up to 4 at a time, 2-3 times a week, for 20 minutes before registration is far more effective than teaching in groups during lessons or intervention after. AK asked if this will be in core subjects, SG replied initially in Maths and English, could extend to other subjects. NW asked if it also improves behaviour, SG said research had shown that it does.
- Teachers improving practice – AmH firmly believes coaching is the best way; this year she has focussed on coaching a few teachers weekly, next year she will coach more staff but less frequently, e.g. 3-weekly.

Initialed

- Challenging most able pupils – level of challenge in Maths is good, need to improve challenge in English; will start with staff training day on grammar.
- Asking questions – there is now less putting hands up, but teachers are still teaching to the middle, which needs to change.
- Behaviour – improving & AmH is working on the evidence; children mentioned the new Behaviour Policy to AB during her visit, telling her it was good and helping to improve behaviour. The children were clear on what the policy says and the system of sanctions.
- CAST support – excellent since Matthew Barnes started, with more regular visits.
- Teacher Development Record – AmH shared an anonymised record. Review, plan & do shows progress clearly. NW asked how staff have reacted, AmH responded that only SLT know about the record as yet. Teachers know what has been said to them & have received monitoring forms; AmH will share with all teachers in September. PF asked if teachers have advance warning of observations, AmH explained they are forewarned of a formal lesson observation, but not if she drops by on a learning walk or to collect books. HMI suggested introducing Leadership Development Records.
- Consistency of challenge & feedback – some examples of challenge working well are incorporation of SPAG framework in teaching; teacher using a green dash to show children where something is missing or needs editing, so the children can edit their own work; using mild / hot / super-hot challenges in Maths, where the children can move up a level as they improve.
- PE lead – AmH said she would let Governors know at the September meeting who the PE Lead will be next year.
- Single Central Record – Governors need to decide how to replace the Safeguarding Governor who has recently resigned. The Safeguarding Governor undertakes checks of the Single Central Record where employment checks are recorded, with the Headteacher.
- SEN – there is more work to be done, but the SENDCo is doing a great job.
- Science – AmH said she would start to focus more on the quality of Science teaching now that Maths & English have improved. One of the Year 3 teachers is now the Science Lead.
- Health & Safety – PF asked if the school is receiving any professional support to monitor Health & Safety and take any necessary actions. AmH explained that CAST has a contract with Devon County Council to provide professional support; an evaluation visit had recently taken place and there were a number of actions to follow up.

Governors agreed that providing written questions in advance focussed their discussion and was an effective way of ensuring they challenged the Headteacher about key issues and concerns.

9. Governor visits

See AB report on the Google Drive of her visit & discussions with children, some findings referred to in 8 above.

Policies

10. Lettings Policy

To be reviewed at next meeting due to lack of time.

Initialled

Staff and Learning Environment

11. Staffing update

AH asked about the support staff restructure. AmH explained that it had been completed, with two staff unfortunately being made redundant.

Governance development

12. Governor training

No training since record last updated.

Admissions

13. Update on pupil numbers for Sep 18

Currently expecting 29 children to start in Reception class in September.

14. Closing payer

Fr JS led the meeting in a closing prayer.

Summary of actions agreed

Agenda item no	Action	Lead	Date to complete / report
8	Inform LGB who is PE Lead	AmH	18 Sep 18
8	Discuss replacement of Safeguarding Governor	AB	18 Sep 18
10	Review Lettings Policy at next meeting	AB	18 Sep 18

**All papers from this meeting are on the Google Drive at
*Governors/LGB/17-18 LGB meetings/12 Jul 18***

Date of the next meeting:

Tuesday 18th September 2018 at 4.15 pm

Meeting dates agreed for 18/19:

18th September 2018

30th October 2018

11th December 2018

5th February 2019

2nd April 2019

21st May 2019

18th July 2019

All meetings on Tuesdays, 6pm – 8pm, at the school.

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

Initialled
