

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 10th January 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 – arrived 4.40 p.m.
Mrs. Lucy Bettesworth-Venter	Foundation Governor
Mr. Stephen Corline	Parent Governor
Mrs. Jane Fraser	Head Teacher
Mrs Rachel Nolan	Foundation Governor
Miss Annika Palmer	Parent Governor – arrived 5.00 p.m.
Father John Smethurst	Foundation Governor
Miss Lisa Southwell	Foundation Governor
Mr Neil Wilson	Community Governor
Mr. Michael Waddington	Community Governor

The clerk, Mrs. Hilary Morely, sent apologies.

Mrs. Saffy Griggs, Deputy Head Teacher, attended the meeting and took the minutes.

Welcome to Mr Neil Wilson who has joined the Governing Body as a Community Governor.

Collection for Hilary is being sent around the school.

Correspondence:

Letter from the Bishop – he will visit the school on Tuesday 14th March to bless the school as we move towards launching the new school name. Possible celebration during the afternoon for the children to acknowledge the Bishop's visit.

Signage will be changed in due course.

Declaration of Interest:

Form will need to be signed by Mr Wilson as a new governor.

Christina Bewley has answered the questions set for her by Steve Corline.

Urgent Business: All these are items already on the agenda for discussion.

OFSTED UPDATE:

Statement of Action has been put on the Google Drive. CAST have to put forward a SoA to demonstrate our monitoring programme and steps forward.

The SoA has come back from OFSTED saying it 'is not fit for purpose,' there is not enough support in place. There are issues that OFSTED need more information on certain issues. No external monitoring in place.

Sandy – the Chair of Directors has been sent this to review by Jane to ensure that it IS fit for purpose.

Neil asked if Mary Cox could increase her level of support – answer is no, Mary is in high demand due to schools that have not yet been inspected and supporting the schools that have already had an OFSTED visit.

In the meantime, we need to continue to move ourselves forward. Plymouth Model utilises a monthly meeting for Governors. We need to be seen to be 'going the extra mile,' to progress.

Jane explained that the HMI will be a support as well as an Inspector. Governors are concerned about the lack of support from both CAST and OFSTED...suggested that we put in writing to CAST and OFSTED stating where is the support that has been offered?

Can we email OFSTED to request that Lorna HMI returns as our HMI support and Inspector? We need guidance, because this is the first time the school has been in this situation. Governors feel that we need to be seen to be making our own steps forward to request the support that we should be receiving.

Two temporary CEOs for CAST have been appointed in place of JM.

NW suggested that the Governors as a sub-committee should all visit CAST at Ashburton to request the support that is currently lacking. Demonstrate that we are pro-active in our approach to resolving this situation.

AB asked if all Governors were OK with the extra Governors meeting that will take place in addition to the main meetings. All fine with this.

JF requested that two Governors meet with her to discuss her new targets as a PM meeting.

JF has met with Stuart Biddles from the Torbay Teaching School and he has put JF in contact with the Head of White Rock who has recently pulled two schools out of Special Measures. JF also mentioned that she is attending two Head courses – both very different in their approach, but will give her different strategies to move the school forward. Kelly Newman – a Coach has supported the Head at St. Nicholas in Exeter. Is it worth contacting her?

One 'paid' person for JF to touch base with is needed to support on a regular basis.

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SC questioned the content of the SoA. JF explained that there were other documents that contained the detail 'missing' from the SoA e.g. the School Development Plan.

Teaching and Learning:

Discussion about the Capability Plans that are in place for 5 members of staff.
Discussion about the feeling within the school and the atmosphere. JF explained that the Y2 and the Y6 teachers have resigned. JF discussed the role of the SENCO and the position we are in. JF explained that the Y2 post had been covered by a very capable full-time teacher from Hayes. Y6 is still to be covered – yes this could have an impact on data for both Y2 and Y6, but we will work incredibly hard to ensure the children are supported through these challenging months ahead.
The positives of appointing new teachers - discussed the pros and cons of retaining and/or employing new members of staff.

Use of Teach First to potentially appoint 'Middle Leaders' who are also excellent classroom practitioners is another avenue to explore for recruitment.

Diana Samuelson has a remit for bringing on succession planning within CAST, she is very proactive in her approach to moving things forward and supporting.

SC questioned how SLT will look in September 2017. English and Maths will be the senior leads moving away from Key Stage Leaders, because the school is too small. English and Maths Leaders will have projects to manage as a way to move the school forward.

Annika asked whether the changes in Y2 and Y6 will have an impact on how OFSTED perceive where we are negatively.

JF explained that we needed to cover the SENCO role anyway and that OFSTED will expect staffing changes with Special Measures.

Head Teacher's Report:

Persistent absences is high, many Polish children had a holiday at the beginning of September and one child was stuck in Poland for a week.

SC said that it might be worthwhile emailing staff members before Parents Evening to highlight if there are any issues with attendance. SC reported the support that SVPS had received he will pass on the details of this.

Attendance Officer has had a great impact with regard to Safeguarding issues due to the door knocking service.

Staffing: Three new TAs appointed, two new TAs working in Y2, one with a 1:1 and a new TA working in Y5 with a 1:1.

Dedication of SH working as a TA with CC celebrated. Her husband came into work with CC to help support her. Discussed that any potential pay rise needs to be

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structured and clarified with a new job description. NW asked if there is anything that can quantify how much impact SH has had working with CC.

SENCO Audit:

JF explained the audit is useful, because SEND in Torbay will be inspected very soon, so this is the reason why it was a useful quality control exercise.

Expectation that TAs working with a child as a 1:1 have to show they are moving the children on quickly and their progress should be consistently high.

New SENCo once in role, will present an update to the Governors, but this is unlikely to happen before the Summer Term since the SENCo is leaving at February Half-Term.

Governors Visits:

Observing PP children in Art Lesson

Supported in targeted groups

1:1 reading opportunities

Children don't feel supported in Maths – children didn't mention Target cards.

Reasonable support in English

6 didn't attend any clubs. 1 child enthusiastic about Sewing Club.

Marking inconsistent and not a lot of evidence to support the children

Some pieces of work had targets, but the targets were not commented on.

JF reminded Governors that they need to be there in a strategic role not operational. JF stated that all the issues that had been picked up, we were aware of already. SC stated that there needs to be a record of conversations that have taken place between Governors and members of staff, both teaching and non-teaching staff. This will resolve an issue that OFSTED brought up during the inspection in October 2016.

Y5:

Rachel stated that she'd completed the online Governor form to record her observations.

TA spent most of the time not engaging with the children, marking a spelling test. Then she moved towards the children to support once the independent work had begun.

Y1:

Engaged on the carpet. Then moved to different activities set out on the tables and the carpet. Due to the nature of the lesson, could not look at the books. Main issue

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was that the children in groups that were not supported were going off track and not engaged. Lots of corridor traffic to distract. Concerned that there was not a lot of focus to the overall lesson. JF explained that there is continuous provision in the early part of the Autumn term in Y1 to mirror what is happening throughout EYFS. Too formal too soon will not work. Learning through play is incredibly important, otherwise there is the danger, especially boys, will be switched off from their learning. There has been an invitation to return to observe teaching and learning in Y1.

Torbay Development Agency Report:

Nothing has been looked at with regard to premises since the buildings were put in place.

Tarpaulin has been put up to temporarily support the problems with the roofing. The report has been sent through. Health and Safety (and Safeguarding) Safeguarding is fine as recognised by OFSTED. JF will meet with H&S Governor LG to discuss a H&S walk and look at areas that we need to concentrate. NW made a suggestion with regard to Fire Safety, he will email JF a contact that he is aware of.

MW has completed 7 modules of the Governors training online.

Tuesday 17th January 2017: Mary Cox will be training governors from Queensway and Priory with regard to understanding Raise Online from 4.15pm and 6.15pm.

Safeguarding training 4.30pm to 8.00pm – it is necessary for all governors and JF to attend if possible.

Finance:

NW asked questions relating to our budget. SC has explained the answers via email.

Pupil Premium:

JF explained the Fisher Family Trust looked at children and their abilities as they come out of Reception. High, Middle and Lower Achievers. The report is available for all governors to see. JF explained the colour bands regarding progress.

We have looked at all the PP children and we can see where the support is needed or in place. Raising the expectation of where the children need to be.

SC mentioned that Tracey Cleverly visited SVPS to discuss PP children. We get the money for PP, so they are the children that we spend this on. JF mentioned that we are highlighting where the PP children are being supported with the cost implications.

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***Date change to when we finish for the Christmas holiday was discussed – suggestion that we move the end date to Tuesday 19th December rather than Friday 15th December.**

AB read out a letter from a parent regarding OFSTED.

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