

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 18th September 2018 at 6.00 p.m.

The following governors met on the above date:

Angie Baldwin Foundation Governor & Chair

Cllr Nicole Amil Foundation Governor

Rachel Nolan Foundation Governor

Fr John Smethurst Foundation Governor

Adam Krasnopolski Foundation Governor

Peter Faulkner Foundation Governor

Andrew Hall Parent Governor

Neil Wilson Community Governor

Apologies:

Stephen Corline Community Governor

Lucy Bettsworth-Venter Foundation Governor

Present from school:

Amelia Harding Head Teacher

Saffy Griggs, Assistant Head Teacher, attended the meeting as 'Clerk'

Declaration of Interests to be added to the next meeting

There is the possibility that we will need a Finance Committee AH will check with MB on Thursday when he is next in school.

Ofsted Action Governors meetings will no longer be taking place

AB discussed how she and Annika are trained to carry out AH's Performance Management

Link Governor Roles discussed and reviewed:

Safeguarding Governor issue to be resolved:

Annika Palmer states in the minutes that she has resigned, but AB reports that AP is happy to stay on as an Associate Governor. RN has volunteered to be the new safeguarding governor...AB needs to double check that AP does not want the role. However, it is felt by the LGB that we need somebody who is attending the LGB meetings regularly to discuss safeguarding. This will need to be resolved asap.

PF - H&S Governor

LS - Science

NW - Finance and Maths

SC - Finance and Pupil Premium

AB - EYFS and SEND

RN - Safeguarding

AK - English

Fr J - RE and Catholic Life

AH - Standards

LB-V - P.E.

For the next agenda, AB will find out each individual Governor's term of office including her own.

Minutes of the Last Meeting and Matters arising:

P.E. Lead is shared between AH and SG

It was noted that questions are being asked, but it is unclear within the minutes where these have been answered. This needs to be improved asap

Vision and Values Consultation Paper: Raymond Friel new CEO of CAST

Introduced by AH. AH discussed the new vision and value consultation.

17th September - 15th October 2018.

Looked and discussed key elements of the consultation

Vision and Values will be shared with staff, parents, children and all other relevant stakeholders. Why we do what we do? What we believe in? What this will look like?

All CAST schools will have this as their vision statement potentially.

Catholic Education: What's it all about? What is important to us?

Governors discussed their preferences that AH recorded.

Could not think of an appropriate 'tag line' for CAST

Gospel Values: discussed

Our Principles: Refer to the Gospel Values previously discussed

Expected Behaviours (Staff Code of Conduct) discussed that the Gospel Values should be interwoven within this, because this is what we would expect any teacher to be in any school.

Local Governing Boards:

MB has sent out the document to be read by Governors. AH reminded Governors to read this asap.

Any other comments:

There were none.

AB: discussed the Plymouth CAST Handbook - she was concerned that much of what is contained in the Handbook contradicts what Governors have been told previously by Karen Cook.

Budget discussed very briefly as a separate point:

PF: Questioned whether somebody within the governing body needs to complete a mini audit to ensure the validity of the budget process.

AB: Scheme of Delegation to be returned to at the next meeting.

AB: Discussed the Governors Briefing is on Tuesday 20th November and encouraged other governors to attend.

AB and AH: think the October meeting for Governors is Raymond Friel's meeting as part of the Consultation process.

Chairs Action: AB met with SENDCO today. TC SENDCO has a very useful folder for Governors. Contains Action Plans, monitoring and visits to the classroom, encouraged the other governors to look at this.

Policy Review: Lettings Policy - rent rates AB asked if everyone was happy with this? All governors agreed. It was discussed that the Lettings Policy needs to have more publicity, both on the website and within the Newsletter so more people are aware the parts of school grounds can be rented for use by the community.

Premier Sports usage was deemed to be a positive starting point for renting and using the school space as relevant.

OFSTED: PF What problems do we expect to encounter on the journey to good?

AH: Deficit budget and finance are the greatest stumbling block to improving the school further. AH explained that we did not have to pay back the deficit budget this year, which will have a positive impact for the time being.

Sutton Trust research: No TAs in the classroom. Not being about the learning of the children, it is about the practicalities of running a classroom day to day.

AH reported that the teaching team is very strong and we are working together to improve the school further.

NW: Cutting costs is great, but is there anything that can be done to raise any extra funding?

AH: Easiest win is to have more children in the school, to improve the school's reputation.

NW: What about retaining existing children?

AH: 15 children left at the end of the summer. 1 family left because they were not happy with the progress that their children were making. All other children left due to geographical moves. All parents made this clear to AH that this was the reason why the children were leaving. There are 'positive reasons' why these 15 children left.

NW: Is there a wish list that could be published to see what is needed to help with funding? Can we find this anywhere else in the community?

PF: What do you expect from your Governors?

AH: Regular attendance at meetings and to hold me to account.

RN: Questioned whether not having a TA in class would impact on the children's progress?

AH: No - plenty of outstanding and good schools function without a TA.

AK: Question regarding the OFSTED observation that disadvantaged and PP children are not making effective progress....

AH: Class teachers will be meet with the parents (and the child) at the same time to write the individual progress plans.

AK: Boys mentioned as a distinct group that were not performing - what is being done to address this?

AH: Wider Curriculum development is a work in progress. We have moved to termly topics not half-termly topics so the children can really focus in depth on the set topics.

AK: Raise the standards elsewhere?

AH: Explained that the Science Lead has changed. AW is leading this - she has a background in Science. Science is being kept as a discrete subject being taught weekly.

SG: Explained that more writing is being produced in Theme Books for example. Teachers are thinking more carefully about the audience and where cross-curricular writing should take place. Teachers are more confident in taking a risk.

AB: Reading issues highlighted by OFSTED.....

AH: AH explained that this was a work in progress. The AR scheme will address these issues once this is embedded.

AB: Do parents have key information about the school year? Are there any plans for parent workshops this year?

AH: Explained that there are dates on the school calendar that will be going out to parents next week. Workshops for the key areas e.g. Maths, Phonics, Science, Internet Safety

All governors thought the calendar and the planned workshops are a good thing for the school.

AK: How did we arrive at the topic areas chosen for our new curriculum?

AH: Based on experience at St. Nicks we carried out a thorough review of the curriculum. Also, PPA time is spent working with the year group above/below so teachers have more scope to plan and share ideas.

AB: SIP

AH: The whole SIP will be completed by the next meeting.

AB: The SEF?

AH: This will be completed in the near future.

AB: P Premium:

AH: Reported that the £90,000 is already spent before we can do anything! PP numbers have shot up - now 40 children FSM 60 children P Premium

AB: Training?

A Hall: Keeping Children Safe in Education completed yesterday.

AB: Check all governors have had the updated list of training.

NW: Standard governors visit report form?

AH: In the Governors Handbook?

AB: Louise said she would send a proforma for visits, this has not happened as yet so the school will continue to use the proforma currently in use.

PF: Questioned LS about H and S....

LS: Agreed to meet with PF to complete a handover of H and S at a date TBC.

PF: Anything outstanding on the list?

AH: Yes there is a lot to address on the list.

AH: Asbestos needs addressing

Fr John closed the meeting.

Appendix: Governors Questions:

LGB meeting - Tuesday 18th September 2018

Governor questions

1. PF- In getting to good what problems do you expect to encounter and what do you want from your gov's?
2. AK - What is being done to address the inconsistent progress of some disadvantaged pupils and boys in some classes? (Key finding, second bullet point on page 1).
3. AK - What steps are being taken to ensure that the wider curriculum is delivered to the same high standard as English and Mathematics are achieving? (Fourth bullet point on page 3; first bullet point on page 4; final bullet point on page 6 into page 7).
4. AB - The PE apprentice is due to finish in October, who will lead PE this year?
5. AB - 'Some pupils reading books are not closely matched to their ability' (Ofsted report July 18) How is this being addressed?
6. AB - 'Some tasks on offer when pupils read independently are not stretching and challenging enough' (Ofsted report July 18). How is this being addressed, can pupils access more challenging tasks? Who monitors if the task is the right level of challenge for a student?
7. AB - 'Leaders monitoring of phonics is not yet precise enough' (Ofsted report July 18)

What is in place to ensure this improves?

8. AB - What parental workshops are planned for this academic year?

