

These minutes are a true and complete record of the meeting. Signed: _____ Date: _____
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## **Our Lady of the Angels Catholic Primary School**

### **Minutes of the Local Governing Body Meeting Tuesday 9<sup>th</sup> January 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
Jane Fraser	Headteacher
Annika Palmer	Parent Governor
Neil Wilson	Community Governor
Catherine Johnson	Clerk to Governors

Mary Cox (CAST School Improvement Officer) & Louise Adams (Head of CAST School Improvement) attended the meeting.

#### **1. Welcome prayer**

Fr JS led the meeting in prayer.

#### **2. Apologies for absence**

Stephen Corline & Andrew Hall sent their apologies, sanctioned by the meeting.

#### **3. Correspondence since last meeting**

- Plymouth CAST newsletter 08 Dec 17
- Timetable for admissions to primary schools in Sep 18
- CAST letter to all staff re voluntary severance – NW asked if the role is still available to the school if a member of staff takes voluntary severance; JF confirmed it is
- CAST letter to Headteachers & LGB Chairs re appointment of new CEO 20 Dec 17
- Letter from Torbay Grammar Schools re consultation on changes to entrance exams for Sep 19 admissions

### **Procedural matters**

#### **4. Declaration of Business Interests**

No changes were declared.

#### **5. Review & approve minutes of the 05 Dec 17 meeting**

The minutes and the Part 2 minutes were approved unanimously & signed.

#### **6. Matters arising from the previous meeting**

- SEND report to go on agenda for next meeting – done, see 12 below

- Feedback CAST budget decision to Governors – the school has not been informed of any decision re proposed recovery plan
- Completion of SG 2,3 & 4 – done & forms have been sent to CAST

## **7. Urgent business from the Chair and Headteacher**

AB proposed and the Governors agreed that the LGB meeting scheduled for 30 Jan should be postponed to 27 Feb & an additional OFSTED Action Group meeting be held on 07 Feb.

## **School management, monitoring and evaluation**

### **8. OFSTED Action Group report**

Minutes of the 12 Dec 27 OAG meeting were circulated and on the Google Drive. The following points were discussed:

- MC suggested using Survey Monkey for the parent questionnaire as reduces the workload in collating responses; JF explained that this was tried previously but only 1 parent responded – a much better response was achieved sending home hard copies with pupils. AB & JF agreed to discuss this further outside the meeting
- CJ is to send Governors details of how to use The Key & GEL
- Other actions outstanding from the meeting to be addressed at the next OAG meeting on Thurs 11 Jan
- SC had sent the following comments by email
  - *Data - discussed how helpful the simplified data report for Gobs was, we can get more detail when required (or possibly by the person who takes on a bit more work around data) but this should enable Gobs to have a good understanding of the key points. It would be good to also have a similar one for progress.*
  - *Yr 6 - we spoke about how they might make the required progress by the end of the year (mainly through small group interventions with Malou Evans)*
  - *Discussed the main areas of concern as identified by Ofsted:*
    - *Yr 5 - we discussed the concerns around this year group as there would be another teacher change in this year group, recruitment process already in progress but situation is obviously not ideal*
    - *English - more focus on this area, SG to offer some support to SH. Gobs asked the question about whether SH had enough time to do this effectively - HT felt that she did*
    - *EYFS - experienced teacher is now coming to terms with what needs to be done in this area (any other updates from Jane on this?)*
  - *Discussed the need for a clear monitoring plan so that Gobs know what is being monitored, when and what happens after this for when areas of concern are identified - it was also recommended that a Gov would sit in on Pupil Progress meetings*
  - *Spring term visits - we decided that the focus of these should be on PP, SEND and AMA children, when visiting Gobs should ask who these children are and what is being done for them. The principle being that if the teachers know these and are clear what is being done differently for them then they probably are doing similar for others as well*
- JF explained she had held a meeting with Early Years Foundation Stage & the 2 teachers are now working closely together with weekly session at the staff meeting meeting to look at Tapestry and the progress & attainment data. Babcock support is ongoing to this area.
- JF stated there will be a Pupil Progress meeting on Mon 19 Feb 3.30 – 6pm.

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- Regional Schools Commissioner visit will be on 08 Feb; AB & another Governor will attend, possibly RN.

## 9. Headteacher report

JF presented her report & the following points were discussed:

- Attendance – LS said it was good to see an improvement in the figures. JF agreed despite the sickness absence of the last few weeks; there is now a good system in place, JF, Admin & South West Family Values work together on attendance & taking actions – attendance letters, family support meetings & Penalty Notices
- Behaviour – AB reviews attendance & behaviour weekly with JF; a lot of behaviour incidents in Yr1 due to Christmas excitement, dealt with in class and parents informed
- NW asked if pupil numbers are still dropping; JF said numbers were lowest at the end of the autumn term but are now beginning to slowly increase, Yr2 is still a very small class due to problems last year with the Yr1 teacher. NW commented that Governors were aware of Yr5 having low numbers but the Yr2 numbers are lower than expected. Mary Cox suggested that Governors monitor pupil numbers and class sizes closely as may need to consider combining classes if numbers fall further
- JF asked Mary Cox how to grade lessons and book scrutiny; MC explained these cannot be graded due to teaching union constraints, but can be assessed as red / amber / green. She also suggested identifying each teacher's strengths and areas for improvement and following this up; she agreed to discuss this further with JF. AB asked if OFSTED grade lessons. MC explained they will use phrases such as "I've seen some good teaching" but will not grade lessons or identify teachers, the view now is that progress in the books reflects the quality of teaching. AP asked if teachers undertake self-evaluation and reflection. JF explained this happens during appraisal which is not top-down but rather against own targets. Governors suggested giving teachers the chance to reflect on their own practice during the year as it is too late to leave it to the end of year appraisal. MC thought it would be useful to have that discussion in a staff meeting, maybe half termly asking "what have I got better at?" and "what do I need to improve and how?". JF said staff would not be comfortable doing this in an open staff meeting, but could be done in "buddy" pairs. MC suggested discussing this further in the meeting she will have with JF and Karen Gannon.

## 10. December 17 Pupil Progress data

JF presented the progress and attainment data in the format requested by the OFSTED Action Group. Louise Adams commented that progress is consistent in some classes but not others; JF agreed, saying those pupils not making consistent progress will not achieve Age-related expectations (ARE). MC said she and Karen Gannon will examine the data in Target Tracker this Friday to check it is secure. JF said she would add in the next PIRA & PUMA test data.

LA asked about Reception class data. JF responded that this is a difficult area as pupils are often assessed as on track by the 30-50 months goals, but appear behind when assessed a few weeks later by the 50-60 months goals. She would like to find out how other EYFS deal with this. MC responded that the CAST EYFS group are looking at this and also trying to ensure all schools record progress in a standard way so the data is comparable. She

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suggested that JF put targets on the current data sheet so can see where pupils need to get to.

Governors challenged JF re the accuracy of teacher assessment. JF responded that she is confident that the new team of teachers are assessing accurately. PIRA and PUMA tests and moderation have been used to cross-check the teacher assessment and have shown that it is accurate. She added that the Yr5 data is based solely on PIRA & PIMA tests due to the teacher changes last term.

AB pointed out that the SEND data shows poor levels in Yr6. JF explained that three of these pupils will be attending special schools and there is a lot of support in place for the other two.

LA suggested that Governors look at the “score card” which schools fill in at the beginning of the year re aims for the year. MC agreed to send the score card to CJ to circulate to all Governors.

MC suggested holding future Governors’ meetings in a room with a whiteboard so it is easier to view the data together.

Governors discussed whether the school should focus on teaching the three core subjects of Reading, Writing and Maths to the exclusion of the wider curriculum. MC, LA & JF pointed out that

- OFSTED expect to see a balanced, broad curriculum
- Lack of breadth was a criticism in the OFSTED report
- The core skills are not only taught in English & Maths but also through the wider curriculum which allows children to develop and consolidate their skills e.g. writing about history
- It is essential to keep children interested and enjoying learning
- Some schools have tried to focus purely on the core skills but the children disengaged

NW said he felt the school still has a long journey to make in a very short time.

### **11. Autumn term outcomes**

JF explained that as suggested by the OFSTED Action Group she had extracted the autumn term outcomes from the full Action Plan so they are easier to see.

LA commented that this gives a sense of tasks being completed, but not of the impact; she suggested adding a third column entitled “Impact”. Each Governor could print out the full Action Plan once then add the updates to the file.

### **12. SENDCo report**

JF explained that another SEND review is planned & Tamsin Corline, SENDCo, had put together a SEND file which the Governors are welcome to view.

### **13. Plan programme of Governor visits & guidance on report format**

Governor attendance at a Pupil Progress meeting has been arranged.

AB organises her own meetings with SEND and EYFS staff.

AK organises meetings with the English Lead.

NW will meet with the Maths Lead in February.

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FrJS needs to book a learning walk with JF.

AP will meet with JF re Safeguarding in February.

LS will look at the EYFS gate with JF as this was mentioned by OFSTED as a Health & Safety issue.

AP suggested on of the visits should look at middle attainers; AB agreed.

RN asked who to link with re PE, JF said it would be her currently.

JF will update the monitoring plan.

Guidance on the format of Governor visit reports will be included in next week's training by Louise Adams.

#### **14. Appraisal targets for teaching staff**

JF presented an anonymised appraisal sheet to Governors

### **Staff and Learning Environment**

#### **15. Staffing update**

JF reported that:

- Only 4 applications were received for the Yr5 teacher post; none were shortlisted for interview. An agency supply teacher has been taken on to teach Yr5 & will be asked to stay until the end of the summer term if settles in well. The post will re-advertised for the spring / summer recruitment round to start in Sep 18
- Sam Hill (TA) has taken on the Receptionist / Administrator office role in the mornings & CJ has been given 11 additional hours per week to cover other aspects of Hilary Morley's role on a temporary basis while the office admin roles are assessed and clarified; to be reviewed at February half term.
- 1 TA & 1 MTA are on maternity leave

### **Governance development**

#### **16. Clerk's update**

CJ stated that AB's term of office as a Foundation Governor expired in December after several extensions from the Bishop. MC & LA agreed that due to the special measures it is essential that there is continuity of leadership of the LGB so they would strongly recommend that AB's term of office be extended again. CJ was asked to email CAST re this.

#### **17. Governor training since the last meeting**

AB attended Safeguarding Level 3 in Nov 17, run by Torbay Council. AP promised to send CJ a list of her training to update the record.

### **Admissions**

#### **18. Update on pupil numbers**

Discussed under Headteacher report at item 9 above.

### **Plan for the Next 8 Weeks**

#### **19. Key areas of focus for next 8 weeks**

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LA suggested the following as the key areas from the Dec 17 OFSTED monitoring report to focus on in the next eight weeks, i.e. until the next OFSTED monitoring visit:

- **Sort out Phonics** – only 1 TA needs training &/ support
- **Track reading** - English Lead needs to assist all teachers to implement this consistently
- **Curriculum is too narrow** – ask each teacher to produce 2 pieces of topic work per week
- **Checks on quality of teaching** – a focus for Karen Gannon's visits
- **Governing Body too accepting** – to be addressed at training on 16 Jan
- **Safety & security** – internal security doors have already been deactivated
- **SEN** – needs a plan
- **AMA** – needs a plan

## 20. 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	Send out parent questionnaire	AB & JF	27 Feb 18
8	Send Governors details of using The Key & GEL	CJ	27 Feb 18
8	Governors to attend meeting with RSC	AB	08 Feb 17
10	Circulate score card to all Governors	CJ	11 Jan 17
13	Governor to meet with SEN & EYFS staff	AB	27 Feb 18
13	Governor to attend Pupil Progress meeting	?	27 Feb 18
13	Governor to meet English Lead	AK	27 Feb 18
13	Governor to meet Maths Lead	NW	27 Feb 18
13	Learning Walk with JF	FrJS	27 Feb 18
13	Governor to meet with JF re safeguarding	AP	27 Feb 18
13	Governor to look at EYFS gate with JF	LS	27 Feb 18
13	Governor visit to look at middle attainers	?	27 Feb 18
13	Governor visit to meet PE lead	RN	27 Feb 18
13	Update monitoring plan	JF	27 Feb 18
16	Email CAST re extension of AB term of office	CJ	27 Feb 18
17	Update Record of Governor Training	CJ	27 Feb 18
17	Send training details to CJ	AP	27 Feb 18
19	Implement key areas for action as suggested by LA	JF	27 Feb 18

**All papers from this meeting are on the Google Drive at *Governors/LGB/17-18 LGB meetings/09 Jan 18***

**Date of the next meeting:**

**Tuesday 27<sup>th</sup> Februry 2018 at 4.15 pm**

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

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