



An Daras Trust
Igniting Curiosity Growing Capabilities

St Catherine's Church of England School

Moorland Road
Launceston
Cornwall PL15 7HX
Tel: 01566 772198

Email: governance@andaras.org

Executive Head Teacher – L Hussey
Head of School – P Warner
Chair of Governors – B Maguire

15/3/23

MINUTES

Spring Term Meeting 2023

Local Governing Board: St Catherine's CofE School
Tuesday 28th February 2023 / 5pm at the school

1. Welcome and Apologies

Present: Brendan Maguire (Chair), Louise Hussey (EHT), Pippa Warner (HoS), Margaret Young (Vice Chair), John Sanders

Apologies for absence: Received and accepted from Cally Ellacott and Naomi Smith.

BM welcomed everyone and asked PW to open with a prayer from Rev. Jane.

2. Declarations of Interest Relevant to this Agenda

None relevant

3. Confirm Minutes of LGB Autumn Meeting (22nd November 2022) and Matters Arising

Monitoring/Visits – *as listed in item 14*

Governor Training – *as listed item 14*

The decision was made to accept the minutes as a true and accurate record of the previous meeting and the Chair signed a copy.

4. Confidential Matters

LH updated the governors on some planned staff changes from September.

5. Headteacher Report

The Head's Report has been shared with all governors. Key points were raised. **Why has the attendance dropped?** Illnesses have played a large part, plus family problems. The EWO has visited the school and dealt with a few specific cases. Without these, attendance would be 94% which is average for this time of year. PW is confident that all absences are genuine. **What about staff absences?** This has improved but is still an issue. There are more staff illnesses than usual. **Will staff absences cause a problem with other teachers' wellbeing?** Yes, it may do as teachers nationally are asking to work part-time. The number of SEN pupils is proving a challenge. With three 3 SEN pupils arriving this term this has changed the dynamics of learning. The SEN children have made progress and are flourishing in the nurturing environment at St Catherine's. Teachers and TAs have expressed that they need to be on "high alert" throughout the whole lesson, which is exhausting. **What can be done to help this? Are the TAs helping?** The TAs are one-to-one so they are a great help. Teachers are supported and this is a happy team. LH is focussing on praising the teachers and pupils. **Regarding the impact on pupils and individuals – what are the challenges in year 6?** Maths is a challenge, and also improving the pupil's testing capability. SATs are designed for the end of year 6 and intervention is taking place for all of year 6 as their confidence appears low. **Will this be sufficient?** LH and PW are confident that their interventions will improve the pupils and help them catch up, especially those who are being specifically targeted. **How is the budget coping with any additional expenses?** The extra 15 minutes in the school day will have an

impact. The school has a plan but the trial of the change of school hours has been postponed. LH advised that if there is a trial it will now be in the summer term.

6. Improvement Plan & Attainment/Progress

This was discussed in detail at the working party and the report has been shared with governors. Key points were raised.

LH has received an updated prediction from staff regarding SATs and she is quietly confident that pupils' attainment is going according to plan in the majority of year groups. The school has been selected by the government to do practice trials in Maths. **Will the practice trials be close to the SATs and how might they affect the children's confidence?** The trials will be a couple of weeks before the SATs and they won't be marked. It is hoped they won't be too difficult and that the extra practice will improve the pupils' confidence.

From the evaluation on the AIP progress the school has targeted areas for specific improvement:

1) Standards in writing. **How do you approach improving writing?** The school uses focused lesson organisation and implementation, Curriculum coverage including composition, spelling, grammar, vocabulary and reading and cross-curricular opportunities. **Is presentation/handwriting picked up in other subjects?** Yes, there are whole class handwriting lessons, letter joining lessons, consistent marking across all subjects and Teacher expectation is very important. **What would progress look like?** A rise in each year group of an attainment of 5-10% of pupils on track for ARE for the longer-term target of ARE at the end of key stages. Staff training has taken place, led by the English Lead but also external training by Dandelion Learning. A new scheme for Writing has been trialled by 2 schools. St Catherine's will be moving to this in the Autumn term. Trialled schools have seen good improvement in Writing outcomes as well as engagement in Writing for both pupils and staff.

There will be whole Trust training on this before implementation on the September INSET day. The school will also be getting a new access to the RWO Portal which provides numerous benefits, especially for supporting the lowest 20% of readers and for continuous staff CPD. **Is the school on track?** Yes, for the majority of pupils. There will be another data drop at Easter. The school has measured progress at Christmas and put intervention in place for those pupils who are not making expected progress.

2) and 3) Curriculum and Subject Leader Development. PW and LH have attended a Curriculum Roadshow and continue to assess the impact and success of the school's curriculum, working together to refine it constantly. All subject leaders have been given release time to complete Deep Dive work into their subjects. PW and LH have been developing an alternating week timetable to support an effective curriculum provision. LH, PW, Leanne Roberts (Class 2 Teacher) and Steven Prosser-Jones (Class 3 Teacher) will be attending further training over the next two terms on Curriculum Development. In addition, LH attended the Ofsted Curriculum Roadshow at the end of February. **Are the teachers still accessing Walk Thrus?** Yes, the units they have selected are to be completed by Easter to report back as part of the Visible Learning impact cycle.

4) Safeguarding – SEN. Tracey Laithwaite (the school's SENDCo) has been working through a significantly increased amount of paperwork for referrals and EHCPs. She has carried out training and support for all staff. TL is also part of the Trust level SEN Audit and reports back progress towards the targets. All staff have had 3 training sessions linked to SEN. **Has there been a change in mindset by teachers regarding their roles?** Yes, to some degree. There is a definite improvement but pockets of work are to be followed up and developed through in-class support for pupils with SEN, planning for pupils with SEN and monitoring pupil progress.

7. Safeguarding / Health & Safety

MY is monitoring Safeguarding. An audit was carried out last term.

Audit action plan for S175 SCR is being adapted which **LH will discuss with MY in the summer term.**

8. Review Vision & Ethos

Including Christian distinctiveness and Church ethos

The terminology has been standardised across the Trust schools. This will now be known as Vision and Values. Vision is short expression, Values / Lived Experience (was ethos) covers curriculum and

teaching. Vision and Ethos was a very strong part of the school during SIAMS. “Inspiring passionate lifelong learning” is the school’s Christian statement. All Christian values are looked at over time. Lived Experience includes curriculum and extra-curricular activities such as Woodlands Skills Centre. SIAMS anticipated new framework expects Trust schools to have reviewed Vision and Values. **How does St Catherine’s vision reflect in the Trust’s vision?** The language used is to be streamlined across the Trust but more so with the Christian schools. LH is happy with the school’s Vision and Values.

9. **SIAMS**

All staff are becoming trained in the new SIAMS. This has been completed by LH and PW is booked for training. Community links are being re-established after Covid. The school is working on its spirituality target. **Do the children understand spirituality?** Yes, they do, but they find it difficult to talk about. Recent staff training focussed on making staff aware of what spirituality is. It doesn’t need to be about faith; it’s more about belonging and caring for others. LH will share the document she has prepared and this will be passed on to parents. The collective worship theme this term is on spirituality.

10. **EYFS Statutory Framework**

Staff have been trained on the new framework as St Catherine’s was a trial school. Year 2 have developed their outdoor extended provision and this is more activity-based. LH and PW are happy with the school’s statutory framework. The governors were satisfied and had no questions at this time.

11. **St Catherine’s Nursery**

Commitment has been made to use staff from the Nursery as a transition so it’s much more of a team approach. The Nursery staff also work in the Reception/Foundation class and the staff work closely together.

12. **Parental Views & Engagement**

Parent meetings have been taking place. A Parent’s questionnaire has been taken for new children and SEN pupils. Responses will be collated as a Trust. Transition is different at St Catherine’s as the majority of children come from their own nursery so a structured transition is ongoing and the children become very confident and familiar with the school. This will be fully covered in the summer term.

13. **Compliance**

There are no concerns with Cyber Security. BM will visit the school and monitor GDPR. Ray Clarke visits each term and monitors Health & Safety with LH. LH is up to date with H&S training and risk assessments. The governors were satisfied with this and raised no questions.

14. **Governor Monitoring & Training**

Monitoring/Visits

- PPG Review (JS) – JS has met with LH and the provision map was looked at last term. Further reviews are scheduled for Friday 3rd March and 9th March
- SEN/Writing (improvement plan focussed visit) (CE) – MY has submitted a SEN report. **BM will meet with Leanne Roberts regarding Writing this term**
- Website Compliance – BM has checked the website and LH is content with website compliance
- Online Safety – no concerns. **Has the server moved up to the cloud?** No, but this is expected to be complete by Easter
- Curriculum – discussed in details at the Working Party. There is a working day scheduled in the summer term when this will be reviewed again with children’s feedback. Curriculum review will be covered at one of the inset days
- **Safeguarding – MY will monitor this next term – carry forward**

Agree monitoring and working groups for next term

- **Improvement Plan priorities – to take place nearer the end of the school year at a working party**
- **PPG impact and provision for next year (JS)**
- **PE impact and provision for next year (BM)**
- **Likely Improvement Plan priorities for next academic year – will be covered at the working party**
- **Safeguarding (MY)**

Governor Training

BM – Cyber Security (CS) 22/10/22, SEND 30/1/23, Safer Recruitment 27/2/23.

PW – CS 2/12/22

MY – CS 5/1/23, SEND 30/1/23, Prevent 25/2/23

NS – CS 9/1/23, SEND 30/1/23

JS – CS 25/2/23.

Cyber Security training has been completed by all governors.

Training Overdue – to be completed as soon as possible

- NS to complete Safeguarding and Prevent training, plus a local governance course
- JS and CE to complete local governance course
- Skills Audits required from CE and NS.

Governors to Email copies of certificates to AC so that records can be updated.

Chair's meeting with CEO

BM reported a positive meeting with the CEO.

Curriculum is always under review.

Sites & buildings update – quote received of £80,000 to replace playground. The playground will be patched in the meantime.

Complaints Policy is now only for complaints from parents. Staff should use the Grievance Policy.

Writing and Maths have been covered.

15. Policies

All policies are up to date and on the website. There were none for review.

16. Any Other Business

Brief matters for notification only. None.

17. DONM

Date of next meeting is arranged for Tuesday 27th June 2023, 5.00pm at the school.

Meeting closed at 6pm.

Ann Cullum

Local Governance Officer

Distribution List:

Brendan Maguire	– Chair/Foundation Governor	Louise Hussey	– Head Teacher
Margaret Young	– Foundation Governor	Will Hermon	– CEO
Cally Ellacott	– Parent Governor	Steve Tavener	– Chair of Trust Board
John Sanders	– Parent Governor		
Naomi Smith	– Co-opted Governor		
Pippa Warner	– Head of School		

St Catherine's LGB