

St Catherine's Church of England School



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Executive Head Teacher – L Hussey
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Chair of Governors – B Maguire

31/3/22

MINUTES

Local Governing Board; St Catherine's Church of England School

Tuesday 29th March 2022 at 5pm at St Catherine's School

1. Welcome and Apologies

Present: Brendan Maguire (Chair), Louise Hussey (EHT), Pippa Warner (HoS), Margaret Young, Cally Ellacott, Sandra Willey

Apologies: Libby Philpotts, John Sanders

In Attendance: Ann Cullum (Assistant Governance Officer)

2. Resignation & New Governor

James Wonnacott resigned as Foundation Governor on 3rd January 2022.

All agreed to accept Sandra Willey as a new co-opted governor, for a 4 year term until 29th March 2026.

BM's term is due to end on 10th May 2022; BM agreed to continue and Diocese of Truro has agreed to re-appoint for another 4 year term. New term will end on 10th May 2026.

3. Declarations of Interest Relevant to this Agenda

None relevant to this meeting. LP didn't hand in her declaration as she wasn't at the meeting.
[Afternote – this has subsequently been received and the register updated]

4. Confirm Minutes of LGB Autumn Meeting (25th November 2022) and Matters Arising

- Chartwell's poor provision at school has improved, but there are still issues. There is a new manager in place, but school catering is expected to be put out to tender when tender is due.
- Working group – due end of January 2022 to discuss December assessment data, 5 year ambition plan/vision. *See item 15*
- Monitoring visits. *See item 15*
 - Safeguarding audit and online safety – later in March (MY)
 - SEND monitoring and meet with SENDCO – in February (CE).
 - Curriculum discussion with LH, PE funding and impact discussion with PE lead – early March (JS).
 - Fortnightly discussion with LH, including data (BM) - *regular meetings are taking place.*

Decision made to accept minutes as true and accurate record of meeting. Chair will sign copy.

5. Confidential Matters

Staffing matters were discussed and recorded under confidential.

6. Headteacher Report

Head's report was provided prior to the meeting. LH covered key points in more detail.

LP's replacement is leaving at Easter. LP won't be returning yet. The position has been advertised but no applicants as yet, although a good supply teacher has been secured for the

summer term. Position will be re-advertised for September start. **What can be done to encourage applicants?** Year 6 temporary cover is not an easy position to fill, especially just before SATs. This has been a difficult year due to covid. Staff and pupils have been (and still are) absent due mainly to covid. Most days have not seen a full complement of staff in school and tutors have often covers lessons due to staff absences. This has included a student teacher who has worked as an unqualified teacher.

All the latest data has been made available to governors. KS2 and KS1 data is looking positive. There is a 15% drop from 2019 attainment levels but this was expected due to covid. EYFS still needs work but this is also due to covid as well as the disruption caused by missing a teacher. LH mentioned that social skills, communication and language has been a struggle with nursery children but this is being addressed.

School lead for SEND has completed TA training on behaviour policy and created a policy based on pupils' wellbeing. Team teacher training and mental health lead training has also been completed.

PPG has been a real focus this year; the relevant children have been targeted and tracked each half term. This has had a good impact and raised their progress. LH has run training with all staff to support disadvantaged pupils. All FSM children have free access to after school clubs, which has been taken up by a few children. More support has been provided in terms of food, food bank vouchers and breakfasts. Funds have been received from government for uniform, including shoes. The Trust has set up a Trust account for all Trust schools with ShoeZone and arrangements are in place to take parents to collect food bank vouchers. Many families are struggling financially, some are just outside of the FSM threshold. **What can be put into effect to support struggling families?** This was discussed, including that the school has set up a pay-forward facility for school trips.

Energy bills will be high as heating has been on all winter with windows open. Concern was expressed about escalating energy prices and additional budget for this increase is not expected. **How will these additional costs be met? Will this have to be paid by losing a TA?** This was discussed and will have to be assessed in future.

The school has noticed an increase in children on child protection since return from covid. LH explained Confide and staff training will take place this term. The Behaviour policy reflects the school's church ethos.

The school's Science Day was very successful. The children worked hard for this and thoroughly enjoyed it. Children have been working on a very impressive writing pack which LH handed out to anyone who could put it in their workplace. It is based on a Christian Aid project, sharing packs to promote Climate Change in the community. Easter celebrations will have to be online again but hopefully summer events can be outside. The school is following Way-Maker, a Lent resource, depicting Jesus' values, using songs and other methods. A prayer walk has been set up outside. Plans for garden renovation are being considered. LH would like to make this a very lovely area for the children to appreciate and be reflective, with prayer boxes and bible verses on trees. Children's behaviour in collective worship has been excellent; they really appreciate being back together again in school. They have done a lot of fund raising; and are currently raffling Easter eggs.

Attendance has dropped, which is expected but schools are no longer required to report if cases are due to covid. However, LH is keeping a separate record of this. Many staff are still off ill with covid and those with long covid especially are suffering with tiredness. **How can schools**

teach effectively with staff absences? LH met with local MPs who said everyone had to transition through the pandemic. The school has to do the best it can with the staff available.

The whole school curriculum has worked very well. A review and full feedback is due this term. Initial thoughts are that it is working and is proving successful. Language, vocabulary and knowledge are covered through additional English lessons. Training has focussed on curriculum, especially early reading. All staff completed Read Write Inc training and PW is monitoring this. LH has arranged a read/write audit for next term. LH explained book choices and phonics videos. The AIO has focussed on monitoring English and the Trust has monitored this in preparation for Ofsted inspection. Although the SEF is still to be completed due to staff disruption, the school leaders and staff know where the school's strengths and weaknesses are and NS has assessed the current SEF, suggesting where work is needed. ECT (early career teacher) has replaced NQT and covers 2 years not one.

LH is happy with the way the team support each other. Wellbeing charter is being worked on at Trust level. LH has set up a Monday morning group to discuss management of too many emails. **How can staff workload be reduced?** Working practices are reviewed to try to reduce workload and resources are shared across the trust. **How else can staff wellbeing be successfully dealt with?** The staff room is being redecorated and refurnished to create an ambience of quiet and calm.

7. Improvement Plan & Attainment/Progress

Children are making progress. Generally there has been a teacher in each class but it has been difficult to find cover for additional interventions.

PW is impressed with how well the children are doing despite the challenges. They are so enthusiastic and positive about their learning. The team know that staff care for each other and this rubs off on the children, who are so kind and thoughtful as a result of staff input.

8. Cyber Security

Cyber security audit complete and action plan in place to achieve the accreditation process, the new suite of cyber/IT related policies are being produced and there is a requirement for cyber security training for all directors, governors and staff in future. Governors will be informed reference the training.

9. Safeguarding / Health & Safety

Also covered in items 6 and 15. Internal safeguarding audit has been shared among staff. Health & safety check list is completed every term. Survey of health & safety has been completed by Ray Clarke, including building safety. He is making a design for joining the Nursery to Reception. LH would like to start this in the summer but feasibility depends on budget. The school playground needs resurfacing urgently. LH is hoping to obtain funding for this as the surface is dangerous.

10. SIAMS

Document circulated with questions from the Diocese Education Officer to give specific examples of how ethos and decision making works within a church school. This is being worked on. The school is well prepared for SIAMS.

11. Vision & Ethos

Discussed at item 10. Current vision and ethos fit for purpose for now.

12. Pre-School/EYFS Statutory Framework

The school is an “early adopter” of the new statutory EYFS framework which was well liked in school and nursery. Maths mastery program is being introduced for Reception and Years 1 & 2. Key Instant Recall Facts are being introduced after Easter.

13. Stakeholder Engagement

Also covered in item 6. Pupil Voice occurs regularly through school council and Parental views will be gained through a survey that will be sent out in the summer.

Action: Results of parental survey shared with governors ready for discussion at next meeting (LH)

14. Set Term Dates

Dates for 2022-2023 were agreed.

15. Governor Monitoring & Training

Working group - December assessment data, 5 year ambition plan/vision. This has been discussed and updated data has been shared with governors. Data required early for Directors' meeting will be a prediction as it is required before the SATS results.

Monitoring visits:

- Safeguarding audit and online safety (MY) – *was due in March but the meeting has not yet taken place as reporting has changed, now a peer-to-peer review. All Heads will be meeting together to write the document which should be ready for next meeting. Carry forward*
- SEND monitoring and meet with SENDCO (CE) – *Carry forward*
- Curriculum discussion with LH, PE funding and impact discussion with PE lead (JS) – *Carry forward*
- Fortnightly discussions with LH, including data (BM), have taken place.

Agree monitoring and working group for next term:

The governor lead roles will be reflected on the updated governor register on the school website.

All governors to attend working group. LH will send out dates.

- **Safeguarding audit and online safety (MY)**
- **SEND monitoring and meet with SENDCO (CE)**
- **Curriculum discussion with LH, PE funding and impact discussion with PE lead (JS)**
- **Fortnightly Chair discussions with LH, including data (BM)**
- **Introduction to Christian Distinctiveness/RE/SIAMS with PW or LH (SW)**
- **Review impact of previous PPG plan and consider new PPG plan (CE)**

Chair's meeting with CEO

Chair met with the Trust CEO and overall the school is in a positive position. Woodland Skills Centre will be opening after Easter and each class will have a session during June. Trust is organising transport. This will promote Capabilities Focussed Learning. School 5 year ambition plan – rough draft is expected by Easter. LH is working on this and will send document very soon after Easter.

Governor Training

EYFS Training complete on 17th Jan (JS, MY)

SW completed Safeguarding training on 28th March.

16. Any Other Business

None.

17. DONM

Date of next meeting is Tuesday 21st June 2022 at 5pm at St Catherine's School.

Meeting closed at 6:50pm.

A Cullum

ADMAT Assistant Governance Officer

Distribution List:

B. Maguire – Chair/Foundation governor M. Young – Foundation Governor C. Ellacott – Parent Governor J. Sanders – Parent Governor L. Phillpotts – Staff Governor	S. Willey – Co-opted Governor L. Hussey – St Catherine's Head Teacher P. Warner – Head of School W. Hermon – CEO Trust Board
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