

21/11/18

### Minutes

**Local Governing Advisory Board; St Catherine's Church of England School – Autumn  
Wednesday 21<sup>st</sup> November 2018 at 5pm at St Catherine's School**

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

**1. Welcome and Apologies**

**Present:** James Wonnacott (Chair), Rebecca Brewer (Vice), Margaret Young, Claire Fishleigh, Brendan Maguire, Connie Smith, Liz Davy, Libby Bruce, Louise Hussey (Head)

**In Attendance:** Clerk, Pippa Warner

JW led with an opening prayer. The Chair informed the Board that Eoin Gillespie has submitted his resignation due to work commitments. It was widely unanimously acknowledged and agreed that he will be missed and has been a superb governor.

**2. Declarations of Interest Relevant to this Agenda**

None declared particular to this agenda. LH, LB, LD and PW are employees of ADMAT. The governors were informed that they need to amend their pecuniary interest sheets with the nature of any interest and the length of time.

**3. Confirm Minutes of LGAB Meeting Summer 2 (25<sup>th</sup> June 2018) and Matters Arising**

Update governors on new SIAMS structure at next meeting or at a governor visit to the school. *A separate meeting will be held early in Spring term to brief the governors on this (PW).*

**4. Confirm Minutes of LGAB Initial Autumn Meeting (27<sup>th</sup> Sep 2018) and Matters Arising**

No actions.

The committee agreed the minutes and the Chair signed a copy of both sets of minutes.

**5. Confidential Agenda Items**

None. It was noted that the performance management of staff has been completed at a separate confidential meeting. This has been submitted to the MAT central team.

**6. HoS Report**

Head updated governors on staffing. JW noted the gap with IT provision and agreed to assist the school in this regard. MY noted the numbers on roll and whether this was full; Head noted that there are a few spaces but the gaps are filling up. MY questioned whether the PPG income is higher or lower than last year. Head confirmed it is lower and how the PPG funds are split between provision and resources. She then discussed the areas that the PE provision will be spent on.

Head gave a brief update on data. The Chair asked for confirmation on how often the data is looked at? Head confirmed that the improvement plan will be looked at formally twice a year but that all staff look at their data every half term. **The governors challenged how this data is compared to other schools and how it is interpreted, and whether OFSTED are aware of the circumstances behind some of the data?** The Head explained some background and a discussion followed on how the data is affected by children that have issues that affect their learning, and that fixed term exclusions are not the answer as morally the school should be trying to help every child no matter the circumstances.

**RB challenged that there is often a swing between the core subjects, if the future focus is on English, how do we make sure that the focus on maths does not diminish?** Head confirmed that the extra maths stays in but there is also some additional non-negotiable elements of English incorporated. There will also be applied maths in STEM subjects and other provision timetabled into the curriculum.

There was discussion about some of the year groups, and where some of the issues may lie with attainment and progress this year. Head confirmed that results for PPG children are improving and in some cases progress was better than non-PPG children. Discussion followed on transition to secondary school and the issue surrounding this. **RB challenged whether the governors could assist in ensuring the information is taken on board.** The governors discussed that issues did seem to be centred in certain areas. Head did confirm that feedback regarding pupils that have transitioned from St Catherine's is always positive.

RB updated the governors on her work as part of her Masters degree; part of research from Young Foundation regarding 7 capabilities that if children and young adults have that will make them stronger as they transition into adult life. She is trying to ascertain how these can be incorporated at primary level and resources that can be made available to build on this. It is a pilot study to see if this enhances the learning.

Governors acknowledged results from the pupil survey. Head has had 16 replies to the parents survey and they are very positive. The governors discussed other options for obtaining parental feedback. **RB challenged whether anything needs to be changed?** Head briefed on key points. A discussion took place regarding after school clubs and the class dojo app (used to update parents, post newsletter etc). RB suggested that the questionnaire can be put on this app too. It was agreed that homework and reading book consistency across the school will be looked at. **BM challenged whether this is the preferred method of communication?** Head confirmed that also website, texting and facebook are used but the aim would be to try and focus on one means of communication (dojo is most popular).

JW left the meeting.

Head will place an advert for a new parent governor. RB will take on PPG and GDS as part of data monitoring. BM will take on PE impact monitoring.

The Head noted the staff well-being survey. MY questioned whether the Head is still able to cover classes so that teachers can have spare time for other activities. This is more limited but the aim is still there. **BM challenged whether this survey refers just to**

**teachers and how support staff well-being is monitored?** Head stated that she will adapt the survey for the support staff.

**7. Risk Register**

From the working group, the top 3 risks are confirmed as:

- (1) Finance
- (2) Falling standards
- (3) Loss of staff or absence

**8. Improvement Plan**

The priorities in the new plan are confirmed as:

- (1) Raise standards of attainment and progress in writing in all year groups.
- (2) To deepen the enrichment opportunities within the curriculum to include opportunities for contextual cross-curricular learning.
- (3) Develop the Christian distinctiveness of the school.
- (4) To embed the Trauma Informed system into the schools.
- (5) Develop leaders within the school at all levels

**9. Safeguarding Update**

MY briefed that safeguarding audit completed in October and no issues. The new safeguarding policy is on the website. Everyone has seen KCSiE. Safeguarding governor has been linked with other safeguarding governors and will attend a networking session in early Spring term.

**10. Discipline/Behaviour/Exclusions**

The Head gave an update on exclusions (without specific detail). Policies are being implemented properly.

**11. SIAMS**

Will be covered at the working group next term by PW. SIAMS visit report made available to governors.

**12. Working Group Feedback**

Separate notes were produced for Autumn working group. The Admissions policy was approved. Attendance at spring working group was confirmed as BW and MY to cover on-line safety, website compliance and GDPR. However, it will also cover the SIAMS framework and hence JW, RB and others may also attend. BM will confirm a date with everyone for the week commencing 21 Jan 19.

**13. Visits**

This term MY conducted a safeguarding visit including the audit, the Chair and RB conducted a data visit. CS will conduct a SEND visit before the end of term. The Chair will meet with the Head in December.

Next term, RB will conduct a data visit and CF will conduct a stakeholder related visit.

**14. Policies**

Admissions – approved.

Lock Down Procedures – St Catherine’s appendix – Head and governors discussed the complexities of devising procedures that cover a number of eventualities.

**15. Any Other Business**

None.

**16. DONM**

Spring term full Board Thursday 28<sup>th</sup> March 2019 at 5pm. Provisional date for Summer term full Board Thursday 27<sup>th</sup> June 2019 at 5pm.

Meeting closed at 7.30pm

Toni JH Martin  
Governance Officer

**Distribution List:**

J. Wonnacott – Chair/Foundation Governor  
R. Brewer – Vice-Chair/Foundation Governor  
M. Young – Foundation Governor  
C. Fishleigh – Foundation Governor  
B. Maguire – Co-opted Governor (soon to be Foundation governor)  
C. Smith – Parent Governor  
L. Bruce – Staff Governor  
L. Hussey – St Catherine’s Head Teacher  
L. Davy – Associate Governor  
P. Warner – Observer and Advisor, St Catherine’s Deputy Head of School  
  
B. Jennings – ADMAT Board of Directors Chair  
W. Hermon – CEO  
B. Couch – Diocese of Truro