



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

## St Catherine's Church of England School

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

29/11/22

### MINUTES

#### Autumn Term Meeting 2022

**Local Governing Board: St Catherine's CofE School**  
**Tuesday 22<sup>nd</sup> November 2022 / 5pm at the school**

#### 1. Welcome and Apologies

BM suggested that the meeting started with a prayer, which was read by PW and written by Rev. Jane

**Present:** Brendan Maguire, Louise Hussey, Pippa Warner, John Sanders, Margaret Young, Naomi Smith

**Apologies:** Cally Ellacott

**In Attendance:** Ann Cullum (Local Libby Phillpotts resigned as staff governor on 16/9/22.

#### Appointment of new Governor

The governors agreed to appoint Naomi Smith as a new co-opted governor, for a 4-year term until 22<sup>nd</sup> November 2026.

PW (Head of School) is now Staff Governor and is taking more of a lead; appointed as Staff Governor for a 4-year term until 22<sup>nd</sup> November 2026. LH will now fill the Head's seat on the LGB. This will be reflected on the registers and 'Getting Information About Schools'.

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

The Governors' annual Pecuniary Interests declaration form was received from all governors.

#### 3. Chair Election

All governors agreed for BM to continue as Chair for a further year.

#### 4. Governor Administration

All governors confirmed that they have read the following documents and agree to abide by them: Code of Conduct, KCSiE, Health & Safety and school Safeguarding policy.

#### 5. Confirm Minutes of LGB Summer Meeting (21st June 2022) and Matters Arising

The decision was made to accept the Minutes as a true and accurate record of the previous meeting. The Chair signed a copy. Actions from the meeting are covered under Monitoring/Visits and Working Group – *as listed in item 17* and Governor Training – *as listed in item 17*.

#### 6. Confidential Matters

None, although staff changes are anticipated in the Spring term.

#### 7. Headteacher Report

The Head's report had been made available to all. PW raised key points.

There has been a significant positive impact on Writing through the English lead, staff training, revisiting topics and SEN metacognition. All staff have embarked on the Walk-thru programme and

the school has signed up to a CPD package for 1 year. TA meetings have been introduced to give TAs a voice and also to continue their ongoing training. Curriculum review continues and is looking good so far. Focus groups for pupil voice, ethos, wellbeing and curriculum continue to have an impact.

There are lower numbers (21) this year but this is common throughout the town, maybe due to the new school. **What numbers are at the new school in the same class?** Only about 12-13. **Are there many families in the nearby new homes?** There are a few but not a substantial amount. The new school needed to be able to take in 60 places but there weren't 60 pupils in Launceston to take these places. MY counted 16 early years children at the new school. The Foundation year and Reception have held an Open Morning. **Was this well received?** Yes, it was definitely worth doing. There is close collaboration in the Foundation stage between staff in the Nursery. Phonics was identified as being helpful to feed into the Nursery that would help children transition to school.

Falling standards is top of the risks register. Teaching quality is good and the school needs to improve on what is already provided, like different specialty groups and catch-up Tutoring. Writing is poor across all schools - this suffered most through covid. **What do we need from governors?** Support from visits, monitoring and other interactions. **Can governors see Inspection Data Summary Reports?** Yes, LH will make these available and will meet with JS in January regarding this. 80% attainment is good. There is progress from greater depth children. **Are there any concerns for the next 2 years?** There is a different cohort this year with different needs and different complexities. Writing will be better this year but Maths not so. **Is this because of the cohort or the resources?** Last year's focus was on Writing due to covid. PPG, SEN and bereaved children are not achieving as well as their peers. Target intervention is every day and the focus is on year 6 who also had intervention last year. Progress is being made but there is little parental engagement in that cohort. Homework is often being done in school at lunch time. Booster Clubs will be re-started to help the children. **Are there additional teaching methods that can be applied to Writing and Spelling?** Babcock have provided additional support. National data shows that writing suffered most during lockdown. **Is it possible to present school figures against national standards?** LH will upload a comparative document.

Metacognition is being encouraged by Teachers, keeping Visible Learning fresh and focussed. All Subject Leaders are looking at deep dives and assessing results. 20% of pupils are being heard to read daily with formal assessments termly to identify gaps.

Tracey Laithwaite (SENCO) has summarised SEND and supports the Teachers, all of whom have been trained in the new template for provision map. Foundation Stage 2/Reception pupils have been screened using the British Picture Vocabulary Scale to identify any problems while they are very young. Monday Mindfulness has been introduced for children who just want to talk. **Is this popular?** Yes, there are regulars and also "one-off" pupils. All class teachers have been trained to be able to keep track of all children in class.

SEND pupils have been identified. There is staff training across the Trust to remind class teachers of expectations with support to help them deliver to those children, e.g. dyscalculia and ASD. Emotional health and wellbeing issues are on the rise. **Are there Education Welfare Officers?** There are 3 shared between the Trust.

No pupils are on a protection plan but 4 are in care. Everyone is up to date with Safeguarding and KCSiE training. **Is password security a problem?** It shouldn't be now LastPass has been introduced. All training and policies are part of induction for new staff. There is an ambitious whole Curriculum which has been designed very carefully. The Curriculum statement has been updated and LH has a Sustainability meeting next week, although the Curriculum already supports this as well as Climate Change.

The Ofsted action point was decided to be on improving Early Years.

All classes have held Parent Evenings this year. **Did many take up the option of doing this remotely?** Only about 3 or 4. Most parents were keen to visit face-to-face again. **Was there full attendance?** Yes, mostly. Teachers worked hard to invite parents individually to reassure them about their child. Parents visited for Harvest Festival which was very popular.

There has been quite a lot of staff absence. Staff seem to be really poorly but with illnesses that would previously have been trivial. **Are staff still allowed time out of the classroom?** It had been planned but there are too many staff absences, although staff have had time out to cover subject leadership. **Do LH and PW get support?** Yes, all staff are very supportive. **Is there support from the Trust?** Yes, there is a hub for counselling and wellbeing support which all staff have been made aware of.

**8. Approval of Term dates 2023-24**

Term dates are as set by Cornwall County. The school has always followed these. The 5 inset days are 4<sup>th</sup> & 5<sup>th</sup> September, 20<sup>th</sup> October 2023, 15<sup>th</sup> April, 3<sup>rd</sup> June 2024. The term dates are in the Governors' folder.

**9. Length of School Day from Sept 23**

This is a government requirement. Currently children can come into the school from 8.45am with the register at 9am. This is changing to 8.40am with the register at 8.45am. The school day will start at 8.45am. The whole school will finish at 3.15pm. **Is there a logistic impact?** The school are optimistic that this will work well and the trial will start after the February half term. Children need to be in school for 32½ hours a week. As TAs aren't currently paid until 9am some TAs will need to be paid for this additional time as they are needed in class. **What about lunch times?** These haven't changed.

**10. Improvement Plan**

The AIP has been made available to all Governors. Teaching and learning needs to raise attainment in writing, curriculum and assessment and also demonstrate the teaching level with current attainment, vision & culture. Evidence demonstrates that good teaching raises standards. The SLTs are confident in their roles; safeguarding and pupil conferencing shows targets are known and demonstrated and attendance is aspired to be in line with national average at 95%. Visits to the school are priorities and Governors hold the school to account with robust and challenging questions. **Why are there different documents in circulation?** This is because documents are regularly updated and the cut-off is 24 hours before the meeting.

**11. SIAMS/Christian Distinctiveness**

A new framework is due in 2023; mainly only the wording has changed as it now needs to be more deeply rooted in Christian ethos, particularly for Trust schools. There are now 6 judgements. LH is attending Eden training in February and Truro in the Summer term. **Is there any SIAMS day training for governors?** There doesn't appear to be but this will be looked into and maybe arranged for next year.

Much of the school ethos and modelling falls into the Christian distinctiveness, especially the children's visit to Kernow House, the choir's visit to an Old Age Home at Christmas and attending the church Christingle service. Next term spirituality will be promoted in classrooms. The Ethos group will be involved with collective worship and LH's Monday assemblies will be spirituality focussed.

## 12. School Top 3 Risks

The top 3 risks are agreed as:

1. Falling standards
2. Attendance
3. Finances.

## 13. Safeguarding / Health & Safety

LH reported that there is now a new Safeguarding Audit which will be available in Spring term.

## 14. Attendance/Discipline/Behaviour/Exclusions

There is a new Education Welfare Officer who will pick up on children who need assistance. TIS workers liaise with parents, which hasn't been well supported so far but it will continue in the hope that it will popularise. Attendance was a problem through covid but this has improved a little lately. There is currently a lot of genuine ill health. There have been no exclusions nor any pressing behaviour issues. Emotional wellbeing is being picked up and supported.

Pupil behaviour – there is a robust PHE policy. The NSPCC come in every year to deliver protection skills. Anti-bullying week was at the end of November. All staff are vigilant and look out for bullying, but they are confident that there isn't high level bullying at St Catherine's. The church ethos should read into the anti-bullying policy. **Is bullying data tracked?** All data is tracked through My Concern. **Is there a definition for bullying?** LH replied that the school uses anti-bullying alliance. This year it was making a pledge to support each other. LH will share the link if anyone is interested. **Are there any links on anti-Bullying on website?** Yes, there are different "themes". **Is there any feedback from parents that children are being bullied?** Yes. One parent has reported this year that their child has been bullied, although sometimes the word "bullying" is used inappropriately but it is always looked into.

## 15. Pupil Voice

Pupil Voice is very important for pupil ideas and how the pupils view their learning. The Capabilities Curriculum is a way of children looking at how they operate as a class - they vote and decide what they need to improve on. The Governors were satisfied that children are engaging and had no challenges at this time.

## 16. Compliance

Any issues with Cyber Security, GDPR, Health & Safety, and Website compliance were reported by exception. No issues were reported. Health & Safety checks have been carried out. Neil Swait has looked at website compliance.

## 17. Governor Monitoring & Training

### Monitoring and Working Group

- Chair meeting with Head 6<sup>th</sup> July, including PE plan review (BM) - completed
- **PPG Review (CE) - carry forward** (BM will review in CE's absence)
- Working Party – Improvement, SATs, data, curriculum. Notes from the meeting on 11th October have been made available to all Governors
- Chair/Head discussions are taking place
- **SEN/writing (improvement plan focussed visit) (CE) - carry forward.** MY offered to cover SEND during CE's absence. **MY will make a SEND visit this year**
- Curriculum (BM). Climate Change and LGBTQ+ added to curriculum. All policies are on the website under "Equality". **Is Equality in the curriculum?** Yes, it's covered in PHE
- BM completed a PE visit and all went well. **Are similar facilities to those at Woodland Trust available at the school?** Yes, the school can offer similar facilities. **Do the school have to pay**

**for transport to Woodlands on top of the £3000 spend?** Yes, there are transport costs. The Trust has plans to develop the use of the Centre as time goes on.

BM expressed concern about the poor state of the surface of the school playground. LH has raised this at budget meetings. The first quote is £80,000 and finding this amount will be an issue so the playground may have to be patched. **What would happen if a child were injured on the playground surface?** Ray Clarke will carry out an assessment shortly.

BM reported that the English deep dive was good. The school needs more parents to come in to listen to the children read. The assessment book is an excellent idea. **Are there sufficient Phonetically Decodable books?** Yes, but to successfully run Read-Write Inc. requires a huge adult commitment, so the school are looking at another national scheme. **How will this be offered?** It will be whole class teaching rather than streamed and could be started after Christmas. PW will visit another school who are using this.

Governors will visit the school for various events such as sports day, parents evening and so on. They will wear governor lanyards and be accessible to parents. **LH will confirm dates.**

Governor Roles agreed:

BM - Curriculum, PE, Information  
CE - SEND (MY in interim)  
MY - SG Pupil Voice, SEND (during CE's absence)  
JS - Data, PPG  
NS - Church matters

**Agree Monitoring and Working Group for next (Spring) term:**

- **Improvement Plan priorities - working party (BM, JS, MY, NS)**
- **Website Compliance - BM**
- **Online safety - BM**
- **Curriculum - Working party (BM, JS, MY, NS)**
- **Safeguarding - MY**

**LH will prepare a document to post on SharePoint.**

Governor Training

BM – KCSiE 29/9/22, Diocese of Truro Governor Monitoring & Challenge 6/10/22, CS 22/11/22;  
PW - Diocese of Truro Governor Monitoring & Challenge 6/10/22  
JS – Prevent training 21/11/22.

Networking Evening (NS Ofsted presentation) on 12/9/22 attended by: LH, JS.

- **MY to complete Prevent training as soon as possible**
- **JS, CE to complete governance course**
- **Cyber Security to be completed by all governors before the end of December 2022.**

AC has sent details to all governors.

Governors to send in copies of training certificates so that records can be updated.

Bios for school website have been received from all governors.

Chair's meeting with CEO – **BM will report anything significant back to governors by Email.**

**18. Policies (*Statutory policy cycle*)**

Policies for review:

- Admissions - Approval for 24-25, out for consultation and on website
- First Aid reviewed
- SEND Policy and SEND offer reviewed until September 2023

The governors were content and raised no questions with the new policies.

**19. Any Other Business**

None.

**20. DONM**

The date of the next meeting will be Tuesday 28<sup>th</sup> February 2023 at 5.00pm.

The meeting closed at 7:20pm

**Ann Cullum**

**Local Governance Officer**

**Distribution List:**

Brendan Maguire – Chair/Foundation Governor  
Margaret Young – Foundation Governor  
Cally Ellacott – Parent Governor  
John Sanders – Parent Governor  
Naomi Smith – Co-opted Governor  
Louise Hussey – Executive Head Teacher  
Pippa Warner – Head of School

Will Hermon – CEO  
Steve Tavener – Chair of Trust Board