

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

25/11/2021

Minutes

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

Thursday 25th November 2021 at 5pm hybrid at St Catherine's School & via zoom

1. Welcome and Apologies

Present via zoom: Brendan Maguire (Chair)

Present in person Margaret Young, Cally Ellacott, John Sanders, Louise Hussey (EHT), Pippa Warner (HoS)

Apologies: James Wonnacott, Libby Phillpotts

In Attendance: Toni Martin (Governance Officer)

PW began the meeting with a prayer.

It was noted that Ghislaine Wilkinson (Co-opted governor) resigned on 2/10/21 due to a change in circumstances.

2. New Governors

John Sanders was appointed as a Board appointed parent governor, starting his term on 25/11/2021 and was thanked for volunteering for the role.

3. Declarations of Interest Relevant to this Agenda

None relevant to the agenda and governors handed in their annual declarations.

4. Chair Election

BM confirmed he is happy to continue being the Chair and the governors voted in favour.

5. Governor Administration

All governors agreed to abide by the Code of Conduct.

All governors have seen KCSiE and have noted the changes in 2021.

TM explained the Cyclical Plan and the Governor Role Document.

6. Confirm Minutes of LGB Summer Meeting (8th July 2021) and Matters Arising

Monitoring visits – *see item 14*

- Working group - improvement, SEF, top 3 risks and PPG (BM, CE, GW)
- Safeguarding audit in November and check SCR (MY)
- Initial visit, DBS, SEN brief (GW) *Irrelevant now.*
- Discuss school vision and Christian distinctiveness (BM, JW & PW)

Decision made to accept the minutes as true and accurate record of the meeting and the Chair signed a copy.

7. Confidential Matters

Staff performance management has been completed on a separate committee and the confidential minutes sent to the Trust for processing.

8. Headteacher Report

BM noted that the report was very detailed and seemed quite long, despite being assured by the Trust CEO that the format has been much shortened. LH took questions from the governors:

Staff well-being remains a concern, how much of a concern is this and how will this be managed going forward?

LH noted that some staff are struggling with long covid, insurance doesn't cover support staff absences and this has led to already busy staff having to cover other roles so they are not getting any breaks during the day. LH also noted that Chartwells are not delivering a good enough service including being persistently short staffed, not just in St Catherine's but in other schools. This leads to meals for other schools being prepared at St Catherine's with an already short staffed workforce from Chartwells and this is leading to delays at mealtimes at St Catherine's. Not only are the school staff having to cover lunch times – supervising and serving meals – but the poor timings put strain on an already busy day and make it more difficult for the staff. This has been raised with the Trust but it was agreed that action is required immediately. **Action: Chartwell's poor provision at SC; revisit the contract and put to tender? Raise at full Board (TM)**

What is the school doing about managing the welfare of the staff? Another governor noted that this school is excellent at trying everything they can to manage the wellbeing of the staff. LH explained the various provision available including occupational health, mental health support and the biggest thing, trying to give staff time. The curriculum implementation is time consuming and there is catch up provision on top of that. The school has bought into evidence based resources to reduce planning time. Subject leaders are allocated school time out of the classroom to complete their work. Other things that have been done before such as a well-being afternoon are just not being fitted in this year. Staff meetings are kept to the allocated times and staff are able to request additional time out of class if under pressure.

How are the school leadership supported? LH and PW support each other, the Trust has pressures on it but they do try to alleviate pressure on school leadership when they can. However, there is no getting away from the fact that there is a lot to do.

The pressure of Ofsted inspections was discussed, specifically that they are now taking no account of the pandemic despite the fact that it is still on-going. Their focus on the curriculum is fine but there are still plenty of things that still need catching up. The social and emotional development of the children has taken a hit with Covid and this most definitely needs to be addressed. The governors agreed that the needs of the children are absolutely at the forefront and while results are important and the wider curriculum is important, it is at least equally important that the children can read and write, and are capable in the core subjects as well as having confidence and resilience.

The governors discussed assessments. LH noted that the subject leaders are doing regular assessments including book looks into their subjects and moderation is being done with staff from other trust schools. **Is there a gap between boys and girls?** LH confirmed not so much, the biggest gaps have been with PPG and EAL students. The school now has a TA who focuses on EAL. No progress reports yet as assessments take place later in December and results will be available in January. **What assessments do you use to measure progress and attainment?** LH explained about summative and formative assessments – using standardised scores for progress

and attainment measures and pre-post unit assessments to inform planning. After school club, breakfast club and summer club were discussed, it was confirmed they are self funding and increasingly popular.

9. **Improvement Plan**

The improvement plan was briefly discussed and the priorities updated:

- Improving attainment and progress in core subjects – TA staff training, provision map for disadvantaged children and those with additional needs. All strategies put in place help every child, not just those identified with a need.
- Embedding EYFS framework – LH explained that the school is an early adopter and noted some of the provision in place to meet the requirements.
- Implementing the capabilities curriculum – **As you put together the curriculum, how do you decide what goes in and what doesn't?** LH gave some details on this and also noted the climate change and environment related activities both now and in the future.
- SIAMS – **Are you able to wrap the values of the school into the curriculum?** LH explained assemblies, PHSE curriculum, and spirituality incorporated as well as the values displayed in the classroom. The governors discussed the school vision and MY noted her meeting with staff from the Diocese.

10. **School Top 3 Risks**

School top 3 risks are:

- Financial risks – loss of staff at short notice or a long term absence (Covid related)
- Standards – drop in standards greater than national (due to Covid)
- Potential cost of admittance of pupils without the necessary SEND funding (this third risk may be replaced by another)

11. **SIAMS**

Covered in item 9. The school is well prepared for the next SIAMS. Parental surveys have always noted that the vision makes a difference and the church/human values are important.

12. **Cyber Security**

TM explained the external cyber security audit and accreditation; this was briefly discussed. Actin plan to follow.

13. **Safeguarding / Health & Safety**

New KCSIE issued. MY has completed internal safeguarding audit with LH and checked SCR – no issues. Governors discussed safeguarding and well-being, and it was noted that there are increased safeguarding concerns since the covid pandemic started.

14. **Attendance/Discipline/Behaviour/Exclusions**

No exclusions (now suspensions). No behavioural issues. 94.8% attendance not including Covid which is reasonable given the other prevalent winter illnesses. The difficulty of the Covid rules with self isolating or not were discussed.

The new statutory rules about uniform, to allow parents the freedom to buy best value and have to buy expensive clothing with logos was discussed. Given that Launceston College is quite strict with uniform rules, **do you start reinforcing it in year 6 so they are prepared for their transition to college?** LH explained the situation, noting this is not a priority and that there is no evidence that children's learning is improved by wearing uniform. It is more important to be inclusive and ensure the requirements are affordable. Governors discussed uniformity in PE wear.

15. Governor Monitoring & Training

Governors met at a working group to discuss improvement, SEF, top 3 risks and PPG.

Monitoring visits:

- Safeguarding audit in November and check SCR (MY) - see item 13
- Initial visit, DBS, SEN brief (GW) Irrelevant now as GW resigned.
- Discuss school vision and Christian distinctiveness (BM, JW & PW). It was noted Vision into Practice – Five year ambition plan all vision documents have been sent to governors and will be discussed at the working group.
- 2 Nov – Pay Committee (BM & MY) completed.
- BM met with LH

Chair met with the Trust CEO which included discussion on curriculum mapping, early years, cyber security and 5 year plan.

Agree governor lead roles

SEND/PPG (CE)

PE/Curriculum (JS)

It was confirmed that JW is the Whistleblowing governor.

Agree monitoring and working group for next term

Working group – end of January 2022 to discuss December assessment data, 5 year ambition plan/vision (All)

Monitoring visits

- **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)**

LH's performance management will be conducted at end of November with BM, Chair of Lew Trenchard governors and Trust CEO.

Governors were invited to outdoor carol singing on 15th December.

Governor Training

Governor training complete:

Chair's Training 2 Nov (BM)

Safeguarding for governors (JS, BM)

KCSiE update module (BM)

16. Policies

TM explained the statutory policy cycle for the 7 statutory school level policies and that they are all in date. Safeguarding and admissions on an annual cycle, Accessibility plan on 3 yearly and the remainder will also be reviewed on a 3 yearly basis.

17. Admissions Policy

Policy for 23-24 approved by governors and will now await Trust Board to determine all school policies in February 2022.

18. Any Other Business

JS to complete DBS.

19. DONM

Date of next meeting is Tuesday 29th March 2021 at 5pm.

Meeting closed at 7.15pm

TJH Martin
ADMAT Governance Officer

Distribution List:

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