

St Catherine's Church of England School



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Executive Head Teacher – L Hussey
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Chair of Governors – J Wonnacott

25/11/2020

Minutes – Autumn Term 2 – 2020

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

Wednesday 25th November 2020/1pm remotely via zoom

1. Join Meeting

All participants had video and audio connection to the meeting.

2. Welcome and Apologies

Present: James Wonnacott (Chair), Brendan Maguire (Vice), Margaret Young, Connie Smith, Libby Phillpotts, Pippa Warner (HoS), Louise Hussey (EHT)

In Attendance: Toni Martin (Governance Officer)

The Chair welcomed everyone and opened with a prayer.

3. Declarations of Interest Relevant to this Agenda

None relevant to this agenda. Annual declaration complete and published.

4. Elect Chair and Vice Chair

JW agreed to remain as Chair and all governors voted in favour. BM agreed to remain as Vice Chair and all governors voted in favour.

5. Confirm Minutes of LGB last meeting

Action: Governor Monitoring listed under item 11. *See item 11*

LGB agreed the minutes and a copy will be provided to the Chair to sign when normality resumes.

6. Head Teacher Report / Current Situation Update

Changes made to routines and risk assessments made as necessary, and governors kept up to date. LH explained some of the tweaks to the wider curriculum in order to fill in some of the gaps in the key subjects due to lockdown (recovery schedule). LH noted some issues during school drop off and collection times when parents are not arriving at the allotted time or respecting social distancing. There are always one or two issues to address but on the whole school, the routine is running smoothly. Attendance is at 97% which is good for this time of year, pupils want to be in school and parents are content to send their children to school. No known Covid cases in the children but self-isolation has been required on occasion due to a family member.

How much pressure is the school under to get the children up to SATs level? Feedback is that we should be aiming to the national standards from 2019, but a drop off of 10-15% is expected nationally because of lockdown. Any our results are any lower than that will definitely raise red flags. It is difficult to fill the gaps as there is only so much the children can take in during a

school day or after. Homework is an issue and parents don't seem keen to push their children to do it as they just want them to be happy. SATs aside, it is also important for the children to be prepared for secondary school but it was noted that all children moving up to secondary will be in the same boat. However, it was agreed that some disadvantaged children will potentially lag behind as they won't have had the same additional tutoring that parents in other areas may have provided for their children.

Staff survey was positive and welfare is being monitored. LH noted the team is passionate and their only goal is for the children to do well and be happy. Governors wished to thank staff for their commitment, hard work and dedication. **How are staffing levels, are you managing and how are gaps being managed?** LH updated governors and the governors discussed measures in place to prepare children in each year group so that the Year 6 teacher isn't put under additional pressure of having to play catch up with children that aren't where they need to be at that stage.

7. Recovery Plan & Impact

At the start of the year, reading was the focus and therefore additional phonics provision has been added; PW explained this across the year groups. The aim is to raise the standards but to also fill any gaps. PW then explained the additional provision for maths. This includes the additional interventions for year 4 and 5 so that they don't move up the school and take those gaps with them. It all seems to be going in the right direction. The phonics are checked regularly and the children are showing small incremental improvements. Academy improvement officer is being utilised for early maths intervention. At the end of this term, the impact of the interventions can be identified as formal assessments are currently being completed in order to provide progress and attainment data; this will be shared with governors prior to the next meeting. **Are the staggered arrival and departure times affecting time in the classroom?** No, children starting later finished later and so on, so they spend the same amount of time in the classroom.

In terms of school improvement, LH noted the staff undertaking headship, middle leadership and coaching training. Visible Learning training was also noted. It is a credit to the staff that they are willing to undertake CPD and professional qualifications during this time. **A governor queried how the NQT is progressing?** LH noted that everything is very positive so far and he is a great addition to the team.

8. School Risks

School's current top 3 risks identified as:

- (1) Covid – financial costs, staff cover and loss of staff, financial costs relating to Covid
- (2) Drop in standards (partially related to Covid)
- (3) Financial – drop in pupil numbers due to the opening of the free school

Loss of staff at short notice, thus jeopardising the efficient running of the school was considered a top 3 risk but this is covered under risk (1). However, governors discussed the new Launceston 2 form entry primary school and the risk that this takes pupil numbers away from the school, especially as not all schools in the area are full. It is particularly worrying that the school seems to be going ahead before the housing for new families has been built.

9. Safeguarding

LH and MY met virtually to discuss safeguarding and completed the S157 return. MY had the following questions and challenges: **Concern expressed over LC not following up on safeguarding?** Previous years not interested in anything less than CP level. Can't answer for this year as new person in role and no face-to-face contact due to Covid. DE Safeguarding lead had

been to both new CP virtual meetings. **Have there been new cases of CP during Lockdown?** LH answered briefly with no specific details. **Are children expressing any anxieties over Covid?** Mainly in year 6, children have more understanding and have shared worries about home, parents' jobs, school closing. PSHE used to support them. **Have many more families needed support – for example to access the foodbank?** Some more families have, and some more are now on FSM. **The audit clearly shows the emphasis is on pupils and staff safety but have you any further concerns?** Disadvantaged pupils have been worse off during lockdown, concerned if another happened how to support and keep families engaged. **How is progress on feedback from county on S157/175?** Induction does cover all staff, mental health issues are a key focus since Lockdown and the Trust are providing some training for staff and have written a new policy.

It was noted that governors require safer recruitment training as currently none are in date.

Action: Complete SSS on-line safer recruitment training (JW, MY)

10. Policies

Remote Learning policy (includes blended learning) – approved. The chair confirmed that all governors understood what is meant by 'blended learning'. LH noted that all staff have now done Microsoft teams training.

11. Governor Monitoring

The following monitoring has taken place:

- MY – safeguarding return with LH – see item 9.
- CS – PPG review with LH in December (virtually) – carry forward to later this term.
- CS – SEND discussion with SENDCO (virtually) – carry forward to Jan 2021.
- JS (Chair) – discussion with Head after half term (virtually)
- JS (Chair) – met with Trust CEO – focussed on addressing maths gaps, blended learning and recovery plan.
- JS (Chair) – LH performance management complete.
- BM – discussion with Head after half term regarding recovery provision and impact (virtually) – carry forward to January as data drops are not being done until December.
- MY – met with Yr 6 youth council – a very positive experience and nice to see children again. Funding for pupil requests was discussed.

Action: The following monitoring will take place before the next meeting:

- **CS – PPG review with LH in December (virtually) – will be completed on 26 Nov at 1.30pm**
- **CS – SEND discussion with SENDCO (virtually) – carry forward to Jan 2021.**
- **BM – discussion with Head after half term regarding recovery provision (data) and impact (virtually) – carry forward to 12 January 2021 at 1.30pm**
- **MY – pupil voice meeting (via zoom if necessary)**
- **JS – discussion with Head fortnightly, include discussion on recovery and impact.**

12. Governor Training

MY – Understand Governance Safeguarding Role 13th Oct 20.

13. Any Other Business

MY has secured a beehive and suits for the school. Two staff members are being trained to keep bees and then a Bee Keeping club will be started in due course.

LB will continue as the staff governor.

14. DONM

Early spring meeting on Tuesday 2nd Feb 1.30pm via zoom to include recovery impact/data and safeguarding. Spring main meeting on Thursday 11th March 2021 at 1.30pm, probably via zoom but will assess nearer the time. Summer main meeting on Thursday 8th July 2021 at 1.30pm potentially in person (but zoom is a back up).

Meeting closed at 2.30pm.

TJH Martin

ADMAT Governance Officer

Distribution List:

J. Wonnacott – Chair/Foundation Governor

M. Young – Foundation Governor

B. Maguire – Vice Chair/Foundation governor

C. Smith – Parent Governor

L. Phillpotts – Staff Governor

L. Hussey – St Catherine’s Head Teacher

P. Warner – Head of School

W. Hermon – CEO

Trust Board