

**St Katherine's Primary School**  
**Local Governing Body Meeting**  
**Monday 8<sup>th</sup> July 2021 at 5pm**  
**By Zoom**

**Present:** John Edgar (Chair of Governors/Co-opted Governor), Ruth Powell (HT), Richard Dalton (Co-opted Governor), Caroline Loveland (Staff Governor), Mark Fletcher (Parent Governor); Marek Campbell (Parent Governor)

**In attendance:** Sarah Aikenhead (DHT/Associate Governor), Liz McLaren (Schools Clerk, minutes)

Item number	Action
<b>1 Welcome and any introductions</b> 1.1 The CoG welcomed everyone to the meeting. He advised that this would be his last meeting as a Governor at SKPS. The HT thanked him for his dedication and hard work for the Governing Body. 1.2 It was acknowledged that meeting was being recorded for minuting purposes. The recording would be deleted once draft minutes had been approved.	
<b>2 Apologies for absence</b> 2.1 There were no apologies for absence. 2.2 The meeting was declared quorate.	
<b>3 Declaration of business interests and any other admin matters</b> 3.1 No Business Interests were declared. There were no other admin matters.	
<b>4 Minutes of the last meeting and any matters arising</b> 4.1 The minutes of the last meeting held on Monday 17 <sup>th</sup> May 21 were duly agreed. These would be signed by the Chair when circumstances allowed. 4.2 Matters arising: <ul style="list-style-type: none"> <li>The CoG advised that the training slides were unavailable.</li> <li>The HT advised that the signage hadn't been erected.</li> <li>LM advised that Governor Hub would be used in place of KLZ. Log-in details would be given out to Governors during T1, 21/22.</li> <li>The assessment day at school would be transferred to September and dates advised to MC in due course.</li> </ul> All other action points had been completed.	LM ASAP
<b>5 Any other urgent business</b> 5.1 There was no other urgent business	
<b>6 Trust matters</b> 6.1 The draft minutes of the last Trust Board meeting on Wednesday 26 <sup>th</sup> May 21 were duly noted. 6.2 No further information had been received 6.3 No further information had been received	

<p><b>7 Trust policies</b></p> <p>7.1 The following policies, which had been uploaded onto the CPP website, were duly noted by Governors:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Relationships and Sex Education</li> <li>• Children in Care</li> <li>• Admissions</li> </ul>	
<p><b>8 School strategic matters</b></p> <p><b>a) Headteachers Report</b></p> <p><u>Staffing Update</u></p> <p>8.1 The HT advised that 4 teachers would be leaving at the end of the year and 2 teachers would be going on maternity leave. Shortlisting had been completed for a Midday Supervisor post. The Deputy Head and Assistant Head would be covering the teaching posts in the interim.</p> <p>8.2 Further information is contained in the Confidential Annex for Governors.</p> <p><b>Q. What is the rationale with only 2 teachers/2 classes moving up from Yr1 to Yr2?</b></p> <p>A. A long detailed letter had been sent out to all parents regarding the changes and explaining that it was no longer financially viable next year, to work with 3 classes in Yr 2. Additionally, every parent had been offered the chance for a 1:1 consultation. A lot of thought had gone into the transition and it had been agreed that this would take place this term, so that the children would be more settled into their classes at the start of T1.</p> <p><u>Staff Appraisals</u></p> <p>8.3 End of Year appraisals would be taking place at the beginning of the new academic year. A new system, Disciplined Enquiry, would be trialled for one year. This included of one focussed target in place of the 3 traditional targets.</p> <p><u>Professional Development Summary</u></p> <p>8.4 CL advised that she had been missed off from the PDF summary. The HT advised that training had been completed during lockdown and this had made good use of available time.</p> <p><b>Q. Has this been training via the Trust or by outside organisations?</b></p> <p>A. A mix of both. The external courses had been reasonable and cost effective in terms of the budget.</p> <p><u>Admissions and School Roll</u></p> <p>8.5 Since the last report in May, there had been 10 further admissions and 2 leavers.</p> <p><u>Inclusion</u></p> <p>8.6 The HT reported that 2 further HNF applications had been received. Another two applications were in the pipeline.</p> <p><b>Q. is there a threshold for increased finance for HNF?</b></p> <p>A. If we can provide proof that the expenditure per child is £6K+ then we are able to apply for extra funding. The HT would check to see if any further funding would be available.</p> <p><u>Safeguarding</u></p> <p>8.7 - 8.8 Further information is available in the Confidential Annex for Governors.</p> <p><u>Attendance</u></p> <p>8.9 The overall attendance figure was 96.3%. This was lower than hoped and unauthorised absence, due to holidays, could have been the contributing cause. Overall though the figure had improved and was above the national figure.</p> <p><u>Behaviour</u></p> <p>8.10 The HT reported that there had been 9 incidents. The figures would be sent out to Governors.</p>	<p>HT ASAP</p> <p>HT ASAP</p> <p>HT by next meeting</p>

<p><u>Health &amp; Safety</u></p> <p>8.11 Fire drills and a lockdown had been undertaken. An H&amp;S walk had been undertaken. Some minor items were still outstanding and would be completed in due course.</p> <p><u>Premises Update</u></p> <p>8.12 The HT reported that during the summer holidays, the sink hole would be repaired. Changes had been made to the method of recording asbestos. The electrical survey had thrown up some issues for actioning and this had been incorporated into the budget. The cold water tank needed replacing and had been budgeted for. It was advised that the stage would need to be fenced and further details would be advised as available.</p> <p><u>Budget Update</u></p> <p>8.13 A budget meeting was due to take place regarding staffing and a report would be submitted to Governors once details were available. The HT confirmed that assumptions would be included too.</p> <p><u>Covid Update</u></p> <p>8.14 The HT updated Governors on changes since March. The risk assessment had been updated. It had been agreed to use a simplified version of the form from September onwards to record cleaning and any isolated Covid incidents. Bubbles would be disbanded.</p> <p><b>Q. So, moving forward, if a child has Covid in school, will you have to test the class?</b></p> <p>A. Currently, we don't do any testing on children but parents can do a lateral flow if necessary. Even if it is negative then the child will still have to isolate for 10 days in case Covid symptoms develop. From September, if a child develops symptoms, parents will be informed and the child will go home. The rest of class stays in school.</p> <p><b>Q. Will hot lunches be available again in September?</b></p> <p>A. Hot food is available now and it is wrapped and sent to classrooms. Any changes to this will be advised to Governors in due course.</p> <p>8.15 From September, the nurture room will be open again; the walk around the school will continue; cloths and cleaning materials will still be available in each classroom; children will still be handwashing and gelling during T1/T2</p> <p><b>b) School Strategic Document</b></p> <p><u>Quality of Education</u></p> <p>8.16 The HT reported that during Covid the standard of teaching had been remained very good, with the wider curriculum being taught. Learning walks had continued along with book looks. The overall progression was very good. Data had shown that there were weaknesses in online learning with the younger children. They were able to access learning materials and online lessons but it was evident that they had missed the interaction with teachers. Online teaching was easier for the older children. There were issues too with handwriting but this had been very difficult to teach online. Knowledge organisers were in place and the approach to using these would be altered in due course to fit in with curriculum changes. Empiri Box had been trialled but the inability to record pupil progression had been problematic. A new scheme that an OFSTED inspection had celebrated, had been purchased and staff had received the appropriate training. The scheme would record children's progression and allow for revisiting of a subject at various stages in order to embed the subject into children's long term memory. Going forward, the scheme would be rolled out across the full curriculum.</p> <p>8.17 Data from the Yr 6 results had showed that reading figures were on target at 75%. Maths would remain a priority. Yr2 data figures were lower but the children had shown progress in books since return to school. EYFS results had shown 61% in writing.</p> <p><b>Q. is there going to be an external validation check on the teacher judgements?</b></p> <p>A. This year no reports were needed so no validation checks will be taking place. However, next year when things return to normal, then checks will resume.</p>	<p>HT</p>
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**Q. Are OFSTED due to visit SKPS?**

A. We understand that the earliest point would be November, so T2. We don't have statutory data available but do have a lot of evidence to back up our current data.

**Q. Are the test results sent out to parents before the end of term?**

A. Yes, a normal report, showing levels attained, will be sent out to all parents prior to the end of term.

Behaviour and Welfare

8.18 Attendance figures stood at 96.3% and at 94.3% for FSM children. There had been no children refusing to enter school. During Covid, the focus had been on wellbeing with the introduction of class wellbeing time, first thing in the morning. Additionally, the introduction of Mylo, the school dog, school hens and a wellbeing garden had all been very popular and had created a noticeable impact in wellbeing across the school.

School facilities would be fully open for use from September. The HT advised that there had been a re-organisation of staff roles. She would be helping with attendance support which would enable more support to be given to local families in need. The Forest school training would start in October with the canopy and trees being planted in the autumn. The school garden now incorporated a prayer garden. The school had bought into the Happy Minds scheme which supported wellbeing in home for parents and children as well as giving support for teaching wellbeing in school. The nurture room would be fully open from September.

Feedback from children and staff had been very positive with a feeling of a peaceful start to the day. Wellbeing activities in the mornings had included, mindfulness colouring, yoga and a discussion on feelings.

Leadership & Management

8.19 CL confirmed that leadership and Curriculum lead were both very strong within the school. Next year would see the introduction of Instructional Coaching, with face to face communication. The data had shown that the progression of disadvantaged children had been lower than their peers. However, the progression in their books had been amazing. Attainment would be a priority for next year. High expectations in teaching and learning would remain in place. The Staff survey had showed an increase in all results from last year. In particular staff morale had increased from 76% in 2020 to 93% in 2121 and promotion of a work-life balance had increased from 69% in 2020 to 79% in 2121. The overall results were felt to be a real accolade and a true representation of SKPS as a workplace. Additionally it was confirmed that School, Parent and Pupil surveys for 2021 had shown improved results on every single question.

8.20 The HT outlined the new data system (Insight) in place. She confirmed that it was much easier to use in terms of inputting data and producing in depth reports. The data produced now provide a good starting point for the next academic year.

**Q. What is the threshold difference between "just below" and "well below"?**

A. Well below is when children are not working on the specified programme of study. The results definitions are: Above = exceeding, Expected = met, Just Below = emerging and Well Below = below programme of study.

**Q. Do you have an analysis of targets against results?**

A. No, there are no gap analyses at the moment. The targets were originally set in line with a normal year, so understandably would be lower than expected.

**Q. Will the system be able to produce term on term and year on year analysis too?**

A. Yes, it will.

*It was agreed to move item 8e, Curriculum, to this point in the meeting.*

**Curriculum**

8.21-8.24 A discussion was held on proposed changes to the Curriculum. Further information is contained in the Confidential Annex for Governors



<p><b>12 Any other governor matters</b></p> <p>12.1 LM had advised of the switch to Governor Hub and further details would be provided in due course.</p> <p>12.3 The CoG advised Governors that after 25 years of involvement with SKPS (20 as a Governor), he was resigning from the LGB. This was, in part, due to DoE regulations that precluded him from being a member of both the SKPS LGB and a Trustee within the Coppice Primary Partnership. He thanked the HT and her team for their commitment to the school and the local community. He paid tribute to the HT for her exceptional leadership skills, her unfailing positivity, her energy and her friendship. He commented that SKPS was now in a much better place due to her leadership and development. He wished the HT, Staff, Governors and pupils all best wishes for a very bright future.</p> <p>12.4 The CoG stepped down and the Chair was handed temporarily to the HT. Nominations for Chair of Governors was requested and RD agreed to stand. This was seconded by MF. LM was asked to write officially to MC/CH to formally ratify the appointment.</p> <p>12.5. The HT thanked the former CoG for his hard work and constant support both for the school and on a personal level. CL thanked him for always making the staff feel so valued.</p>	LM ASAP
<p><b>13 Agreement of confidentiality and action points</b></p> <p>13.1 Items of confidentiality were agreed and were contained in the Confidential Annex for Governors. Action Points were agreed and listed in the table at the end of the minutes.</p>	
<p><b>14 Points to feed back to the Trust Board</b></p> <p>14.1 Curriculum</p> <p>14.2 4<sup>th</sup> July 22 and lack</p> <p>14.3 Richard as CoG</p>	
<p><b>15. Dates for next LGB meetings and any school events</b></p> <p>15.1 LM confirmed that the next LGB meeting date was Monday 4<sup>th</sup> October 2021.</p> <p>15.2 The HT advised that the Yr6 data would not be available in time for the meeting on 4<sup>th</sup> July 22. JE would discuss with CH.</p>	

Signed.....

Date.....

*(Chair of governors to initial bottom of every page)*

**ACTION POINTS**

Para no	Action point	By whom/when
4.2	To send Governor Hub information and log-in details to Governors	LM ASAP
8.4	To add CL to the PDF summary report.	HT ASAP
8.6	To check if further HNF funding would be available	HT ASAP
8.10	To send out behaviour figures to Governors	HT by next meeting
8.13	To send budget report to Governors	HT by next meeting
8.25	To send external review date to Governors	HT ASAP
8d	To update and load reports onto School website To add to T1 agenda	HT 31 <sup>st</sup> Aug 21 LM next meeting
12.4	To formally write to the TB to ratify new CoG appointment	LM ASAP