

ST KATHERINE'S PRIMARY SCHOOL
Interim Executive Board Meeting
Monday 28th November at 5pm
IN SCHOOL

Minutes

Item		Purpose	Lead	Governor Action
	PROCEDURAL MATTERS			
1	Welcome and any introductions	MC welcomed governors.	Chair	
2	Apologies for absence	<ul style="list-style-type: none"> To receive and consider any apologies for absence To confirm meeting is quorate <p>Apologies - RP, LP, PM CL present in absence of Headteacher</p>	Chair	
3	Declaration of Business Interests, reminder of confidentiality and any other admin matters	No business interests to declare.	Chair	
4	Minutes of the last meeting held on 17 th October 2022	<ul style="list-style-type: none"> Governors to approve last minutes (* see below for status of actions) Governors to discuss any matters arising from the minutes not covered on agenda below 	Chair	
5	Any other urgent business	<p><u>Minutes from the previous meeting</u></p> <ul style="list-style-type: none"> Agreed minutes Actions from previous meeting – 8,1 – impact on the HT report = Discussed and it is in the strategic document rather than adding to the HT report. Will be consistent across the trust, 8.9 Lockdown procedures amended. PAN - MC talked through the numbers – if we had to have a new child in we would say that it has a significant impact on the running of the school allowing 1 more child in. Need to determine our admissions in Feb and then can publish 60 moving forward – from next year. Pan doesn't apply to the current reception. Monitoring pairs – dates sorted and in diaries. <p>Any other urgent business – none</p>	Chair	

	SCHOOL MATTERS			
6	School strategic Document and Relevant Information	<p>Governors to receive the following, ask questions and approve where necessary</p> <p>School Strategic Document & Governor Report</p> <p>RE Q: on page 4 – Why are all dates from July 2022?</p> <p>Action: Add in review from Mary Priestly Review this academic year.</p> <p>MC – page 3 take out things from Feb 2020 – too long ago (Action). PR – do you want to have points from different terms – colour coding. Make sure the progress is more current and relevant. More things from this academic year. SEF needs to be current – not just written at the start of the year, Action – update SEF</p> <p>PR- Impact colour coded – useful. Need a key so that other understand. Colours based on impact not coverage. 3 colours only Action: change four colours to three. On impact column – ‘so what’. What will we see as a result of what we have done?</p> <p>Page 16 – inconsistency on colour coding – Action: remove the orange.</p> <p>RE Q: Page 8 – Have we found a method of feedback – Yes Lessons Learned.</p> <p>PR – Feedback from monitoring visit – leadership. Liked lessons learned, will finalise report and send actions. Talked about MC and Teaching and Learning Trust Lead using Lessons Learned too. MC said they tend not to observe alone, they just feed into others. Mentioned Teaching and Learning Trust Lead doing observations. Maths Lead should have 1 per year group per week as maths is a focus. Governors to challenge us on this and set higher targets. SA said Maths Lead had been in supporting year groups in planning and implementation but as MC said he now needs to observe to show the impact. MC need to have enough data on Lessons Learned to back up what we are seeing in the impact in strategic document. Maths Lead only 4 observations out of 3 days a week maths. Challenge ourselves to increase the number of observations recoded recorded. Action: Maths Lead to observe more maths lessons.</p> <p>CPD to be uploaded by January, SA to see whether Lessons Learned can send a prompt to book in CPD which needs to be repeated. Action: SA to upload CPD by January and see if Lessons Learned can send a prompt for repeated CPD.</p> <p>Feedback from any Reviews</p> <p><u>Ruth Swales</u></p> <p>EYFS Lead gave an update from today. Went into nursery, looked at the provision looked at resources with the children. Celebrated the home corner – real life objects. Pictures taken on request for Ruth Swales of the home corner for her to use with her training. Interaction between staff and children and between children were very positive. Watched dough disco. Looked at children mark making and they were engrossed for a sustained</p>	HT	<p>Read School strategic document – question evaluative statements</p> <p>Read internal review – question actions linked to focus areas</p> <p>Read Governor reports linked to school strategic document - questions linked to focus areas</p>

		<p>period of time. Looked at the resources – Action: to scale back and take some things out so that it is clearer for the children. Went into the outside area and talked to Nursery Lead. Went into Year R. Spent a long time looking at the continuous provision in the outside area. They are working too hard with the enhanced provision. Liked the opportunity to select their own activities. Scale it back. Think about what learning we want children to do with the resources that are there. Focus on learning not the activity. Target focus on 1 area at a time to enhance, declutter as and when. EYFS Lead to work with EYFS team and plan what changes will happen when. Ruth Swales to come back in May Half a day in each school, followed by time to meet across trust.</p>		
7	Headteacher Report	<p>SA went through the Year 2 data – practise SATs. Is daily reading what is needed or is other support needed. Clarity over what support is needed, look at the papers and their phonics – what is it that is needed? I said there are more children with SEND and EAL – so what? Look at TA as well. Damson TA too high. Is it based more on performance in lessons?</p> <p>Comparative judgement year 3 – Look at next time.</p> <p>Behaviour & Safety - 1 suspension. Attendance spoken about in PPMs – Q: so what? Has it changed? Have letter gone out?, Has attendance improved?</p> <p>Staffing – New ta to cover maternity. Shortlisting for CT for maternity cover and cover for AHT. Only 3 applicants. Unqualified teacher been interviewed for TT. Started Class assemblies over the last few weeks.</p>		Read HT report prior to meeting – prepare any questions
8	School Policies and Procedures for approval	<p>Lockdown fine</p> <p>PP report. - slight mis-calculation</p> <p>Accessibility plan – bring to next meeting Action</p>		Read and prepare any questions
9	Finance	<p>October 2022 management accounts shared</p> <p>PR no comment – he was at the meeting.</p> <p>RE – it looks ok, unable to comment more.</p> <p>Discussion over unqualified teacher in class and plans.</p> <p>MC to sign for laptops.</p>		Read summary. Question major variances
10	Safeguarding and disability matters	<p>All safeguarding training complete for new staff.</p> <p>Safeguarding on staff update – are people reading it? Is it having an impact?</p> <p>GDPR training updated</p> <p>Computers in the staffroom for use for My Concern.</p> <p>RE asked about being given more updates on safeguarding as it is an area she is less confident about.</p>	HT	

		<p>Action: Could we add something about safeguarding on the sign in computer. – at least that ways people have signed to say they have read with.</p> <p>PR asked whether we have an induction pack. Talked through our induction pack and supply teacher pack.</p>		
11	Any other school matters	<p>Action: need to change the MOU on minibuses.</p> <p>Action: check GDPR around Five Acre Woods access to their data – MC think it is ok</p> <p>CL mentioned the SEND review PR would like details once that has happened. CL talked about links between the schools and training being offered.</p>	HT	
	TRUST MATTERS			
12	Trust matters	<p>Governors to raise any questions on draft minutes of last Trust Board meeting 19th October 2022 – no questions</p> <p>PR asked what is happening with Allington and Barming, MC said it was a joint decision, although ethos was similar, fundamentally the school operate differently.</p>	Chair	Read TB minutes
13	Trust policies	<p>Governors to note policies or statements approved at last Trust Board meeting and now posted on CPP website / available on request</p> <ul style="list-style-type: none"> • Absence of Staff and Special Leave • Appraisal Policy (& appendices) • Behaviour Principles • Exclusions Policy • Extended Services • Finance • GDPR & Data Protection • GDPR Data Breach Action Plan • Health & Safety • Parent Code of Conduct • Pay & Reward • Safeguarding/KCSIE • Staff Code of Conduct • Uniform Policy 		Read and prepare any questions
	LGB MATTERS			
14	Any other governor matters	<p>Training needs – N/A</p> <p>Trust safeguarding review in march – will need a governor</p>	Chair	
15	Dates for next LGB meetings and any school events	<p>Dates for next LGB meetings and any school events</p> <ul style="list-style-type: none"> • Monday 30th January 2023 at 5pm • Monday 20th March 2023 at 5pm • Monday 15th May 2023 at 5pm • Monday 3rd July 2023 at 5pm 		

		Governors to see weekly newsletter for school events		
	OTHER MATTERS			
16	Agreement of confidentiality and action points	<ul style="list-style-type: none"> Agreed from section 6 		
17	Points to feed back to the Trust Board	Governors to agree any matters to feedback to the Trust Board		

***Status of actions from previous meeting**

Para No	Action Point	By Whom	Status
6	Add in review from Mary Priestly Review this academic year.	HT	
6	Ensure SEF does not mention to distant things in the past.	HT	
6	Use colour coding on the SIP but only three colours.	HT	
6	Maths Lead to observe more Math lessons	AHT	
6	DHT to upload CPD by January and see if Lessons Learned can send a prompt for repeated CPD.	DHT	
6	EYFS Review - to scale back and take some things out so that it is clearer for the children.	EYFS Lead	
8	Accessibility Plan	HT	
10	Could we add something about safeguarding on the sign in computer. – at least that ways people have signed to say they have read with.	HT	
11	Need to change the MOU on minibuses.	HT	
11	Check GDPR around Five Acre Woods access to their data	HT	
14	Agree governor attending Safeguarding Review	Chair	