



ST KATHERINE'S SCHOOL AND NURSERY

DRAFT PUBLIC MINUTES FOR THE TERM 3 2023/2024 MEETING OF THE LGB HELD ON WEDNESDAY 28th FEBRUARY 2024

Governors present at the LGB meeting held on 11th March 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Carina Cuddington (CC), Trustee (Chair)	Ruth Epps (RE) - Co-opted Governor
Laura Payne (LP) - Co-opted Governor	Holly Ashston (HA) - Parent Governor
Adrien Booth (AB) – Parent Governor	Caroline Loveland (CL) – Staff Governor
Ray Lang (RL) - Headteacher	Martin Carr (MC) Associate Member
Sarah Aikenhead (SA) - Associate Member	Michelle Kane (MK) – History Lead

IN ATTENDANCE

Andy Lacey (AL) Governance Professional	
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Highlighted text demonstrates challenge and questions to the Headteacher

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE *(led by Chair)*

1.1 Welcome: CC (Carina Cuddington) welcomed all new Governors to the first meeting of the LGB, and Michelle Kane, History lead at St Katherine's.

1.2 Apologies: Apologies were received and accepted from Mark Chatley (MC).

1.3 Quorum: The meeting was confirmed as quorate.

2. DECLARATIONS OF INTEREST *(led by Chair)*

2.1 CC gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

3. MINUTES FROM THE PREVIOUS MINUTES *(Led by Chair)*

3.1 Approval of Minutes: Governors approved the public minutes, and confidential annexe as a true and accurate record of the meeting that took place on the 27th November 2023.

Clerk Action: Publish as approved.

3.2 Actions: Governors received updates on the outstanding matters, which are recorded in the Action table. Matters discussed in more detail were included in the Headteacher's report.

4. Any other urgent business not on the agenda

4.1 No items were raised.

5. STRATEGIC SCHOOL MATTERS

5.1 History

MK provided Governors with an overview of the slides provided to the meeting explaining curriculum developments for teaching history, and the action plan including impact summary. Key matters to note:

- Adaptations to curriculum delivery sought to bring teaching of history to life through initiatives such as debating, 'hot seating' and group work. MC asked what was 'hot seating' – MK said that this was where pupils acted out the incident or event through drama based activities to immerse children in their learning.
- Teachers were provided with a skeleton overview of the topics being taught including a lesson framework to ensure consistency of practice across the school and common threads through the Year Groups.
- Specific adaptations for SEND to ensure these pupils can access the curriculum via the use of widgets, i-pads, video and group work. LP asked if the curriculum used a scheme? MK confirmed it was based on Pearsons and provided an outline, which was adapted to meet pupils needs including use of vocabulary.
- MK added that there were also links to enrichment so pupils gained added value from the learning, which they could refer back to later.
- RL informed governors that MK was not only the school subject lead for history but was also taking a lead role across the Trust, adding that this provided an example of the benefits of being part of a Trust where resources and expertise could be shared.

5.2 Ofsted Report

RL circulated copies of the Ofsted that had been received earlier in the day, and that was being published. Ofsted inspectors had judged St Katherine's as being a 'good' school overall and outstanding in some areas. Governors congratulated RL on the 'amazing outcome' saying that it was well deserved.

Key discussion points:

- RL said that he was fortunate to have inherited staff who were committed to the school, and that it had been a Trust effort in that the Trust lead for Art based at Coxheath provided significant support as did both MC and BT from the trust office. HA said that as a parent, she had seen a big change in the school since RL's appointment in September 2023, and that teaching staff were on board with his vision.
- RL commented that the school was on a wave of positivity following the outcome of the Ofsted inspection both in school and also from parents who were very positive in their feedback to the Ofsted Inspectors.
- Although the latest pupil attainment was below 'national' in KS2, the Inspectors were of the view that the school could not be doing anymore to improve the quality of education for all pupils who are supported to do well, and what they had seen as areas for improvement the school had already identified such and included in the School Improvement Plan.
- In particular, Ofsted noted that SEND pupils are strongly supported, that the school is pro-active in 'catching children before they fall' and make arrangements for pupils to receive the necessary support.
- The Inspectors also noted the significant improvement in behaviour and the extensive pastoral care in place to support pupils.

LP commented that the challenge will be to ensure progress continues, and staff do not rest on their laurels.

MC expressed a view that there might also be a challenge to retain staff who will be able to add the achievement to their CV.

RL agreed with both comments, saying that progress has to continue.

5.3 Headteacher's Report

RL provided a summary of his HT's report to Governors, which had been updated to reflect the Ofsted outcome. It was agreed that governors would receive a verbal update in T4 with the next full update in T5 as will include internal assessment results.

Key updates and discussion items are noted below.

5.3.1 Reflection Form analysis: RL provided governors with a summary of the information provided on page 9 of his report. MC asked why the number of forms completed in Ash class had increased in Autumn term 2? RL said that he would need to look at the detail but whilst Year 6 present greater challenges, the number has fallen in the Spring term.

CC added that a year ago, bad behaviour was a key issue for the school and whilst there are still incidents, it is managed calmly and no longer the primary focus for SLT.

CL said that most pupil suspensions relate to 'inherited' pupils i.e. in-year admissions. MC asked if rather than suspending a pupil, did the Trust consider transferring pupils between schools thereby keeping them in school as some of the issues stem from situations at home? RL advised that due to the distance between St Katherine's and the other schools in the trust that this was not possible but pupils were provided with learning that they could do at home.

5.3.2 Admissions and Pupil Mobility

- RL informed governors that there were 45 1st choice preferences for September 2024 admissions compared to 60 places, which was the legacy of being an RI school. There was a need to go out to local nurseries and promote the school. LP agreed in that the school needed to promote the Ofsted outcome.
- HA asked if there was still an influx of pupils from Halling to which CL responded that was a few years ago but no longer.
- SEE CONFIDENTIAL MINUTES
- As a result of reducing the roll to 2 FE this will gradually release classrooms for alternative use and an approach had been made to FAW School to see if they wish to lease a third classroom from September 2024, which would generate additional income.

5.3.3 Staffing

- SEE CONFIDENTIAL MINUTES

5.3.4 Teaching and Learning

- Data identified gaps and areas on which to focus, which leadership were addressing partly via tutoring groups. However, few parents had signed their children up to the tutoring groups despite them being free.
- Ofsted recognised that the school / trust were doing all they can to improve quality of teaching and learning – DT was leading on maths, the Trust were developing a new writing scheme for implementation in September 2024.

5.4 School Specific Policies:

- It was noted that there were four school specific policies that required minor update and that these would be circulated to Governors in T4 for approval.

ACTION: SA to circulate for approval

6. FINANCE

6.1 Monitoring: CC advised that the year-end forecast was for an in-year deficit of £121k but that reserves remained well above the 4% target (£113k). Figures included a £65k revenue contribution to capital for building works including swimming pool refurbishment. Budget figures should be released by 19th March 2024 when the 3-year financial plan will be reviewed.

6.2 Funding for fob access: CC confirmed that there was funding available to install Paxton control access system. MC asked if suitable contractors had been identified to install? Although the existing IT provider was able to carry out the work, there would be a need to seek two alternative quotes for the work. MC offered his assistance as was experienced in Paxton access control.

ACTION: RL to progress the project with support from MC

7. SAFEGUARDING AND ACCESSIBILITY MATTERS

7.1 SEE CONFIDENTIAL MINUTES

7.2 RL advised governors that DT (AHT) would provide a report on the new filtering and monitoring software to the next meeting.

ACTION: DT to attend T4 LGB meeting.

8. ANY OTHER SCHOOL MATTERS

8.1 Pupil Enrichment (10 before the end)

RL informed governors that the aim was to provide all pupils with the opportunity to participate in ten enrichment activities during their time at St Katherine's School. Whilst being achievable, the activities should be something that not all pupils get the chance to experience before leaving primary school e.g. attending the theatre.

CC asked of the school had a 'passport' to record the activities and, if it would be a challenge for pupils to complete them all? RL said that one of the current activities being organised is for all pupils up to Year 5 to participate in an athletics event at the Julie Rose Stadium in Ashford. As current Year 6's would miss out, RL advised that he is personally arranging that Year group to have a similar experience. He was also engaging with both the PTA and the Trust to gain support for the activities.

MC commented that in his trust, they 'game' the activity / experience to encourage participation.

8.2 Pupil Premium Strategy (PPM):

- SA confirmed that the PPM strategy had been signed off and published by the December 2023 deadline.
- LP thought it was a great strategy and asked where the challenges had come from? SA advised they had been carried over from the previous strategy and re-worded to focus on key issues such as parental engagement. RL added that this was necessary as the previous strategies were very generic, and that the strategy will take time to roll out.
- SA informed governors that Year 6 had become a host school for Sounds Right and phonics training.
- HP commented that the strategy was wonderful and also measurable.

8.3 CiF Project update

- AL advised governors that the project to replace the boilers has been signed off by the DfE and payment of the outstanding funding will be received in March. This would cover any risk associated with outstanding professional fees due to Maun Funding, on which Trustees will make the final decision.
- There had been an issue with the heating not working in the kitchen and some classrooms. This had been resolved by the contractor albeit a temporary solution pending delivery and install of a new part, which should be installed in the next few weeks. The part needed was not in the original project scope but the contractor was replacing as a gesture of goodwill. During the investigation into the heating issue, several other valves in the heating pipework were identified as needing urgent replacement, which were not part of the boiler replacement. This should be considered for funding either by the Trust / School or via another CiF bid. (*Minute 9.1 relates*)

9. TRUST MATTERS

9.1 Trust Board: Governors noted the CiF bids that had been submitted in December 2023 but asked that phase 2 heating system improvements should be considered for December 2024 to address the pipework issues identified following the boiler replacement.

9.2 ECC Actions: LP provided governors with summary feedback from the T2 ECC meeting. LP advised that the LGB needed to designate both a teacher and governor responsible for Children in Care. Governors agreed that SA would be the designated teacher and LP the designated governor.

10. TRUST POLICIES

10.1 Governors noted the Trust policies that had been approved in T2.

11. GOVERNOR MONITORING

11.1 Due to the LGB only being reformed in January 2024 and this being the first meeting there were no monitoring visits to report.

11.2 Governor monitoring roles and responsibilities were agreed.

ACTION: AL to update schedule and circulate

It was agreed that the first event would be to arrange a suitable time for all governors to have a tour of the school, and lunch with staff.

ACTION: RL to arrange a date for governors to tour the school.

- 11.3** Trust-wide approach to governor monitoring: CC informed governors that the Trust was looking to standardise the approach to monitoring saying that Loose had been looking at an alternative approach. She would arrange to meet with Loose Chair of Governors (JE) and discuss at the next LGB.

ACTIONS: CC to liaise with JE re future monitoring arrangements, AL to add as agenda item for T4.

12. ANY OTHER GOVERNANCE MATTERS

- 12.1 Training Needs:** Governors were informed that the Trust were reviewing induction and training requirements and would communicate such when finalised.
- 12.2 Attendance at school events:** RL informed governors that they would be invited to attend the end of year event 'dance through the decades' – date TBC.

13. TRUST BOARD UPDATES

- 13.1** Nothing to feedback to Trustees in response to either Board or EEC minutes.

13. CONFIDENTIALITY

- 13.1** Governors confirmed that paragraphs 5.3.2 (part), 5.3.3 (part) and 7.1 would be recorded as confidential.

14. CLOSING REMARKS

- 14.1 Date of next meetings:** All to be held at St Katherine's School commencing at 1700 on:

Monday 13th May 2024

Monday 1st July 2024

- 14.2 Meeting close:** The meeting concluded at 1930 and CC thanked all parties for their attendance and contribution.