



## ST KATHERINE'S SCHOOL AND NURSERY

### PUBLIC MINUTES FOR THE TERM 6 2023/2024 MEETING OF THE LGB HELD ON MONDAY 1<sup>st</sup> JULY 2024

*Governors present at the LGB meeting held on 14<sup>th</sup> October 2024 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

Carina Cuddington (CC), Trustee ( <b>Chair</b> )	Holly Ashston (HA) - Parent Governor
Laura Payne (LP) - Co-opted Governor	Adrien Booth (AB) – Parent Governor
Caroline Loveland (CL) – Staff Governor	Ray Lang (RL) - Headteacher
Martin Carr (MC) – Associate Governor	Sarah Aikenhead (SA) - Associate Governor

#### 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 Governors to the meeting of the LGB.

**1.2 Apologies:** Apologies were received from LP who would be late to the meeting. LP joined the meeting at 1800.

**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. Clerk to amend as agreed and arrange for the public minutes to be published.

**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:

- Swimming Pool refurbishment. Following a review of the building maintenance budget it has been possible to set aside £14k to carry out the urgent work of painting the inside walls and replacing the poolside floor. The pool will be closed for 3 weeks at the end of the summer holiday when it is hoped the worked will be carried out. RL is to confirm with AP that orders for the work and materials can be placed.
- Fob Access control project. RL confirmed that this has been postponed as this formed part of the previous CIF project, which did not materialise.
- Smoothwall. RL confirmed that LGfL were able to provide an alternative solution. However, he was impressed with the new monitoring and filtering software. It was noted that the Trust is under contract to Smoothwall and this is something for the Trust to take onboard when up for renewal.

#### 4. Any other urgent business not on the agenda

**4.1** RL wanted to seek governors' views on the idea of having a 'bulge year' and being able to increase the class size in KS2 from 30 to 32. The current Year 2 has 60 on role but there is also a waiting list, which when it moves to Year 3 in September 24 could increase the class size. RL explained the reasoning for the proposal is in response to the financial pressures as the increase in pupil numbers would provide additional income.

**HA asked if the increase in class size who have a detrimental impact on meeting educational needs?** RL confirmed that educational needs would continue to be met.

**CC asked why had this not been suggested before?** RL advised that previously there had not been a need, and also there had not been a waiting list for admissions.

**CC asked if having larger classes in KS2 would impact on 'catch up'?** RL confirmed an extra 2 pupils in each class would not have a negative impact. CL added that the children currently on the waiting list do not have any significant behavioural/ learning needs and therefore are not expected to be an issue.

**MC asked if there was a full back plan should the increase in class size not work?** RL said that it would not be a simple case of reducing the class numbers but support would need to be put in place.

CC said that it was the norm to have larger class sizes in KS2 and is the current situation at both LPS and CPS.

#### 5. STRATEGIC SCHOOL MATTERS

##### 5.1 Writing update

RL provided a brief update to governors as the Writing Lead, Sarah Clutterbuck (SC) was unable to attend the meeting. SC would come to the T1 LGB.

**ACTION: AL to note for T1 agenda**

RL informed governors that in essence, the writing leads across the trust, alongside the Coppice Curriculum Lead, had developed a new writing curriculum for Year R to 6. This was to address a trust-wide priority as writing had been identified as an area for improvement. The writing leads have produced frameworks, which outlined a very clear and progressive approach to the teaching of writing, including a list of texts to be used at each stage.

How the new writing curriculum is implemented will be down to each school to ensure that it is accessible to all pupils. SC will be supported by RL to develop the school's implementation plan, which will be finalised in T1. The September 24 INSET has been set aside to explain to staff how the new writing curriculum will be enacted with reviews and further guidance provided throughout the academic year via PDMs.

**CC asked if writing would be a subject for governors to monitor during the year?** RL said it would and suggested the Spring term as governors would be able to review outcomes and progress. RL added that the new writing curriculum was being explained to staff next week via a PDMs, and governors were more than welcome to attend.

**ACTION: RL to inform governors of the PDM dates / times**

##### 5.2 Headteacher's Report

RL provided governors with a summary of the key matters contained in his HT report. Key updates and discussion items are noted below.

**5.2.1 Enrichment / School Values:** RL informed governors that the school had been awarded the Bronze diversity award and had been invited to an awards ceremony. The assessor was so impressed with what they saw, they have asked if St Kath's would like to become a centre of excellence for culture and diversity. There is view is that the school is well-placed to achieve the Silver award.

**5.2.2 Pupils Numbers including admissions:** RL confirmed that there were 53 Year R admissions for September 2024, and that current number on role had fallen by 9 since his T5 report due to in-year leavers.

**5.2.3 Suspensions and Behaviour:** There had been a reduction in the number of reflection forms across all classes most notably in Years 1 and 2.

Recent visitors to the school had commented how impressed they were with the general excellent behaviour and politeness of the children, which is a credit to staff and pupils.

**5.2.4 Staffing:** Governors were informed that the new FLO has started in the role and settled in very well.

**5.2.5 Data & Quality of Education:** RL informed governors that 71% of pupils passed the phonics screening, which was below national (80%). St Kath's figures had fallen (74% previous year) whilst the national average had increased (79% in previous year).

HA asked if the school uses 'Sounds Right' for phonics? RL confirmed it had for the last 2 years. This year, there had been improvements in how pupil data is tracked and used to inform focussed intervention. This will continue to be developed next year.

AB asked if pupils had made good progress in Year 6? RL expected Year 6 SATS attainment results to be below national benchmarks. However, most pupils would have made good progress due to the low starting point at the beginning of the year.

RL informed governors that there were significant gaps in maths learning, which was the result of the full curriculum not being delivered across the year groups. CC asked what arrangements are in place to bridge the gaps? RL advised that many teachers had been part of the National Tuition Programme this year and additional 'keep up' interventions had taken during assembly times. In Year 4, there had been a key focus on the retention of times table facts. The latest assessment figures show that St Kath's has made significant progress in their MTC outcomes, whereas the school previously achieved a score of 19.7 (out of 25) compared to national of 20.2 was now 20.5 (out of 25) against national of 20.8.

**5.2.6 Home Learning:** RL provided an update on the relaunch of home learning saying to governors that it needed to have a clear rationale and be accessible and achievable to all children. Pupil and parent feedback will be sought before the end of term to consider any further developments for the new academic year. Initial feedback is that some want more home learning as their children can often quickly complete what has been set, whereas others find it difficult to allocate the time to support their children do it.

HA said that she thought it was pitched just right and liked the approach as activities can take as long as you like or time permits.

MC fed back that his children would do more if they knew it was being marked, otherwise there is not much of an incentive. RL said that some inconsistencies in the marking of homework had been addressed.

CC asked if home learning was mandatory? RL said that it was for teachers to set and mark but optional for pupils.

**5.2.7 Attendance.** RL informed governors that there had been some improvement in attendance figures. See *Confidential Minutes*.

### 5.3 Development of SIP for 2024/25

RL informed governors that the SLT have been working on a new School Improvement Plan (SIP) and saying that maths and writing continue to be the key areas for which improvement plans are being developed, and will be reported to T1 LGB.

**ACTION:** T1 LGB to be provided with an update on the SIP.

### 5.4 School Specific Policies:

Governors noted that both the Swimming Pool and School Mini-bus policies were still to be finalised and would be reported to T1 LGB for approval. CC asked if the Swimming Pool followed current guidance? RL said that he would discuss with the Trust Estates Manager when next at St Kath's.

**ACTION:** Both policies to be reported to T1 LGB for approval.

### 5.5 PE & Sports Premium Grant report

RL provided governors with a summary of the report, key points to note:

- The priorities and plans for delivery, which are comprehensive, provide opportunities for pupils to participate in a wide range of sports including 'level 2 & 3' competitions.
- It was noted that whilst 31% of PP pupils attended an 'active' club, the aim is to increase the uptake by promoting free access to sports clubs. LP complimented on the 23% increase in take up by PP pupils.
- The main challenge was being able to offer a wide range of after school clubs as this required staff volunteering their time to provide such. CC asked if staff were allowed time off in lieu? CL said that they were allocated one day, which staff valued.
- Governors noted that the report would be published by the target date of 31<sup>st</sup> July 2024.

## 6. FINANCE

**6.1 Monitoring:** Governors noted the March 2024 budget monitoring report, which RL summarised in his HT's report. CC reported that the forecast was for an in-year deficit of c£9k but after taking account of the £45k capital spend and £32k brought forward, the in-year figure was c£60k.

**6.2 Budget:** CC provided governors with a summary of the final 2024/25 budget that was being considered by Trustees next week. *See Confidential Minutes.*

Although the financial situation is significantly worse in year 3 (26/27), this is a few years off. MC commented that given the political uncertainty and post-election priorities, a three-year view is considered long term.

**LP asked about the September 24 Year R intake?** RL said there were 53 confirmed but that there had been a lot of interest in the school post Ofsted. CL added there had been some in-year admissions in Years 5 and 6.

RL informed governors that the Trust had engaged the services of a marketing company, and one outcome was the need to engage more with local nurseries. **HA asked if the numbers coming over from the nursery was as expected?** RL said it was in that not all will due to living closer to other schools, and having siblings at other schools.

LP commented that hopefully the September 2025 intake will be better, and nearer to PAN 60. RL was confident it would as not only there would be the evidence of significant school improvement including the Ofsted inspection and planned future networking with nurseries. RL advised that the marketing company had completed a review of the trust / school websites and identified that there were several links that took parents away from the websites, and could do much more in providing information to parents and improving the 'customer experience'.

**CC asked about the customer experience provided by St Kath's office staff as this often represents the first contact with the school.** RL confirmed that the office staff were very good, and engaged with visitors to the school ensuring they felt valued.

## 7. SAFEGUARDING AND ACCESSIBILITY MATTERS

**7.1** RL advised that there had been no matters referred to LADO since the last meeting, and there were no other concerns to report to governors.

## 8. ANY OTHER SCHOOL MATTERS

**8.1** RL thanked Governors for their support in what has been his first year of headship, and also asked for it to be noted that the progress and achievements would not have been possible without the assistance from the SLT.

**8.2** CC expressed the gratitude of Governors for the significant change and improvements made by RL and SLT since his appointment.

## 9. TRUST MATTERS

**9.1 Trust Board minutes:** Governors noted the minutes from the T5 meeting and had no comments or questions.

**9.2** Governors noted the action arising from ECC meeting for LGBs to ascertain what is happening in their respective schools regarding focus groups, and also interventions post the latest assessments.

**ACTION:** LP to progress and report findings to T1 LGB and ECC meetings.

## 10. TRUST POLICIES

**10.1** Governors noted the Trust policies that had been approved in T5.

**10.2 Risk Register:** Governors noted the updated Trust Risk Register, and that subject to Trustees approval, a Risk Policy would be published including roll out of local risk registers for T1.

## 11. GOVERNOR MONITORING

### 11.1 Immersion Day feedback

CC and MC attended St Kath's on Friday 28<sup>th</sup> June for what was the first 'Immersion Day'. Both thought it was brilliant and provided an excellent experience. DT had provided an overview of the maths curriculum, the focus for teaching and learning, and delivery of such. CC and MC then went into classes to observe how the teaching was being delivered, in this case Years 3, 4 and Early Years. The intention is for governors to observe and feedback on their observations.

CC said that she thought the pupils were engaged and did not see any behavioural issues, which was a significant improvement on a year ago and should be celebrated. CC added that in her opinion, teaching was consistent with the school's intended approach, and would write up the monitoring visit.

MC felt that 'pupils got it' and could see progressive teaching that offered challenge where pupils had grasped the basics.

**AB asked if governors were assessing teachers?** RL replied no, governors were there to observe if what they have been told about the teaching of maths is what they see being practiced.

In addition to classroom observation, CC / MC meet with groups of pupils from each Year group to gain their feedback.

MC felt that the move to monitoring via Immersion Day would be great as not only do governors get to see what is going on in class but hear what pupils think about the teaching and learning.

## **12. ANY OTHER GOVERNANCE MATTERS**

**12.1** Governors noted the proposed dates for LGB meetings in 2024/25 and agreed the following provisional dates for carrying out governor monitoring during next academic year.

- T2 - SEND: Monday 11<sup>th</sup> November 2024
- T4 – English including writing: Monday 3<sup>rd</sup> March 2025
- T6 – Maths: Friday 20<sup>th</sup> June 2025

## **13. CONFIDENTIALITY**

**13.1** Governors confirmed that paragraphs 5.2.7 (part) and 6.2 (part) would be recorded as confidential.

## **14. CLOSING REMARKS**

**14.1 Dates of next meeting:** All to be held at St Katherine's School commencing at 1700 on:

Monday 14<sup>th</sup> October 2024  
Monday 2<sup>nd</sup> December 2024  
Monday 3<sup>rd</sup> February 2025  
Monday 17<sup>th</sup> March 2025  
Monday 12<sup>th</sup> May 2025  
Monday 7<sup>th</sup> July 2025

**14.2 Meeting close:** The meeting concluded at 1855 and CC thanked all parties for their attendance and contribution.