

**St Katherine's Primary School
Local Governing Body Meeting
Monday 4th October 2021 at 5pm**

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

In attendance: Sarah Aikenhead (DHT/Associate Governor)

Clerk: Nicky Wheeler

Agenda item and discussion	Action/decision
<p>1 Welcome and any introductions 1.1 The CoG welcomed everyone to the meeting.</p>	
<p>2 Apologies for absence 2.1 Apologies for absence were received from Marek Campbell (Parent Governor). 2.2 The meeting was declared quorate.</p>	
<p>3 Declaration of business interests, reminder of confidentiality and any other admin matters 3.1 Governors have been asked to complete a Declaration of Business Interest on GovernorHub. 3.2 All governors present signed to confirm acceptance/understanding of : <ul style="list-style-type: none"> • Code of Conduct Policy • Online Safety Policy (inc AUP and WiFi annexes) • GDPR Policy • KCSiE document - especially part 2 </p>	<p>All</p> <p>RP</p>
<p>4 Minutes of the last meeting and any matters arising 4.1 The minutes of the last meeting held on Monday 8th July 21 were duly agreed and signed by the Chair. 4.2 Outstanding action points from last minutes and additional action points resulting from further discussion were as listed below : <ul style="list-style-type: none"> • HT to send budget report to Governors • HT to circulate feedback from external review • Confirm if new Chair can sign minutes from 2020-21 or if previous Chair is required to sign </p>	<p>RP</p> <p>RP</p> <p>NW</p>
<p>5 Any other urgent business 5.1 There was no other urgent business</p>	
<p>6 Trust matters 6.1 The draft minutes of the last Trust Board meeting on Wednesday 26th May 21 were duly noted. HT requested that future minutes clearly state which school they are referring to. Q : Have concerns regarding the alignment of the curriculum been addressed? The HT has been advised that 50% of the curriculum is to be aligned across the schools. Concerns remain regarding the alignment, how the journey will look and who will be involved in the process. Whilst everyone is keen to have collaboration and sharing of ideas and resources there remain concerns about loss of individuality at school level. Science is to be amalgamated by September 2022 and staff are very concerned that they will be expected to teach the same subject, on the same day and in the same way. Further clarity is needed regarding the process and involvement of staff and subject</p>	

<p>leads. Staff want to retain the freedom to try new ideas and processes, such as Empiribox, even if this is not always successful. Whilst it is recognised that there are benefits from sharing ideas and best practice, staff remain concerned about retaining autonomy over the delivery of the curriculum to ensure it meets the needs of the children within each school.</p> <p>6.2 The HT advised that the school video commissioned by the trust has now been filmed and will be available on the website shortly once received from the company.</p>	
<p>7 Trust policies</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"> • Finance Policy • Lettings Policy • Appraisal Policy & Documents • Risk Register 	
<p>8 School strategic matters</p> <p>a) Headteachers Report</p> <p><u>Update</u></p> <p>8.1 The HT advised that it has been a challenging start to the year, with Covid and other illnesses affecting a large number of staff. This has resulted in the HT having to teach in class on a number of occasions. In addition, the DHT and AHT are also teaching so there is limited SLT capacity to undertake other tasks. The appointment of new ECT is expected to ease this situation going forward.</p> <p>Reviews undertaken of Teaching & Learning have all been positive despite the challenges.</p> <p>Positive feedback was received from parents on the swift action taken by staff to contain a Covid outbreak which occurred in one Year group. Staff and children were put back into a bubble temporarily and everyone supported the measures taken.</p> <p>Q : Is staff illness reducing now?</p> <p>Yes, it is starting to reduce but still challenging to manage.</p> <p>8.2 <u>Staff Appraisals</u></p> <p>HT advised that these will be completed by the 31st October. The new appraisal system will be introduced in November and the HT will be meeting with staff this week to explain the process.</p> <p>Q: Will the new system move away from target setting?</p> <p>HT explained that the old system involved 3 targets, one related to pupil progress, one to teaching & learning & one personal target. Reviews were undertaken three times a year and also covered in ongoing pupil progress meetings and on learning walks. The new system will involve instructional coaching and focus on teaching & learning. The HT welcomes the move to the new appraisal system however, with the pressure on SLT support, concerns exist around the capacity to make the time available for good quality discussions and instructional coaching.</p> <p>8.3 <u>Staffing</u></p> <p>HT advised an office manager has now been appointed and is settling into the role well. In addition, a new MDS and two new 1:1 TAs have been appointed. Unfortunately, one of the 1:1 TAs left after 3 days in post so further recruitment is required. A member of the nursery staff is interested in the role.</p> <p>Q: Has staff training increased compared to previous year?</p> <p>HT advised that training has increased, mainly resulting from the Forest School training due to start in October for nurture TAs. Although the TAs will be released from school to complete the training this will only impact nurture provision not class teaching.</p>	

8.4 Admissions & school roll

There is a reduction in numbers on roll as despite a number of new joiners, there have also been a number of children leaving. The Y2 pupil who moved to Vigo has, in fact, moved out of county as this is a Vigo school in Hampshire.

Q: Is the nursery intake of 39 positive?

HT advised that this is high for the start of the year as more children usually join in January and April once funding is available to them. However, not all children from the nursery will filter through to the school as they will generally attend their local school which will not always be St Katherine's. Increased numbers will require more staffing and the HT advised that she is considering employing an apprentice to work in the nursery.

8.5 Contained in confidential annex.

8.6 Safeguarding

Q: Which incidents does the 275 Child Protection School Monitoring figure include?

This figure relates to low level concerns. The high number of safeguarding issues take considerable time to monitor and the HT advised that VA is working closely with the families involved. HT is also hoping to get some extra support to assist VA with monitoring attendance.

8.7 Contained in confidential annex.

8.8 Premises Update

HT advised that a new sink hole has been discovered close to the staff room. The area has been cordoned off and an insurance claim will be raised.

Only one quote has been received for the cold water tank so the TBM is chasing the other quotes.

8.9 Budget Update

HT waiting to see the latest budget update to assess the full impact on staffing levels.

8.10 Covid Impact

HT advised that she is only aware of 2 staff that are not vaccinated. This may have a significant impact on staffing levels.

b) Internal Review KS2

Whilst there are some areas for improvement overall the feedback was positive. Staff feel that the children understand what they are learning and were keen to discuss the text when questioned as they are passionate about it. HT advised that teachers need to revisit WWALT in the lesson to ensure children understand what they are learning whilst retaining their passion and enthusiasm.

Q : Did the HT feel the review is a fair reflection overall?

HT explained that she felt it was a firm reflection and more harsh than the school view. Children are using techniques that they have been taught but cannot always verbalise or explain them in depth yet. The review took place very early in the year and the approach taken was perceived quite negatively by staff. Feedback from staff highlighted that felt uncomfortable and did not find the process collaborative.

c) School Strategic Document

HT explained that the inset day is usually an opportunity to work on the strategic document but due to Covid the process changed this year. The HT & DHT compiled the document with ongoing input from staff. The document was then circulated and feedback sought in a staff meeting. Staff prefer the new layout and have a clear understanding of their roles. Page 9 of the report provides a useful summary. Governors approved the School Strategic Document.

d) External Review

The external review only focused on science and maths. Initial verbal feedback is positive and once the written report is available, the HT will circulate to all governors.

<p>The HT advised that the last external review took place in 2019 due to Covid restrictions, however, she has continued walking around school regularly whilst adhering to Covid restrictions.</p> <p>An external review of the nursery by KCC was carried out last week with excellent feedback received. Once the written report is available the HT will circulate to governors.</p> <p>Q: Would the school like a SEND review?</p> <p>HT advised that this would be appreciated so RD agreed to arrange for Five Acre Wood Staff to carry out the review.</p> <p>e) School Statutory Documents</p> <p>Governors received and reviewed the documents, however, the Business Continuity Plan was missing so HT will circulate a copy to all governors.</p> <p>f) Approval of Year 6 PGL Trip</p> <p>Governors agreed to defer consideration of the Year 6 PGL trip to the next meeting.</p> <p>g) Staffing Structure</p> <p>Governors reviewed and approved the revised staffing structure, including leadership roles.</p>	<p>RP</p> <p>RD</p> <p>RP</p> <p>RP</p>
<p>9. Safeguarding and disability matters 9.1 Contained in confidential annex.</p>	
<p>10. Any other school matters 10.1 HT advised that 9 pupils passed the test and the school has raised 13 HT appeals.</p>	
<p>11. Governor Monitoring</p> <p>11.1 Following verbal feedback at the meeting on 8th July by JE, the HT circulated the written Leadership & Management Governor Monitoring report. Governors confirmed receipt of the report.</p> <p>11.2 Monitoring pairs for 21-22 were agreed :</p> <p>RD & MC – Quality of Education RD – Leadership & Management RD – Safeguarding and Online Safety MC – Health & Safety</p> <p>11.3 The next monitoring visit will take place on Wednesday the 17th November from 8.30am.</p>	<p>All</p>
<p>12 Any other governor matters</p> <p>12.1 Governors agreed that future meetings will take place in person.</p> <p>12.2 HT requested updated documentation for pending governor elections. Governors would like to propose to trustees that MC be elected as a co-opted governor.</p> <p>Q: Does SA need to be approved annually as an associate governor?</p> <p>NW to check and advise.</p>	<p>NW</p>
<p>13 Agreement of confidentiality and action points</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>14 Points to feed back to the Trust Board</p> <p>14.1 Internal Review KS2 feedback</p> <p>14.2 Proposal of MC as co-opted governor</p> <p>14.3 Request change of date for LGB meeting in July from 4th to the 11th to allow time for HT to circulate SATs results to governors for discussion</p>	

15 Dates for next LGB meetings and any school events

Mondays 5pm-7pm on the dates below:

29th November 21

31st January 22

21st March 22

16th May 22

4th July 22 (Change of date requested)

Governors to see weekly newsletter for school events

Signed.....

Date.....

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

Para no	Action point	By whom/when
3.1	Complete Declaration of Business Interest on GovernorHub	All ASAP
3.2	RP to pass proforma to MC to complete	RP ASAP
4.2	RP to send budget report to governors	RP when available
4.2	Circulate feedback from external review	RP when available
4.2	Confirm if new Chair who can sign minutes from 2020-21 or if previous Chair is required to sign	NW ASAP
8d	Circulate nursery review report to governors	RP when available
8d	Organise SEND provision review	RD
8e	Circulate Business Continuity Plan to all governors	RP ASAP
8f	Add consideration of Year 6 PGL trip to next meeting agenda	NW
12.2	Check if SA needs approval to continue as associate governor	NW