

St Katherine's Primary School
Local Governing Body Meeting
Monday 31st January 2022 at 5pm
Via Zoom

Present: Richard Dalton (Chair of Governors/Co-opted Governor), Ruth Powell (HT), Caroline Loveland (Staff Governor), Marek Campbell (Parent Governor), Mark Fletcher (Co-opted Governor)
In attendance: Mark Chatley (Trust Leader), Carole Hardy (Chair of Trustees)
Clerk: Nicky Wheeler

Agenda item and discussion	Action/decision
1 Welcome and any introductions 1.1 The CoG welcomed everyone to the meeting. CH confirmed that both she & MC had been invited to attend the meeting to support the LGB but they did not have any voting rights.	
2 Apologies for absence 2.1 All present. 2.2 The meeting was declared quorate.	
3 Declaration of business interests, reminder of confidentiality and any other admin matters 3.1 NW advised that MCa still needs to complete a Declaration of Business Interest on GovernorHub.	MCa
4 Minutes of the last meeting and any matters arising 4.1 The minutes of the last meeting held on Monday 29 th November 21 were duly agreed and will be signed when circumstances allow. 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"> SEND review still postponed due to Covid and will be conducted by staff from Five Acre Wood when circumstances allow Business Continuity Plans will be circulated to governors once final version has been approved by trustees. AL (COO) is hoping to meet with NM (H&S trustee) to conduct a tour of the schools and finalise the plans in February Half Term MC confirmed that only trustees have access to the confidential minutes from the trust board meetings but the contents are discussed in full with HTs GDPR training needs to be completed by MCa & RD. NW to resend details HT advised that AL (COO) has conducted a site visit and is obtaining quotes for the electrical work A new parent governor, Martin Carr, has been appointed wef the 1st February and is meeting the HT & CoG for an induction on the 25th February RP will send NW dates of the safeguarding training undertaken by governors 	RP / RD RP NW RP
5 Any other urgent business <u>Pay Related Matters</u> 5.1 – 5.7 Contained in confidential annex	
6 Trust matters 6.1 The minutes of the last TB meeting held on Wednesday 8 th December 2021 had been received by Governors. They noted and discussed the following: <ul style="list-style-type: none"> RP explained that the curriculum at STK's has been revised for Science, History and DT. MC said both him and BT had attended the Inset Day to support teachers to plan progressively. RP explained that History and Science are now aligned and SLT will be reviewing Art and Geography with staff on the next Inset day in February. 	

<p>Q : Are STK's still using the Chris Quigley curriculum? RP & CL explained that whilst they are still using this curriculum they have returned to a blocking system with topics taught for 6 weeks.</p> <p>6.2 Governors discussed the comparative judgement data for Year 5 at STK's which the Trust minutes showed as concerning. RP advised that it does slightly differ to teacher assessment on Insight and she will continue to investigate the results with the support of MC & BT. RP advised the Y3 data was significantly different, however she is concerned this does not reflect data and will be looking at individual scripts. RP is also discussing the Insight grades in an Assessment Meeting to ensure consistency of scoring across the trust.</p> <p>Q : Is the comparative judgement data accurate? MC explained that comparative judgement is a national measure of outcomes. All work is anonymised and then judged by teachers on a comparative basis resulting in a smaller margin for error. Teachers judge work from both their own (80%) and other schools (20%) and the results are nationally scaled to provide a good insight into how the children's writing compares to others nationally and within the trust. NFER and SATs results are used to assess other year groups. The school now need to look at individual scripts and investigate further. Year 1 & year 4 have just completed the comparative judgement task and all year groups will be assessed during the academic year.</p> <p>Q : What is included in the forecast year end of £717k for the Trust? MC explained that this is due partly to the teachers' pay freeze, originally the trust had budgeted for 2.5% pay increase, unspent Pupil Premium and catch up funding, additional HNF, maintenance savings identified and unspent equity fund money.</p> <p><u>Scheme of Delegation</u> 6.3 Updated Terms of Reference (ToR) were circulated to governors and they were asked to provide feedback and comments by the 11th February. The ToR refer to a new Education & Curriculum Committee and CH explained that trustees would like a representative from each LGB to join the committee once it is established.</p> <p><u>GDPR / Skills Audit</u> 6.4 NW agreed to recirculate details of actions required to RD & MCa for completion.</p>	NW
<p>7 Trust policies 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"> • Grievance • Discipline, Conduct & Capability • Supporting Children with Medical Conditions 	
<p>8 School strategic matters a) Headteachers Report</p> <p><u>Staffing</u> 8.1 – 8.4 Contained in confidential annex</p> <p><u>Appraisals</u> 8.5 RP advised that all the disciplined enquiry questions have now been submitted and MC & BT are assisting her with assessing them all to ensure they are appropriate.</p> <p><u>Professional Development</u> 8.6 RP explained that CPD has proved challenging due to the high levels of staff absence related to Covid.</p> <p><u>Teaching & Learning</u> 8.7 Focus is on embedding the new curriculum and there is a focus on ensuring WALTs and steps to success are small chunks. Maths has shown improvement and the focus is now on English. The AHT is developing support materials on manipulatives, using recordings to illustrate to staff how to use manipulatives to support mathematical understanding.</p>	

<p>Q : Will these resources be used across the trust?</p> <p>MC confirmed that the trust are developing a suite of resources with all three schools for use across the trust for use by staff and parents. All of the Maths leads are working together but need to work out how to align resources as they are currently using different maths programmes.</p> <p><u>SEND</u></p> <p>8.8 RP shared the recent internal review report which focused on SEND provision. Sandra Webb was in the process of producing resources before her absence so these still need to be finished at the moment. MC explained that the trust is looking at how to monitor and evaluate quality first teaching and to ensure that everyone understands the terminology. RP advised that it has been removed from the provision maps. Feedback on WALTs given focuses is on how it will impact learning. The AHT attends PPA sessions to make sure learning is broken down and staff share best practice.</p> <p>Q : What are the barriers to learning & what is deeper learning?</p> <p>MC explained that it is important that the children can apply their learning when the scaffold is removed. Learning needs to be transferred to long term memory.</p> <p>Q : What have staff at STK learnt by visiting the other schools in the trust?</p> <p>RP explained that it is useful to see different approaches and discuss issues. She was particularly interested in. how Clicker was used on IPADs on CPS and is adopting this at STKS</p> <p>Q : Is nurture and inclusion a recognised strength of STK's?</p> <p>MC explained that all of the schools in the trust have different strengths and weaknesses and all recognise that nurture and behaviour management at STK's is strong. Children with complex needs are well supported and the SEN leads across the trust continue to work together to share best practice.</p> <p><u>Numbers on Roll</u></p> <p>8.9 RP said that since circulating the HT report a further 3 pupils have joined the school and numbers continue to increase slowly.</p> <p>Q : Where are new pupils coming from?</p> <p>RP explained that whilst some have moved into the area others are from local schools. Feedback from parents who look round the school is extremely positive.</p> <p><u>Safeguarding</u></p> <p>8.10 RP advised governors that the two perceived racially motivated incidents recorded have been dealt with and there are no ongoing concerns.</p> <p>8.11 The seven days exclusion relates to one child who is awaiting an ECHP and is on a part time timetable.</p> <p>Q : How is bullying defined?</p> <p>RP explained that only an ongoing issue would be classified as bullying, as opposed to a one off occurrence. The low incidence of bullying across the school reflects the strength of the nurture team and the open relationship with parents who feel able to express concerns before an issue develops. The HT believes that the nurture provision has a huge impact on both pupil and staff wellbeing with issues raised taken seriously and followed up on quickly.</p> <p><u>Absence</u></p> <p>8.11 Covid is affecting absence again this term, however, attendance of 93.3% remains above the national average of 91%.</p> <p><u>Health & Safety</u></p> <p>8.12 The HT & COO have a meeting on the 19th March to discuss actions from the electrical survey. The COO is now working in each school once a fortnight and is available to meet the HT and site manager to address issues and take some of the burden off school staff.</p> <p><u>School Strategic Document</u></p> <p>8.13 RP advised governors that she has met with MC to discuss the strategic plan and further updates will be made to ensure that statements are evaluative. Once updated the new document will be circulated to governors.</p>	<p>RP</p>
--	-----------

<p>8.14 CH expressed concern for SLT wellbeing on behalf of trustees who are conscious that RP and her team are under enormous pressure with no DHT and the ongoing impact of Covid. She wanted to make it clear that the trust will help out wherever possible. Governors welcomed this recognition, however, they remain concerned that a significant amount of leadership time is required to complete trust work and reviews. CH explained that with a new TL in post it has been essential for him to assess the situation in school but now the trust is in a position to move forward with supporting improvements.</p> <p><u>Data Review</u></p> <p>8.15 RP advised governors that all the data has been assessed and discussed with teachers to set targets. Action plans are in place, initially focusing on year 6 to support them in both Maths and English. Once they have completed their SATS the focus will move to year 4 and 5 pupils. The Y5 supported by herself, AHT and a TA. Y4 by Inclusion Manager and DHT.</p> <p>8.16 RP explained that she is hoping to use a teacher to run booster classes in Years 1 & 2.</p> <p><i>(MCa left the meeting at 7.05pm)</i></p> <p>Q: The FFT target data seems high compared to the comparative data results?</p> <p>MC explained that the FFT data is based on historical achievements of Year 6 pupils when they were in year 2. RP confirmed that the FFT data is not reflective of current results.. Progress is complicated by the absence of teachers due to the ongoing disruption caused by Covid as the most positive impact on results is seen from targeted support in the classroom.</p> <p>8.17 MC explained that the SLT team at STK's are running intervention groups across the school to support pupils and, whilst this is invaluable for the children, it puts pressure on leadership capacity The Trust are supporting the school, by supporting updating the Strategic Document. Q : Will the loss of Maths No Problem curriculum due to budget constraints impact pupils?</p> <p>RP explained that whilst there is no budget to upgrade books the school will continue to use the existing Maths No Problem resources it has and will also look at White Rose, which is in use at CPS & LPS, to see how this could be used at STK's. MC explained that whilst Maths No Problem has been removed from next year's budget at the moment it could be reinstated if the HT feels it is required and savings can be identified elsewhere.</p> <p><u>Policies</u></p> <p>8.14 Governors confirmed the approval of the Pupil Premium Strategy which had previously been agreed by email to allow submission by the 31st December 2021.</p>	
<p>9. Safeguarding and disability matters</p> <p>9.1 Nothing to report</p>	
<p>10. Any other school matters</p> <p>10.1 – 10.2 Contained in the confidential annex</p> <p>10.3 RP advised governors that the memory wall is still a work in progress and the school council are reviewing the designs.</p>	
<p>11. Governor Monitoring</p> <p>11.1 A safeguarding visit will be arranged by RP & RD in the new year.</p> <p>11.2 RP will suggest dates for governor monitoring in terms 4 and 6.</p>	<p>RP / RD RP</p>
<p>12 Any other governor matters</p> <p>12.1 RP & CL expressed concern regarding some of the personal data on GovernorHub. NW will review & amend where necessary.</p> <p>12.2 RP will provide details of governor safeguarding training completed to NW.</p>	<p>NW RP</p>

13 Agreement of confidentiality and action points 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.	
14 Points to feed back to the Trust Board 14.1 Feedback on the revised Terms of Reference to be sent to JE by the 11 th February.	
15 Dates for next LGB meetings and any school events Mondays 5pm-7pm on the dates below: 21st March 22 16th May 22 4th July 22 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
4.2	SEND review still postponed due to Covid and will be conducted by staff from Five Acre Wood when circumstances allow	RD / RP
4.2	Business Continuity Plans will be circulated to governors once final version has been approved by trustees	RP
4.2	GDPR training needs to be completed by MCa & RD. NW to resend details	NW
4.2	RP will send NW dates of the safeguarding training undertaken by governors	RP
6.4	NW agreed to recirculate details of GDPR / skills audit actions required to RD & MCa for completion	NW/RD/MCa
8.13	Once updated the new School Strategic Plan will be circulated to governors.	RP
11.1	A safeguarding visit will be arranged by RP & RD in the new year	RD/RP
11.2	RP will suggest dates for governor monitoring in terms 4 and 6	RP
12.1	RP & CL expressed concern regarding some of the personal data on GovernorHub. NW will review & amend where necessary	NW
12.2	RP will provide details of governor safeguarding training completed to NW	RP