

St Katherine's Primary School
Interim Executive Board Meeting
Thursday 31st March 2022 at 10am
In School

Present: Peggy Murphy (Chair of Governors/Co-opted Governor), Ruth Powell (HT), Ruth Epps (Co-opted Governor), Laura Payne (Co-opted Governor)

In attendance: Mark Chatley (Trust Leader), Sarah Aikenhead (Associate Governor)

Clerk: Nicky Wheeler

The meeting was preceded by a tour of the school with the HT & DHT.

Agenda item and discussion	Action/ decision
<p>1 Welcome and any introductions</p> <p>1.1 The CoG welcomed everyone to the meeting and invited them to introduce themselves.</p> <p>1.2 PM explained that she is a CPP Trustee and was previously acting CEO for the trust before the appointment of MC. She is also the Principal of Five Acre Wood School (FAW). RE advised that she is an HR consultant at Brachers and LP is the AHT at Jubilee Primary School.</p>	
<p>2 Apologies for absence</p> <p>2.1 Apologies were received and accepted from Phil Reynolds.</p> <p>2.2 The meeting was declared quorate.</p>	
<p>3 Declaration of business interests, reminder of confidentiality and any other admin matters</p> <p>3.1 RE advised that she has recently been appointed as the HR consultant for FAW.</p> <p>3.2 PM reiterated that all discussions are confidential.</p>	
<p>4 Minutes of the last meeting and any matters arising</p> <p>4.1 The minutes of the last meeting held on Monday 31st January 2022 were duly agreed and signed by the CoG.</p> <p>4.2 Outstanding action points from last minutes and additional action points resulting from further discussion were as listed below :</p> <ul style="list-style-type: none"> • PM agreed to arrange for staff from FAW to conduct a SEND review at STK and she will send possible dates to RP • RP had prepared an induction pack for all governors which included detailed safeguarding information 	PM/RP
<p>5 Any other urgent business</p> <p>5.1 None reported.</p>	
<p>6 Trust matters</p> <p>6.1 The minutes of the last Trust Board meeting on the 8th February 2022 had been received by governors and no issues were raised.</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"> • Admissions • Children in Care • Exclusions • Finance • Online Safety • Risk Register • SEND • Staff Absence 	

<p>8 School strategic matters</p> <p>Headteacher's report</p> <p>8.1 The HT report had been circulated to governors and the following points were discussed :</p> <p><u>Staffing Update</u></p> <p>8.2 RP explained that she continues to look at ways to reduce staffing costs. The ASC remains overstaffed and whilst after discussion with the HT some staff have agreed to reduce their hours, it is not enough to offset the reduction in numbers of children attending now that more parents are working from home. RP advised governors that she is considering running some paid clubs after school to bring in additional income but needs to ensure that this will not lead to a reduction in children attending the ASC and therefore, a further reduction in income. She explained that ASC runs to 6pm whereas the other free clubs which the school currently run end at 4/4.15pm.</p> <p>Q: Do Snodland CEP have an ASC and ,if not, would it be possible to invite their pupils to attend STK's ASC?</p> <p>RP agreed to look into this option and contact the HT at Snodland CEP to discuss it.</p> <p>Q: The Year 1 teacher returning full time currently works on a 0.4 contract, who covers the additional 0.6 contract?</p> <p>RP explained that at the moment there is a teacher employed on a temporary contract to the 31st August 2022 and after Easter, when the other member of staff returns full time, she will be moving to run catch up groups which is covered by government funding so there will be additional costs incurred.</p> <p><u>Pupil Numbers</u></p> <p>8.3-8.4 Contained in confidential annex</p> <p><u>Staff Appraisal</u></p> <p>8.5 RP advised governors that all staff have now moved across to the disciplined enquiry approach. They have developed focused questions and the new system seems to be working well.</p> <p><u>Training</u></p> <p>8.6 RP explained that there has been considerable investment in Nurture within the school and the nurture TAs completed significant amounts of training during COVID. Forest school training was delayed but is now due to take place in June. In house training has focused on formative assessment. In addition, staff have completed training around the new Reach curriculum being introduced across the school for History and Geography.</p> <p>Q: Instead of number of hours of training completed would it be possible to have reports on the impact and outcomes of training?</p> <p>MC advised governors that the format of the HT report is currently being revised and will in future include impact and outcomes of training. RP explained that the impact of training is monitored during regular learning walks by SLT. The nurture team are completing case studies to review outcomes and introducing Boxall profile training to help monitor impact and RP will include this information in future reports to governors.</p> <p>8.7 The HT advised governors that there is a focus on the use of manipulatives within the school and DT (AHT) is producing videos with examples as a resource to support staff.</p> <p>Q: Is there a progression plan out of the use of manipulatives?</p> <p>RP advised that she recently observed a long division lesson in Year 6 and whilst some children needed to use manipulatives, as there were gaps in knowledge and some misconceptions in place, many children were able to complete the work without using them. MC asked RP to review how the journey will look and she agreed to produce a summary document.</p> <p><u>Behaviour</u></p> <p>8.8 Contained in confidential annex</p>	<p>RP</p> <p>RP</p> <p>RP</p>
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<p><u>School Strategic Document</u></p> <p>8.9 The School Strategic Document had been circulated to governors and the following points were discussed :</p> <p>Q: What evidence is there of an improvement in Quality of Education?</p> <p>RP explained that the focus this year is on embedding key concepts and strong progress in being made in this area. The phonics lead has completed Sounds Write training and has starting introducing it across the school with positive results. Formative assessment is stronger in some year groups and SA is working with staff in this area. RP continues to encourage staff to focus on retrieval and small steps and to ensure consistency of teaching across the school.</p> <p>8.10 The school recently completed assessments and the data is now available for review. MC explained that the trust usually have two data drops each year but STK wanted to carry out an additional set of tests to evaluate progress so far this year. RP & SA will review the data and arrange a meeting with governors in Term 5 to discuss the outcomes and actions arising.</p> <p>8.11 RP advised governors that she believes Early Years is a strength at STK. In January the number of reception classes was reduced from 3 to 2 as a result of a reduction in pupil numbers to 60. The children have all coped well with the change and settled well into their new classes.</p> <p>8.12 SLT complete regular walks around school to monitor progress and assess the impact of changes. Strong subject leads are in place across the school with a focus on embedding the new curriculum in History and Geography. The curriculum lead in school is very strong and there is a buddy system in place to support staff in new leadership roles. Collaboration across subjects is increasing within the school and also across the trust which is extremely positive.</p> <p>8.13 Governors commented that the School Strategic Document is very subjective and they would like to see more evidence of the impact of actions and outcomes achieved. RP agreed to review the document to ensure that the evaluation includes data to evidence impact.</p> <p><u>Ofsted Briefing Summary</u></p> <p>8.14 MC explained that he produced the Ofsted Briefing Sheet at the request of Trustees and each school added the school specific section at the end so that trustees and governors are aware of the expectations when Ofsted visit. The document includes the school self-evaluation which has now been removed from the School Strategic Document. RP advised that she feels EYFS and behaviour are key strengths of the school and has rated them good. MC confirmed that this is a true reflection of the current situation but there is insufficient evidence to grade them Outstanding at the moment.</p> <p>8.15 RP explained that at the data meeting she will be able to discuss starting points for the children and illustrate to governors the progress made and actions being taken to improve outcomes however, Ofsted will not look at internal data only formal data.</p> <p><u>Comparative Judgements</u></p> <p>8.16 RP advised governors that she is looking at the results of the comparative judgement data to assess progress and see how the results compare to the other schools in the trust. She needs to drill down into the data to identify individual children and the actions to be taken to improve outcomes for them.</p> <p>Q: Are the curriculum leads producing action plans?</p> <p>RP confirmed that action plans are being produced with the Early Reading action plan added to the recent report circulated to governors. RP will invite the subject leads to attend meetings in T5 (English) & T6 (Maths) to feedback their action plans to governors.</p> <p><u>Internal Review of Early Reading</u></p> <p>8.17 RP explained that MC (TL), BT (T&L Lead) and all the HTs across the trust conduct the internal reviews together at each school. She explained the SA has chosen to focus on Guided Reading for her DI question and the recent tests have shown an</p>	<p>RP</p> <p>RP</p> <p>RP</p>
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<p>improvement since the start of the year. SA is talking to local Secondary Schools to find out more about what they need from children once they leave STK and she will continue to focus on this area in Terms 5 & 6.</p> <p>Q: What support is in place for the lowest 20%?</p> <p>RP explained that the school is working to ensure access to lessons for all pupils and their progress is regularly discussed in pupil progress meetings. The impact of actions taken is not proven yet but will be reflected in the recent data received and discussed at the data meeting after Easter once RP & SA have had the opportunity to analyse it.</p> <p><u>Safeguarding Self Evaluation</u></p> <p>8.18 The document had been circulated to governors and was APPROVED.</p> <p><u>Business Continuity Plans</u></p> <p>8.19 The document had been circulated to governors and was APPROVED. Going forward the document will need to be reviewed regularly to ensure the information is up to date and specific to the school.</p> <p><u>Minibus Policy</u></p> <p>8.20 Contained in the confidential annex.</p>	
<p>9. Finance</p> <p>9.1 Management accounts had been circulated to governors and the following issues were discussed :</p> <p>Q: How are the school addressing the shortfall in the budget?</p> <p>RP explained that she is continuing to look at ways to reduce the cost of wrap around care and using TAs to cover classes to avoid supply costs. All staff have been reminded to look for ways to reduce costs, however, the introduction of the new curriculum which uses booklets will result in an increase in photocopying charges. There is a moratorium on recruitment and RP continues to work closely with the finance team to discuss staffing options for next year to find a workable solution which will not impact on school improvement.</p> <p>Q: How will the school manage the increase in utility charges?</p> <p>RP explained that the impact of COVID resulted in increased costs as the school have been paying to heat classrooms whilst keeping windows and doors open so hopefully costs will start to reduce now. The school Eco Council also continue to look at ways to reduce this spend.</p> <p>Q: Have lettings rates been adjusted to compensate for the increase in utility costs?</p> <p>MC agreed to review the lettings policy and hire charges.</p>	MC
<p>10. Safeguarding and disability matters</p> <p>10.1 Nothing to report</p>	
<p>11. Any other school matters</p> <p>11.1 Nothing to report</p>	
<p>12. Governor Monitoring</p> <p>12.1 Governor monitoring pairs were agreed :</p> <p>Teaching & Learning (including SEN, PP, safeguarding, behaviour & attitudes, attendance) - PM & LP</p> <p>Leadership & Management – RE & PR</p> <p>12.2 RP to circulate possible dates to governors for one monitoring visit per term.</p>	RP
<p>13. Any other governor matters</p> <p>13.1 Nothing to report</p>	
<p>14. Agreement of confidentiality and action points</p> <p>14.1 Items of confidentiality were agreed and are contained in the Confidential Annex for Governors.</p> <p>14.2 Action Points were agreed and listed in the table at the end of the minutes.</p>	
<p>15. Dates for next IEB meetings and any school events</p> <p>15.1 RP agreed to circulate possible dates for the next IEB meeting.</p>	RP

Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
4.2	PM agreed to arrange for staff from FAW to conduct a SEND review and she will confirm dates with RP	PM/RP
8.2	RP agreed to look into this option and contact the HT at Snodland CEP to discuss it.	RP
8.6	Outcomes & impact of training to be included in HT reports	RP
8.7	RP to review how the journey away from manipulatives will look and she agreed to produce a summary document	RP
8.7	RP agreed to consider establishing a 1:1 TA team in school	RP
8.8	RP & SA will assess the Term 4 data and arrange a meeting with governors in Term 5 to discuss the outcomes and actions arising	RP
8.10	RP & SA will review the data and arrange a meeting with governors in Term 5 to discuss the outcomes and actions arising	RP
8.13	RP agreed to review the SSD to ensure that the evaluation includes data to evidence impact	RP
8.16	RP will invite the subject leads to attend meetings in T5 (English) & T6 (Maths) to feedback their action plans to governors	RP
8.20	MC agreed to review this clause in the minibus policy & discuss with AL (COO).	MC
9.1	MC will review the lettings policy and hire charges	MC
12.2	RP to circulate possible dates to governors for one monitoring visit per term	RP
15.1	RP agreed to circulate possible dates for the next IEB meeting	RP