



Plymouth CAST
Multi Academy Trust

**Local Governing Board Meeting 116 – Tuesday 30th June 2020
for Our Lady & Saint Patrick's Catholic Nursery & Primary School, Teignmouth
Via Google Meet At 18:13–20:20**

Attendance:	Mrs A Folland	Headteacher	AF
	Mrs L Coulter	Chair of Governors	LC
	Mrs V Ratcliffe	Co-opted Governor	VR
	Mrs R Gordon	Teacher Governor	RG
	Mrs E Hampton	Parent Governor	EH
	Mrs D Ford	Foundation Governor	DF
	Fr Mark Skelton	Foundation Governor	MS
	Lisa Kinsella	Clerk to Governors	LK

Apologies: No apologies.

No.	Description	Decisions/Actions
1.	Welcome and Opening Prayer: Due to the ongoing situation with Covid 19 Governors met via a virtual meeting using Google Meet. There were no documents to present to the Governors as it was very much a verbal update. A message had been received from VR to say that she would be joining the meeting around 18:30. MS opened the meeting in prayer. It was agreed to re-order the agenda to ensure that VR was present at the meeting for item 7 - September plans.	
2.	Apologies, Absences and Confirmation of Quorum: No apologies and Quorum was confirmed.	
3.	Declarations of Interest (for this meeting:: None.	
4.	Minutes of Previous Meetings: LC advised that Part I & II minutes for the meeting on Thurs 28 th Jan 2020 and Thurs 14 th May 2020 were on the Governor Hub for the Governors to read and check before they were signed. LK advised that an e-mail was required from all Governors to confirm that they were happy with the minutes.	Minutes to be checked by Governors
5.	Re-opening update: Numbers of pupils attending: AF advised that the school re-opening had been successful. Positive feedback had been received from the parents of the children attending. Staff anxiety had been high before the return to school but it now felt like the new normal and the children were happy. Parents had been very respectful of the measures that had been put into place. During the second week numbers started to increase. Year 6 had 15 children with more planning a return before the end of term. Foundation and	

Nursery also had good numbers returning. After consulting the Trust the bubbles for these year groups were altered to accommodate the increasing numbers. The Foundation and Nursery bubbles were split into two mixed groups and the Year 6 classroom was set up in the hall to allow more space. AF advised that they now only had two spaces left in the Key Worker bubbles. AF advised that they had been using the Plymouth Cast Staffing Policy for corona virus. The Policy set out a very clear expectation for all staff.

AF advised that non key worker children in years 2, 3, 4 & 5 would now have been absent from school for six months. This is becoming very hard on the children and the parents.

DF raised a question regarding the return to school form that was issued to the parents prior to the school re-opening. DF asked "Where did the wording of the form come from?" DF went on to say that with regards to the question 'Will your child be returning – yes or no' that she had hesitated answering the question because she did not know at that point in time and wanted to see how everything progressed. DF wondered if some of the parents may have regretted the decision of 'no' to returning the children to school. AF advised that the wording had come from school and that unless they had an idea of the number of children returning then it would have been very difficult to plan for the re-opening. Parents had been e-mailing into school to query if it was ok to change their mind after submitting the form. AF went on to say that most children are now back who wanted to return to school. DF said that some parents may have thought that others had a greater need than themselves to return their children. AF answered that some parents were picking and choosing when to send the children in because it is not compulsory. AF also stated that places were not offered on a need basis. DF said that feedback from parents were that children were happy to be back in school and that she was just concerned that maybe there may have been more children that they could have got back into school. AF advised that the spaces were available for groups that the Government wanted the school to open to.

AF advised 9 children were back in Nursery, 17 Reception – all of the children who will be starting Reception in September have been accessing provision for some or part of the week and 14 year 1's. For key worker children there were 6 x yr 2's, 12 x yr 3's, 14 x yr 4's and 8 x yrs 5's. 17 out of the 22 year 6's were back which was really positive.

DF said that they were good numbers attending.

Risk Assessment Update:
This was not discussed.

6. **Safeguarding:**

Lockdown/Opening activity:

AF presented the termly report for Safeguarding. Discussion moved to Part II minutes.

18:36 VR joined the meeting.

Discussion returned to Part I minutes.

AF advised that the new Educational Welfare Officer (EWO), Justine Williams, was now working with the school. AF advised that this was the same EWO who had been working with St Nicholas for the past four years. The new EWO had been assigned the whole Teignmouth learning community which was good as this offered a good continuity

for parents and families.

AF advised that the Trust has brought into SSS Suite, an online platform for e-learning which covers all the required Safeguarding training. Governor's were informed that there is a section for them to access for Governor training. AF will send a link to this before September.

SSS Suite training link to be sent to Governors.

AF went on to say that the Behaviour Policy Review will take place in the Autumn term. This will be by the Senior Leadership Teams across both schools. DF asked "What brought the review about?" AF answered that it was always the plan to review this and it was shared with the Governors on the 28th January 2020 that an up to date Behaviour Policy could not be found at Our Lady & Saint Patrick's (OLSP). The updates needed to show age related behaviour from Nursery through to Year 6. DF said that sounded good. LH & VR advised that they had seen a Policy in school. RG answered that the current Policy was not fit for purpose. AF went on to say that she would like to see a more thrive based approach. Behaviour is a call to have your needs met and it has been agreed that this will be developed in staff and a more thrive based approach met. The book 'When the adult changes everything changes' has been purchased for the staff to read. VR advised that she had seen this book and it was used in the school where she works. AF said that the book was to challenge adults about their perceptions. DF raised the question "Once the Behaviour Policy is in place will the parents be invited in to promote continuity" AF advised that parents would be involved.

Safeguarding Forms:
Not discussed.

Update on Action Plan:
Not discussed.

7. **Item 8 on the agenda – Life to the Full:**

OLSP were a pilot school last year for 'Life to the Full' which is new training for relationships and health education. AF advised that it is recommended that the Governor who represents 'Catholic Life for the School' and or PHSE (personal, social, and health education) should do the full 6 module training on 'Life to the Full'. All other Governors need only complete module one. The link for the training will be sent to the Governors. AF screen shared a document with the Governor's explaining that Life to the Full is a Ten Ten resource covering relationship and health education within context of a Christian understanding of human sexuality routed within the wisdom of the Catholic Church. It is a spiral approach starting from Nursery up through to year 6. The underpinned message is that 'we are all children of God'. It is fully inclusive to show that all families are different. Children will receive almost weekly sessions.

Training link to be e-mailed to Governors.

AF screen shared a video with the Governor's which explained 'Life to the Full' in more detail. The ten principles are:

1. Our bodies are good;
2. Through our loving relationships we come close to the image and likeness of God;
3. Catholic RSHE (Relationship, Sex & Health) is about the whole person;
4. Catholic RSHE should be taught in partnership with parents;
5. Our deepest identity is as a child of God;
6. Stories can change hearts and minds;
7. Catholic RSHE is an education in virtue;
8. Catholic RSHE is an education in conscience;

9. Relationship education is about striving for the common good;
10. Prayer, scripture and the sacraments underpin the teaching.

AF advised that Statutory Guidance from the Department of Education (DFE) has been mapped to the programme. The programme structure has been written specifically for the KS1, 3/4 and then the years 5 and 6.

DF asked if parents will get copies of this? AF advised that they would. AF went on to say that it was an inclusive programme. AF advised that parents can only remove the children from the specific lesson about making babies.

AF discussed the consultation decisions that the school had to make. The answers to following questions were as follows:

1. Name genitalia in KS1 – proposed yes
2. Teach about puberty in year 4 – proposed yes
3. Making babies in year 6 one lesson – proposed yes
4. Seeing stuff online – proposed yes

MS asked if the likes of teaching about menstruation should be the parent's responsibility. DF said that she hoped that it was much more up to date than what she had experienced in the past. AF advised that the content was much more up to date. AF said that parents will be consulted in September 2020. The teaching content of the programme does not start until after half term in October. It is hoped that there will be a face to face meet with the parents and they will be able to look at the material. They will also be able to access the lesson plans via a parent portal. AF stopped presenting and went on to say that this type of education was a joint responsibility between school and parents. AF asked if all Governors agreed to the consultation proposals. All Governors verbally agreed. MS asked how the spiral approach would work with the years 5 & 6 when they will not have started at the beginning. Rachel O'Sullivan (RO) who is the PHSE lead has informed AF that some of the content was already used last year. VR advised that her daughter accessed the 'Life to the Full' last year and said that the boys and girls were separated for the 'talk' and wanted to know if this would happen again this year because it made it feel that they were talking about something big and serious and more secretive. AF answered that the content will need to be looked at but AF's said that they all need to know about the programme in full and being all in together would make it feel more normal. DF requested a meeting with AF to come and discuss this topic further. AF said that this would be ok in early September. EH asked if it would be a good idea to remind parents that they were invited to information sessions last year as there was a very low uptake. AF agreed that this would be a good idea and that parents will be very much involved.

Governor verbally agreed to Consultation Questions.

8. **Item 7 on the agenda – September Plans**

AF advised that a letter was being sent to all parents the following day (Wed 1st July) to inform them on the September plans. AF informed the Governors on the teaching staff as below:

Foundation Unit – Mrs Cutts

Year 1 – Mrs Webber & Mrs Redfern

Year 2 – Mrs Day

Year 3 – Mrs Merritt (Mon, Wed, Thurs and Fri) & Mrs O'Sullivan (Tue)

Year 4 – Mrs Bramley-Astle

Year 5 – Mr Lamoon (Mon & Thurs) Mrs Gordon (Tue, Wed & Fri)

Year 6 – Mrs Grout

All PPA will be on a Monday – KS1 in the morning and KS2 in the afternoon.

DF said that she pre-empted some questions regarding Mrs Grout being in Year 6 with the previous issue last year regarding not being fully trained. AF advised that this had been addressed in the letter to parents and that Mrs Grout had now finished her teacher training.

AF advised that the Early Years transition meeting had taken place today in the morning via Zoom. AF went on to say that there was a plan for all children to receive an electronic presentation from their new teacher and an invite will also be sent to parents for their children to receive a 30 minute Zoom meeting. Home Learning from Monday 13th July will start being set by the new teacher. Miss Mortimore, Mrs Carter and Mrs Fusco will no longer be working at the school. Mrs Sanderson will be contacted for supply work. Mrs Partridge has secured early retirement on ill health.

Early Years:

17 children will be starting Foundation 2/Reception in September. There will be 13 children in Foundation 1/Nursery although not in full time places. AF advised that a lot of work had been done in the Foundation Unit on the environment and the resources. Mrs Cutts will be the overall teacher. Mrs Nock will be coming back in September as a Level 3 practitioner. A Level 3 apprenticeship will also be appointed next week. An Early Years Teacher trainee and another Level 3 Practitioner will be advertised. DF asked with all the new members of staff starting should forms to be given to parents for signing to agree nappy changes in the school. AF advised that this was not necessary as there was an Intimate Care Policy in place.

AF returned to talking about the letter that had been sent to the parents. Leadership news was shared in the letter and details about future plans and activities: The new website is planned to go live the week after next. Parent Pay information. Details regarding an annual calendar, Forest School, Chrome book purchases, Accelerated reader and Devon Library Service, Powermaths, Liturgies, Celebration Assemblies, Clubs and the Residential Programme. EH said this all looks great but wanted to add one little thing that she had noted recently. All the e-mails coming from the 'Office' e-mail were being signed 'School Office'. EH asked if it would be possible to go back to signing with a first name. AF said that this would be fine. DF asked 'What are your thoughts on Head of School now?' AF has had discussions with RO, RG to ensure that they are very visible at the school by being on the gates in the mornings and evenings. This has been happening since June. In doing this they have all been getting to know the parents. DF asked if this will continue? AF advised that it would.

Discussion moved onto Part II minutes.

9. **Curriculum Development:**

AF informed the Governors that the Senior Leadership Teams across both schools have done some amazing work on the Curriculum Development. Last week the second full staff meeting of teachers from both schools met via Google meet. AF proposed that in September interested Governor's from both schools are invited to an hrs meeting about the Curriculum development. It is important that Governors are adverse in the curriculum development.

10. **Governor Business:**

Not discussed at meeting – add to next agenda.

11. **Any other Business:**

Just before the meeting closed DF asked if there was anything arranged for Mrs Cuddy who had passed away recently? AF advised that parents will be informed of the Farewell Cortege taking place on Wednesday 8th July. DF asked if they would be anything arranged for Mrs Partridge who is taking early retirement. AF advised that staff would be arranging something. DF advised that parents may wish to also be involved. AF said that this was ok and that she would tweak the letter before sending it out tomorrow.

12. **Date of Next LGB:**

To be confirmed and LK to e-mail the date to Governors.

Meeting close at 20:20

Date of next meeting to be arranged.

Signed by Chair 

Dated 8.10.2020