



*[Handwritten signature]*



**Plymouth CAST**  
Multi Academy Trust

**Local Governing Board Meeting 113–Thursday 28<sup>th</sup> November 2019**  
**At Our Lady & Saint Patrick’s Catholic Nursery & Primary School, Teignmouth**  
**At 18:01–19:35**

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

No.	Description	Decisions/Actions
1.	<b>Scripture Sharing:</b> Meeting started at 18:01 MS opened in prayer.	
2.	<b>Housekeeping:</b> Apologies received from LC ( <b>In the absence of LC VR Chaired the meeting</b> ). MS advised that he will need to leave the meeting early. Quorum met.	Apologies received. No declarations.
3.	<b>Minutes:</b> Part 1 & 2 Minutes of previous meeting (30 <sup>th</sup> Oct 2019) agreed by Governors and signed by VR.	Agreed - VR signed.
4.	<b>Items to be discussed – not on the agenda:</b> None.	
5.	<b>Item 9 on agenda: Governors Annual Housekeeping:</b> As MS was leaving the meeting early, we moved to item 9 on the agenda:  <b>Safeguarding Report:</b> There was no safeguarding report because LC (Safeguarding lead) was absent from the meeting.  <b>SEND/LAC report:</b> EH advised that she met with the SENCO Emma Wilson (EW). They discussed the results of the staff meetings and how EW felt that she was settling in. The staff awareness of the 'Code of Practice' and parent links were also discussed. EH and EW thought that it would be a good idea to send a letter to all parents to introduce themselves. While in the school EH visited class 1. EH hoped to come into the school again soon.	Moved to Item 9 on the agenda.

*[Handwritten signature]*

AF suggested that it would be a good idea to arrange a visit to see the staff after the 'autism training' has taken place. AF also advised that a visit to cover the 'Autumn 1' requirements from the 'Governors Schedule of Accountability' would also need to be completed.

Autumn 1 visit needs to be completed.

#### **Health & Safety Report**

RG met with Sarah Wills (SW) today to go through the Health & Safety updates and the premises report. RG distributed the premises report around the table. On Tuesday, this week, RG attended a Health & Safety update.

Premises report to be uploaded to the Governor Hub.

#### **Curriculum Standards Report:**

VR advised that she came into school and met with RG about the Literacy Curriculum and the developments that have been made with the Primary Writing Project. RG walked around the school and noted that there was a consistency around the school with the Literacy curriculum. All classes were using flip charts to document their work and then hanging the notes in the classroom for all to see. All the teachers were on board with the Primary Writing Project. RG had visited Our Lady's of Barnstaple to share ideas. VR distributed the reading spine around the table to show the age appropriate books which the children can work with. VR advised that she will visit again next half term to monitor the progress of the project. VR advised that Laura Merritt (LM) was not in school so she was unable to look at Maths – meeting to be arranged.

VR to arrange a meeting with LM.

#### **RE & Catholic Life Report:**

MS met on the 5<sup>th</sup> November with Jane Day (JD) and AF to discuss how children could be more involved with worship. MS advised that he visited the classes and talked to the children. All the children were attentive and interested.

MS advised that he met with the Pupil Chaplains. The Chaplains are actively leading worship and shared a lot of their ideas with MS. MS advised that he was very impressed how seriously they take their role and how enthusiastic they were. MS would like to visit one day when they are leading worship. VR asked how the Pupil Chaplains are selected. AF advised that they need to apply and be interviewed. There is a Pupil Chaplain for each year group.

#### **6. EHT Update:**

Moved back to Item 5 on the agenda.

#### **School Development Plan:**

AF presented a power point presentation on the school development plan (SDP) and advised on the priorities to the end of term.

SDP Power point to be uploaded to the hub.

#### Literacy Priorities:

Reading;  
Implement Read Write Inc (RWI);  
Monitor & Support Staff with new planning;  
Format and text spine;  
Unit Target Developments.

Early read self-evaluation tool uploaded to the Governor Hub.

The first of the six intensive support days from the English Hub was on the 27<sup>th</sup> Nov 2019. The specialist from the English Hub was very impressed with the staff and the children.

English Hub report uploaded to the Governor Hub.

Maths Priorities:

Monitor and support staff with new planning format;  
Unit Targets – New unit target design;  
Development of elicitation and application tasks.

Special Educational Needs and Disability (SEND) Priorities:

Children with high needs;  
Teaching Assistant (TA) support & deployment;  
Educational Health Care Plans (EHCP)

6:50 MS left the meeting

MS left the meeting.

Implement new support plans for SEND. Two sessions for Autism Awareness have been booked for Feb 2020 – this is for all staff. Early help is now being accessed.

The Early Years Foundation Stage (EYFS) Priorities:

Staffing;  
Environment;  
Resources;  
Structure of the day; continuous provision.

AF met the 'Early Years and Childcare Adviser' from Devon County Council. There is currently no need for two members of staff in Foundation 1 during the afternoons as the numbers are not reaching 13. There is currently an Agency Supply in Nursery until Christmas.

Safeguarding Priorities:

Single Central Record (SCR) – Almost finished;  
Recruitment;  
Induction;  
CPOMS (Safeguarding and Child Protection Software for Schools);  
Information Sharing.

Admin Priorities:

Admin Team meeting;  
Harmonisation with Plymouth Cast due April 2020.

Other:

19:02 Discussion moved on and Governors moved to Part 2 minutes, Item 1. Governors returned to Part 1 minutes at 19:06.

Health & Safety;  
Target setting - done;  
Sept Non-PupilDay priorities and success criteria;  
IT support;  
Curriculum development.

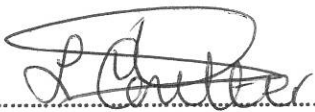
7. **Staffing Update:**  
19:10 moved to part 2 minutes – item 2.  
Discussion then moved back to Part 1 minutes at 19:25.
8. **Safeguarding:**  
Safeguarding was covered under the School Development Plan.
9. **Term Dates:**  
AF advised that all future term dates are now being approved by Plymouth Cast. 2020/21 term dates will be passed to Plymouth Cast for approval.

Subject Leader  
Action plan passed  
around the table to  
be uploaded to the  
Governor Hub.

10. **Policies:**  
School Policies:  
 No Policies to report.
- CAST Policies:  
 No Policies to report.
11. **Any Other Business:**  
 A discussion took place to change the way prospective parents are shown around the school. Changes to be put in place in January 2020.
12. **Date of next LGB:**  
 Tuesday 28<sup>th</sup> Jan 2020 at 6:00  
 Please note that the date shown on the agenda was incorrect.
13. **Meeting closed at: 19:35**

**Action Summary from this meeting.**

From Sept meeting: Leadership Review 21 Nov – meeting did not take place.		Completed
From Sept: LK to check Governor’s Safeguarding training.	LK	Ongoing
From Oct meeting - Penportraits required for website.	ND & VR	
From Oct meeting - Notes to visit to be e-mailed/passed to LK	Governors	Ongoing
Upload documents to Governor Hub – Premises report, SDP, subject leader action plan.	LK	
Autumn 1 visit to be completed for SEND	EH	
VR to arrange a meeting with LM	VR	

Signed by Chair .....  .....

Dated ..... 28/1/2020 .....

