



Plymouth CAST
Multi Academy Trust

Local Governing Board Meeting 118 – Thursday 3rd Dec 2020
Via Google Meet at 18:35–20:33

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 S Farleigh	Parent Governor	SF
	Mrs D Ford	Foundation Governor	DF
	Fr M Skelton	Foundation Governor	MS
	Lisa Kinsella	Clerk to Governors	LK

Apologies: No apologies received.

No.	Description	Decisions/Actions
1.	Open Meeting: MS opened the meeting in prayer.	
2.	Apologies and Confirmation of Quorum: Confirmation of quorum. DF will join the meeting late.	Quorum confirmed.
3.	Declarations of Interest: No declarations of interest.	
4.	Minutes of Previous Meeting: The Part I and Part II minutes for the meeting held on 8th October 2020 were approved by the Governors.	Minutes of previous meeting approved.
5.	Governors Housekeeping: Governors agreed that SF would be the new lead Governor for SEND. AF informed the Governors that Ann Harris (AH), who is the National Lead to Governance, had been booked to attend the next LGB meeting (4th February 2021) to provide Governor training. Nearer the date it would be confirmed if AH was to attend in person or virtually. AH booked from 18:15 - 19:15.	SF new SEND Governor. AH booked for 4th Feb 2021.
6.	Policies: OLSP Policies: AF screen shared and discussed the following Policies with the Governors: <ul style="list-style-type: none">• School Incident/Emergency Closure Policy• Asthma Policy• Intimate Care Policy	

- Attendance Policy
- Governors agreed to all the Policies being adopted.

Governors Agreed to adopt the Policies.

Plymouth CAST Policies:

Although not on the Agenda, AF advised that there was a new Coronavirus Policy. Governors noted this.

7. **Safeguarding:**

AF screen shared the safeguarding document SG4 with the Governors. Autumn term 2 was to be completed and returned to Plymouth CAST by the 16th December 2020. AF informed the Governors that safeguarding concerns were still being monitored and discussed at the weekly Safeguarding meetings.

Talk turned to Part II minutes (item 1).

AF shared the report regarding an incident where two year 4 pupils had left the school site on Tuesday 10th November. AF detailed the action taken by herself and staff. The next day an OSHENS (reporting form for Health & Safety) forms was sent to the Local Authority. AF advised that Paul Stewart (CAST Health & Safety Manager) was meeting herself and LC on the 8th Dec to do a site visit and also look at the locks on the gates. AF informed the Governors that a protocol had now been put into place to deal with any future incidents. The top gate to Fraser Drive is now kept locked through the day.

Talk turned to Part II minutes (item 2).

AF advised that all schools in Devon have been required to complete a Local Authority safeguarding audit. AF screen shared the Safeguarding Action Plan with the Governors. AF advised the following points:

- Systems and processes had improved.
- Behaviour Policy needs to be worked on.
- LC is meeting AF and Rachel O'Sullivan on a regular basis. The Single Central Record (SCR) is compliant.
- Record Keeping was good.
- Safeguarding Policies were being updated and a new Home School Agreement would be produced.
- Management of Attendance was much improved.
- Prevent staff training required.
- Safe Containment staff training required.
- First Aid/Accident reporting was good.
- Focus on staff training - annual training booklet is being worked on.
- Monthly premises meetings need to be arranged.

The Governors had no questions

8. **Headteacher Update:**

AF advised that she had been unable to produce the data scorecard for this meeting as she was having computer technical problems but this would be put onto the Hub when it can be accessed. Data Target sheets were screen shared with the Governors and these were also on the Governor Hub. This followed with a report on the meeting with AF and Neil Maslen (Education Standards Manager). The report had been previously uploaded to the Governor Hub. AF discussed with the Governors which year groups were meeting expectations and which were below target. AF advised that Phonics was looking strong. Fortnightly meetings had been arranged with some of the teachers to discuss planning.

Data Scorecard to be uploaded to the hub.

VR asked if the SATS will go ahead? AF advised that there are no KS1 SATS next year and that there would be no spelling, punctuation and grammar for year 6. There will still be a reading, writing and maths SATS. Also for year 2 and year 6, teachers will not be required to submit any assessment date for science.

AF informed the Governors that the termly report has been sent to NM. Since the false Covid 19 test on a member of staff it had been noted that the Administration team and the Senior Leadership Team (SLT) should not be together in the same room for meetings to avoid several members of staff requiring to self isolate should the situation arise again. Going forward virtual meetings would take place.

AF went on to say that the system had been tested when the original Covid 19 test results were given and several members of staff had to self isolate. AF informed the Governors that the staff were amazing and all pulled together. Members of staff adjusted how they were working to help cover jobs. Kristina Webber (KW) worked an extra two days and was available to the parents

There had been one child in year 6 who had tested positive for Covid 19.

A year 2 child whose family had received a positive Covid 19 test had also been sent home.

Talk turned to Part II minutes (item 3)

AF informed the Governors that the Life to the Full consultation has received some feedback from parents. Teachers have started delivering the content. Mandatory requirements are being fulfilled in RSHE. AF advised the following:

- There are plans for new Chaplains to be appointed in January 2021.
- MS has led one of the liturgy's. Some school led masses will be held in the Spring at Our Lady & Saint Patrick's Church.
- Collective Worship/Disciple of the week is good - currently via Google Meet.
- 'Come and See' Programme has been adopted.
- AF has taken a steering role in Catholic Life this term to ensure a clear strategy going forward. Now working closely with Jane Day (JD) and the RE leader at St Nicholas.

19:43 MS left the meeting.

DF asked if there had been any concerns from parents regarding the 'Life to the Full' programme. AF said that there had been no concerns raised. Some parents had asked for more support in supporting their children. AF advised that she had contacted the Ten Ten company to see if they could access the resources online so that they could be shared with parents. DF replied that she really liked that idea. RG advised that information is now posted on Google Classroom to allow parents to see what is being worked on now. AF went on to say that before the end of term the parents will be informed on the consultation results.

AF continued to talk through the DSEF (Diocesan Self Evaluation Form) report and noted the following key priorities (KP):

- KP 1 - Developing the Curriculum in the Foundation Subjects - Overall this is going well.

- KP 2 - Middle Leadership - Ongoing training.
- KP 3 - SEND - Pupil Passports have been introduced.
- KP 4 - Reading, Writing and Maths - The TRUST has introduced a programme called 'No more marking'. Powermaths has been introduced. Accelerated reader will be launched on Tuesday 7th December.

20:00 MS rejoined the meeting.

AF went on to say that an EYFS advisor had been employed for support in Early Years. KW and RG are to be trained on the 14th January to fully understand the EYFS curriculum.

VR asked if it was common practice in Primary schools for all teachers to be subject leaders. AF advised that this was normal practice but that it was not expected of any NQT's. VR asked if the teachers are trained in these areas. AF advised that they were not. Specialism is not required in the same way as in secondary school.

AF informed the Governors that Leadership and Management was good in the school. AF is pleased with the Safeguarding within the school. Parents and staff appear to be happy. Ensuring staff wellbeing is an area of concern. The teachers have been amazing and have been required to learn new skills and do lots of things in new ways. Covid restrictions have been difficult and the teachers have been great and AF was really grateful to them.

AF has been looking at introducing a Triads Coaching Programme across the two schools. Quality of teaching is the most important thing that we can do for our children.

The risks facing the school is that there have been no new nursery applications and this in turn creates a financial risk. 6 new children were starting in school but none of these were in nursery. LC asked if the breakfast and after school club would be going ahead. AF replied that there had been a good response from parents regarding this. AF felt that because this was a new venture and with the Covid restrictions still in place that it was currently too much of a financial risk. Some parents were still on Furlough and not requiring the child care in the same way. It was hoped to have this up and running in April 2021.

AF continued to discuss the risks facing the school. The quality of teaching needed monitoring. There was a long term teacher absence in year 3 and the Leadership Structure needs firming up from Sept. Although 6 new children had started at the school, the school would not benefit from this money until Sept 2022.

MS asked that if the teachers were under pressure, could the Governors help in any way. AF said that this was a good question and that maybe a letter or a card would be nice. AF advised that the Friends of OLSP had been lovely and occasional sweets had been passed in for the teachers. AF advised that some parents had been asking if it was still ok to pass a gift in for the teachers this Christmas. AF will be advising parents that a gift is not required and that a thank you from then is enough. DF suggested maybe arranging a card which could be signed from the children. RG said that this would be lovely. RG went on to say that she did some remote teaching last while self isolating and the feedback from the children had been lovely. The children let RG know that they had missed her and that it was nice to see her again. RG went on to say that it was the children that made everything worthwhile and that they were there for the children. DF said that maybe the early

years could draw a picture if they were unable to write. RG said that this would be lovely and very meaningful. DF said that it had always come across that the teachers were there for the children. LC advised that she had intended to do a card for the teachers from all of the Governors. VR informed the Governors that a couple of weeks ago she received a letter from her SLT which was very personal to herself and that this had been lovely. Maybe feedback from the parents would be nice. AF said that a card from the Governors would be nice. MS asked if it would be ok to bring some baking into school for the teachers. AF replied that this would be nice.

Talk turned to Part II minutes.


Any other Business:

LC asked if there was any other business. MS asked if it was necessary to send his training certificate through. LK advised that the training can just be added to the Governor Hub. DF said that she has also completed the online safeguarding training. LK said that this could also be added to the Governor Hub and went on to say that all training can be added here.

Date of next LGB:

LC confirmed that the next meeting would be held on 4th Feb 2021.

Meeting closed at 20:33

Signed by Chair 

Dated 