

Plymouth CAST
Multi Academy Trust

**Local Governing Board Meeting 112 – Wednesday 30th October 2019
At Our Lady & Saint Patrick's Catholic Nursery & Primary School, Teignmouth
at 18:00 – 19:55**

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

No.	Description	Decisions/Actions
1.	Scripture Sharing: Meeting started at 18:07 AF opened in prayer.	
2.	Housekeeping: Apologies received from ND & DF. MS was absent from meeting. No declarations. Quorum met.	Apologies received. No declarations.
3.	Minutes: Part 1 & 2 Minutes of Previous Meeting: 25 th Sept 2019 agreed by Governors and signed by LC.	Agreed – LC signed.
4.	Items to be discussed – not on the agenda: LC advised that LK is still waiting to receive pen portraits from VR and MS. LC would remind MS when she saw him next.	Pen portraits to be forwarded to LK.
5.	EHT Update: School Development Plan: AF provided an update to the school development plan via a power point presentation. Three weeks before half term RG led a half day staff meeting for Literacy and Laura Merrit (LM) held the meeting regarding Maths. Changes were set for the learning environments. Staff were advised that there would be walk arounds to check the criteria in the classrooms. This has been received positively. By the end of half term everyone had a good idea about what was required with the learning environments and good progress has been made. The non-pupil day on Monday was held at St Nicholas Catholic Primary School in Exeter (St Nicholas) for all 5 schools in the North Devon cluster.	Power point to be uploaded to the hub.

The morning was on reading and the afternoon was on the curriculum. AF gave the staff a quick tour of St Nicholas to see the consistency between the learning environments around the school.

Literacy: Kelli Reynolds (KR) from St Nicholas is coming in next Tue to lead a staff meeting on Unit targets. Emma Wilson (EW), SENCO from St Josephs, has led a meeting on Special Educational Needs and Disability (SEND). RG and LM will visit St Nicholas for training and to utilise the links between the two schools, with a view to lead the development of the school in Literacy and Maths.

9 members of staff are booked onto the Read Write Inc (RWI) training in November. AF & RG attended the English Hub launch and there has been 6 days of phonics support booked for the academic year. Text spine is now being used for the planning of literacy.

AF advised that the priorities to the end of term have been set.

Maths: LM & Kristina Webber (KW) attended the Maths Hub Launch before half term. The school had applied to take part in a maths mastery project. In October there is the first visit from the specialist support.

AF advised that the priorities to the end of term have been set.

SEND: At the staff meeting on Tue 29th Oct EW gave staff broad training on SEND.

WIDGET has been purchased to use as an aid to those children with language barriers. WIDGET is an online tool for adapting language to icons to aid learning.

AF advised how EW has been working in the school and had met with various parents. SEND priorities to the end of term have been set.

Early Years Foundation Stage (EYFS): Lauren Stone, Special Leader of Education, came in on 2th Sept 2019 and worked with Abby Cutts (AC) on the environment and the resources in the Foundation unit. EYFS priorities to the end of term have been set.

18:43 Discussion moved on and the conversation was moved to Part 2 minutes – item 1.

Discussion moved back to Part 1 minutes.

6. **Staffing Update:**

18:56 moved to part 2 minutes – item 2.

Discussion then moved back to Part 1 minutes.

7.

Safeguarding:

Safeguarding was covered under the School Development Plan – Part 2 minutes – item 2.

8. **Governor's Annual Housekeeping:**

Meeting dates were confirmed for the remainder of the year. The dates are Thurs 28th Nov, Tue 28th Jan 2020, Tue 17th March, Thurs 14th May and Thurs 9th July. The time will be 6:00 – 8:00.

AF advised that she had changed her working pattern as the split days were proving to be difficult. AF will be at school on Tue, Thurs and Fri all day.

Meeting dates to be uploaded to the hub and added to school diary.

Governor Leads:

Lead Governors have now been confirmed and a table compiled with links to the teachers.

Website to be updated. Upload table to hub.

19:15 Discussion moved on and the conversation was moved to Part 2 minutes – item 3.

Discussion moved back to Part 1 minutes.

Schedule of Accountability:

Some Governor visits have already happened. VR had already been in on 11th October and met with AF mostly around the curriculum and hoped to go in again in the next few weeks to see the Leader of Maths.

EH is going into school on Mon 4th Nov.

AF asked if Governor's had seen the 'Notes to Visit' which need to be completed after each visit. LK passed Governors some printed copies and advised that the 'Notes to Visit' were also uploaded on the Governor Hub. LK advised that a comprehensive 'Notes to Visit' folder needed to be compiled.

LC advised that she had e-mailed Sarah Wills (SW) to come in next week to see the Single Central Record.

LC advised that MS is Deputy Safeguarding Lead.

AF asked what were the scheduled visits for the Autumn term? Copies of the schedule were handed around the table.

AF advised the MS was coming in on Tue 5th Nov for a meeting which would cover the visits for RE & Catholic Life for Autumn 1 & 2.

EH asked about the SEND Policies that were down for Autumn 1. AF advised to ask EW about these.

AF is aware that the Schedule of Accountability is not currently being adhered to due to other pressures and Neil Maslen (NM), the Educational Standards Manager, is also aware of this.

ND had e-mailed and requested to remain as the Statutory Grants Governor. AF advised to contact ND to request that a meeting was arranged.

LK asked VR to complete a 'Notes to Visit' for the visit which had already taken place on 11th Oct.

Notes to visit to be e-mailed to LK.

9.

Policies:

School Policies:

CAST Policies:

Pay Policy – Governors were made aware of this Policy.

10.

Any Other Business:

AF advised that the deadline of 31st Oct for teacher's appraisals will not be met.

AF advised that she was taking part in a SKYPE meeting on Friday to discuss the Executive Head role. The meeting was to look at the role and how it is developing.

AF shared three possible staffing options for Jan 2020.

LK asked if admissions needed to be passed to Governors. AF advised that admissions will go direct to herself and only be passed to Governors if numbers were over the published admission numbers (PAN).

11. **Date of next LGB:**
Thursday 28th November at 6:00
12. **Meeting closed at: 19:55**

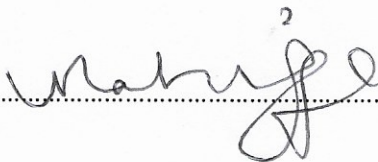
Action Summary from 25th Sept 2019

Action	Who	Outcome
School Improvement reviewed at next LGB meeting	AF	Completed
Leadership Review 21 Nov	AF/NM	Ongoing
NM would like contact e-mails for LC & DF, Upload SWOO and dates to hub	LK	Completed
Identify Governor Training Needs	AF/LK	Training provided by CAST
Check if Governor e-mails required on GIAS	LK	Yes
Updated CAST Safeguarding Policy to be put on school website	LK	Completed
Verify Gov Leads at next meeting	AF/LK	Completed
LK to check Governor's Safeguarding training	LK	Ongoing

Action Summary from this meeting.

Pen portraits to be e-mailed to LK	VR MS & ND	
Upload meeting dates onto the hub and into the school diary	LK	
Power point presentation to be uploaded to the hub.	LK	
E-mail JD to update Gov page on school website.	LK	
Upload Governors link table to the hub.	LK	
Notes to visit to be e-mailed/passed to Lk	VR	
From Sept meeting: Leadership Review 21 Nov	AF/NM	
From Sept: LK to check Governor's Safeguarding training.	LK	

Signed by Chair

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Dated

28/11/19