



Plymouth CAST  
Multi Academy Trust

**Local Governing Board Meeting – Wednesday 6th April 2022**  
**OLSP Staffroom 6pm - 8pm**

Attendance:	Miss C Lowry	Headteacher	CI
	Mrs L Coulter	Chair of Governors	LC
	Miss J Day	Teacher Governor	JD
	Mrs S Farleigh	Parent Governor	SF
	Mrs G Dyson	Foundation Governor	GD
	Mrs C Renouf	Foundation Governor	CR
	Fr M Skelton	Foundation Governor	MS
	Sarah Jackson	Clerk to Governors	SJ
Apologies:	V Ratcliffe.		

No.	Description	Decisions/Actions
1.	<b>Welcome and Opening Prayer:</b> LC welcome to everyone, especially to the new Governors - GD and CR MS opened the meeting in prayer.	
2.	<b>Apologies and Confirmation of Quorum:</b> Confirmation of quorum. Apologies. VR due to work commitments	Quorum confirmed.
3.	<b>Declarations of Interest (for this meeting):</b> No declarations.	No declarations of interest.
4.	<b>Minutes of Previous Meeting:</b> The minutes for the meeting held on 9th Feb 2022 were agreed and signed.	Minutes agreed. To be uploaded to Hub
5.	<b>Governor's Housekeeping:</b> LC said that we need to appoint Governor's to roles - Statutory Grants and Parents/Wider Community Governors needed <ul style="list-style-type: none"><li>• GD - would rather do the role of Parents/Community</li><li>• CR - happy to take on Statutory Grants role</li></ul> All Governors reminded that there is the Schedule of Accountability, which provides a guide to the role and checklist, that needs to be completed. GD confirms that she can get into Governor Hub, but CR is unable to. LC says that previously there was an easier checklist - broken down per Governor and their responsibilities which was easy to follow.	CR to be set up with OLSP email and GovHub details sent again

## 6. Governor's Spring Term 2 Visit Reports:

- **Safeguarding/Behaviour** - LC has a visit on 6th May. CL asked if potentially we could have several Governors in on that day to see the progress being made / do learning walks.
- **ECT** - SF had a visit with Year 1 and 3 teachers (11.03.22), who feel overwhelmed and need support as their mentor has left. SF followed up with Kim Watham (KW), who is checking in on them regularly to make sure they have all they need now.
- **SEND** - SF had a SEND meeting 04.04.22 with JD to go through Suzie Franklin's report, which highlighted what is needed and JD will make sure everything is put in place. JD has SEN days on a Wednesday to dedicate her time to that. SF will check in again with JD, but she is confident that what Suzie has put in the report will be implemented and be consistent in the school.
- **RE and Catholic Life** - JD has been through the notes from Helen Brown's visit and very nice things were said. JD says that more learning objectives are needed, as activities are not always linking, but getting better. Would like MS to come and do a learning walk to see the RE learning journey. MS confirmed that he is happy to do this. GD asked if the school chaplains are a new idea. JD confirmed that no, this has happened the last 3 years and the pupils have to write why they want to become a chaplain and even have an interview for the position. At the end of Summer 1 new chaplains will work with the outgoing ones. Suggested that Father Mark comes into each year group once every half term, to do the prayers from Mass, so that if they go to church, it won't be a completely new thing. CL says the chaplains are tasked with charity work. Personal development books, would be good for the Governors to see as they evidence the wider Catholic life of the school. These will be available for the gov visit.
- **H&S** - JD and SJ looked through the Governor's Health & Safety document. Lift has now been fixed. TDA has been out to look at the Nursery gate and a new keypad has been ordered to make it more safe. LC asked about the signing in system - SJ confirmed that Magicka has been in and started the set up. No incident reports on H&S.

CL reminded everyone that all notes to visit and the Schedule of Accountability must be kept up to date on the Governor Hub so we have everything in one place and to hand.

SF will catch up with JD regarding the SEND funding for the Schedule

Notes to Visit uploaded onto the Governor Hub.

Notes to Visit uploaded onto the Governor Hub.

Notes to Visit to be uploaded onto the Governor Hub.  
H&S Checklist on Hub

## 7.

### Headteachers Report -

CL warns that this is a long report and encourages lots of questions.

- Drills into the latest Ofsted report and putting things into place that they identified.
- Writing is a key focus across the whole school
- Expectations need to be raised
- OLSP staff planning alongside St Nick's staff is no longer, as the progression wasn't right due to St Nick's having mixed classes. OLSP staff now asked to do their own planning.
- Moderation sessions re writing criteria for each class
- Teachers are working great as a team, but taking leadership of their own planning is best, more passion for their own.
- Kim Watham (KW) is monitoring maths on a weekly basis. GD asked if KW is maths lead and who is Literacy Lead. CL confirmed that KW is maths lead and she is Literacy lead
- Even though planning alongside St Nick's is no longer happening, teachers from both schools are sharing documents to help each other.

Headteacher's report is available on the Governor Hub.

- Educational Standards Manager will come and visit, but not been in a little while, but they have spoken to CL lots and come to conclusions together i.e separate planning, nursery gate, big improvements in Early Years. CL has met with 2 companies for outside play area, both around £40,000 and a bid has been put into the Trust.
- CL - any questions?
- CL - School Improvement Plan is on GovernorHub and will be updated ready for each meeting. Main points on there are the wider curriculum, improve Early Years and the impact of the pandemic on attendance. LC says that she has read a report re Covid and the impact it has had and it states that staff are watching rather than engaging, CL said that Lauren Stone (Early Years advisor) will be doing training on quality interaction.
- Read Write Inc development day which drilled into phonics teaching. JD is phonics lead and had a day out to learn, she will be coaching and mentoring staff that teach phonics. GD asked if there will be phonics screening soon and JD confirmed it will be in June, she said that scores before were not great, but now much improved. GD has said that she is happy to help with the screening too.
- Catholic Life - already covered, there are 6 pupils taking Holy Communion and 2 support staff are involved too
- School Context - school numbers dropped and we are looking at a high probability that there will be 6 classes instead of 7 come September. Final nursery figures are not in yet, so no change from last time. LC asks that if the numbers improve, can we go back to 7 classes? MS suggested getting a banner to go on the church and GD asked about one for the gate at the bottom of the school hill.
- Staff changes discussed - in Headteacher's Report on HUB
- BASC will be changing after Easter holidays and Jemma Seager will be taking over, running the club in the school hall Tuesday/Wednesday and Thursdays and from her home on Monday and Friday. This means that school staff can run clubs without impacting on the after school club.
- Staff absence - figures are on report, but CL points out that nationally sickness is the same and she said how good staff have been with stepping up to help cover.
- Pupil achievement - 31.03.22 staff data goes into insight system which is summarised on the Headteacher's Report. CL talked about the targets set for each year and how they were measuring up. MS asked who set the targets and CL confirmed they had been set by Angela Folland and asked if they had been discussed with teachers, JD said there had been no discussion to which CL said that there will be when she sets the new targets. GD asked if every class has a TA? CL said it is not in the budget for every class and OLSP actually has more TAs than any other school she knows and we have very strong TAs here.
- CL said that Stat assessments are starting and whilst the Government will not be publishing the figures we can compare to other schools which is a good thing to be able to do.
- Increased Accelerated Reading usage and we have a Millionaire Achievement in Year 4, as well as others in Year 5 and 6.
- Pupil Premium remains a challenge - non PP still doing better than pp pupils. CR asked what PP stands for. CL explained that it is pupils that have been on free school meals within 6 years and school are given extra funding help these pupils, C Fusco releases teachers to do catch up maths with PP pupils and a maths tutoring groups have been created and JD confirmed that she can see a real difference

Development Plan  
on Hub

Report on GovHub

Club info on School  
Newsletter

In Headteacher's  
Report on Hub



- Quality of teaching - watching the curriculum very carefully and will have to see what September will look like at the next staff meetings, bearing in mind that September might bring a mixed class.
- Early Years - lots of resources purchased, focused planning and assessments.
- KS1 and Year 3 and 4 - 1 experienced teacher and 1 ECT. Year 5 and 6 - 1 experienced teacher and 1 RQT
- Life to the Full being implemented. Lots of CPD happening: CL has completed 3 modules of NPQEL. SENDCo, DSL and DDSL have attended Safeguarding training. New school administrator attended finance training. Subject leaders have attended network events. JD completed one module of NPQBC which links to SENDCo - this has been done with CAST and Church of England funding
- Behaviour - there have been no exclusions, but 1 incident of bullying since January. There is one challenging pupil, that other parents from that year group have expressed concerns about, but CL talking to them and timetable has been moved around to help. CL said how important the pupil questionnaires and pupil voice are to her and the school council is now back in place. The pupils came up with how they wanted the adults to behave in school and this document is now in prominent places in school. We have Year 6 pupils that are now play leaders and Year 5 pupils have also had the training.
- Attendance - 92.4% CL told the meeting that there is an email on the Hub from the DFE and the national average is 89% CL expressed how she is hard on attendance to which SF said that this is good as there is a clear link between attendance and achievement.
- Safeguarding - budgets are being drafted for September and CL has requested a Family Support Worker, as this will give parents the time they need and takes pressure away from KW and JD. St Nick's have had an intense Safeguarding review and there are 3 people from the Trust drilling into everything. KW, who is the DSL, used to work for the Trust with Safeguarding. Provision for children with medical needs - OLSP is up to date, but some processes changed slightly. Lockdown procedure has been updated and will be tested at some point. JD said that it might be a good idea to show the younger pupils videos on what to expect with a Lockdown test so that they won't be too scared.
- Financial - breaking even and looking good for the end of this year. Bids in for Early Years as this is a priority to get pupil numbers up.
- Wider work of school - CL said that pupils have done days for NSPCC, Comic Relief, Ukraine - and two pupils are walking from OLSP to St Nicks to raise money for Ukraine. GD said we should get the papers involved, CL and SJ said they have sent messages to various, but no response. MS said to put any achievements into the Parish Newsletter. CL excited that school has trips organised again and Year 6 won the Rotary quiz.

Email on GovHub

Lockdown procedure is in Policy folder on Hub

GD asked if the school BBQ date was set in stone and asked if it could be moved to 15th July. CL confirmed that this is fine.

#### 8. **Policies for Review -**

All policies can be found in a folder on GovernorHub - Cast have sent a couple of new policies out in the last month, which have gone onto the Hub

Policy folder on Hub

- Menopause Policy
- Suicide Prevention and Response Policy

9. **Any other Business:**

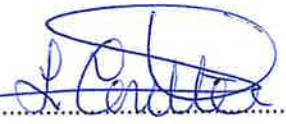
None, although CL reiterated that the accountability framework needs to be highlighted and date sections filled in for the sections relevant to each Governor.

**Date of next LGB:**

LC thanked everyone for coming and confirmed that the next meeting is on 12th May 2022 in school staff room 6pm - 8pm

Meeting closed at 20:02.

All on Gov Hub

Signed by Chair.....

Dated .....

