



Plymouth CAST
Multi Academy Trust

**Local Governing Board Meeting 111 – Wednesday 25th September 2019
in Our Lady & Saint Patrick's Catholic Nursery & Primary School, Teignmouth
at 18:00 – 20:02**

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

No.	Description	Decisions/Actions
1.	<p>Scripture Sharing:</p> <p>Meeting started at 18:05 MS opened in prayer.</p>	
2.	<p>Housekeeping:</p> <p><u>Apologies, Absences & Declaration of Interests:</u> ND was absent from the meeting – LK checked after the meeting and ND gave apologies at the meeting on 26th June 2019. No declarations.</p> <p><u>Election of Chair & Vice Chair:</u> LK chaired the meeting for the election of the chair. LK asked if there were any nominations/self-nominations – no response. LK advised that a nomination had been received via e-mail nominating ND. AF queried with NM if this would be a conflict of interest. NM advised that this would be discouraged as ND is a headteacher elsewhere. Also, ND was not present at the meeting. A discussion was had regarding the Chair's responsibilities and duties. NM offered to meet the new chair and assist by going through the Schedule of Accountability. Options were discussed if a chair was not voted in this evening. It was noted that the chair must be a Foundation Governor. Discussion concluded with LC self-nominating to stand as chair. DF to work with NM & LC during the year with a view to stand as chair in the future. LK asked LC to leave the room so voting could take place. AF advised that she would not be voting and will remain as EX-Officio on the Governing Board. LC voted in by the Governor's to be chair. MS asked LC to return to the room. LC took over chairing the meeting.</p>	<p>No declarations.</p> <p>LC voted in to be Chair.</p>

<p>LC asked if there was anyone who would like to stand as Vice Chair. LK advised that VR had offered. No other nominations. VR voted in by Governors to be Vice Chair.</p>	<p>VR Voted in to be Vice Chair.</p>
<p>3. Minutes:</p>	
<p>Minutes of Previous Meeting: 26th June 2019 agreed by Governors and signed by LC.</p>	<p>Agreed – LC signed.</p>
<p>4. Items to be discussed – not on the agenda:</p>	<p>None.</p>
<p>5. Reports:</p>	
<p>AF introduced herself to all the Governors and advised that she had been made to feel very welcome at OLSP and is very happy to be here. AF provided a brief history of work, schools and family life. AF has previously taught at OLSP for six years. AF advised that she had recently attended Ofsted training and is now a trained Ofsted Inspector.</p>	
<p>AF visited the staff a couple of times before the end of term and provided the teachers with forms to complete which would provide information on the strengths, weakness, opportunities and obstacles that the teachers thought were in the school (a SWOO analysis). This information on the forms was processed by AF over the summer. The SWOO analysis results were shared with the Governors by a power point presentation.</p>	<p>SWOO analysis to be uploaded to the hub - LK</p>
<p>AF met with the staff again at the beginning of the term at the Staff Inset Day. The morning was spent going over the overriding themes which came out of the SWOO analysis. AF now has a clear understanding on resources and a real initial feel for what is going on in the school as a whole and what the priorities need to be. A discussion was had about the activities which took place during the afternoon of the inset day. The focus was about communication, workload and school improvement. AF gave a whistle stop tour for various areas of improvement required within the school.</p>	<p>AF will feed back progress at next meeting.</p>
<p><u>Moved to Part 2 Minutes – Item 1</u></p>	<p>Part 2 Minutes</p>
<p><u>Breakfast Club</u></p>	
<p>AF advised breakfast club has been trialled. In the last three weeks there has only been one child – this is not financially viable. Someone has been paid to come in and run the breakfast club. Reception is full and breakfast club does not appear to be affecting numbers for the school. Governors agreed that breakfast club was not financially viable.</p>	<p>Breakfast club to finish.</p>
<p><u>Moved to Part 2 Minutes – Item 2</u></p>	<p>Part 2 Minutes</p>
<p><u>Leadership Review</u></p>	
<p>NM advised that himself and Mathew Barnes the Deputy Director of Education will do a Leadership Review on the 21st November.</p>	<p>Leadership Review to take place 21 Nov 2019</p>
<p>19:16 Father Mark left the meeting as he had a prior engagement.</p>	<p>Father Mark left the meeting.</p>
<p><u>Cast Scorecard</u></p>	
<p>AF asked if all Governors had seen the Cast Scorecard. Governors agreed that they had seen this.</p>	<p>Scorecard is on the hub.</p>

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

Governor's Hub:

LK advised that nearly all the Governors were now signed up on the hub. Documents were being uploaded to the hub for the Governor's to share/see. Cast have been trialling the hub before it was rolled out to all the schools. It appears user friendly and easy to use.

Meeting Dates for the Term:

The next two meeting dates were set for Wednesday 30th October 2019 and Wednesday 27th November 2019 both at 18:00 – 20:00. The remainder of the dates will be set at the next meeting.

Dates set for next two meetings.

Agree Governor Responsibilities:

VR asked if Jamie Dyson was no longer a Governor. LC advised that Jamie had resigned as had Kathryn Travers. LK apologised for not informing the Governors at the beginning of the meeting. AF asked which Governor's had been here the longest. EH advised that she had been a Governor for three years and VR advised she had been a Governor for seven years. DF advised that the rest of the Governors were fairly new recruits. NM asked if it would be best to not agree roles until he had given training/information on the 'Schedule of Accountability'.

Current Governor Leads are:

Special Educational Needs – EH
Safeguarding – LC
Statutory Grants – ND
Health & Safety – RG
RE & Catholic Life – MS

Potential leads for the following:

Finance: RG
Curriculum and Standards: VR
Parents in the Community: DF

As ND was absent from the meeting it was noted that it would be clarified if she was happy with the 'Statutory Grants' lead. If required, DF happy to take this lead.

LK to send NM e-mail addresses for DF & LC

Leads will be looked at again at the next meeting. NM will meet with LC & DF before the 30th Oct.

Governor Leads to be verified at next meeting.

Governor's Annual Declarations:

Governor Annual Return booklet handed in by LC, EH, DF, RG & VR.

Waiting for Gov's Annual returns from MS & ND
Next meeting.

Identify Governor Training Needs:

To be discussed at the next meeting.

EH asked what GIAS was. LK advised that Get Information about Schools (GIAS) was a Government Website providing information about all school. On the 19th September 2019 there was a Government update which potentially means that all Governors will need to have a direct e-mail address on the website but, LK is waiting for confirmation from Plymouth Cast. LK assured Governor's that this would be their school e-mail address and not private e-mails.

Cast to confirm if e-mails required on GIAS.

LK noted that the Governing body was short of 2 Foundation Governors. LC advised that, if required, she could approach a couple of people in the parish.

LC

7. **Safeguarding:**

SG1 form and KCSIE:

SG1 form went in on time. All the staff have signed to say that they had seen 'Keeping Children Safe in Education' and noted the changes to the documents. AF asked if the Governors received Safeguarding training. DF believed that they had received training in Sept 2018. AF asked LK to check this.

LK to check Governor's safeguarding training.

8. **Policies:**

School Policy:

Managing Sickness Absence Policy and Procedure– signed and dated by LC

Plymouth Cast Policy:

Plymouth CAST Model Child Protection and Safeguarding Policy – noted by Governors

To be put onto the school website (LK to contact JD)

VR asked if there is a central drive for all the staff to see the Policies. RG advised that there was.

9. **Any Other Business:**

None

None.

Date of next LGB:

10. Wednesday 30th October at 6:00 – NM also attending.

Wednesday 27th November at 6:00

LK to put dates onto the hub.

11. **Meeting closed at: 20:02**

Action Summary

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

Action Summary from 26th June 2019

Action	Who	Outcome
Governor Training with NM date TBC	SB/LC	Completed
Workload Reduction Tool Kit – Staff Wellbeing Feedback	LC	Completed
Subject Leader Reports to be e-mailed.	LK	Completed
Cast Survey.	SB	SB left sch.
RE Policy to be e-mailed.	SB	Completed
Drop box	LK	Completed
PWP Learning Walk – Tue 2 nd July @ 9:00	LC & DF	Completed
Annual Self Evaluation of LGB	SB	SB left sch.

Signed by Chair 

Dated 30/10/19