



Plymouth CAST  
Multi Academy Trust

**Local Governing Board Meeting 114–Tuesday 28<sup>th</sup> January 2020  
At Our Lady & Saint Patrick's Catholic Nursery & Primary School, Teignmouth  
At 18:13–20:03**

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

No.	Description	Decisions/Actions
1.	<b>Welcome and Opening Prayer:</b> Meeting started at 18:13. MS opened in prayer.	
2.	<b>Apologies, Absences and Confirmation of Quorum:</b> Apologies received from DF. MS advised that he will need to leave the meeting early. ND absent from meeting. LK advised Quorum was not met as there was not a majority of Foundation Governor's present. It was decided to continue with the meeting as no decisions needed to be made.	Apologies received.
3.	<b>Declarations of Interest (for this meeting):</b> None	None.
4.	<b>Minutes of Previous Meeting:</b> Part 1 & 2 Minutes of previous meeting, Thurs 28 <sup>th</sup> Nov 2019, agreed by Governors and signed by LC.	Minutes Signed.
5.	<b>Actions from Previous Meeting:</b> Governor's noted completed actions and those ongoing will be carried forward.	Actions to be carried forward – Autumn 1 visits
6.	<b>Headteachers Report:</b> AF presented the School Development Plan (SDP). AF outlined the current priorities:  <u>SEND (Special Educational Needs and Disability):</u> Autism training dates have been arranged for 11 <sup>th</sup> & 25 <sup>th</sup> February. Emma Wilson (EW) has been looking at Teaching Assistant (TA) deployment. SA asked if EW was now working full time for the school. AF advised	SDP presentation to be uploaded to the hub.

that EW is only working one day a week. Contracted from Sept 2019 through to Easter covering Maternity Leave for another member of staff.

#### EYFS (Early Years Foundation Stage):

Level 2 Early Years Teaching Assistant has been appointed for Foundation 1.

Plymouth CAST has agreed to fund a new canopy roof for the Foundation Unit.

Ground force Day on Sat 29<sup>th</sup> Feb – This information was put in the school newsletter – This is to focus on the grounds in the in the early years and year 2 area.

Resources – Staff have been working hard to ensure the 17 areas of the Foundation Curriculum are reflected inside. Structure of the day is still to be assessed.

#### Admin:

Admin is working much more effectively and leading to much greater efficiency. Attendance monitoring still needs assessing.

#### Health & Safety:

Computer server room is now tidy. Paperwork has been cleared and archived or disposed off correctly. Excess IT equipment has now been correctly disposed off.

There is a skip arriving tomorrow (Wed 29<sup>th</sup> Jan) to clear the Foundation Stage area.

Target setting on individual children – This is now completed.

#### IT:

New IT company has been in place since January.

AF has compiled a strategic plan for OLSP which will be presented to Plymouth CAST. It is hoped to start using funding much more effectively and to work together in the North Devon school cluster. Two days have been set aside for a working party. One in April and one in June.

New e-mail addresses have been set up for all staff. Parents will be made aware of the new e-mails in the next newsletter. There has been some training for Google drive. Chrome books will be sourced and these will reduce the use of paper.

#### Curriculum Development:

Intensive work has started on the Curriculum development across all subjects together with the teachers. There has been some work with the cluster group.

EH asked if the Curriculum will be completely rewritten for OLSP. AF advised some work has been done already on the curriculum but it has not been matched to the new inspection framework regarding intent and impact. The cluster is working on the Curriculum but the heads have decided that there will not be a cluster format for the Curriculum because all the schools are slightly different. EH asked if there is something to start with and if it comes down from the National Curriculum. AF advised that yes it does come down from the National Curriculum. SA asked if there was a timetable for the development of the new Curriculum. AF advised that there was a timetable. Everyone must have a draft intent ready for the non-pupil day on the 24<sup>th</sup> February when the schools will get together. It is hoped that the new Curriculum will be ready for September with a 2yr rolling programme.

AF moved on from the powerpoint presentation to share with the Governor's the new Headteacher Report format. This new report will be sent direct to the Educational Standards Manager (Neil Maslen,

Plymouth CAST). AF talked the Governor's through the report.

AF advised that indicative numbers show a reduction in numbers for the next school year. VR asked if this was reflected in the other Teignmouth schools. AF advised that she did not know this information as she has not asked. SA advised that it was very important for all schools to get their numbers up. SA asked if a parent questionnaire had been done. AF advised that she had found a parent questionnaire from March 2018 and the results were fairly positive but that the parents felt very much kept at the gate. AF was looking at ways to bring the parents in. There are plans to run some phonics tea party sessions, the time of the assembly has been changed and the proposal after half term, maybe after Easter, is to have parents come in. AF is aware that parents are feeling unsettled from teachers being moved around and the outside area not looking very tidy. SA asked if there was intent to run a new questionnaire. AF understood that there is some uncertainty over the permanence of the leadership structure with the school.

#### Catholic Life and Mission:

There is a joint school meeting with St Nicholas and OLSP at the end of February to look at the ten ten programme for sex education.

18:50 Father Mark left the meeting.

#### Educational Performance:

AF has met for half a day with RG and half a day with Laura Merrit (LM) looking at reading, writing and maths.

Reading: The English Hub have been in and provided a support day which was very positive.

RWI (Read Write Inc.) is working well. Parents have been informed and will be invited in.

Priorities: Laura Warmesley (LW), an experienced Literacy Leader at St Nicholas will be spending a day in OLSP to do some book monitoring with RG, looking at children's daily story time with the teachers and the reading progression maps. VIPERS is going to be introduced to the school. This is a format for reading going through to year 6. VIPER stands for "Vocabulary, Infer, Predict, Explain, Retrieve, Sequence or Summarise". Whole class reading is going to be introduced. A reading spine will be prepared. Accelerated reader will be introduced to the school.

#### Writing:

A new pre-cursive and cursive handwriting format has been introduced. New books have been purchased to support this.

As a cluster, the year 2 teachers are going to Plymouth on the 11<sup>th</sup> February for Writing Moderation training. This is broader than the North Devon cluster. Yr 6 teachers are meeting at St Nicholas and Babcock will be providing Writing Moderation training for the day. This is funded through the cluster.

Support the use of cursive handwriting.

There will be some work on vocab and stamina.

#### Maths:

Priorities for June 2020 – Pupil progress meetings;

Monitoring elicitation and target sheets;

Looking at introducing Times Tables Rockstar

#### Financial viability and planning:

AF advised that the PAN for the school is 220 but numbers (excluding nursery) are currently 183. Years 3, 4 and 5 are very healthy years. AF

advised that there is a budget meeting for the school on the 10<sup>th</sup> February.

EH stated that while there is a need to look at increasing numbers, should we not also be looking at stopping numbers reducing by ensuring current parents are happy. AF advised that she has been discussing this with the Educational Standards Manager.

AF concluded and moved onto the next item.

Data scorecard:

AF passed a printed copy of the data scorecard around the table. AF advised that as an SLT (Senior Leadership Team) they have looked at reading, writing and maths in every year group recording where the strengths and concerns are. There was a discussion regarding the data produced for various year groups.

Safeguarding:

AF provided the Governor's with a Safeguarding action plan.

Discussion moved on to Part 2 minutes – item 1.

AF asked for the Governor's to raise any questions they may have with the Safeguarding action plan. AF noted that EH had already e-mailed to query safeguarding with off site visits.

AF is hoping to train one of the current support staff to Level 3 Safeguarding to assist RG when AF is not at the school.

SA sought further clarification on the children's understanding on the actions within the Safeguarding action plan. AF will look at this.

VR asked if all staff in the school are First Aid trained? AF advised no but that there are paediatric first aiders on site. VR advised that you do not need to be First Aid trained to use an epipen and this could be separate training. AF advised that there was an online training module for this. There is also online training for the Level 2 Safeguarding. AF thought that this may work with the Meal Time Assistants. There are two non-pupil days in July and these may be used for staff training.

7. **Safeguarding:**

It was noted that the SG5 Safeguarding form was sent.

8. **Lead governor Updates:**

Safeguarding: LC advised that she had met with Sarah Wills in November and the Single Central Record (SCR) was work in progress. When LC came into the school to meet with AF this month she noted that the SCR was much improved.

AF passed a visit note around the table from Neil Maslen (Educational Standards Manager). It was noted that training needs to be provided on Safer Recruitment.

9. **Schedule of Accountability:**

AF passed copies of the draft checklists from Plymouth CAST around the table.

LC talked through the visits from Autumn 1. It was noted that some of the visits had not been completed. LK asked if a 'note to visit' is required for every visit to know that the visit is complete. SA advised that this was required. LK to e-mail MS regarding Autumn 1 visits which need completing. LC asked how she was to check the Policies. AF

LK to e-mail MS re. Autumn 1 visits.

advised that the checklist were there to help the Governors.

Talk moved onto the Spring term visits. LK asked if it was necessary for the Governor's to ensure that all the Autumn term visits were completed as we were now in Spring term. AF advised that we do not have to go back and do last terms. Visits were for the Governor's to be fully informed on what is happening in the school. SA advised The Schedule of Accountability is to be used as a guide or an aid by the Governor's. It is also useful to see who is working actively as a Governor.

10. **Governance Updates:**

Constitution: LC advised that NM felt that the Governor's were ok in number.

Quorum: LK advised that at the most recent Clerk training it was mentioned that Quorum should be 2/3 of Governor's being present at any meeting with Foundation Governors being the majority. LK advised that she had been working on 1/3 being Quorum as quoted in the Scheme of Delegation. If Quorum was now 2/3 then that meant for our LGB there must be at least six Governor's present to be Quorate. SA advised that advice was needed and that he would also look into this.

SA seeking advice on Quorum.

11. **Catholic Life:**

Catholic Life New SEF: AF confirmed that there is a new SEF but she has not yet found a copy. AF is meeting with Sarah Barretto and will ask about the SEF.

12. **Policies:**

Policies for Review: LC advised that these were on the hub for anyone to read. AF advised that the Emotional Health and Well Being Policy was a very good Policy. Any feedback can be sent to Raymond Friel.

CAST Policies: These policies were noted.

13. **Correspondence:**

Letter to the Chair – This was discussed earlier in the meeting.

14. **Any Other Business:**

None.

15. **Date of next LGB:**

The next LGB is on Tue 17<sup>th</sup> March at 5:30pm. LC noted that the next meeting has moved to a slightly earlier time to accommodate Safeguarding Training. AF checked the diary to see if the meeting could be moved to Thursday to accommodate Father Mark as he has evening Mass on a Tuesday. It was noted that the meeting would remain on the Tuesday.

VR advised that she would not be able to attend the meeting at a 5:30 start but already has Level 2 Safeguarding. EH asked if she could also be excused from the training as she also has Level 2 Safeguarding.

A discussion was had around the table to see if everyone could attend meetings on a Thursday but this was not possible for all Governors.

**Meeting closed at 20:03.**

Signed by Chair .....



Dated .....

15/7/20