



Plymouth CAST
Multi Academy Trust

**Local Governing Board Meeting 121 – Thursday 20th May 2021
Via Google Meet at 18:40–20:51**

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
	Mr S Anderson	Link Director	SA
Apologies:	Lisa Kinsella	Clerk to the Governors	LK

No.	Description	Decisions/Actions
1.	Welcome and Opening Prayer: AF opened the meeting in prayer.	
2.	Apologies and Confirmation of Quorum: Quorum was not confirmed at the start of the meeting. Apologies from LK - AF to record the meeting and will email the recording to LK. MS & DF were not present at the start of the meeting.	Quorum not confirmed.
3.	Declarations of Interest (for this meeting): No declarations. RG to stay in the meeting during the staffing update.	No declarations of interest.
4.	Minutes of Previous Meeting: The Part I and Part II minutes for the meeting held on 30th March 2021 were agreed. Part II minutes had been agreed by email. Minutes were verbally agreed by VR during the meeting. To be signed at a later date.	Previous minutes agreed.
5.	Governor Housekeeping: LC asked if any of the Governors had attended any of the recent training. No Governors had attended. 18:43 DF joined the meeting. LC advised that she had joined the zoom meeting for the ofsted training and since then information had been sent to all Governors regarding the training.	
6.	Governors Summer Term Visit Reports: Safeguarding (LC): LC advised that she had met with Rachel O'Sullivan (RO) last week. RO updated LC regarding help that was being offered to a family in the	

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school. RO also talked LC through an induction for new staff members and the various stages of staff checks. LC advised that the process appeared very rigorous. LC & RO touched on Staff Safe which is a new system being introduced. All staff information, training and conversations will be logged on Staff Safe. This system was 100% compliant. The Behaviour Policy was also discussed and LC was advised that this Policy was nearly complete. During the meeting it was also noted that once further covid restrictions were lifted that the staff would receive positive handling training and also first aid training.

Notes to Visit to be sent to LK.

Improve outcomes in Reading, Writing and Maths (SF & VR):

VR advised that she met with AF and RO on Tue 18th May and the most recent tests, which the students had completed, were discussed. All students were tested on their return from lockdown. The children who have not made the expected progress have been highlighted. The teachers are looking at what barriers have been in place preventing this progress. Handwriting had been particularly impacted. The staff have been asked to identify focus groups to support the pupils who require extra help. The focus groups will be across all the subjects. Staff will ensure that the pupils are given all the opportunities to make the necessary progress.

SF advised that she had discussed with RO the other tools which have been invested in and are available to help the children. Tools like reading eggs, spelling shed and also using the catch up funding.

Notes to Visit to be sent to LK.

Special Educational Needs (SF):

SF met with RO this afternoon. RO discussed exclusions, one to one provision that was in place for a child in the school and multi agency work. The Behaviour Policy was discussed but also rewards for positive learning. SF went on to say that attendance was discussed together with the schools overall attendance of 96%. A holistic approach is being used to encourage good attendance. AF advised that the management of attendance is now much more systematic. Meetings are being held with parents to discuss pupils' attendance. SF advised that next time she meets RO that they will be looking at the pupil passports. The date agreed is 24th June.

Notes to Visit to be sent to LK.

Statutory Grants (DF):

DF advised that she met with RG to discuss the sports premium. The sports plan was discussed together with the partnership with South Dartmoor. A lunchtime play leader has been appointed but due to the current Covid restrictions this is not fully running although the member of staff has been accessing training. Online sports festivals have been available during the lockdown restrictions. DF discussed the inclusion of all pupils. A broad range of activities are being offered including skipping, orienteering etc. DF said that this was amazing because as a school we want to be inclusive. DF went on to say that the specialist PE instructor from South Dartmoor looked at the resources at the school and has advised extra sporting equipment is required like extra gymnastic mats and pumps for balls. DF informed the Governors that she went to see the new sports running track and that this was very good and will be great for future sporting events. DF advised that OLSP has been working collaboratively with St Nicks to complete a mile a day (Lands End to John O'groats to raise money for the Catholic Children's Society. AF advised that the event planning was in progress and the money raised will be split equally and half the money raised at OLSP will also go towards the Friends of OLSP. RG is also working together with St Nicks towards the 'PE Mark Award'. DF went on to say that OLSP has been working with the community regarding sports and also promoting individuals achievements. The introduction of the Forest School has

been very popular with the children. DF advised that the progressive flight path through all the year groups has been going well. The overall aim is for inclusivity within the school for all the children regardless of their abilities.

Notes to Visit to be sent to LK.

Parents in the Wider Community (DF):

DF advised that it has been recognised that there is a need to advertise and promote OLSP. A flyer promoting the school has been created to be distributed within the community. DF has been handing these flyers out via friends to residents around Teignmouth. The flyers have also been handed to Sure Start and from here will be distributed to parents who attend the various baby groups. DF informed the Governors of all the other places that the flyers had been distributed:

- Doctors surgeries
- Teignmouth Hospital
- Corner Shop, Coombe Vale Road.
- Hairdressers, Coombe Vale Road.
- Fudge Shop
- Eutopia
- Post Offices
- Teignmouth Museum
- Teginmouth Library
- Rosie and Jims
- Peacocks
- Green Grocers
- Pavillions
- Solicitors

AF congratulated and thanked DF on being able to distribute the 2500 flyers around Teignmouth. DF advised that flyers had also been put around Dawlish and Holcombe.

DF advised the Governors that she met with Sarah Wills (SW) to talk about the provision of school meals and the take up of these. Lunch is currently provided by Devon Norse. CAST head office are looking to re-tender the contract in Jan 2022. Devon Norse will be invited to tender again together with two other contractors. Reception through to Class 2 are invited to have Universal Free School Meals. Nursery and years 3 through to 6 (KS2) are currently charged £2.50 for a meal unless they are free school meals. Families are sign posted to apply for free school meals by Devon County Council. Meal Time Assistants are employed directly by the school. Two Devon Norse Staff serve the meals and clean up after. DF advised that the menu was very comprehensive and there was good nutritional value. DF advised that the school hall had a lovely feel and the tables were set up according to the class bubbles. DF spoke with a member of the staff from Devon Norse regarding the serving of the meals and the portions offered. DF said that the children all looked very happy. On average the uptake of meals was between 75% and 85%.

Notes to Visit to be sent to LK.

7. Policies (For Review):

Home School Agreement:

AF advised that a proposed Home School Agreement has been circulated. AF proposes that this will be sent out to the parents and children to sign. Governors agreed to the Policy.

Home School Agreement agreed. Governors quorate at time of agreeing policy.

8. Safeguarding:

AF informed the Governors on the introduction of Staff Safe, part of the CPOMS (Child Protection Online Monitoring and Safeguarding System) platform for staff. This allows secure records to be stored on staff conversations, attendance, conduct, performance or allegations. All this

information will be stored centrally and only RO and AF will have access to these records. Staff Safe has been purchased centrally by the Trust.

AF advised that on the Safeguarding Action Plan in Jan 2020 it was reported that CPOMS was not being accessed fully by staff. AF would like it noted that CPOMS is now being used consistently across the school.

AF talked about the Behaviour Policy. The Policy is almost finished and ready. The proposal is that this will go out to the parents next half term and brought to the next Governors meeting.

AF advised that three Paediatric First Aid trained are on site but staff in general do need to have Emergency First Aid training. It is proposed that PIPS (Safe Hold and de-escalation training) training will take place on the non pupil day in Feb 2022.

First Aid training and PIPS training required.

Talked moved to Part II minutes Item 1.

9. **Headteacher Update:**

Covid Update:

AF advised that the return this term has been very smooth. Staff are only wearing face masks if they are unable to social distance. AF advised that they were now waiting on the next Government announcement on the 21st June. No covid cases reported.

Progress Data:

AF thanked SA for the questions which he had emailed prior to the meeting. AF confirmed to SA that there had been a typing error with the year 3 figures and this should have been 17% and not the 100% quoted. SA also asked about the difference between the pupil premium and the non pupil premium in their projections at the end of year 6 particularly in reading. AF thinks that the children's level of need who are also pupil premium is reflected in these figures. The children have been discussed in progress meetings and they have also taken tests. Some of the catch up funding was used to purchase the reading and maths tests. During the first week back the pupil progress meetings were to identify the bottom 20% in each year group. Children who had Special Educational Needs were to be tracked differently so these were taken out of the figures to be looked at separately. Staff were trying to look at the commonality of the gaps between all the year groups. Teachers were then looking at how they could close the gaps. It is noted that writing has particularly suffered. Teachers have been asked to adapt their curriculum this term to focus on key areas. It is hoped that the children will start the next academic year with some of the gaps closed. The Senior Leadership Team (SLT) met on Monday and have decided that between now and the end of June that they will meet with the teachers to offer coaching/support to make sure that the work agreed in the progress plans is taking place. AF advised that some staff need further training/support in their skills to adapt the curriculum for the children. AF asked if there were any questions. No Governor questions.

School Development Plan (SDP):

AF informed the Governors that on Monday the SLT team discussed the key priorities for this term.

- Triad Coaching - AF advised that the Triad Coaching was still continuing and that this was being run much more independently by the teachers.
- Embedding the Gospel Values in the curriculum.

- Aligning the curriculum across both OLSP and St Nicks. Teachers will be working together to plan the curriculum.
- 3 x teachers are taking part in 'Subject Leader Development Training'.
- Subject Leads to provide an honest report at the end of the year on each of their subjects to show where the strengths and weaknesses are.

DF asked how subject leaders are appointed. AF replied some people will be leading because they have a passion or are a specialist about the subject, others because a lead was required in a particular subject.

AF advised that she would not repeat details in the SDP that had already been reported back through the Governors visits. AF went on to talk about the introduction of 'assessment for learning' sheets as part of changing the marking policy.

AF went on to discuss the Catholic Life of the School. AF informed the Governors that the two schools held a joint Easter Liturgy which LC had attended. LC commented that the service had been lovely. AF said that next Friday there would be a joint Pentecost Liturgy live streamed between the two schools. Also next Friday would be the commissioning of the new Pupil Chaplains from year 5. This will be live streamed into the school. AF advised that an evaluation of the quality of teaching of RE will take place to look at creating an action plan for next year.

RE action plan to be created for next academic year.

AF went on to say that a big piece of curriculum work for next year would be to focus on the disciplinary skills/knowledge for each subject.

AF noted the key priorities for next year:

- Develop subject leaders - this will broaden to include all levels of leadership, including Governance.
- SEND
- Reading, Writing and Maths.
- Monitor and evaluate teachers
- Behaviour Policy to be adopted.
- Reward system for learning.
- Catholic Life of the School - to be around building the kingdom.

AF asked if there were any questions. LC replied that the joint collaboration between the two schools sounded very positive.

Budget:

AF advised that the budget looked tight but manageable for this year. Next year's budget is looking more difficult and a 1.5% surplus would be required. The numbers for reception have now been confirmed. 17 children have been confirmed but this is 13 below PAN (Published Admission Numbers). AF informed the Governors that enquiries have been coming in for Nursery and she has completed a few school tours with prospective parents. AF hoped that this was a result from the marketing. AF informed the Governors that Nursery and Reception will remain mixed next year.

Talk moved to Part II minutes, Item 2.

BASC:

AF advised that after the initial consultation for the BASC (Before and After School Club) showed promising numbers. Numbers are now reduced that parents have been asked to commit so the school could advertise for staff. AF to seek approval from Plymouth CAST to advertise for the staff to run the BASC.

BASC ongoing.

Marketing Strategy:
This had already been touched on.

Parents Consultation:
Parents were consulted on changing the opening times of OLSP. It was proposed to change the start time in September to 8:45am. The consultation closes in the middle of June.

Parents Consultation ends middle of June.

Talk moved to Part II minutes, Item 3.

10. **Any other Business:**

SA informed the Governors of his role as Link Director. Every Plymouth CAST director is a link director of a number of schools. SA said that it was important that all directors have a good understanding of what is going on in the schools. The link director should visit the school twice a year and also attend a celebration/event. The link director will also attend a LGB meeting once a year. If there are problems that you are trying to solve there is an offer of additional help/support. It is a way of having a two way conversation between the board and the schools. SA advised that as a chair himself he had created the rule that all Governors should post any questions three days prior to the meeting to allow the head the opportunity to answer the question fully. LC thanked SA for his explanation.

11. **Date of next LGB:**

LC advised that she would possibly be away for the next LGB meeting and if it would be possible to reschedule the date. AF replied that this could be looked at out of the meeting. Date to be confirmed.

Date of next LGB to be confirmed.

Meeting closed at 20:51.

Signed by Chair.....



Dated.....

20/7/21