



Plymouth CAST
Multi Academy Trust

**Local Governing Board Meeting 126 – Wednesday 9th February 2022
in Staffroom, OLSP at 6:05 pm**

Attendance:	Miss C Lowry	Headteacher	CL
	Mrs L Coulter	Chair of Governors	LC
	Father M Skelton	Foundation Governor	MS
	Miss J Day	Teacher Governor	JD
	Mrs S Farleigh	Parent Governor	SF
Apologies:	Mrs V Ratcliffe	Co-opted Governor	VR
Clerk:	Sarah Jackson	Clerk	SJ

No.	Description	Decisions/Actions
1.	Welcome and Opening Prayer: MS opened the meeting in prayer.	
2.	Housekeeping: Apologies from VR. Welcome to Cathy Lowry (new Executive Head), Jane Day (new Staff Governor) and Sarah Jackson (new clerk). No declarations of interest	Quorum confirmed. No declarations of interest.
3.	Items to be discussed at end of meeting and Minutes: The Part I minutes for the meeting held on 9th December 2021 were agreed and signed.	Part II minutes to be signed in school.
4.	Safeguarding: <ul style="list-style-type: none">RO is currently designated safeguarding lead and has made sure everything is up to date for her imminent maternity leave.CL was designated lead at previous schoolsJD is deputy lead and new Assistant Head Teacher KW, who will cover maternity, was the Safeguarding officer for the Trust so will take on the role of Designated Lead for the school.Safeguarding and GDPR take a big role - the school's signing in procedures are not GDPR compliant and SJ is looking into a new system.Charlotte Target (ESM) came into school and agreed the nursery gate needs to be looked at.MS was contacted by RO regarding Safeguarding - he has done this for the diocese and will do for school asapCL confirmed that systems are in place for the Senior Admin at St Nick's to oversee and support the admin staff here.JD is SENCO	SCR to be updated Get signing in procedures GDPR compliant Potentially replace nursery gate

- LC asked who will be responsible for H&S now Ruth Gordon has gone

Governor roles to be defined once everyone on board

5. **Headteacher's Report:**

This is on the Governor Hub

- CL has uploaded her report onto Governor Hub
- JD completed a report on the Catholic Life of the School. The curriculum does need some work, but JD is on top of this and the RE advisor from the diocese has supported.
- Canonical inspection - not sure if this has been put back/due at the end of the year? Nothing is set date wise yet.
- JD is keen to make sure everything is all in order and easy to read. We need to know the strengths and weaknesses, monitor & control, make sure records are evidenced. Make sure there is evidence for personal development beyond the curriculum i.e every class is doing a floor book which include such items as NSPCC charity day, Mental Health Week, Being Safe Online. Each Monday the teachers bring these books into the staff meeting to show the wider part of being in a Catholic school.
- CL went through the figures for pupils on roll and how they are broken down into year groups. Then how many admissions the school is expecting in September, which are better than last year but as we will be losing 30 children from the Year 6 leavers it needs to be more.
- Consideration for joint year groups - Nursery & Reception already joined, but possibility of some Year 1's joining Year 2 and then some Year 2's joining Year 3
- CL talked about staff absence and how this has been greatly affected by Covid. At the peak there were 7 staff and 96 children off due to Covid.
- Structure of school - all subject areas are covered. Have 2 ECT teachers (same as NQT) and they are unable to take the lead in subjects, but can be in supporting roles (art and sport). CL has spoken to the Trust on how we can support the new subject leaders.
- Catch up funding/tutoring grant - CL confirmed that this had been blended in with PP, she has now pulled out and separated. We have to pay up front and use the money management system against pupil's names to get the money back from the government. The maths lead had gone through the data and liaise with teachers as to which pupil's would need the extra help
- CL confirmed that the school website had not been compliant but now has documented evidence to say it is now compliant and the Trust is also happy with it.
- CL has asked the Trust to do a SEN review before RO goes on maternity. Trust advisor came for a morning with RO and JD. Coming back again.
- CL advised that OLSP is working closely with the St Nick's Early Years teacher to get the support Early Years needs, in addition to the Trusts EY advisor.
- CL formally reports that we have 2 Early Careers Teachers (ECT) and the 10% non contact is confirmed. Would like a Governor to come in and show support - SF has volunteered to do this before the next meeting. Questions for visit can be found in the Governor's handbook.
- Self Evaluation Forms - CL coming in as new head and looking at the school improvement plan, which is a constant working document that will be updated for each Governor's meeting.

Spreadsheet on Governors Hub that Trust sent pre Christmas. Trust Safeguarding H/Book 2019

- CL discussed the quality of education and how it can be improved - staff need to go back to the National Curriculum and check with senior teachers. Subject leaders to take accountability for all classes.
- CL noted that behaviour & attitude requires some improvement, but overall pupils have a good attitude to learning and are very polite

Governance:

- 6.
- LC confirmed that Spring term visits are coming up
 - SF met with RO before she goes on maternity - notes to be uploaded to Governors Hub
 - ESM noted when CL goes into classrooms to observe, it was comfortable - the children realise that CL is a visible presence in the school. Parents have also commented that the children like to see CL in the classrooms.
 - CL to change days when KW takes up post after half term.
 - LC met with RO on Zoom Meet regarding safeguarding. Gaps in the SCR to be updated asap.
 - Moving forward MS will come in to visit.
 - LC will sit with CL to sort what needs to be done, also meet with pupils to talk to them and make sure that they feel safe
 - Governors to be involved with Pupil Voice - SF
 - Learning Walks - LC will come in to see classes being taught

Notes to upload to Governors Hub

Progress Data to be uploaded onto the Governor Hub.

7. **Policies:**

LC - policies to note are on Governor's Hub

Other policies not on agenda to be updated and loaded on Hub

8. **Head's / Chair's Items:**

Matters arising - hopefully 2 more Governors will be in place asap
Next meetings discussed and dates to be arranged

Next LGB dates to be finalised

9. **Correspondence:**

Nothing to report

10. **Close:**

Date of next LGB 6 April 2022
Meeting closed at 19.50

Signed by Chair.....

Dated 9/2/22.....