



Plymouth CAST  
Multi Academy Trust

**Local Governing Board Meeting 117 – Thursday 8th Oct 2020**  
**At Our Lady & Saint Patrick's Catholic Nursery & Primary School, Teignmouth**  
**At 18:02–19:40**

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 E Hampton	Parent Governor	EH
	Mrs D Ford	Foundation Governor	DF
	Lisa Kinsella	Clerk to Governors	LK

Apologies: No apologies received.

No.	Description	Decisions/Actions
1.	<b>Open Meeting:</b> AF opened the meeting in prayer. MS (Mark Skelton) was absent from the meeting but LK was made aware that he was away on holiday. Confirmation of quorum.	
2.	<b>Election of Chair and Vice Chair:</b> LK chaired the meeting while elections took place for the Chair of the Governing Board. LC was voted in unanimously. LC took the chair and sought nominations for Vice Chair. VR was voted in unanimously.	LC voted in as Chair of Governors VR voted in as Vice Chair
3.	<b>Declarations of Interest:</b> No declarations of interest.	No declarations.
4.	<b>Minutes of Previous Meeting:</b> Part I and II minutes from the previous meeting on 30th June 2020, were agreed and signed.	Minutes were signed by LC
5.	<b>Actions from Previous Meeting:</b> Actions from the agenda were noted. The ongoing action for VR to meet with LM (Laura Merritt) was no longer required. No actions to carry forward.	No actions to carry forward.
6.	<b>Governors Housekeeping:</b> Co-opted Governor: VR advised that she was happy to stand as Co-opted Governor for another term. Governors unanimously agreed for VR to be re-elected for another term.	VR voted in for another term as co-opted Governor.

**Annual Declarations:**

Governors were reminded to ensure the annual declarations were completed.

Governors to complete Annual Declarations.

**Proposed LGB meeting dates:**

The proposed dates for the future LGB meetings were agreed by the Governors. The dates of the meetings will be as follows:

Thurs 3rd Dec 2020

Thurs 4th Feb 2021

Thurs 25th March 2021

Thurs 20th May 2021

Thurs 1st July 2021

DF asked if some of the LGB's could be held at 5:00pm. VR advised that she would not be able to attend a meeting that early. It was agreed to leave the meetings starting at 6:00pm. DF advised that she may need to leave some meetings early.

Meeting dates were agreed.

**Lead Governors:**

Lead Governors are to remain the same as last year. SEND lead to be arranged at the next meeting as EH's term ends on 18th Oct 2020.

SEND lead to be arranged.

**Governor Training:**

Governors were reminded of the training which needed completing. As lead Governor in RE & Catholic Life it was important for MS to complete the 'Life to the Full' training. AF advised that the Safeguarding training for Governors was compulsory and needed to be completed by 2 Nov 2020. Governors had received the SSS (online training portal) link for the training.

Governors to complete training by 2 Nov 2020.

**Ann Harris:**

Ann Harris (AH) is the National Lead for Governance. AF has requested Governor training from AH. AF will forward the Governor meeting dates to AH to see if she is available to attend one of the meetings to provide the training.

Date to be confirmed with AH to attend LGB to provide training.

**7. Policies:**

AF presented the school Policies for review as listed below:

- Anti Bullying Policy September 2020
- E Safety Policy September 2020
- Medical Policy September 2020
- OLSP SEND Policy September 2020
- Safe Holding and Containment Policy September 2020
- Supporting Pupils with Medical Conditions September 2020

AF advised that eventually the Anti Bullying Policy will come under the Behaviour Policy.

LC commented that she had read the Policies and was happy with them. DF had a query regarding the Medical Policy. DF asked how accessible the epipen was if it was kept in a locked cupboard. AF advised that this issue had been checked with the School Nursing Services and it had now been confirmed that the epipen and the inhalers do not need to be stored in the locked cupboard. They were easily accessible to all staff. AF advised that the school was permitted to keep a spare epipen but not spare inhalers. LC asked if there were any other comments on the Policies. There were no other comments from the Governors.

Plymouth CAST Policies were noted:

- Managing Staff Attendance
- Family Friendly
- Special Leave
- Child Protection and Safeguarding
- RSE (Diocese Policy)
- Staff Code of Conduct
- Teacher Pay
- Finance

8. **Safeguarding:**

Keeping Children Safe in Education (KCSIE):

AF asked the Governors to confirm that they had all received and read parts 1 & 2 of the updated KCSIE. The Governors present at the meeting confirmed that they had.

Safeguarding SG4:

AF informed LK that the Safeguarding document was in fact SG4 and not SG1 as previously stated for the agenda.

AF shared the SG4 July return with the Governors. AF advised that they were required to send this form to the Trust each term. AF pointed out that the Safeguarding incidents recorded had increased. The jump in recordings were due to Staff now being fully trained in the use of CPOMS (Safeguarding Software for schools). LC confirmed that she had noted the figures during her Safeguarding visit with AF. The increase in reported incidents shows that the staff training has worked well. Neil Maslen (NM) the Educational Standard Manager had met with AF and he noted the increase in Safeguarding reports. AF advised that NM had commented that this was good. The Trust was also pleased that CPOMS was being used well.

During LC's recent Safeguarding visit, the Safeguarding Action Plan was discussed. AF advised that the Senior Leadership Team (SLT) Office had now been revamped with new filing cabinets. Documents were well filed and accessible. AF also advised that the online training portal (SSS platform) for Staff was going well.

AF advised that RO (Rachel O'Sullivan) is the dedicated person to work on the early help available for families and that this was being accessed. AF advised that there are now weekly safeguarding meetings. AF talked the Governors through the indepth form which the SLT team go through every week during the safeguarding meeting. AF informed Governors that attendance was checked to see if anyone is falling below expected targets. The SLT looked at any MASH (Multi Agency Safeguarding Hub) enquiries and chased any outcomes that had not yet been closed. They then look at LAC (Looked after Children) to see if any additional help is required. Child protection and early help is also looked at. Training is checked to see if any is required or outstanding.

AF advised that Claire Hancock was now trained in Level 3 Safeguarding. Jade Osborne and Sally Emmerton were also appointed to be Level 3 trained.

LC commented that she felt things had progressed since her last visit. Everything had been tidied and generally staff felt more involved and included. Staff are being trained well so they know what they are doing. LC would like a follow up meeting to take another look at the SCR (Single Central Record). DF said that all sounded very positive.

9. **Headteacher update:**

Full reopening feedback:

AF informed the Governors that the reopening had gone well. The one way system has been working and the parents have been amazing and positive about using it. Work has been put into lunchtimes and break times. A lot of work has gone into keeping the bubbles apart. Pack lunches are being eaten in the classroom. School dinners are being eaten in the hall with the children sitting in their year bubbles and not mixing. AF advised that they would need to work on a plan for when the weather changes and the field is no longer accessible. Three bubbles are currently accessing the field at break times. Bubble play packs have been made for the children to use.

RG advised that they had been working with South Dartmoor Partnership. Shelley Betty came into the school to work with 4 - 5 children in KS2. The children were essentially trained up to become mini play leaders. RG advised that this was working really well.

AF went on to talk about Phonics. Children are in mixed groups for phonics but they are sat apart.

The staggered start in the mornings is working well and has been positive. AF has noticed that with the gates being open from 8:30 that the majority of the children are in by 8:45. Teachers have been able to use the time gained from the earlier start in a positive way and the start to the day is much calmer. The staggered start has had a positive impact. The end of the day has been a little more difficult. There have been some complaints from parents having to wait for the older children. AF advised that this was the best they could do under the circumstances.

AF advised that infection control was going well. Supply teachers would be used to cover any teachers that may need to take time off. Masks were introduced two week ago. The children had been fine with this and coped well. VR asked how staff are finding everything in general. AF advised that staff had been ok.

DF advised that some parents had approached her asking if the nativity will go ahead this year? AF replied no and went on to say that Christmas Dinner will go ahead although it will not be like the Christmas Dinner in previous years. AF also said that, while the details had not been confirmed, something special would be arranged.

School Development Plan (SPD):

AF presented the SDP which has been sent to the Trust and AF is awaiting a response. AF outlined the 6 key priorities:

- Develop Curriculum in foundation subjects;
- Develop Subject (middle) Leadership;
- To improve provision for children with SEND and low prior attainment;
- Improve quality of education in reading, writing & maths;
- Develop exceptional attitudes to learning;
- Develop catholic life of the school.

SEF (School Self Evaluation):

AF advised that she had completed the SEF. The document had been uploaded onto the Governor Hub. AF advised that this is the first document that would be sent to OFSTED when they contact.

Talk moved onto Part II minutes.

Neil Maslen (NM), Educational Standards Manager Visit:

AF gave an overview of NM's visit. She advised that the visit included information about Covid and Safeguarding. Discussion was had on the Curriculum. NM advised that OLSP was ahead of other schools in its thinking about curriculum development and the Rosenshine principles (Principles of Instruction and Bedrock learning). AF said that this was really good but the school was also behind with the remote learning but this was being addressed.

Subject leadership was discussed. Specifically around maths and literacy and how RG and Kristina Webber (KW) could be supported over the next two terms.

DF asked if there was information available on the internet about Power Maths? AF advised that there was. DF also asked if the Rosenshine Principles could also be found. AF advised that there was a lot on google about these.

Staffing update:

This was discussed under Part II minutes.

Exclusions:

AF advised that there had been no exclusions.

BASC (Before and After School Club):

AF informed the Governors that FISH after school club, which was running from Teignmouth Community School, has come to an end. AF saw this as an opportunity to look at wraparound provision in school. AF went on to say that parents consultation replies have returned to school and she hoped to look at those next week. AF did not realise that the previous breakfast club that had been offered was on an ad-hoc arrangement and would only run if there were enough numbers. AF said that the idea was that this BASC would run for a 12 month term to give parents security. VR asked do you have a date when you hope to get this started. AF replied January 2021. In the beginning of November a decision will be made if BASC will be going ahead and the plan would be to advertise it in November. VR asked if AF knew how many parents would need to be on board. AF said 13 would be required for a play leader and a play worker. EH commented that this could make a huge difference. VR asked would you need to separate the bubbles? AF replied that at St Nicks BASC is held in the hall and the children sit in their bubbles but there is some mixing. LC said that this would be a good selling point for the school.

Decision on BASC to be made in November.

DF asked AF if school photos were going ahead. AF answered that this would be on the newsletter on Friday and that photos would be happening on Monday. DF also advised that parents were missing the stars of the week on the newsletter. AF advised that this was also being addressed on the newsletter. LC asked if there was any other business. LK asked if the Governors were still responsible for term dates as there had been a few queries raised. AF replied that she had raised this with NM and he was checking. A note about term dates 2021/22 will be added to the newsletter.

LC confirmed that the next meeting will be held on the 3rd December. LC presented EH with a card from the Governors to say thank you for her time on the Governing Board.

AF quickly added that when talking about Ann Harris she had forgotten to discuss the Governors Schedule of Accountability. AF asked if

Governors were happy for their names to be added to visits if she collated a table of visits. Governors agreed to this.

10. **Meeting closed at: 19:40**

Signed by Chair .....  .....

Dated ..... 16.12.20 .....