



An Daras Trust
Igniting Curiosity Growing Capabilities

St Catherine's Church of England School

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Executive Head Teacher – L Hussey

Head of School – P Warner

Chair of Governors – B Maguire

04/07/23

MINUTES

Summer Term Meeting 2023

Local Governing Board: St Catherine's CofE School

Tuesday 27th June 2023 / 5pm at the school

1. Welcome and Apologies

Present: Brendan Maguire (Chair), Pippa Warner (HoS), Naomi Smith, John Sanders, Margaret Young, Sally Powell.

In Attendance: Ann Cullum (Local Governance Officer), Louise Hussey (EHT).

Absent: Cally Ellacott.

PW opened the meeting with a prayer written by Rev. Jane.

2. New Staff Governor

Sally Powell was elected as a new Staff Governor for a 4-year term ending 27/6/27.

3. Declarations of Interest Relevant to this Agenda

None declared.

4. Confirm Minutes of LGB Spring Meeting (28th February 2023) and Matters Arising

The decision was made to accept the minutes as a true and accurate record of the previous meeting and the Chair signed a copy.

Review Vision and Values

The School statement was approved by the Governors.

Review 5-year plan for any amendments required - the governors were all happy with this and it will be reviewed again in the Spring.

Governor Monitoring/Visits and Working Groups -- to be discussed in item 15

Governor Training – to be discussed in item 15

5. Confidential Matters

Staff matters were discussed and recorded at confidential minutes.

6. Head of School Report

The Head's Report had been made available to all governors. PW raised key points. Y2 have done very well in their assessments - 77% Reading, 70% Writing, 70% Maths; the early learning goal is 72% (without the SEN children it is 80%). Y1 phonics is 81%. Y4 multiplication is 62%. PW PLEASE CHECK MY FIGURES. The improvement made through the year has been excellent. PW praised the RW Inc. system and LH praised the RW Inc. Manager (PW). **Has anyone complained about the difficult Y6 SATs?** No, although the Reading test was particularly difficult. PW was pleased at the children's calmness and resilience. There is no facility to make a complaint. Y6 have no dispensation for covid, although GCSEs and A levels have. **Were the children demoralised by the difficult SATs?** Yes, some

St Catherine's LGB

were; there was a lot of work to do in 45 minutes. It is important that Y6 enjoy their last few weeks in the school and they are currently on residential. Statistical data for the other classes isn't yet available although there is great positivity with Writing. The teacher has been excellent and the Literacy Tree has been very beneficial. **How does the Literacy Tree compare with RW Inc?** It has a better element of Writing, although both schemes run alongside and complement each other. The RW Inc online portal is available with hundreds of training elements. SCARF (PSHE programme) is being trialled for a year. **What is so different about SCARF?** The school were using BROOK which they were happy with, but it was considered a little out of date. SCARF is new with latest developments and easy to use. Feedback will be obtained from the children.

Attendance has maintained the same rate throughout the year at 93%, which is close to the national average. There are two pupils with long covid and one in bereavement and without these the figures would obviously be higher. The EWO has looked at this and confirmed that without the extenuating circumstances, attendance would be at the national average.

Staff absences have improved. **Would the school previously have had more staff to cover the additional SEN children?** Yes, but staffing levels have increased. The school has a very good reputation for SEN. Tracy Laithwaite (Trust SENDCo) is very knowledgeable and supportive. There will be 6 EHCPs on role in September. Many different SEN agencies visit the school to help with the SEN children.

Visits to Curnow House Residential Home have continued, which the residents and children both enjoy and find beneficial. The Bee Club has been awarded another £500 grant.

The Parent Survey was very positive, mainly 80+% positive answers to all questions. **Why was the "access to governors" question only 30%?** This is common amongst all schools and parents seem reluctant to approach the governors. **How do governors promote themselves?** MY took an assembly and governors make regular monitoring visits, but these wouldn't have been attended by parents. **Has a parent ever asked who the governors are?** No, although full governor information (including photos) is on the website. **Can the governors' bios be on a board in the school?** Yes, and they could also be on Dojo. The Chair will attend the Sports Day and Fete. All governors were also invited.

The governors were satisfied with the Head's Report and had no further questions.

7. **Improvement Plan & Data Analysis**

Data and Writing improvement have been covered in item 6 above. LH will Email and share updated AIP and add final data. Deep dives have taken place. The governors were happy with this and had no questions at this time.

8. **Curriculum**

Curriculum has been covered in the working party and is on the website.

Metacognition is currently a focus and action plans have been utilised to identify weaknesses. This is ongoing. **Have the walk-thrus been successful?** Yes, they have proved very useful training and Visible Learning keeps everyone advised of new training.

Sporting extracurricular provision is provided by Plymouth Argyle and there is also a Beach Day Moor Day, Sporty Maths, Playground Leaders, Adventure Days, residentials, Times-Table Club, choirs, Mindfulness Club and Bee Club.

The governors were happy with this and had no questions at this time.

9. **SIAMS**

Training is taking place for the new SIAMS, although this could still take some time to complete. There could be 8 years between SIAMS inspections. LH liaises with Lew Trenchard which is very beneficial. Zero tolerance is being promoted in the school. **Did anyone take the online SIAMS training?** Governors and staff have taken these in the past, which seem to be very similar to those currently

available. Spirituality staff meetings are very beneficial and PW is holding a Spirituality Day for staff and pupils.

10. **Safeguarding**

A new S157 wasn't needed this year but it has been checked and it is up to date.

MY will check the SCR this term – carry forward

11. **Review SEND and agree SEND local offer**

This will be reviewed when the new Trust SEND Policy is available in September – **carry forward**

12. **St Catherine's Nursery School**

There are currently 25 on role, which is the maximum. The budget and numbers are looking good for September. LH praised the nursery team. The governors were happy with this and had no questions at this time.

13. **Staff Matters**

- Views of Staff (survey/feedback) – 100% positive. Staff are all very happy.
- Monitor welfare & workload, work/life balance. LH regularly monitors the staff well-being. **Will the strikes cause any problems?** No, staff have been arranged to cover. **Do you have many staff who go out on strike?** 5 in all, but some are part-time, so the maximum on strike at one time is 4. **What would happen if the Heads went on strike?** Some schools with this problem have had to close during the strike.
- Skills & Training.- staff CPD is monitored and ongoing.

14. **Compliance**

Everything is in order. All staff have now passed Cyber Security.

How often do you have a fire drill? Every half term, even though this only needs to be done termly. **What was the response time?** This was good, although the Reception class were slow to leave the building.

15. **Governor Monitoring & Training**

Monitoring/Visits and Working Groups

- **SEN/Writing – BM to meet with Leanne Roberts now that the Writing results are available – carry forward**
- **Safeguarding (MY)– carry forward**
- **Improvement Plan priorities / likely Improvement Plan priorities for next academic year – this will place nearer the end of the school year at a working party when data is available – carry forward**
- **PPG impact and provision for next year (JS) – data is now available and JS will visit pupils and staff this term – carry forward**

LH suggested that visits could be combined with the working party meeting before the end of term, which will be on 11th July.

Agree Monitoring and Working Groups for next term

- PE impact and provision for next year (BM)
- Improvement Plan priorities for next year (LH/PW)
- Curriculum (LH/PW)
- EYFS (LH/PW)
- Risk analysis to ascertain current top 3 risks (Chair/LH/PW)
- BM will arrange a class visit for NS to ask the children about the Spirituality Day (BM/NS)

Training Completed

Vision & Values training 30/1/23 – BM, PW, JS, NS

BM – Equality & Diversity 28/2/23.

Training Overdue – to be completed as soon as possible

- NS to complete Prevent training and a local governance course.
- JS and CE to complete a local governance course

Governors to Email copies of certificates to AC so that records can be updated.

GovernorHub – The Key

Governors to confirm access to AC BM, JH and SP confirmed that they have access. Governors were requested to use GovernorHub/The Key for appropriate training or reading to fill any gaps in training, if required.

Skills Audits and Governor Roles

All skills audits received. Governors were requested to use GovernorHub/The Key for appropriate training or reading to fill any gaps in training if required.

BM to take the lead on Equality & Diversity. SP will be the SEN governor and will arrange a visit with Tracey Laithwaite. MY would like to observe the visit.

Governors are requested

16. **Chair's meeting with CEO**

This was a positive meeting. Key points discussed were Curriculum (including metacognition), School Survey outcomes, Improvement Plan/AIP Priorities, British Values and Rights Respecting School Programme. The governors were happy with this and had no questions at this time.

17. **Policies due for Renewal**

Governor approval is required for the renewed Behaviour & Discipline Policy (April 2023) which is on the school website. This was agreed by the governors.

SEND Policy due for renewal in September – *see item 11*

Accessibility Policy due for renewal in November – carry forward

How does the school ensure that any policy is applied consistently and fairly. There are many answers depending on the policy. Staff will monitor policy adherence wherever possible and LH always ensures correct procedures are followed. Any concerns are brought up at staff meetings.

18. **Any Other Business**

How is the transition of Y6 to college going? This happens in the last week of term but Music Days and Rounders Days have taken place. **How do the children feel about this?** They seem quite happy.

19. **DONM**

The date of the next meeting is Tuesday 28th November 2023 at 5.00pm

The meeting closed at 6.45pm.

Ann Cullum

Local Governance Officer

Distribution List:

Brendan Maguire	– Chair/Foundation Governor	Will Hermon	– CEO
Margaret Young	– Foundation Governor	Steve Tavener	– Chair, Trust Board
Cally Ellacott	– Parent Governor	Louise Hussey	– Executive Head Teacher
John Sanders	– Parent Governor	Pippa Warner	– Head of School
Naomi Smith	– Co-opted Governor		
Sally Powell	– Staff Governor		