

# St Catherine's Church of England School



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Executive Head Teacher – L Hussey  
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Chair of Governors – B Maguire

24/06/2022

## MINUTES

### Local Governing Board; St Catherine's Church of England School Tuesday 21<sup>st</sup> June 2022 at 5pm at St Catherine's CofE School

#### 1. Welcome and Apologies

**Present:** Brendan Maguire, Cally Ellacott, Louise Hussey, Pippa Warner

**Apologies:** Margaret Young, Libby Philpotts

**Not Present:** John Sanders

**In Attendance:** Toni Martin (Governance Officer)

The Chair welcomed everyone and thanked them for attending the meeting.

It was noted that since the last meeting SW has resigned for personal reasons. JS will be approached to see if he still has time to dedicate to the governor role. LH will discuss the staff governor role with LP. It was noted that there is now at least 2 vacancies for community governors.

#### 2. Declarations of Interest Relevant to this Agenda

None.

#### 3. Confirm Minutes of LGB Spring Meeting (29<sup>th</sup> March 2022) and Matters Arising

- Results of parental survey shared with governors ready for discussion at next meeting (LH) *See item 12*
- All governors to attend working group. *See item 14*
- Governor Monitoring: *See item 14*
  - Safeguarding audit and online safety (MY)
  - SEND monitoring and meet with SENDCO (CE)
  - Curriculum discussion with LH, PE funding and impact discussion with PE lead (JS)
  - Fortnightly Chair discussions with LH, including data (BM)
  - Introduction to Christian Distinctiveness/RE/SIAMS with PW or LH (SW)
  - Review impact of previous PPG plan and consider new PPG plan (CE)

Decision was made to accept the minutes, including confidential minutes as a true and accurate record of the last meeting and the Chair signed a copy.

#### 4. Confidential Matters

The governors discussed staffing but no requirement to record any detail in confidential minutes. Staffing has been set and letters will go out to parents once one more post has been recruited. LH noted the staffing for the next academic year. Questions were asked around staff choices for year groups, training required for TAs and allocation of staff against preferences.

## **5. Headteacher Report**

The governors discussed data which is recorded in item 6 below. The interventions were discussed and it was agreed that the phonics interventions in particular have had a good impact. The governors discussed attendance in detail. Attendance is creeping up. Are there any cases of persistent absence and if so, what are you doing about it? This was discussed in detail but noted that the situation has improved. What attendance is expected? Target used to be 95% but this has not been possible over covid. The pressures that schools face and forthcoming changes were noted. The curriculum and progress was discussed.

It was noted that Kernow House can now be visited again. Classes have been taking part in outdoor learning at the Woodlands school at Lew Trenchard. The life lessons that children are learning on residential trips were discussed, some of these lessons further emphasised the knock on effect of covid lockdowns and restrictions. The feedback from venues visited during school trips has been very positive; polite and well behaved children which further demonstrates the school ethos and Christian values.

The trust art exhibition was noted on 12/13 July in the town hall when the schools can show off their art work; governors invited to attend.

## **6. Improvement Plan & Attainment/Progress**

LH noted some data results: Early learning 66%; Phonics KS1 73%; KS1 maths 64% reading 62% writing 64%; KS2 reading 80%, writing 57%, maths 83% and science 70%. Isn't the writing much lower than it should be and what is being done about that? Yes it is, due to the knock on effects of lockdown. Writing attainment is lower in KS2 than it should be so this will remain a focus, especially year 6. It was noted that writing has been a priority across the MAT. The need for the early reading focus was discussed. Specific year groups were discussed, with the attainment of one year in particular. What will you expect next year if we stay pandemic free? Will be different as a different cohort with different needs such as PPG and EAL, but they have made great progress this year. Behaviour is good and they have a good attitude to learn, but they need a lot of support. How many TAs have you got in that class and is it enough? There have been 2 and this is being looked at for next year.

Improvement plan was discussed for the next academic year. SEN, curriculum and accountability will feature and these are trust wide priorities. School priorities will include actions from SIAMs, Ofsted in future and LH would like to get back to doing some meaningful monitoring and supporting staff. The governors agreed this is sensible and will discuss further in the Autumn working group.

## **7. SIAMS**

SIAMS complete and passed with a 'Good' grade, current for 5 years. Governors have seen action plan and will help with this. The governors thank LH, PW and the staff for their hard work.

## **8. Curriculum**

Discussed during item 5. There is plenty of extra-curricular provision on offer, but some need to be self-funded and can be expensive such as STEM activities. Provision of further extra-curricular activities is always being looked at to see how it can be enhanced.

## **9. Five Year Ambition Plan**

The Chair has looked at this with LH prior to SIAMs. Will be used to drive the improvement plan for the next academic year. Are you happy that the 5 year plan is fit for purpose? LH happy with

it for now but it is a working document so may well change slightly as time goes on. LH noted that staff induction is quite a detailed and time-consuming task, this was discussed in detail.

#### **10. Safeguarding / Health & Safety**

S157 self-assessment has been completed and submitted. No issues to report with safeguarding or health & safety. It was noted that there will be safer recruitment training for governors in September.

#### **11. SEND & SEND Local Offer**

LH noted the Trust SEND review. SEND local offer on the website. No issues to report.

#### **12. GDPR**

Govs discussed GDPR in detail and the future changes to legislation. Are all staff up to date on training and do they know what to do if there is a breach? LH confirmed yes and ICT4 has put in measures to secure our systems.

#### **13. Parental Survey**

Parental survey replies sat at over 25% and overall it was positive. There was a note about access to governors and the governors discussed options for improving this, noting that it takes parents to engage in this too. Parents evenings and access to teachers when there are issues to raise were discussed. Staff and governor involvement in various activities were discussed. How was survey sent out? Confirmed as electronically.

#### **14. Staff Matters**

Views of staff (survey/feedback) – despite covid, the feedback was very positive. Absences have improved. It is noted that only 16 staff responded, were they encouraged to submit as this is surprisingly low? LH deemed it an issue of time rather than a lack of interest. The survey was discussed in detail.

#### **15. Governor Monitoring & Training**

##### Working group

The Chair joined LH and PW for a working group which will be on a separate report.

##### Monitoring visits

- Safeguarding audit and online safety (MY) – *MY completed a safeguarding visit and checked the SCR. The audit this year is a self-assessment format.*
- SEND monitoring and meet with SENDCO (CE) - *met with TL (SENDCO) virtually. All good but clear that SENDCO is quite stretched with the number of SEND requirements across 4 schools. LH noted that SEND requirements are the responsibility of the class teacher but SENDCO has oversight. The role has changed with a huge quantity of paperwork required for this role.*
- Curriculum discussion with LH, PE funding and impact discussion with PE lead (JS) *Not complete, BM will review PE on 6<sup>th</sup> July with LH.*
- Fortnightly Chair discussions with LH, including data (BM). *Complete.*
- Introduction to Christian Distinctiveness/RE/SIAMS with PW or LH (SW). *No complete as SW resigned for personal reasons. Covered in preparation for SIAMS with BM & MY.*
- Review impact of previous PPG plan and consider new PPG plan (CE) *Will be done prior to end of summer term.*

##### Governor Training

- Prevent training completed on 21<sup>st</sup> June 2022 by BM and CE.
- Governors to send in copies of training certificates and bios so that records can be updated.

### Monitoring and working group

Summer Term:

- Chair meeting with Head 6<sup>th</sup> July afternoon, will also do PE plan review (BM)
- PPG review summer term (CE)
- Chair's meeting with CEO (BM). *Will report anything significant back to governors by email.*

Autumn Term:

- Working Party – Improvement, SATs, data, curriculum (all)
- Chair/Head discussions (BM)
- SEN/writing (improvement plan focussed visit) (CE)
- Curriculum (BM)

Governors will visit the school for various events such as sports day, parents evening and so on – they will wear governor lanyards and be accessible to parents. LH will confirm dates.

### **16. Any Other Business**

None.

### **17. DONM**

Date of next meeting is provisionally Tuesday 22<sup>nd</sup> November, 5pm at the school. Provisional dates for Spring and Summer term is Tues 28<sup>th</sup> Feb 2023 and Tues 27<sup>th</sup> June 2023 respectively.

**Meeting closed at 19.10 pm**

**T Martin**  
**Governance Officer**

#### **Distribution List:**

B. Maguire – Chair/Foundation governor  
M. Young – Foundation Governor  
C. Ellacott – Parent Governor  
J. Sanders – Parent Governor  
L. Phillpotts – Staff Governor  
L. Hussey – St Catherine's Head Teacher  
P. Warner – Head of School  
W. Hermon – CEO  
S. Tavener, Chair, Trust Board