



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

28/09/23

MINUTES

Extra-Ordinary Meeting 2023

Local Governing Board: St Catherine's CofE School

Wednesday 27th September 2023 / 3.30 pm at the school

1. Welcome and Apologies

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

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

Apologies: Naomi Smith, Cally Ellacott.

2. Declarations of Interest Relevant to this Agenda

None declared relevant to this agenda.

3. Co-opt New Governor

The governors agreed to elect new co-opted governor Emma Bending for a 4-year term ending 27/9/2027. EB will take on the role of SEND Governor. It is noted that Cally Ellacott has resigned as a governor.

4. Ofsted Priorities

LH has made strategic documents available to all governors: AIP (draft for approval), SEND documentation, Safeguarding policy, Pupil Premium strategy. Data and results (with progress scores, which were very positive) has been shared with BM. **When is the ISDR released?** It's released in October. LH will send this to everyone as soon as available. The Curriculum audit has also been shared with governors and subject leaders. Neil Swait (Trust Improvement Officer) will be visiting the school next week to assist with the audit and meet with subject leaders. He will be able to answer questions relating to the impending Ofsted visit. Deep dives (probably in History and Geography) will be decided at the meeting with NS and non-core subjects will be also assessed. **Are the children ready for Ofsted?** Yes, LH has visited a year 1 History lesson and the children are very knowledgeable. Memory aids have been created which are proving very successful.

SEND provision is also a top priority, giving all relevant children access to the wider curriculum. Tracey Laithwaite (Trust SENCo) has recently been involved with 3 Ofsted inspections and has been visiting St Catherine's focussing on pupils' wellbeing and emotional health.

Behaviour is also being focussed on, including Attendance, which was in line with national figures. Earlier opening hours have been implemented. There are some children arriving late which is mainly due to taxis arriving late. **How is the school dealing with children arriving late by taxi?** Those children aren't marked as "late", but the taxi company has been spoken to. **Is staff training positively affecting pupil behaviour?** Work has started with staff regarding pupils' behaviour. LH is using this in all aspects of school life and asked if governors would also implement this when conducting monitoring visits. **Will there be a consistent code of practice that governors should be looking for when visiting?** LH has set these out in a shared document and asked that if governors observed any concerns to feedback to her. **Does this include SEN children?** Yes, but there are obviously

dispensations for such children. **Are there any other behaviour issues that need to be highlighted? es this include SEN children?** LH has prepared a document which is on the staff notice board and she also issues updates to staff by Emails and meetings.

NS will visit the school again in mid-October and meet with PW and other staff regarding Early Reading and Maths in particular. **Is the school making special arrangements to help children catch up?** Tutoring is currently taking place, particularly with Maths and tables. A governor asked how many teachers have been through an Ofsted inspection before? LH replied that most current teachers were present at the last Ofsted visit. The school is always looking to improve and constantly tries to be the best they can be, not just for an Ofsted visit. LH will share NS's report as soon as available. .

5. **Top 3 Risks**

1. Finance will be the biggest risk. This is affected by significant factors like staff pay rises, building costs (that are not sufficient as the school also needs to replace broken items), SEND funding (mainly an issue because county funding takes a year or more to materialise). **Is the budget therefore not sufficient?** Unfortunately it isn't, as a deficit budget cannot be set. Trust financial management is strong. How is the budget decided? It is usually based on safety reports and surveys. **Are there any "red" jobs and how are these dealt with?** Yes, trees are usually "red" jobs. A volunteer comes in and undertakes many small jobs like tree-pruning, lightbulb changing and other DIY jobs.
2. Standards. This is necessary to ensure that Ofsted are happy with the curriculum, behaviour and attendance, which was below national figures but is returning to its pre-Covid levels. **Is attendance more of an issue than 3 or 4 years ago?** No, attendance is improving. **Are many children taking time off school for holidays?** Yes, this seems to be a national trend. **Is attendance therefore a risk for next year?** This will be considered against the other risks and is included within "Standards".
3. Staffing and staff CPD. **Is it difficult to manage staff CPD?** There is a staff meeting every Friday but some part-time staff and job-share staff don't work on Fridays so they will miss these, therefore staff CPD could be affected. **Would a "risk log" be useful?** LH uses a risk log and looking at this, staff retention and recruitment could also be risks, although 7 good applications for a part-time post are currently being considered. Why do you think there are so many? The school has a good reputation and part-time posts are in demand.

6. **Safeguarding**

The Child Protection and Safeguarding Policy was agreed by governors.

7. **For Approval / Agreement**

- Updated Policies
 - The school SEN policy was approved by the governors
 - The SEND Information document and Local Offer were also approved
 - The Accessibility policy has been updated and the governors approved this
 - AIP – this was approved by the governors
- Term Dates 24/25 – all agreed. The Trust has also approved these
- PPG Map – the governors approved this.

- Governor Monitoring

LH asked if questions and challenges could be prepared beforehand.

Where a governor has more than one subject to monitor, could they conduct all their monitoring on the same date? Yes, wherever possible. The dates for monitoring visits were arranged as follows:-

 - PE Premium (BM/Anna Rowe) – 2/10/23
 - Pupil Premium (LH/JS) – 10/10/23
 - Curriculum – Maths and Early Reading (LH/BM/Leanne Roberts) – 17/10/23
 - Safeguarding (LH/MY) – 17/10/23

- Pupil Voice (PW/MY) – 17/10/23
- Behaviour (MY) – 17/10/23
- Curriculum (MY) – 17/10/23
- Wider Curriculum (BM/LH/EB) – date to be advised
- SEND (EB/Tracey Laithwaite) – date to be advised
- SIAMS Targets & Vision/Christian Distinctiveness (NS/PW) – date to be advised

All visits to be completed by 10th November.

The Head of School's Report is required by 14th November.

P.E. and PPG reports will be shared with the governors.

8. **Any Other Business**

LH was pleased to report that the Trust has agreed to the playground resurfacing. The governors were very happy to hear this.

9. **DONM**

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

The meeting finished at 5pm.

Ann Cullum

Local Governance Officer

Distribution List:

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