



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

St Catherine's Church of England School

Moorland Road

Launceston

Cornwall PL15 7HX

Tel: 01566 772198

Email: [acullum@andaras.org](mailto:acullum@andaras.org)

Executive Head Teacher – L Hussey

Head of School – P Warner

Chair of Governors – B Maguire

7/3/24

## MINUTES

### Spring Term Meeting 2024

Local Governing Board: St Catherine's CofE School

Tuesday 5<sup>th</sup> March 2024 / 5pm at the school

#### 1. Welcome and Apologies

**Present:** Brendan Maguire (Chair), Louise Hussey (EHT), Pippa Warner (HoS), Margaret Young, Sally Powell, John Sanders, Naomi Smith

**Apologies:** Emma Bending

**In Attendance:** Ann Cullum (Local Governance Officer).

#### 2. Opening Prayer

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

#### 3. Declarations of Interest relevant to this Agenda

None declared.

#### 4. Governors

Chair Succession – BM has advised that he won't be standing as Chair after this academic year, nor will he continue as a governor. A new Chair will be needed, as well as more governors. **LH will concentrate on finding another Parent Governor.** There is no church representation on the governing board. A couple of suggestions were made - **MY and PW will arrange for them to be contacted and asked.**

#### 5. Confirm Minutes of LGB Autumn Meeting (28<sup>th</sup> November 2023) and Matters Arising

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

- **Monitoring Visits and Working Group** – to be discussed in item 14
- **Governor Training** – to be discussed in item 14.

#### 6. Confidential Matters

None.

#### 7. Head of School Report

The Head's Report has been made available to all governors. Key points were discussed. **Have the new members of staff settled in?** Yes, they have all settled in really well: the Teachers, the TAs and the Apprentice. **Do you have adequate cover from the County Council for your SEND requirements.** No. We have new SEND pupils and have submitted EHCPs. EHCPs have been outstanding since Autumn 2022 and the school has been funding the provision. None of the EHCPs have yet been finalised. Emails to SEN Services have not been responded to. LH has sent a very strong email to SEN Services. **Have you contacted Kate Kennally (Chief Executive)?** No, LH will check to see if she has been copied in to emails from the school and, if not, LH will contact her. **Is there an additional way forward?** The parents can escalate this by directly

contacting the County Council. The school wants to be fully inclusive but needs financial support from the County Council. **Is the high level of SEND provision being maintained?** We have a good reputation for SEND provision and teaching, but the high level of SEND pupils puts a high level of pressure on teachers; even with 1:1 support it increases the workload. Workload, wellbeing and morale are paramount for staff and pupils alike. There aren't enough specialist provision places in the county which puts pressure on the teachers. **What improvements have the "20% bottom readers" made?** We use the Accelerated Reader testing system and these pupils are improving. They are well monitored. **Are all the teaching staff familiar with the system?** Yes, we aspire to listen to these children read every day. Leanne Roberts (English Lead) submits a data report which highlights pupils who need to be daily readers. This also identifies classes where reading isn't progressing sufficiently. It is a good system and very closely tracks Reading. The Phonics intervention is working well too. **Do you have all the resources you need?** Yes, and all the staff as well. **Maths performance in year 6 is a little low. Has sufficient intervention been put into place?** Yes, we have a Tutor for targeted pupils. There is also an after-school club. Year 6 Maths is now showing an improvement.

**Is 94% attendance a concern?** It's in line with the national average therefore it's not a cause for concern. **Can you explain off-rolling?** This is when a child who isn't expected to perform very well is asked to leave the school. This is more common in secondary schools and is a rare occurrence in primary schools. **What happens about children who re-locate?** There is a system in place to check that the child has arrived at their new school. **Do you have any home-schooled children?** There are no children at St Catherine's who have elected to be home-schooled and there are currently no pupils on a reduced timetable.

**How is the school teaching British Values?** We consider that we cover this very well, correlating church values with British Values. This is dealt with in school council meetings and collective worship, which creates lots of discussion around topical events and British Values. Discussions are also encouraged in English and R.E. debates. **Do the children understand the point behind British Values and how is this embedded?** They understand justice, respect and equal rights. The Picture News Assembly invites discussion. We have an EAL community so we try to include wider discussion points under 'British Values'. We have enrolled on the UNICEF Right Respecting Schools programme which supports British Values. The children like to talk and debate and accept different points of view. This relates to the Capabilities Curriculum, in particular developing wisdom, democracy and fairness. All Subject Leaders look to see where they can include these points in lessons.

**Noting that Finances is one of the top risks, are there things that the school wants to do but is unable to because of the budget?** The Trust has been very good at managing resources. We have been able to secure all the teachers and support that we need. **Will this continue?** We hope so, but it may be difficult to maintain at such a level, due to pay rises and inflation. **Do you have an understanding of any impact this may have on the children?** The costly items like building maintenance won't have a huge impact on the children's learning but the impact on staff could be that the children can't be supported as well as required. Staff will ensure that children receive the best service possible. **Is this a well-resourced school?** Yes, we have worked very hard to create meaningful resources and have put a lot of work into supporting teachers with planning and training. We maximise the strengths we have across the Trust and support one another. We share resources when needed.

The Bee Club was congratulated on its success. The children involved have also been asked to take part in the Arena Outdoor Learning Conference. They were commended for their presentation, their knowledge and the ease at which they communicate. The governors asked for their thanks to be conveyed to Jo Parish (School Secretary) and Heather Bishop (Nursery Manager) for helping the Bee Club achieve such success.

The governors were happy with this and raised no further questions.

## 8. Improvement Plan & Data Analysis

The Improvement Plan and Data Predictions have been shared with all governors. In accordance with government protocol there will be no progress measures for the next 2 years. The school is targeting Maths, especially with the boys who are under-performing. There is a correlation between PPG pupils. The ISDR is satisfactory. There have been no suspensions, nor exclusions. Behaviour is very good across the school. The governors were satisfied with this and had no questions.

## 9. Safeguarding

MY has checked the SCR with Jo Parish (School Secretary). The SCR includes all staff and governors' DBSs. The Safeguarding Audit this year is a peer-to-peer review and Jo Callow (Trust Deputy CEO) is arranging for all the Trust schools to complete this at Central Office. This will include the S175. There are no Safeguarding issues.

## 10. Review Vision & Ethos

The school Vision and Ethos is good and doesn't need any amendments. **How is the spirituality side going?** Booklets have been produced relating spirituality through all curriculum subjects. Children are displaying the school values in their every-day life.

## 11. SIAMS

SIAMS is ongoing and PW continues to monitor the books, ensuring that quality is where it should be. **Are you happy with the quality?** Generally, yes. **How do you monitor this?** One of the methods we use is to lay out books after staff meetings so staff can see the progressions across the whole school. Staff can then isolate any particular area which requires extra work. PW is attending training in June for the new SIAMS curriculum. The school has a good influence across the Trust, especially regarding R.E. and ethos, linking the Trust values with the Church and Lived Experience. LH has met with both Truro and Exeter Diocese Care & Creation Eco Leads regarding Sustainability and Climate Change. St Catherine's has done a lot of work on this already. The school is attending an Art Exhibition focussing on Climate Change, to which governors are invited. Governors are also invited to the Easter Service on the Thursday before Good Friday.

## 12. Nursery/EYFS Statutory Framework

Everything is good. Numbers are at 33 which is the most the Nursery can take. Reception numbers look low so far for September. Leanne Roberts (English Lead) and Anna Rowe (EYFS Lead) are going into the Nursery to check that everything on the EYFS framework is in place. An EYFS expert will be offering training on the next INSET day. Governors were reminded to ensure they visit the Nursery when conducting monitoring visits. Heather Bishop (Nursery Manager) and Abbie Davey (Assistant Manager) also work with both EYFS classes to give the children consistency. This creates a good team across the Nursery and Reception.

## 13. Compliance

There are no issues. Everything is satisfactory and compliant. At the Nursery four staff with Paediatric First Aid training are required to be present at all times.

## 14. Governor Monitoring & Training

### Monitoring Visits

BM asked if all documents shared on Sharepoint could be in PDF format as Word documents were difficult to open in a format that was easily readable.

- **Improvement Plan Review (Working Group)** – covered at Working Group
- **Curriculum (Working Group)** – covered at Working Group
- **Safeguarding (MY/Working Group)** – covered at Working Group.

The Working Group notes have been made available to all governors.

### Monitoring for Next Term

- **Improvement Plan Review (Working Group)**
- **Next likely Improvement Plan priorities (Working Group)**
- **PPG impact and provision for next year (LH/JS)**
- **PE impact and provision for next year (BM)**
- **Safeguarding (MY)**

**The next Working Group was agreed for 7<sup>th</sup> May.**

AC reminded governors that the Trust Sustainability Working Party is on 17<sup>th</sup> April, 9.30am at Central Office.

### Governor Training

Cyber Security – BM 29/1/24, MY 30/1/24, NS 4/12/23, SP 8/2/24, EB 19/2/24

GDPR – NS 29/11/23, BM 5/3/24, MY 18/1/24

Safeguarding – BM 26/11/23

Child Protection – EB 3/1/24.

GDPR training now needs to be renewed annually.

All governors confirmed that they have received and read the Trust Termly Safeguarding Update as part of their ongoing Safeguarding training.

### Governor Training Overdue – to be completed as soon as possible

- **JS to renew the 3 modules of Cyber Security Training and also GDPR training**
- **JS & NS to take local governance training.**

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

**MY, JS, NS to return completed Skills Audits to AC.**

**JS still has to register with GovernorHub (The Key).**

**Chair's Meeting with CEO – to take place later this term.**

### **15. Policies for Review**

No policies are due for review at this meeting.

The School SEND policy is due for agreement at the next LGB meeting.

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

None.

### **17. Date of Next Meeting**

The date of the next meeting is Tuesday 2<sup>nd</sup> July 2024 at 5.00pm.

The meeting closed at 6.30pm.

### **Ann Cullum**

#### **Local Governance Officer**

#### **Distribution List:**

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