



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

6/12/23

MINUTES

Autumn Term Meeting 2023

Local Governing Board; St Catherine's School

Tuesday 28th November 2023 / 5pm at the School

1. Welcome and Apologies

Present: Brendan Maguire (Chair), Pippa Warner (HoS), Margaret Young, Sally Powell, Emma Bending, Naomi Smith

In Attendance: Gillian Shippides (Trust Foundation Director), Louise Hussey (EHT), Ann Cullum (Local Governance Officer)

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

2. Declarations of Interest Relevant to this Agenda

None relevant to this meeting.

Governors' annual Pecuniary Interests declaration forms have been received from all governors.

3. Chair Election

The governors unanimously agreed that BM should continue as Chair for this academic year.

4. Governor Administration

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Prevent Update, Health & Safety, ADMAT and School Safeguarding policies and ADMAT termly Safeguarding Update.

5. Confirm Minutes of Extra-Ordinary LGB Meeting (27th September 2023) and the Summer LGB Meeting (27th June 2023) and Matters Arising

The decision was made to accept the minutes of both meetings as true and accurate records and the Chair signed copies.

6. Confidential Matters

None were raised.

7. Head of School Report

The Head's Report has been shared with all governors who raised the following challenges. **Is the identification of 'on alert' children in a SEND context a collaborative action with teachers, support staff and parents all involved?** The 'on alert' in SEND is a monitoring list, mainly created by school staff, based upon knowledge of the child, advice from outside professionals, screening/assessments and also through discussions with families. It is not a requirement for parents to be informed of their child being 'on alert', but if a child is then moved to SEN Support this has to be discussed with parents. **How are these children identified?** They are identified through iTrack. **How is the 'on alert' list updated?** This is updated at the start of each term, monitored through iTrack and picked up by the relevant teacher. The focus is early identification so that intervention can be put in place as soon as possible.

Are there opportunities for the School Council and Eco Council to take a lead role in advocating for the environment and linking in with the Church school ethos about individual responsibility and working together? Yes, the school council have requested meetings with various staff members to question, request and suggest school improvements. The Eco-group meets with external bodies, such as Sustrans, to organise sustainability activities – they have also suggested areas to advocate for environmental improvements in and around the school. **How can this develop further?** In terms of ethos & vision the children need to independently make the link themselves. **From a SIAMS perspective, how can things move on in terms of advocacy?** The children are very community minded and are learning to link to the Christian ethos (e.g. the Good Samaritan). EB and PW will visit the children and carry out pupil conferencing, with particular reference to the positive impact the children have in the community, as well as learning personal responsibility. Climate education focus is to impress upon individuals that even the smallest amount can help. All Collective Worship end with the question “what are you taking away from this?” The school receives very good feedback from the community; Kernow House Care Home, the college and other places always praise the children, their impact and their behaviour. As part of their field trips for Geography, LH takes the children to local events and places like the castle museum, the library and other places of interest. Oliver Stephens will be joining the school in January as Assistant Deputy Head. He is passionate about Cornwall and very community orientated. Events are planned which will involve OS with the children and the community. **The current curriculum has undergone several changes recently. Are there any gaps or areas that you believe need to be addressed short/long term?** LH is currently covering Maths and OS will take this on, together with Computing. Rebecca Brewer will take Science, Megan Moore Geography and Abby Davey Sustainability. There is currently no subject leader for MFL (Modern Foreign Languages) and the ECT (Early Career Teacher) will take this on in January. **There are quite a few staff changes. How will you ensure this transition runs smoothly?** The main focus will be to ensure that new leaders are given time to learn their new role and have access to relevant CPD to support this. Capacity for extras (Visible learning, Thinking Matters, Climate Change) is sometimes a struggle. LH will ensure all the gaps are covered. The IDSR is very positive and the school has achieved well, although Maths remains less positive than Reading and Writing. **What steps have you taken to improve the progress in Maths?** The Teaching team identify and establish key priorities/expectations and determine gaps for good progression, using precision teaching, pre-teach/keep up sessions and interventions, that will make accelerated progress in Maths outcomes. The school is above the national average for EAL.

There was an audit of all contracts and agreements relating to 3rd parties recently. Has this been completed and are there any outstanding concerns? Is there a list of contracts/agreements that have been arranged locally and not at MAT level? LH has prepared a list and sent this to the Trust. Sam Cardew (Trust Operations Officer) has confirmed that as long as protocol is followed, only a review of 3rd party is required. **Is all the software legitimate and fully licensed?** Yes, everything is in order.

The number of pupils on roll is 194; 25% are PPG with 12.9% SEND. **How do you measure the progress of PPG children?** This is measured by assessment, the same as with all the children. For instance, behaviour in the classroom is assessed through My Concern and this has been proven to work. The Boxall Profile is also used.

Attendance is good at 94.03% for the year so far. This is close to the suggested target 95%. Absence is due to documented illnesses and unauthorised term time holidays. The school remains vigilant regarding attendance and teachers have conversations with families where poorer attendance is noted. **How can we ensure we meet the required standards of curriculum, behaviour and attendance in order to satisfy Ofsted directives?** The Parent Support Advisor will work with families to improve parental engagement and attendance, TIS practitioners will work with children having difficulty accessing learning due to mental health and behavioural issues, the Educational therapist will work with individuals with more severe needs. The school reports no bullying.

Neil Swait (Trust Improvement Officer) conducted deep dive audits for Reading / Phonics / Maths / History & Geography / RE / PSHE/ as part of an Ofsted readiness exercise. He did a learning walk during RWI lessons, visiting most of the RWI groups as well as interviewing subject leaders regarding their subjects. NS was extremely positive about everything he saw and heard.

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

8. **P.E. Review**

BM's Report has been made available to all governors. Anna Rowe has negotiated a new contract which has saved £3000. **Why is the amount spent on replacement items so high?** This was unusually higher this year due to many items simply wearing out at the same time. **Were there any problems with the playground resurfacing?** There are some problems with the line-marking and LH is withholding payment until this has been rectified satisfactorily. **Is swimming now going ahead?** Yes, and it is going well. Year 6 have just finished their top-up sessions. **Why do some children need top-up lessons?** Children's swimming lessons (especially the current Year 6s) were affected due to covid. The children now go swimming every afternoon for 2 weeks which has been very successful. **How is swimming being funded?** The curriculum budget cannot be used and parents are asked for contributions. **Are there any issues with Launceston Leisure Centre being taken over?** No issues at all, and the leisure centre has received a grant. **Are staff confident in teaching gymnastics?** Yes, staff have received full training. **Is Striver (monitoring tool) being used in all classes?** Yes, and children are being assessed weekly which is much more beneficial.

9. **PPG Review**

The Pupil Premium Strategy Plan has been made available to all governors. **Is there a consistent approach to PPG children?** Yes, we endeavour to ensure each class has a highly experienced TA or HLTA allocated daily; this frees up the teacher to work with smaller groups of pupils and specifically allows continuity and targeted help to be directed to disadvantaged pupils. **Have improvements taken place?** JS noted an improvement in Writing and also in Maths. **How has parental engagement been?** There has been an initiative to promote Pupil Premium at the school, especially involving parents. Parental engagement is being actively supported, encouraging parents to help their children with homework/learning activities and reading.

10. **SIAMS**

EB and PW have met regarding the new framework. PW referred to the new audit document. There is usually a 5-year gap between SIAMS visits but this gap is now 7 years, giving the school time to prepare for the next visit. **What is the school's challenge?** To maintain the school standards. There is a firm foundation of what is expected. **Does SIAMS change the school's direction?** No, the school still needs to use the same skills and criteria. **Have these changed under the current headship?** No, SIAMS is very keen that schools adhere to the Christian ethos. **How do you make sure that the children know the school's vision?** We talk about it all the time and use it in our daily life. The vision of "To make our dreams come true" has recently been designed by the pupils to make it more children friendly. **Are these linked back to theology?** The school frequently links assemblies and lessons to the Good Samaritan and other bible stories. **Does anyone challenge Christian values?** No, because we don't enforce Christian values; the school teaches children to contribute to society and to be kind to each other. **Do the children all believe in God?** No, we leave it to the children to decide what they believe in. They can believe in morality through the bible and use Jesus as an example but we teach all religions in R.E. We are passionate about being a church school.

11. **Nursery School and EYFS Statutory Framework**

The nursery school is financially viable. 24 children currently on roll. EYFS Statutory Framework has been well established for a while and school staff have been visiting the nursery. Every child in Reception has already reached their December target in Phonics, which is testament to the fact that teachers and interventions have worked very well and evidence that the children really enjoy learning Phonics. Neil Swait did a mini-Ofsted and he was very impressed with Phonics.

12. **Safeguarding / Health & Safety**

The SCR has been checked and all is in order. **Have there been any Health & Safety reports.** No issues have been brought to our attention.

13. **Pupil Voice**

PW & MY visited pupils and MY's report has been made available to all governors. The children all feel secure with the environment, each other and the staff. The governors were satisfied with this and raised no questions.

14. **Compliance**

Everything is compliant. Electrical tests took place today.

15. **Governor Monitoring & Training**

Monitoring and Working Group

- SEN/Writing – BM to meet with Leanne Roberts now that the Writing results are available – completed, BM's report has been made available to all governors
- Safeguarding (LH/MY) - completed, MY's report has been made available to all governors
- PPG– data is now available. JS to meet pupils and staff during the Summer term - completed
- Curriculum (LH/PW), especially Maths and Early Reading (LH/BM/Leanne Roberts) - completed
- Wider Curriculum (BM/LH/EB) - completed
- BM arranged a class visit for NS - completed
- SEND (EB/Tracey Laithwaite) - completed, EB's report has been made available to all governors.

Monitoring and Working Groups for next term

- Website Compliance – completed by Neil Swait, LH has actioned all recommendations
 - Online Safety – completed in Website Compliance check. **Does this cover DoJo?** Yes, LH monitors communications on DoJo. There is now a strict security policy for when parents and others enter the building. No teacher is ever left alone with a parent. LH is setting up an Online Safety Group.
 - **Improvement Plan Review (Working Group)**
 - **Curriculum (Working Group)**
 - **Safeguarding (MY/Working Group)**
- LH will send dates for the Working Group.**

Governor Training

Safeguarding – EB 11/10/23

Online Safety – BM 21/9/23, SP 28/9/23

Cyber Security – BM 28/11/23

Prevent – NS 2/7/23

GDPR – SP 8/11/23.

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

Governor Training Overdue – to be completed as soon as possible

- **JS and NS to complete a local governance course**
- All governors are required to take Cyber Security training annually - **JS, MY, EB, NS are due in January/February**
- All governors are now also required to take GDPR training – **this is currently outstanding for BM, JS, MY, NS, EB.**

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

GovernorHub – The Key

JS, MY to confirm access.

Chair's Meeting with CEO

The Chair's report has been made available to all governors. The CEO commented that the school is in a very good place. The CEO advised governors to keep on top of training, and stressed that Cyber Security training must be completed. BM encouraged all governors to take this training as soon as it is due. AC reported some issues with the new Cyber Security platform and **will check with Secure Schools that all governors are registered then arrange for links to be sent to all those who have this training outstanding.**

16. **Statutory Policies for Review/Renewal**

RSE and PHSE Policies due for review – these were agreed by the governors.

The draft Admissions Policy 25/26 is out for consultation. The governors had no issues with this.

17. **Any Other Business**

All teachers have had PDR meetings. LH reported no issues. SP commented that all the staff are very happy. **Is there any feedback when the children go to secondary school?** Occasionally. It is a big transition but children at St Catherine's are very resilient with good foundation skills, so they settle in very well.

Are there difficulties in accessing Sharepoint? 2 governors have experienced issues. **Is there a case for another method of these documents being made available?** No, as there is a security protocol. The governors discussed Sharepoint and **AC will raise the current issues with ICT4.**

18. **DONM**

The date of the next meeting is Tuesday 5th March 2024, 5pm at the school.

The meeting closed at 7pm.

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		