



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

9/7/24

MINUTES

Summer Term Meeting 2024

Local Governing Board: St Catherine's CofE School

Tuesday 2nd July 2024 / 5pm at the school

1. **Welcome and Apologies / Trust Identity** (PowerPoint Presentation)

Present: Brendan Maguire (Chair), Louise Hussey (EHT), Pippa Warner (HoS), Emma Bending, Natalie Pankhurst

Apologies: Margaret Young, Naomi Smith, Sally Powell, John Sanders

In Attendance: Ann Cullum (Local Governance Officer).

LH explained the reasons for the Trust Identity and showed the short PowerPoint presentation to the governors. The governors agreed that this is a good vision to uphold throughout all the Trust schools.

2. **Opening Prayer**

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

3. **Declarations of Interest relevant to this agenda**

No relevant declarations.

4. **Governors**

Allocate governor roles in view of BM's departure – Information, EDI, Curriculum, Whistleblowing, P.E. **Due to so many governors being absent the governors agreed to carry this forward to the next meeting.** As there is no volunteer to take over as Chair, it was suggested that maybe a Trust Director could temporarily take on this role with a view to "training" a new person. The governors discussed St Catherine's pairing with Lew Trenchard. There is concern that this would mean increasing the number of monitoring visits and meetings for the governors and a governor estimated that a worst-case scenario could be 20 visits/meetings per year.

5. **Confirm Minutes of LGB Extra Ordinary Spring Meeting (7th May 2024) 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.

- **MY suggested funding for After-School Clubs may be available through the Orchard Centre and will look into this – carry forward due to MY's absence**
- **Monitoring Visits and Working Group – to be discussed in item 18**
- **Governor Training – to be discussed in item 18.**

6. **Confidential Matters**

LH shared confidential matters which are recorded separately in Confidential Minutes.

7. Head of School Report

The Head's Report has been shared with all governors. LH and PW raised key points. Results received so far this year have been very good. Year 6 Writing was externally moderated and was successful. Progress is very positive across the school. 100% of year 2 passed Phonics. EYFS Phonics is also very positive. Year 4 Tables check was excellent with 63% achieving 20-25 and 18% achieving 25/25. The Southwest overall score was 19.7% and St Catherine's achieved 21%. Year 6 SATs Maths was particularly difficult this year. LH will send SATs results to the governors when they are available next week.

Is the school maintaining its reputation for excellent SEN provision? Yes, the number of SEN children has increased to 19% (from 13%), PPG remains at 24%. **Does this require any additional facilities?** SEN provision (individual bespoke planning for identified individuals) has entailed spaces in the school being dedicated to 1:1 or small group provision and adapted accordingly to meet needs as much as possible. A dedicated classroom has been adapted with additional sensory features, additional closed storage and altered carpet/whiteboard space in preparation for SEN needs in the new academic year.

Are you seeing more of an issue of bullying? No, it is a fairly quiet area of school life and we do look into it, but any reported cases weren't considered serious. **Staff absence is still quite high. Is this considered acceptable?** Illness is obviously excluded from this, but "Family Days" were being pre-booked and used inappropriately. Staff with significantly high absences are highlighted and monitored. A "Family Day" is intended to be an unexpected emergency which really isn't possible to pre-book. 5 days per year are allowed. **Is there uniformity regarding this across the Trust?** Yes, although we are as flexible and as fair as possible. **Regarding the policy for absent children, how much time is spent having to deal with pupil absences and have these increased?** We do work hard with any families who have attendance issues but generally this isn't too much of a concern. There has been a particularly nasty sickness bug when more than the usual number of children were absent. Attendance has therefore fallen slightly to 93.9%. We communicate with families who have frequently absent children and send a Dojo message immediately asking if we can help. We contact the EWO when necessary.

SP asked governors to complete a Mental Health questionnaire. How has this panned out? This whole school initiative was in preparation for wellbeing work that will lead to the establishment of focus groups and an action plan of how to move forward in improving pupil wellbeing. This has been a big priority this term and the Mental Health Support Team (MHST) delivered workshops on the theme of decider skills; self-care work with year 6 prior to SATs; a planned transition workshop with year 6 and various small group focussed interventions. The MHST have recently embarked on an audit of the health and wellbeing of all children in school. This will run for the next academic year when the process will begin again.

Is the Breakfast Club proving successful? Yes, there were nearly 50 children last week so it is very popular. We've also had a transitional session for Nursery children.

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

8. Improvement Plan & Data Analysis

This has been covered in the Head's Report. PW has undertaken a Phonics analysis and feedback results to the staff.

9. Curriculum

This has been largely covered in the Head's Report. Extra curriculum activities and After School clubs include football, athletics, reading, cooking, art, gardening, musical theatre, choir, which it

is hoped will continue to be funded through P.E. money. Further enrichment in the summer term has included School Council meetings, Youth Council meetings, years 3/4 Eden trip, year 1 zoo trip, swimming for years 3/5, KS2 Cross Country competition, years 5/6 Rounders Festival, MHST workshops, year 5 visits to Kernow House, year 6 participation in Town Library consultations, Lifeguard whole school presentation, Nursery Wild Tribe, Trust Sustainability Resource, year 2/3 climbing wall experience, Project Touchline RE/PE day, year 5 residential at Okehampton, year 6 residential at Bristol, Outdoor Learning and Science Day for the whole school, School Fete, Sports Day and Olympic Celebration. The Bee Club continues to go from strength-to-strength, developing as great ambassadors and public speakers! They attended the Duchy Outdoor Learning Event, where they spoke with great confidence and authority and have been successful in obtaining a further grant from the local Tesco scheme. Year 6 School Councillors attended the town Youth Council where they made a presentation to request funding for new playground equipment and were successful in attaining this. The governors congratulated the children on their dedication and the school on such comprehensive and varied enrichments.

Curriculum will remain stable going into September and is on the website. RSE will need looking at soon.

10. **SIAMS**

PW attended the launch of Devon SIAMS curriculum. Cornwall will be bringing out their new curriculum next year which will be similar to Devon's. This will focus on rationalism, diversity and world views. There will be a new unit on Humanism.

11. **Safeguarding** (Head/MY)

MY carried out an SCR check and all is in order. The S175 is also in order. The School Secretary has taken SCR Training.

12. **P.E. Review and next academic year plan**

BM's P.E. Report has been shared with all governors. BM raised key points, emphasising that the budget has gone well this year. Swimming is very successful but more funding is needed. **Why isn't there a Risk Assessment for the playground?** The surface is uneven and there are no lines for sports courts. This means it isn't fit for competitive sports. This is still ongoing. **Is Striver still being used for P.E.?** Yes, although the assessment side of it isn't popular with everyone. **Will funding for P.E. be an issue?** Hopefully not, as we still have funding for next year.

13. **Review SEND and agree SEND Local Offer**

Tracey Laithwaite (SENDCo) is looking at the SEND Offer and Policy; **LH will email these to the governors for approval as soon as it's completed.** They aren't expected to change from the existing Offer.

14. **St Catherine's Nursery**

Everything is going very well.

15. **Pupil Voice and Parental Survey**

Both have been satisfactorily completed. We have implemented a lot of pro-active activities with the children. The collated results have been shared with the governors.

16. **Staff Matters**

- Views of Staff (survey/feedback) – this was satisfactorily completed, with 100% positive feedback. Staff are very pro-active and supportive. There is a "family" feel here and that is very encouraging and important.

- Monitor welfare & workload, work/life balance. **When are the results expected from the Mental Health Audit?** This is ongoing and last week's survey was used as a "starting point". We have bought into a trial for raising attainment for anxiety issues and other mental health problems in schools. This has also been covered in the Head's Report.
- Skills & Training. Staff training is up to date. A comprehensive programme of planned CPD has been designed to meet school needs over the coming year.

17. Compliance

Everything is compliant and there are no issues. PW has taken additional Health & Safety training. Fire precaution works will be taking place over the summer and are estimated to take 6 weeks. This will involve replacing all the fire doors and adding a corridor.

18. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- **Next likely Improvement Plan priorities (Working Group) - carry forward**
- **PPG impact and provision for next year (LH/JS) – carry forward**
- PE impact and provision for next year (BM) – completed, **report to follow**
- **Safeguarding - MY will make a Safeguarding visit later in the term – carry forward.**

Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (Working Group)**
- **Curriculum (Working Group)**
- **PPG (JS)**
- **EYFS (Working Group)**
- **Risk analysis to ascertain current top 3 risks (Working Group)**
- **Safeguarding (MY)**
- **SEND (EB)**
- **Church Ethos (NS)**

LH will liaise with governors regarding dates.

Governor Training Completed

No recent updates.

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

All governors are urged to be up to date with all training.

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

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

Skills Audits

Skills Audits required from JS.

GovernorHub / The Key

JS and NP to register on Governor Hub.

Chair's meeting with CEO

It was a very positive meeting and the CEO is happy with St Catherine's.

19. Policies due for Renewal

**The SEND Policy is due for review for publication on the school website in September. LH will email this to the governors for approval as soon as it is available.
Safeguarding Policy due for review at next meeting (in alignment with Trust policy).
Admissions Policy due for review at next meeting.**

The ADMAT Attendance Policy is now published on the Trust website.

All governors confirmed they have received the Meeting Schedule for next year.

20. Any Other Business

The governors thanked BM for being Chair for 6 years. He said it had been a pleasure and he thanked LH and PW for allowing him to be part of their family.

21. Date of Next Meeting

The date of the next meeting is Tuesday 26th November 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		
Natalie Pankhurst	– Parent Governor		