

St John the Baptist Roman Catholic Primary School, Dartmouth
Local Governing Body
Monday 29/03/2021, 1:30pm

Attendee	Initials	Role	Time joined / left if not present for full meeting
Elizabeth Hamilton	EH	Head Teacher	
Laura Upton	LU	Chair	
Karen Moseley	KM	Vice Chair	
Angela Simmonds	AS	Parent Governor	
Angela Robinson	AJ	Foundation	
Mike Robinson	MJ	Foundation	

In attendance	Initials	Role
Judith Muir	JM	Clerk

Minutes to	
Attendees	
Apologies	
Helen Laird, Plymouth CAST	
Helen Bridges, St John's Admin	

Agenda Item	Topic	Lead by / Action
1	Opening prayer EH lead opening prayer.	
2	Matters arising from previous minutes JM reminded Governors that everyone needs to familiarise themselves with Governor Hub, check their profiles and update their declarations. Invitations can be emailed again by request. Minutes approved.	ALL
3	Housekeeping Meeting dates for the academic year ahead (at 1:30pm via Zoom) <ul style="list-style-type: none"> • Monday 24/05/2021 • Monday 19/07/2021 	
3.1	Declaration of Business Interests None declared. Reminder: all governors need to return completed Declaration of Business Interest forms for file and sign-off on Governor Hub.	ALL
3.2	Safeguarding lead vacancy LU has agreed to temporarily take on the Safeguarding role.	

<p>4</p> <p>4.1</p> <p>4.2</p>	<p>Safeguarding</p> <p>KCSIE (updated Sep 2020) Governors advised to read the DfE updated KCSIE and declare they have done so on Governor Hub.</p> <p>Safeguarding report (visit carried out remotely on 22/03/2021)</p> <ul style="list-style-type: none"> • SG5 was a nil return – there are no looked after children. • Staff training updated due to increase in safeguarding concerns recorded during spring term. This is in-line with other schools as a knock-on effect of COVID intensifying family struggles. • The school counsellor continued to work with several families during each lockdown. • All staff and governors have completed KCSIE updated course on SSS. • EH has completed the Designated Lead in safeguarding training levels 1, 2 and 3. Full details of all staff safeguarding training can be found in report. • 3 recommendations were made: <ol style="list-style-type: none"> 1. Ensure all staff/governors have ticked to say they have read the updated KCSIE document. 2. One member of staff to finish the SSS Child Protection for staff in Regulated activity course. 3. Meet with children after Easter and find out their views. 	<p>ALL</p>
<p>5</p>	<p>Leadership report – spring term</p> <p>EH highlighted: <u>Brief update</u></p> <ul style="list-style-type: none"> • 82 pupils on roll. • There has been 1 admission appeal for Year 1 due to limit on class size however, an available place is expected in September. • Pupil attendance figures (Dec 2020) 97.3%. <p><i>Q (LU): Has the school recorded attendance during lockdown?</i> <i>A (EH): Yes, attendance returns were made to DfE and CAST (re engagement spreadsheet from previous meeting).</i></p> <ul style="list-style-type: none"> • Spring term has seen: <ul style="list-style-type: none"> ➤ No staff absences. ➤ 50% of pupils in school during lockdown. ➤ Majority of vulnerable pupils have attended school. ➤ 94% of pupils have engaged in daily live lessons. <p><u>Catholic life and mission</u></p> <ul style="list-style-type: none"> • S48 SEF has been completed. • Virtual RE visit from RE Governor. • Links are sent to parents so that they may access remote Liturgy/prayers. • Without parish priest serving the school, Governors are working to strengthen parish links. • EH to see if space for RE Governor involvement with INSET next term. • During lockdown, Pupil Chaplains have: <ul style="list-style-type: none"> ➤ Written an action plan for Lent and FairTrade Fortnight. ➤ Delivered acts of worship. ➤ Organised Lent charity work. 	

- Included messages and prayers in school newsletter to engage with pupils at home.

Talent spotting/Staff development

- CB (Claire Brown) has started Level 4 peer coaching, funded by CAST and coaches staff on this by regularly leading TA and staff meetings.

Q (LU): Is there an opportunity for CB to work with other CAST schools?

A (EH): The training carried out remotely and is held across CAST once a month for 2hr sessions. CB is expected to carry out 5hrs of coaching each week. She will be working with colleagues from other CAST schools during this training.

Educational performance – update on SEF

- Implementation of Read, Write, Inc has seen accelerated progress for bottom 20% of pupils. The programme is expected to see further accelerated progress of SEND children. This is being supported by the English Hub by:
 - Supporting the Literacy Lead
 - Coaching staff
 - Evaluating the impact of the programme

Q (KM): How long will the link with the English Hub continue?

A (EH): We have support until the end of the year and the Hub will let us know if support is to continue.

- Foundation (16 pupils): good progress with their phonics: 25% were at expected by end of autumn term and by beginning of March, this has risen to 75% at expected.
- Year 1 (14 pupils): 64% to reach ARE in all 3 areas and children in bottom 20% are receiving 1:1 support in phonics/early reading.
- Year 2 (13 pupils): 69% to reach ARE in all 3 areas. 1 pupil gained EHCP at end of last term. 1 pupil has seen EP for speech and language needs.
- Year 3 (17 pupils): A mixed cohort with some very able pupils and several with complex needs, reflected in the comparative writing judgments where this cohort has been graded in writing as ranging from 11yrs 11m to 5yrs 4m. With almost a third of cohort with writing age of under 6yrs, several children are in line for statutory assessment.
- Year 4 (5 pupils): 40% to be at expected by end of year. 80% of pupils are SEND, 40% EHCP.
- Year 5 (9 pupils): By end of the year, 89% of pupils to be at expected across all 3 areas. Writing ages vary from 7yrs 11m to 14yrs 4m (excluding 1 x SEND pupil who did not access the writing task).
- Year 6 (8 pupils): Challenging target to get 89% of pupils at expected by end of year. 1 pupil is PP and 2yrs behind/below expected.

These targets are based on data prediction at end of Dec 2020 and impact of lockdown will be assessed in last 4 weeks of spring term.

- 52% of SEND pupils attended school through lockdown, increasing to 71% by beginning of March.
- 75% of EHCP pupils attended school through lockdown.
- 37% of PP pupils attended school through lockdown.
- 94% of all pupils of pupils learning from home have engaged daily with remote learning.
- Mental health and wellbeing will continue to be major focus for happy children in school.
- First week attendance following lockdown was 98.5%.
- Blink monitoring carried out on return to school to focus on low level behaviour and to ensure that high expectations are met for behaviour

	<p>both inside and outside the classroom - with support for SEND and PP children.</p> <ul style="list-style-type: none"> • 2 children with complex needs are presenting challenging behaviour in school; 1 has EHCP and waiting for EP assessment to apply for second EHCP. • PSHCE curriculum this term focusing on mental health & wellbeing and online safety. • Continual support from school councillor for most vulnerable families to support good attendance and work on barriers to learning. • A 3yr cycle has been put in place for a curriculum review. • CPD this term has focused on areas of priority; remote learning, Rosenshine principles of instruction, Safeguarding linked to domestic violence, Catholic vision & virtues and Read, Write, Inc. • Safeguarding governor has carried out a visit to monitor the effectiveness of safeguarding. • Year 1's take part in forest school and this will be rolled out school-wide in the summer term. <p><u>ESM visit</u></p> <ul style="list-style-type: none"> • Following last ESM visit, the following has been put in place: • Remote learning statement and information (online safety tips, online learning links etc) is on school website. • Teachers have watched each others remote lessons as a valuable source of CPD. • Weekly spreadsheet of pupil engagement with online learning. • Focus on reading across the curriculum as CAST are looking into buying into the Accelerated Reader programme. <p><u>Catch-up premium</u></p> <ul style="list-style-type: none"> • Catch-up premium is in place. The school has £6,000 for resources to support 1:1 tuition and Read, Write, Inc etc. <p><i>A (LU): How is 1:1 tuition going?</i></p> <p><i>A (EH): Reception children have made the most progress where at expected has increased from 25% to 75% (end of autumn to March 2021). In the summer term, the bottom 20% in Year 1 and 2 will be targeted and they are expected to reach targets with extra tuition.</i></p> <p><u>Brief overview</u></p> <ul style="list-style-type: none"> • Strengths include; Cohesive staff team, individual needs are supported and outcomes at the end of KS2 in reading and writing. • Areas for improvement include; supporting SEND with significantly less resources, ensuring maths outcomes at the end of KS2 are in-line with reading and writing. • Opportunities include; applying for EHCP to increase TA hrs, improved budget for next year, to have a leadership team beyond the head teacher, stable pupil numbers for next year. • Risks include; as a small school, there is limited staff capacity to fulfil all the roles. 	
<p>6 6a</p>	<p>RE and Catholic life</p> <p>EH summarised the summer term plan for virtues and gospel values – based on being the best that we can be. The virtues and gospel values will underpin school assemblies and worship.</p> <ul style="list-style-type: none"> • Class 1 	

6b	<ul style="list-style-type: none"> ➤ Virtues; Health, Play, Honesty ➤ Gospel values; Kindness, forgiveness • Class 2 <ul style="list-style-type: none"> ➤ Virtues; Self-knowledge, Meditation, Friendliness, Thankfulness ➤ Gospel values; Peace, Integrity • Class 3 <ul style="list-style-type: none"> ➤ Magnanimity, Communicative Justice, Distributive Justice, Fortitude ➤ Gospel values; Justice, Courage <p><i>Q (LU): Will good work assemblies be conducted in each classroom?</i> <i>A (EH): Yes, at the end of half-term and parents may be invited remotely. We are trying to incorporate the virtues and values into worship.</i></p> <p>The group reviewed the document.</p>	
7	<p>CAST board strategic plan The group review the document.</p>	
8	<p>Curriculum reports – Art and Music The reports will be presented at the next governors meeting.</p>	
9	<p>HT and staff well being <i>Q (LU): How are you and the staff coping with the added pressures?</i> <i>A (EH): It has certainly been a tricky term and we are all looking forward to the holidays. Staff are aware that they have opportunities to talk to someone for support if they are struggling – there are counselling helplines and of course they can talk to me. But the staff are also a supportive team themselves and extra time is allowed for this reason in staff meetings.</i></p> <p>LU said that she was available anytime if EH needed support too.</p>	
10	<p>Parish Links MR and AR continue to work to strengthen parish links.</p>	
11	<p>Governor monitoring Chair and head teacher speak regularly to keep updated.</p> <ul style="list-style-type: none"> • Remote visits have been carried out for; Safeguarding, SEND & PP, RE (summary of SEND & PP and RE visits in Item 12). • Available to support head teacher if needed. 	

12	Governor reports	
12a	<p>Pupil Premium report (visit carried out remotely on 01/03/2021)</p> <p>LU highlighted:</p> <ul style="list-style-type: none"> • 22% of pupils on roll are PP (18 from total of 82). • 67% of pupils attending school during lockdown were PP (national average is 20%). • 94% of PP pupils engaged well with remote learning and/or school sessions. • 17% of PP pupils borrowed devices from school to allow them to engage with remote learning. • 67% of PP pupils are following the Read, Write, Inc or Fresh Start programmes. • 1 application for EHCP has been made and 2 other applications may be made. • Food bank referrals and applications to the Catholic Children’s Society for uniform grants have been made for the more vulnerable families. • Safeguarding will continue to be part of ongoing CPD. • 4 recommendations were made: <ul style="list-style-type: none"> 1. Ensure ongoing safeguarding training. 2. Ensure all pupils settle back into school as best they can, and with support from staff. 3. Ensure emotional needs of the pupils are met on return to school. 4. Carry out assessments on PP pupils and plan suitable interventions for the summer term. 	
12b	<p>SEND report (visit carried out remotely on 01/03/2021)</p> <p>LU highlighted:</p> <ul style="list-style-type: none"> • 26% of pupils on roll have SEND and 4.9% of these children have and EHCP. • 52% of SEND pupils were in school during lockdown, increasing to 71% by the end of lockdown. The remaining SEND pupils did engage in home learning. • 75% of pupils with an EHCP were in school and the remaining 25% did engage daily with remote learning. • 81% of SEND pupils have been following the Read, Write, Inc or Fresh Start programmes. • 81% of SEND pupils are likely to make expected levels of progress, the remaining 19% have complex needs and support from outside agencies is required. • 5 recommendations were made: <ul style="list-style-type: none"> 1. Head teacher to continue to carry out blink assessments. 2. Ensure all SEND pupils settle back into school. 3. Monitor use of Widget resources. 4. Carry out assessments of all SEND pupils before start of summer term. 5. Plan interventions to ensure all SEND pupils are fully supported. 	

Meeting closed: 3pm.

Next meeting: Monday 24 May 2021, 1:30pm (Zoom).