**St John the Baptist Roman Catholic Primary School, Dartmouth**

**Local Governing Body**

**Monday 07/12/2021, 1:30pm**

**Minutes**

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

|  |  |  |
| --- | --- | --- |
| **In attendance** | **Initials** | **Role** |

|  |  |
| --- | --- |
| **Minutes to** | |
| Attendees |  |
| Apologies |  |
| Helen Laird, Plymouth CAST | x |
| Helen Bridges, St John’s Admin | x |

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1**  **1.1** | **Chairs Business**  Strict time limit to this meeting held via Zoom. Re join via same link if time runs out.  **Opening prayer**  EH lead prayer. |  |
| **2** | **Matters arising from previous minutes**  Matters arising- A few typing errors(KM/AR). |  |
| **3**  **3.1**  **4**  **5** | **Housekeeping**  **Declaration of Business Interests**  None declared. LH reminded Governors to do any declarations via Governor Hub.  **Governor visits**  **Parish Links –** Mike and Angela –Fr Sonny is on board for supporting events during Lent. This is dependant on Covid rates dropping as a great deal of the Parish are very vulnerable. If the Chaplains can organise cards again as these were very popular last time. Mike will telephone Helen and pick up cards next week.  **RE**- Karen to do report on DSEF and Governor Audit and provide an overview for Governors at the next meeting.  **Safeguarding –** Laura gave a verbal report on her safeguarding visit where she examined the central record. She asked Helen to find out if DBS ever needs to be updated for existing members of staff. Laura also talked to children and asked them questions about online safety, bullying etc. Laurawill produce awritten report**.**  **Pupil premium-** Laura talked through the main points on her pupil premium visit and report.  **RE learning walk –** Laura reported on a worship that she watched which was delivered by Pupil Chaplains and on her RE learning walk where she talked to pupils about the RE curriculum and what feedback they are given and what they learn in RE.  **Health and Safety- Visit to be planned in January.**  Safeguarding SG3  Went through main action points.  Laura said that she would undertake the Safer recruiting refresher on SSS suite by the end of the Spring Term. LH also needs to do this next term.  **LH- Could staff do scenarios on lockdown procedures?**  We could consider this once the staff and pupils have had drills. We aim to practice the drill by the end of term. We went through procedures with staff on the Sept training day and they are part of the staff handbook. We will tell staff that we are doing this for the first drill. Next time we practice this we may have some groups outside, to mix this up. | MR to lead as contact for Parish events in the future.  MR pick up cards.  KM write report on main points/actions to take forward.  AS and LH plan date for H and S visit.  Carry out drill for lockdown procedures and follow up with necessary training if needed- LH |
| **6**    **7**  **7** | Leadership report- detailed discuss on:  Ofsted AFI – maths progress matching Reading and writing at end of KS2  ESM visit- wider reading strategies  -Co-ordinator confidence of subject areas  -Planned curriculum matched taught curriculum( particularly where there is a lot of information)  -challenge for HPA  - updating SEF/SIP  **AS- What opportunities are available for weaker readers?**  Some 1:1 coaching will be happening Dec- through the Spring term – mornings and after school from the Catch up premium/ National Tutoring programme. 1:1 tutoring for bottom 20% during school hours. The deep dive from the ESM found the teaching of Early reading to be a strength. The reading lead needs to be developing wider reading strategies. The English Hub continues to work with us watching sessions, coaching new staff etc. the ESM has asked us to use some of the Catch up premium to help the more able get GDS- this may be targeted at mathematics.  Catholic life and Mission  Talked through some of the CPD delivered this term with RE AND Catholic life and Curriculum.  We talked about continuing to develop the Chaplain’s role.  **LU- Have the resources been purchased for the chaplain’s to organise their own Focus tables?**  Yes – a box of resources has been set up which we are hoping that they will start using fully in the Spring term.  MR- Will there be any services put online for parishioners to view?  Yes, Our school Nativity will be put up by the end of next week.  Conversation on staff attendance, pupil attendance  **LU- What is done to address the issues of persistent absentees in pupils?**  Staff have met with parents and we have logged concern. We look at these with EWO as well. She looks for patterns of absence. She has asked us to monitor two children closely and ask for medical certification if further concerns arise. Covid is now counting with attendance as illness.  Behaviour- No exclusions this term from 5 FTE last year. We are trying to have zero exclusions. This has been helped by our successful EHCP applications and we are able to provide high levels of support for pupils at risk of exclusion with the most complex needs.  **AR- Are there safe spaces for children who struggle the most in class to work outside the classroom?**  Yes- what works for different children varies. One class 3 child works in class mostly but can work in the library area if he is struggling with sensory overload. We have tried tents for some children and one child in class one comes into the staffroom and this space really works well in regulating him.  We tend to offer additional Forest school sessions to KS2 children who get tired towards the end of the week and struggle to stay regulated on a Friday.  Wider work of the school, Financial planning, Health and Safety all discussed and improvements in budget this year with additional SEND funding. Impact of lag funding discussed in previous years. Covid could still impact on budget negatively this year if any significant staffing absences occur.  **Health and Safety discussed and outstanding issues can be followed up in H and S visit in January like mould and outside security fences.**  Data from INSIGHT  Looked at how maths attainment is inline with reading attainment.  Looked at differences with year groups and cohort differences.  Reception –only 29% on track for GLD- compared to Year 6 who are 89% to be expected or above. Discussed using some of the National tutoring money to target GDS in mathematics in Year 6.  KM- How confident are staff in using INSIGHT for their co-ordinator role?  We have only just started using INSIGHT this term and staff have completed their first data drop last week. **It may be useful next term to go through some of the training videos on leadership reports** **with teaching staff.**  Pupil Premium  Discussed strategy and wider approaches that impact on quality First teaching and are based upon research.  Discussed that a significant number of PP pupils have significant SEND needs and this can impact upon progress. Important to get external advice and ensure that this is implemented.  Read, write, Inc is working well for pupils and 1:1 tutoring is targeted at bottom 20%.  We haven’t been using Powermaths for long but we are hoping that this will impact positively on bottom 20%.  Discussed stretching our more able PP to get to GDS as this can impact on their life opportunities later on at GCSE. We are targeting a pupil in year 1 and 3 in Year 4 to be at GDS by the end of their next key stage in a number of areas.  How effective are we as a Governing Body?  Parish links continue to be a focus and we are managing what we can- governors are leading this area.  Asking challenging questions about LA and early reading, safeguarding  Challenging about staff other than head teacher using INSIGHT for leadership roles  Challenging about pupil attendance- will continue to follow up on PP and SEND visits  Challenges on safeguarding training and scenarios  Challenge about resources to support and encourage Chaplains in their roles  Catholic Life always given a large focus in every meeting  Thorough Governor visits on elements of Catholic life, Pupil Premium and Safeguarding challenging and supporting the head teacher. |  |

**Meeting closed: 3.15pm**

**Next meeting: 18/01/21 at 1.30pm**