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

**Local CAST Board Meeting**

**Tuesday 21st March, 1:30pm**

**Minutes**

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| **Attendee** | **Initials** | **Role** | **Time joined / left if not present for full meeting** |
| Elizabeth Hamilton | EH | Head Teacher | Present |
| Laura Upton | LU | Chair | Present |
| Nicola Ashton | NA | Clerk | Apologies |
| Karen Moseley | KM | Vice Chair | Present |
| Angela Simmonds | AS | Parent Governor | Present |
| Angela Robinson | AR | Foundation | Present |
| Mike Robinson | MR | Foundation | Present |
| Jacqui Vaughan | JV | Link Director | Present |

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| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1** | **Welcome and Opening Prayer**  Opening prayer by Liz Hamilton  Reading by Mike Robinson  Reflection by Liz Hamilton | LH / MR |
| **2** | **Apologies and Confirmation of Quorum**  Apologies from Nicola Ashton | LH / LU |
| **3** | **Confidentiality Reminder**  Everyone was reminded that what is discussed is confidential. | LH / LU |
| **4** | **Declarations of Interests (for this meeting):**  No business interests declared. LU reminded all attendees to keep declarations up to date on Governor hub. | LU |
| **5** | **Minutes of Previous Meeting – 17th January 2023**  Minutes were approved by LU/MR | LU / MR |
| **6** | **Actions from previous meeting**  Governor visits have taken place. Discussed in agenda item 8 below. | ALL |
| **7** | **Headteacher Verbal Update**  **Demographic report**  85 Pupils on roll. We have turned quite a few pupils away as all classes are full. Pupils number will be similar for September as 7 year 6 leaving and 7 due to join reception.  34% of pupils have SEND, National is 15.3%. 8.2% have an EHCP compared to National at 2.3%.  EAL at the school is 12.9%. This is below national of 21.2%.  Persistent Absence has been a concern for the school, but this is improving. We are currently just below national.  LU – What are you doing to improve attendance?  LH - Having a school counsellor has really helped as she is able to work with families and encourage school attendance. There was a lot of bugs / STREP A cases at the start of the academic year. There is also a school refuser who the school counsellor is working with.  **SEMH Update for Governors**  LH has recently completed a 5-day Senior Mental Health Diploma.  All staff have attended trauma informed training.  Staff have been asked for feedback on improving mental health in the workplace. They have asked for better staff room facilities.  Class 3 have introduced a ‘I wish my teacher knew box’ and we looked at examples. It is a way to encourage children to talk about their feelings.  **My Happy minds Impact report and video**  The school have received a grant from Dartmouth United charities to purchase the My Happy minds programme. This is an NHS backed programme that is proven to have a big impact on improving mental health in schools. It looks at the neuroscience of the brain.  LU – What age group is My Happy minds aimed at?  LH – It is a whole school programme delivered from Early Years to Year 6. I have just started using it with class 3 (years 4/5/6). It will be rolled out to all other classes after Easter. Staff are having training on it this evening.  Class 3 have just started using the My happy mind Journal. These were shared with the governors with permission from the children. Feedback from the children was positive.  We looked at and discussed Team H-A-P (used in the programme) and how things are stored in the brain.  **HIPPOCAMPUS** - A scrap book for memories and things we learn.  **AMYGDALA** – Is the reaction – fight or flight and is there to keep us safe.  **PREFRONTAL CORTEX** – Helps to make decisions, concentrate, and make choices.  The programme will be followed in the PSHE lessons and will be delivered to all classes for 20 mins once a week.  AS – How does Happy minds fit into the 10:10 programme?  LH – I will map this out and report back, but I feel My happy minds will be more effective and clearer to deliver. | LH |
| **8** | **Lead Governor Updates**   * **Safeguarding**   Intensive Safeguarding review/report from KM. Helen Newman from CAST has been in school today doing and completed an audit. LH confirmed all action points from KM’s report have been actioned.   * **SEND / Pupil Premium**   LU discussed her SEND/PP visit. Since the report was written SEND in the school has increased to 34% from 27%.  All SEND/PP pupils make expected progress. Where this is not possible additional interventions and support are put in place.   * **RE and Catholic Life – Worship Visit**   MR/AR attended the Ash Wednesday service lead by Fr Yarik and the school Chaplains. Fr Yarik explained the meaning of the Ashes and gave the children the opportunity to have the cross marked on their forehead with ashes. The children found this exciting, and it was lovely to have Father Yarik in the school.   * **Curriculum and Standards – Maths Visit**   AS met with Mrs Brown (class 3 teacher) to look at the Maths curriculum. Power maths was introduced 2 years ago and is having a positive impact on the Maths curriculum.  Maths data has significantly improved. This has been an area of focus from the school SEF.  It is very hard to compare cohorts in St Johns as some cohorts have very few pupils or have a high percentage of EHCP children.  Mrs Brown is going to deliver an assembly to parents on Power maths and how parents can help their children think/learn and build confidence in Maths.  Mrs Brown attends monthly Maths briefings and find these useful. Teachers from other schools have also been visiting the school to observe Mrs Brown delivering her Maths lessons to mixed year/ability children. | ALL |
| **9** | **Governance Updates**  LU reminded everyone about the upcoming training dates. | LU |
| **10** | **Policies (For review)**   * **Behaviour Policy**   Policy discussed and approved by KM/AS   * **Intimate Care Policy**   Plymouth CAST policy. Discussed at meeting. | LH |
| **11** | **Action for next meeting –**  MR/AR to attend the Stations of the Cross service at school. MR to continue to support Father Yarik.  LU to arrange SEND meeting in Summer term.  AS to arrange Early Reading and Geography curriculum visits after Easter.  Review the impact of My Happy mind and discuss with the School Chaplin’s to gather feedback. | All |
| **12** | **How effective are we as a Governing Body?**  KM has done an intensive Safeguarding visit.  MR/AR is continuing to build positive links with the Parish and supporting Father Yarik. This was an area from our S48 inspection. | ALL |

**Meeting closed: 2.55pm**

**Next meeting: Tuesday 16th May 2023**