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

**Local Governing Body**

**Monday 13/09/2021, 1:30pm**

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| **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 | Apologies |
| Angela Robinson | AJ | Foundation |  |
| Mike Robinson | MJ | Foundation |  |

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| **In attendance** | **Initials** | **Role** |
| Judith Muir | JM | Clerk |

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

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| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1** | **Opening prayer**  EH lead prayer. |  |
| **2** | **Matters arising from previous minutes**  No matters arising, minutes approved (LU/KM). |  |
| **3**  **3.1**  **3.2**  **3.3**  **3.4**  **3.5**  **3.6**  **3.7**  **3.8**  **3.9**  **3.10**  **3.10.1**  **3.11**  **3.12**  **3.13** | **Housekeeping**  **Declaration of Business Interests**  None declared.  JM requested that Governors return completed Declaration of Business Interest forms for file **and** sign-off on Governor Hub.  If anyone is having any issues logging on to Governor Hub, please let Clerk know.  **Skills Audit**  JM requested that Governors return completed Skills Audit forms for file.  JM thanked LU for updated copy of Skills Audit.  **Policy Cycle**  Governors were directed to [Plymouth CAST policies](http://www.plymouthcast.org.uk/web/plymouth_cast_policies/278261) and [statutory policies for schools and academy trusts](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts) and reminded that they should pay particular attention to the policies (and any updates) in the areas that they are responsible for.  **Plymouth CAST Governor training**  It is highly recommended that governors participate in training. Governors were directed to [Plymouth CAST Governor training](http://www.plymouthcast.org.uk/web/governor_training/289414) and asked to inform Clerk asap with courses that they are book themselves onto (and then complete).  JM thanked LU for sharing confirmation of course booking (‘Head Teacher and Chair: Briefing for all Plymouth Diocesan schools’ on 17/09/2021).  **Meeting dates for the academic year ahead** (at 1:30pm)   * Monday 12/10/2021 * Monday 16/11//2021 * Monday 07/12/2021 * Monday 18/01/2022 * Monday 15/03/2022 * Monday 10/05/2022 * Monday 21/06/2022 * Monday 19/07/2022   **Competency Framework**  Governors reviewed and discussed the DfE [Competency Framework for Governance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf).  **Governance Handbook**  Governors reviewed and discussed the DfE [Governance Handbook](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf). JM advised that this is a useful document for Governors to refer back to regularly.  **Governors Code of Conduct**  Governors were directed to review [Model Code of Conduct for governing boards](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nga.org.uk%2Fgetmedia%2F37bdfd85-bf2e-4f12-a524-3653c71e7f34%2FNGA-Model-Code-of-Conduct-2020.docx) as set out by the National Governance Association (updated 2020).  **Governor role description**  Governors reviewed and discussed the [role description](https://www.nga.org.uk/getattachment/Governance-Recruitment/Be-a-school-governor-or-trustee/Governor-role-description-2017-(1).pdf?lang=en-GB), as set out by the National Governance Association.  **Terms of Office**  All agreed that Chair (LU) and Vice-Chair (KM) will continue with their term.  AS is coming to the end of her term as parent and Health & Safety governor. JM will email AS to discuss further.  **Procedure: adding an item to the agenda**  Governors were advised to contact the Chair/clerk if they wish to add an item to a meeting agenda.  **Procedure: reporting and absence**  Governors were advised to contact the Clerk to report an absence from meetings.  **Procedure and need for confidentiality**  Governors were advised that if for any reason, a named pupil or member of staff needed to be discussed, that it would be done so by required essential LGB members only and the minutes recorded separately as ‘Part Two’. Part Two minutes are then:   * Filed separately, they are not recorded in published minutes. * Filed in a sealed, signed envelope. * Locked in a secure cabinet. | EH, KM, AR, MR  EH, KM, AR, MR  ALL  ALL  ALL  ALL  JM |
| **4**  **4.1**  **4.2**  **4.3**  **5**  **6**  **7**  **8**  **9**  **10**  **11**  **12**  **13**  **14**  **15** | **Safeguarding**  **KCSIE (updated Sep 2021)**  Governors advised to read the DfE updated [KCSIE](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf) declare they have done so on Governor Hub by next meeting (12/10/2021). Governors are legally obliged to declare they have read the document.  **Summary table for specific safeguarding issues**  JM referred Governors to the document emailed prior to meeting for review.  **SG4**  The group reviewed and discussed the document. EH highlighted:   * There have been 1 fixed term exclusion in the summer term of children who have significant need. EHCPS and external advice has been sought. With the older pupil the higher levels of support and a consistent adult has made a big difference to meeting his needs.   *Q (LU): What support / training can you offer staff to help them deal with these situations?*  *A (EH): We have followed advice from external professionals such as the communication and Interaction team. Internal exclusion has helped where a pupil has worked for the rest of the day in a quiet room with an adult when they are not coping with a busy classroom environment. Behaviour is communication so it is about seeing what we can do differently, what the triggers were and what the child was trying to communicate with the behaviour.*  *Q (AR): Do children on a reduced timetable effect funding? A (EH): No but we do inform LA. Reduced time table would only be used as a last resort and it would be important to increase the child to fulltime as quickly as possible.*  *Q (LU): Are funds from EHCP backdated? A (EH): No. Funds are only available from when EHCP is awarded. Anything that is spent prior comes out of existing budget.*  **Parish links**  With Harvest and Advent coming up, MR stated that he would like to investigate any possibility of the school participating in associated events within the parish, or if parishioners could be invited into school to share in pupil-lead celebrations. MR commented that many parishioners will not yet be prepared, or feel safe, to attend events at school as there are lots with underline health needs. It was agreed that:   * *Look at organising an Advent during Advent.* * *Continue with projects like the cards project which so many of the parishioners involved were so happy to receive the cards.*   **School chaplain’s report**  School chaplains (SC) presented their report: The Chaplains spoke about some of the school events organised by the Chaplains that have happened in the last 12mths.   * Mission to live, love and learn in a Caring, Catholic Community – what this means * Prayer spaces were made available during Holy week. * ‘[Eyes of the World](https://www.indcatholicnews.com/news/42398)’ art installation at G7 Cornwall climate summit.   *Q (AR): Did you make that? A (SC): We all made a bit of it.*   * Cards were written with good wishes and sent to parishioners.   MR thanked the school chaplains and said that the cards that they sent to parishioners were really appreciated.   * Currently working on [Live Simply award](https://cafod.org.uk/Campaign/Livesimply-award) as our theme for next year where we will be thinking about the planet and doing an action. We will also be thinking about the [UN Climate Change Conference](https://www.gov.uk/government/topical-events/cop26) being held in November. * Class 3 wrote letters to PM Boris Johnson about climate crisis concerns – he hasn’t responded.   *Q (KM): What was your favourite thing about Holy week? A (SC): That everybody took part.*  *Q (MR): So you feel that you all worked well together? A (SC): Yes, we all did our own small bit.*   * We held an assembly for class 3 on climate change(Tom did the powerpoint at home) and we’ll also be doing a Laudato Si’ assembly. * We’re going to ask the whole school to make pledges which will be displayed in the corridor.   *Q (LU): Are the school chaplains doing any training with Plymouth CAST?*  *A (EH): We have none planned for this term but will try and attend any future events.*  **RE Data**  EH outlined to the group:   * The school is aiming to challenge the more able children to achieve ‘greater depth’. The children will be encouraged to: * Use bible quotes. * Reference the Pope. * Demonstrate deeper / philosophical thinking. * Children with SEND or lower abilities will also be supported by presenting material in a visual way. We would not want Literacy levels to be a barrier to RE attainment or progress. * Mixed year group classes can be a teaching challenge to meet the needs of 3 different years. Continue to support teachers subject knowledge delivering ‘Come and See’ RE curriculum.   **Curriculum Overviews**  EH explained that staff are putting gospel values into teaching how people and the planet are interdependent ([Laudato Si](https://www.laudatosi.org/)). The school is looking at strategies across the curriculum to incorporate the 17 UN Sustainable Development Goals by showing films and building on positive values. EH stated that the school believes it is important to make this current for pupils – to inform their views and opinions with currently what is going on in the world.  **Geography policy**  Updated policy is in-line with curriculum development and available on website.  **History policy**  Updated policy is in-line with curriculum development and available on website.  **Science policy**  Updated policy is in-line with curriculum development and available on website.  **Development areas from last Denominational Inspection**  The group discussed the document.  EH stated that the school mission statement ‘Live, Love, Learn in a Catholic Caring Community’ has been revisited across the school community – for example, Chaplain led worship based on the mission statement, spending time with staff about how the statement is applied daily.  *Q (LU): Is it possible to share any photos of this in action?*  *A (EH): Yes, we have included some in the newsletter and on our website.*  *Q (LU): I am admin for the school Facebook page and I can share news like this, if you’d like? A (EH): Yes, please do, we need to harness social media and make more use of it.It would be great to include examples of Living out our mission statement on Facebook.*  The group discussed that there has been no further news or communication from Diocese regarding the links with Brixham priest, despite MR’s on-going efforts.  EH reported that AT1 (Attainment Target 1, learning about religion) and AT2 (Attainment Target, learning from religion) is an assessment being worked on to ensure that all pupils are given the opportunity to achieve at the highest level and in particular to develop the skills of all teacher to deliver effective AT2 activities. The curriculum for Catholic Life is available on the school website. There is a link.  *Q (AR): Will the next RE inspection be over 1 or 2 days?*  *A (EH): Probably be a 2 day inspection, conducted by 2 inspectors from a different area.*  *Q (MR): In light of this, I am surprised that the Diocese has not allocated a priest to the school as that will have an effect on inspection.*  *A (EH): Hopefully the inspection will show how hard the school is trying to build Catholic Life in our school and how this has remained a priority in the school.*  **Inspection training**  LU attended Ofsted course. EH confirmed that there is 1 space available for another governor to attend the Ofsted roadshow same course later this month – please get in touch with EH for details.  **Feedback from CAFOD training**  KM reported back to the group. She attended two out of the 3 sessions which covered areas such as Laudato si, The eyes of the world campaign, UN 17 Goals and how these areas can be considered in the curriculum.  **Governor monitoring**  Pupils have received messages of thanks from parishioners who received greeting cards from the school children, including donations from 2 parishioners. The group discussed ways to build on this success – perhaps by setting up regular communications between the school and parishioners who may like contact to help reduce feelings of loneliness.  **What impact are we having as Governors**?  Governors have attended several areas liked to Catholic Life such as ‘From Good to Outstanding’ preparing for S48 inspection, CAFOD training( 2 sessions)  Governor training for Chair and Head- run by the DES. 2 Governors attended training earlier in the year delivered by the CES( REMOTELY) on the Catholic Mission of the school. This has enabled Governors to challenge and support in this very important area and have a full understanding of the Catholic Mission of the school. | ALL |

**Meeting closed:** 3pm.

**Next meeting:** Monday 12 October 2021, 1:30pm.