

St John the Baptist Roman Catholic Primary School, Dartmouth Local Governing Body

Meeting							
Date/Time	14 July 2017 1pm	Location		Head Teacher's office			
Attendees	Initials			Attendees	Initials		
Name	AB	Type of governor / associate / chair etc	Time they joined/left if not present for full meeting	Name	AB	Type of governor / associate / chair etc	Time they joined/left if not present for full meeting
Elizabeth Hamilton	EH	HT					
Natalie Jackson	NJ	Parent					
Karen Moseley	KM	Vice Chair / Foundation					

Apologies	Initials	Reason (Category of Governor)
Laura Upton	LU	
Rebecca Barker	RB	

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Judith Muir	JM	Clerk

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Opening Prayer	EH
2	Matters arising from previous meeting minutes	EH
3	Housekeeping	JM
4	Safeguarding	EH
5	CAST re-structuring	EH
6	Head Teacher report	EH
6.1	Budget	EH
7	CAST policies	EH
7.1	Complaints	EH
7.2	Health and Safety	EH
7.3	Whistleblowing	EH
7.4	Freedom of Information	EH
7.5	MAT notices: Primary Assessment Policy	EH
8	Governor visits for next term	EH
9	Governor meetings for next year	EH

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Agenda Number	Details of discussion	Decision or action
1	EH opened the meeting with a prayer.	
2	There are no matters arising from the previous meeting minutes. Minutes approved.	NJ approved KM seconded
3	Housekeeping No business interests to declare.	
4	Safeguarding EH informed the group that she had attended a safeguarding consultation day in early July. Also, CAST have sent out updated safeguarding paperwork which EH will summarise for Governors for the next academic year.	
4.1	A review of the school's attendance policy has been carried out in light of a serious case review. Tightened procedures now mean that if staff become concerned about an absent pupil, and are unable to make contact to verify the child's safety, then the school will contact and inform the police.	
5	CAST re-structuring EH advised the Governors that the consultation period has been extended until 21 st July if anyone would like to respond to the proposals. EH added that it will be essential for St John's to have a 'voice' in the new structure. Head Teachers and Chairs attended the compulsory CAST meeting in June and have cascaded the information to teaching staff, employees and parents. Re-structuring of Governance will require a different leadership structure and facilitate the centralising of power and budgeting. EH informed the group that interviews for the new CEO were conducted yesterday.	
5.1	The first document outlines a possible structure where one executive Head will sit with one local governing body with delegated powers over a group of schools.	
5.2	The second document indicates the replacement of Head Teachers with Heads of School and the introduction of and Executive Principals.	
6	Head Teacher report Pupil numbers for September 2017 are predicted at 75. With a large cohort of 16 leaving this year, EH commented that the school could do with a few more children before the October census. EH summarised that for: <ul style="list-style-type: none"> • <u>Attainment and achievement</u> 80% of the 5 Foundation children are at GLD, 1 SEND child is not at GLD and 40% are Pupil Premium (100 of which are at GLD). • <u>Year 1 phonics screening</u> KS1 results were high and EH acknowledges that it will be a challenge to meet same attainment level at KS2. 	

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<p>6.1</p>	<ul style="list-style-type: none">• <u>KS1 outcomes</u> Out of the 7 pupils in the Year 2 cohort, there is 1 disadvantaged pupil. The figures show that 1 pupil did not reach 'expected levels or better' in maths and that 2 pupils did not reach a greater depth in reading, writing and maths.• <u>KS2 outcomes</u> Out of the 14 pupils, in each subject area the children achieved higher results than the national average – results for writing were the highest at 93% (national average 76%). Reading: 3 pupils were below the expected level, 2 of which just missed by a couple of marks. Writing: 13 out of 14 pupils achieved the expected level. Maths: 2 pupils did not achieve the expected level. Grammar: 2 pupils did not achieve the expected level. 1 pupil missed by 1 mark and test paper is due to be re-marked. <p>The group congratulated EH, staff and pupils on a solid set of results.</p> <ul style="list-style-type: none">• <u>Progress of other year groups</u> Referring to the table of figures, EH stated that anything over 3.0 shows better than expected progress.• Tracking reading progress will be a focus for next year. <p>EH advised that CAST are rolling out a new assessment system in September which means reporting will change. EH is due to receive training for the new system 01/09/2017.</p> <p>After discussing the progress and attainment figures, EH outlined the action areas for school improvement:</p> <ul style="list-style-type: none">• To bring progress and attainment in reading in-line with maths and writing.• To progress SEND pupils in writing and reading.• A training day will be held with Pie Corbett re launch of the Primary Literacy Project.• Continue to work towards 'outstanding teaching'. <p>EH updated the group on CPD for the summer term.</p> <p>Attendance figures were reviewed and EH highlighted that there are currently 6 pupils whose attendance falls below 93%. EH is considering implementing earlier attendance monitoring/interventions if pupil attendance is between 97%-93%, rather than currently 93%-90% in an effort to deal with any issues as early as possible and to avoid EWO visits.</p> <p>The budget summary shows that the school is in deficit by £25,000, this is a planned deficit from the carry forward. EH stressed there will be tight budgeting next year as there is no extra money.</p>	
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7	<p>Plymouth CAST POLICIES The following policies have been adopted by Plymouth CAST and are being brought to the Governors attention.</p> <p>7.1 Complaints policy Governors aware of the policy and received copy.</p> <p>7.2 Health & Safety policy Governors aware of the policy and received copy.</p> <p>7.3 Whistleblowing policy and procedure Governors aware of the policy and received copy.</p> <p>7.4 Freedom of Information policy Governors aware of the policy and received copy.</p> <p>7.5 Primary Assessment policy Governors aware of the policy and received copy.</p>	
8	<p>Governor visits for next term Postponed to next meeting.</p> <p>Governor roles for next academic year were discussed and confirmed as follows:</p> <ul style="list-style-type: none"> • LU: Chair, Pupil Premium, SEN • KM: VC, Science, Finance • NJ: Maths, Safeguarding, Early Years • RB: Literacy, H&S, Safeguarding • EH: Head Teacher 	
9	<p>Meeting dates for 2017/18</p> <ol style="list-style-type: none"> 1. 22/09/2017 2. 20/10/2017 3. 01/12/2017 4. 16/03/2018 5. 27/04/2018 6. 25/05/2018 7. 29/06/2018 8. 20/07/2018 	
Meeting closed 2:30pm		

Details of next meetings			
Date / Time	Friday 22 September 2017 at 1pm	Location	Head Teacher's office

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