

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

Meeting							
Date/Time	3 Mar 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		Laura Upton	LU	Chair	
Natalie Jackson	NJ	Staff					
Karen Moseley	KM	Vice Chair / Foundation					

Apologies	Initials	Reason (Category of Governor)

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	Declaration of business interests	JM
4	Head Teacher report	EH
5	Admissions for 2017	EH
6	Term dates	EH
7	School Self Evaluation, Jan 2017	EH
8	Governance audit	EH
9	Safeguarding audit	EH
10	Plymouth CAST Pupil Premium visit	EH
11	Budget	EH
12	Assessment policy	EH
13	Governor visits	EH
14	Governor training	EH
15	Governor newsletter to parents	LU

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Agenda Number	Details of discussion	Decision or action
1	EH opened the meeting with a prayer. The group welcomed new Governor, KM (Foundation Governor) and was elected Vice Chair. KM will also oversee Science.	LU proposed NJ seconded
2	There are no matters arising from the previous meeting minutes. Minutes approved.	
3	There are no business interests to declare.	
4	EH talked the group through the document.	LU approved NJ seconded
4.1	<p><b>Class Structure</b></p> <p>EH outlined the possible structure for next academic year, 2017/18 based on predicted numbers for next year. EH acknowledged 12 first choice places and drew the groups' attention to the large cohort leaving this year, this will negatively affect the school's budget the following year and it is unlikely that the school could continue to afford 4 classes. EH reiterated to the Governors that next year's budget is based on numbers for this year, so the figures for next year won't affect the budget until the following year.</p>	
4.2	<p><b>Work Scrutiny</b></p> <p>The group understands that any Ofsted inspector will scrutinise student books and staff and striving to ensure that the more able students are working to high expectations. EH described how she spends time in each classroom and identifies students whose work she focuses on and reviews. Teachers then follow up on any targets that have been set for more able children.</p>	
4.3	<p><b>Pupil Premium Audit</b></p> <p>The Plymouth CAST Advisor (Mary Cox) has visiting the school to look over the Pupil Premium students books and was impressed with some of the books particularly for some more able pupil premium students. In her report, the advisor pointed out several strengths and some areas for development. This has been feedback to the teachers.</p> <p><i>Q (LU): Do the children know about the reviews?</i></p> <p><i>A (EH): Yes, they are all aware of the targeted areas that are being addressed. For example, specific areas for improvement are given to the students – rather than telling a student to improve their writing, they are told to 'remember to use finger space'. The children should be able to tell any visitors their targets and talk about how marking helps them to improve.</i></p>	
4.4	<p><b>Ofsted trained SIP visit</b></p> <p>The recent visit by Marian Marks indicated that an Ofsted inspection could focus on leadership, management and assessment. As a result of the weak Ofsted report that Plymouth CAST received, any impending Ofsted school visit will focus on the quality of leadership of the school.</p>	

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<b>4.5</b>	<p><b>EYFS visit</b></p> <p>EH informed the group that recommendations from the visit are being implemented and more writing evidence is being gathered particularly for boys' writing (Foundation). A need to provide opportunities for the children to continue phonics with play was identified and EH reported that this was actioned the next day.</p>	
<b>4.6</b>	<p><b>Learning walks</b></p> <p>As a result of learning walks, staff have looked at class 4 and the use of 'working walls'. Staff have used their displays really well to celebrate achievement and there are some examples of some high expectations in writing across the school. The focus is upon using their 'Learning walls' to get the children independent and to support current learning in the classroom.</p> <p>LU will be visiting the school on Tuesday for a SEND learning walk with Mrs Hamilton.</p>	
<b>4.7</b>	<p><b>NQT Support</b></p> <p>The NQT has received a lot of support and training. For example, she has her mentor and also done training with EH and Claire Brown.</p>	
<b>4.8</b>	<p><b>Moving provision from good to outstanding</b></p> <p>Staff are working on moving from a good to an outstanding level. EH highlighted that staff will receive training in 'Shanghai' maths, which supports our 'mastery' maths curriculum. This is in March and we are expecting to do further work on this.</p>	
<b>4.9</b>	<p><b>Safer recruitment</b></p> <p>LU and NJ confirmed they recently attended Plymouth CAST training.</p>	
<b>4.10</b>	<p><b>Attendance</b></p> <p><i>Q (LU): What happens if a child's attendance falls below 90%?</i>  <i>A (EH): Teachers must meet with the child's parents when a child's absence falls to 90-93%.</i></p> <p>EH summarised that Reception has the weakest attendance record and 1 of the 5 children are on the SEN register. In this case, the teacher has met with the parent and there is evidence to support the child's absence. EH continued to say that any persistent absentees (under 90%) are flagged to the EWO.</p> <p><i>Q (JM): Does the school phone a child's parents every time a child is absent?</i>  <i>A (EH): Yes, it is also a safeguarding issue too. Parents are typically phoned by 9:30 to confirm the absenteeism.</i></p>	
<b>4.11</b>	<p><b>Safeguarding Audit</b></p> <p>The recent audit concluded that the school works to good practice and the recommendations made by the auditor have all been put into action.</p>	
<b>4.12</b>	<p><b>Middle leader support</b></p> <p>EH informed the group how well supported the school middle leaders are. There are adviser visits (SENDCO and EYFS) and subject briefings (Literacy and maths). The school is working towards the science mark and the co-ordinator has worked with co-ordinators from other schools on this. KM to do a governor visit on this.</p>	

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<b>4.13</b>	<b>CAST audits</b> A recent audit has been carried out by CAST and focussed on Pupil Premium.	
<b>4.14</b>	<b>Head teacher support</b> EH works closely with Abbotskerswell as they were inspected by Ofsted 12 months ago and ranked 'good with outstanding features'. There are a number of opportunities coming up with CAST in March, including a leadership conference and a conflict management day.	
<b>4.15</b>	<b>Catholic life</b> EH confirmed that Fr Michael Sharkey is regularly visiting the school and assisting with the Catholic life dimension. EH is plans to email Fr Sharkey re his upcoming meeting with the Bishop and ask for any assistance in the recruitment of Foundation Governors.	
<b>4.16</b>	<b>Governance audit</b> Since the audit was carried out, auditor recommendation have been actioned: <ul style="list-style-type: none"> <li>• Governor's newsletters are distributed to parents. Next one due to summarize the Spring term.</li> <li>• Governors send newsletter to feed back to the Plymouth CAST advisor.</li> <li>• Governors are attending a range of training opportunities.</li> </ul>	
<b>4.17</b>	<b>Not yet outstanding</b> The launch of the new school website is imminent. Q (NJ): Is there a launch date for the new website? A (EH): The developer is waiting for a couple of updates from staff and is also working to other commitments. We are hoping March. We want our Adviser visit to cover a website audit in preparation for Ofsted.	
<b>4.18</b>	<b>CPD</b> EH highlighted key training that staff have recently successfully completed, including; online safety, joint training with CAST, Numbers Count, subject leader courses, advisers visits, planning, autism training, dyslexia training. Q (LU): How do you feed back to staff who have not been on the training? A (EH): All staff receive feedback in the staff meeting following key training. -For example the Literacy subject lead fed back after her subject briefing on assessment tasks and how to improve final assessment tasks(hot tasks) at the end of a unit of work.	
<b>4.19</b>	<b>Attendance</b> The group considered and discussed the statistics and notes by each section. Q (LU): Are there any school awards for excellent attendance? A (EH): If a student has 100% attendance, they do receive a little prize. Individual awards will be set up for progress in attendance. The EWO visits half termly.	
<b>4.19.1</b>	Any safeguarding issues would be dealt with by following very clear safeguarding protocol. Should medical involvement be required, the school nurse would be also involved and is involved in some cases where medical issues are contributing to poor attendance.	

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<b>5</b>	<p><b>Admissions for 2017</b> EH and LU have met and gone through admission figures. Applicants have been ranked and the information has been returned to Devon Admissions for processing. As previously discussed, the school has received 12 first choice places.</p>	
<b>5.1</b>	<p>It was noted that NJ did not attend this meeting due to conflict of interests.</p>	
<b>6</b>	<p><b>Term dates for 2017</b> Term dates set for next year were distributed to the group. EH advised that joint training with St Mary's Buckfast (to share costs) has been arranged for the new pupil tracking system that CAST are implementing.</p>	
<b>7</b>	<p><b>School Self Evaluation, January 2017</b> SEF summarises all of the school data and each area is graded and the 'overall effectiveness' is ranked as 'good'. EH then continued to explain the grading of each heading in the document, including some key points that need to be achieved in order to become 'outstanding':</p> <ul style="list-style-type: none"> <li>• Very high standards in reading and writing have been achieved.</li> <li>• Efforts are now focused on increasing the level of achievement in maths so that all pupils make expected or better progress and the gap with reading and writing is closed at the end of KS2.</li> <li>• Improve the provision in EYFS to allow children to extend and practice their learning, particularly boys with writing.</li> <li>• Middle leadership to be developed as they impact on school improvement and outcomes for children.</li> </ul> <p><i>Q (LU): Are there any weaknesses, or areas that need more development?</i> <i>A (EH): Top priority is to challenge the most able students – the school needs to increase the numbers of children performing at, or above, typical in each year group. This can be done by ensuring that the curriculum includes opportunity for students to apply their knowledge at depth.</i></p> <p style="padding-left: 40px;">- <i>We are also providing intensive support for our NQT</i></p>	
<b>8</b>	<p><b>Governance audit</b> Already discussed in HT report, please see item 4.16.</p>	
<b>9</b>	<p><b>Safeguarding audit</b> Already discussed in HT report, please see item 4.11.</p>	
<b>10</b>	<p><b>Plymouth CAST Pupil Premium visit</b> Already discussed in HT report, please see item 4.3.</p>	
<b>11</b>	<p><b>Budget</b> The group considered the budget figures and discussed the accompanying notes. Particular attention was drawn to 'swimming'. The new indoor pool is now available and scheduling is to be confirmed but the cost (and the cost implication to parents) must also be considered. Last year, the charge for the outdoor pool was £55/hr. This year, the charge for the indoor pool is £80/hr. The group unanimously agreed that parents will be asked to contribute £2 per swim session, per child (appropriate discounts to be applied at the school's discretion).</p>	<p>Proposed: LU Seconded: KM</p>

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<b>12</b>	<p><b>Assessment policy</b> No change to previous policy. Policy approved.</p>	Proposed: LU Seconded: NJ
<b>13</b>	<p><b>Governor visits</b> LU will be conducting a SEND visit on Tuesday 07/03/2017. KM will visit the school during Science Week and meet with Mrs McClounnan. NJ is going to be doing some training with the pre-school and will be named lead in the Safeguarding policy. EYFS visit to be arranged. NJ will be doing a Numbers Count visit on 10/03/2017.</p>	Action: NJ
<b>14</b>	<p><b>Governor training</b> LU and NJ have recently completed Safeguarding training and the Induction For New Governors. KM will check her availability to attend upcoming Induction For New Governors as detailed in 'Devon Governor Spring 2017' publication. LU will look into training opportunities to support her role Chair.</p>	Action: KM
<b>15</b>	<p><b>Governor newsletter to parents</b> The first Governor produced newsletter to parents has recently been published. It will be added to the school website and copy sent to Mary Cox as a way to feed back to Plymouth CAST. The Spring newsletter will follow shortly.</p> <p><b>Meeting closed 3pm.</b></p>	Action: LU

<b>Details of next meeting</b>			
<b>Date / Time</b>	Friday 31/03/2017 at 1pm	<b>Location</b>	Head Teacher's office