



St Catherine's Catholic Primary School, Bridport
Minutes of the Local Governing Body Meeting
5.30pm 19th July 2017

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
CA	Mr Chris Addis	BS	Mrs Belinda Stunt
SD	Mrs Siobhan Dismore	FG	Mrs Frances Guppy
GC	Mrs Georgina Coombs	LV	Mrs Lydia Vincent
JW	Miss Judy West		
SB	Mrs Sarah Betts		
RC	Mr Ronald Coatsworth		
RM	Canon Richard Meyer	TC	Tan Cox (Clerk)

Ref	Agenda Item	Action
1	Apologies: Mr Hugo Busby	
2	Declaration of Pecuniary Interests and Eligibility: No Declarations were received Preliminary Matters: The Chair informed governors that he had received a letter from Mr Ronald Coatsworth who had tendered his resignation from the Board. The Chair and all governors thanked RC for his contribution over the years on the governing board. No apologies were received from CF and it was determined that CF had missed three LGB meetings. It was agreed that TC would telephone CF to get more information.	TC

Minutes approved: Chair of Governor's signature



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3	<p>Budget and Financial Matters:</p> <p>The Clerk had previously emailed to governors the Financial papers sent to her by the Finance Officer. BS attended the meeting and took governors through the figures including the summary for the current financial year (2016/17) which she said would end with a deficit of approximately £25,000. This is a much reduced figure from the forecast Budget set at the beginning of the year. Initially reduced by FG covering Axminster as well as ourselves and the further reductions have been detailed fully at each Governors Meeting during the year. The previously anticipated figure had reduced further due to our Reception Teacher resigning and therefore the anticipated overlap cost of Supply Cover had significantly reduced. Additional savings were made by reducing swimming pool activities to 6 weeks instead of 12 weeks. In addition, the swimming pool activity had usually been covered by extra staffing but was instead covered by members of the SLT due to them not having teaching commitments this year.</p> <p>SD Challenge/Support: asked how much it cost to run. BS said that staffing is the main cost, other expenses such as heating and other utilities are reasonable and within budget and is offset in part by parent contributions.</p> <p>BS explained to governors that the budget going forward was a deteriorating picture and that the school will continue to try and find ways of saving money. She added that the budget had been forecast as a £47,000 deficit but after further review this had increased to £68,500 without taking into account the b/f deficit figure from this year. The increase being due to the need to employ 1:1 TAs.</p> <p>BS & FG informed governors that the £68,500 figure quoted was a worst-case scenario figure and that the School would endeavor to try to reduce this figure as and when opportunities presented themselves and, in the meantime, will continue with careful monitoring.</p> <p>CA added that there is an accumulating deficit of £93,000 at the end of the 5-year period and this is unmanageable going forward. He pointed out that CAST had accepted the budget, and it had been confirmed that funding would be centrally controlled. CA said schools with deficits will be off-set by those schools that have surpluses. CA asked that RM confirm his understanding of this and RM did confirm that CA's understanding is correct.</p>	



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	<p>BS informed governors that CAST had implemented a new financial management system at the headquarters and that from September all spend would be paid centrally by CAST through the new system.</p> <p>BS said that she had attended a Meeting, which had been a consultation exercise for CAST finance officers to be shown the new System and for them to advise what was perceived as necessary work practices to be added to the System before implementation in Sept 17. BS said that at that meeting it had been clear that CAST central would work with schools to control expenses and spend. FG added that CAST would need to balance finance 'v' the teaching of children.</p> <p>BS also said that CAST intended to inform staff and governors about this change, although she was not sure when this would happen</p> <p>FG said that the new financial system will need to take into consideration petty cash expenses which would need to be processed at School for example, re-imburement of ingredients for cooking classes and other small sundry items that are sourced locally.</p> <p>FG referred to the Business Plan (emailed to governors prior to the meeting) she spoke about the proposals contained within it and highlighted the effect of the lack of budget, she said these effects will be felt throughout the school, in classes where the assistance of TAs are cut and in interventions. She referred to the lack of government funding to properly fund schools and said the extra costs put on schools will affect the levels of staff going forward.</p> <p>RC Challenge/Support: raised the issue of overstaffing, said that he felt there were too many teachers to the pupil ratio.</p> <p>FG responded by saying that some children have a range of special needs that need to be dealt with by specialist 1:1 teachers and/or other interventions and these need to be shown on the budget separately. The funding of this specialist support, especially if a pupil has an Education Health Care Plan, is partly funded by the issuing Authority and partly by the School. CA added that, this had been raised in the previous meeting and that it is a fact that throughout CAST there is a problem with the hiring of part-time teachers which are. by their very nature, more costly to keep going (NI Contributions/pension/etc). He said that CAST are looking at the situation regarding this and any School who wants to employ a part-time person will have to present staffing levels to CAST.</p>	



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	<p>CA asked Governors to agree the budget for 2017/18 in order that CAST can be informed that it has been agreed.</p> <p>Governors Agreed the budget for 2017/18. TC to inform CAST</p> <p>FG handed around an outline School Development Plan and explained to governors that without a budget it is difficult to see how the Plan can be implemented in full, as the emphasis is on control and restrict spending and not the other way around, she said any spend will need to be cleared through CAST.</p> <p>SD Challenge/Support: said that the Development Plan was light in some areas, would these be made clearer?</p> <p>CA said that it had been agreed with JonW that an outline plan would be sufficient at the outset and that the detail would follow later. A full plan would be available at the start of the Autumn Term.</p>	TC
4	<p>CA referred to the EGM held on the 4th July and to the minutes from the 23rd May. There were several matters arising:</p> <p><u>LGB Minutes:</u></p> <p>The minutes from 23rd May 2017 were reviewed governors agreed that they were a true and accurate record, they were duly signed by the Chair. There were several matters arising - detailed below:</p> <p><u>Matters Arising from Minutes:</u></p> <ul style="list-style-type: none"> • Performance Management of School Staff – CA referred to the head teacher (FG) performance review and said that this had not yet been completed. This is because of the absence of HW who had not been available. This item to be rolled over. • Governor Page on Website There had been some email correspondence regarding the lack of progress on this issue and FG explained that LT who had been tasked with the update of the website had been too busy and/or off school unwell. There was some discussion about who could do it and governors were asked if any of them had the skills to do it, all declined. It was agreed that TC should draw up an assessment of hours needed to update and maintain the governor page of the website. She further indicated that she had the skills to accomplish this task and was asked to quantify her possible involvement and sent to CA for his consideration. 	TC



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	<ul style="list-style-type: none"> <p>• Newspaper Article CA confirmed that he had written a further article for the local newspaper asking for volunteer governors, he said that two people had come forward; JM who is an ex-deputy head at a Dorset school, she has also sent her enhanced DBS certificate, and secondly BE, who is deputy mayor and has a local government experience and has been a governor in other schools in the past. There was some discussion around the candidates and it was agreed that both would be suitable to join the governing body, however CA said that with the impending changes to the governing body - from an LGB to a federated academy council, both JM and BE will need to be contacted as their role of governor will be a much reduced one, and be mainly centered around the Catholic life of the school and its work within the parish. CA agreed to write to both JM and BE with an explanation of the likely reduced governor role.</p> <p>There followed prolonged discussion around the impending restructure and what governors would be doing, how they would do it and when. CA is of the opinion that under the new arrangements governors would have no responsibility for finance/HR or the curriculum.</p> <p>JW Challenge/Support: asked about the parent voice.</p> <p>CA said that the Academy Council will no doubt contain a mixture of parents, church representatives and governors.</p> <p>• CAST Guidance on Average Number of GB Members CA confirmed that it was his intention to have a governing body of 12, however with the impending changes this may change.</p> <p>• School Newsletter The newsletter was sent after half term. The Competency Framework for Governance was sent to the Clerk by TS.</p> <p>• CAST Health & Safety Policy There was some discussion around the H&S Policy issued by CAST recently, LV said that this latest Policy only applied to CAST central and schools should continue with the existing policy. The governor responsible for H&S has not attended LGB – this item to be rolled over.</p> <p>• Agenda Anomalies Agenda was sent to FG/LV prior to circulation.</p> 	<p style="text-align: center;">CA</p>



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5	<p><u>Strategic Items:</u></p> <p>Head teachers Report / Review of School Development / Effectiveness of Early Years / Summer Data: EYFS, Y2 / Y6</p> <p>FG referred to the papers that had been circulated by HC prior to the meeting: Key points were:</p> <ul style="list-style-type: none"> • EYFS Overview July 2017 – a good level of development, the percentage in 2016 had been 32%, in 2017 it is now 73%, the national average is 69%. There was a lot of discussion around the various figures, percentages and attainment predictions. <p>SD Challenge/Support: referred to a concern around two children</p> <p>FG responded by saying that the two children are being encouraged and had received targeted and focused attention to help them progress. She felt the children are now on track.</p> <p>FG referred to the 8-week development / support plans for each year group that are monitored by ESG.</p> <ul style="list-style-type: none"> • Year 1 Phonics overview, July 2017 – FG ran through the expected and predicted percentages and compared these to the national, the results are slightly low. FG had undertaken the phonics testing with HC this year and provided a detailed explanation on the results. • Attainment Percentage Overview per year group 2016/17 – FG ran through the various groups from EYFS to year 6 explaining all the expected and predicted percentages collected during the Autumn, Spring and Summer tests which culminated in the End of Year Predictions for reading, writing, maths and spag. There was much discussion around the figures and FG responded to queries from governors. • Progress Percentage Overview per year group 2016/17 – FG took governors through the detail of those children that had made expected levels of progress (3+ points across the year on pupil tracker, for year groups 1 to 5 and across core subject areas of reading writing and maths. 	



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	<ul style="list-style-type: none"> <li data-bbox="320 443 1222 510">• KS1 SATs Overview, July 2017 – FG referred to the tabled data which had been colour coded red/green for ease of interpretation. <p data-bbox="365 544 1262 674">FG took governors through the attainment data, explaining the results as she went. She referred to the end of year predictions for Yr 2 children (26) and to the final teacher assessments and provided comparisons between years 2016 and 2017.</p> <p data-bbox="365 707 1198 837">There followed detailed discussion relating to the data for Yr2 progress in reading, writing and maths including the numbers of pupils in the exceeding groups that were moving to GD (greater depth).</p> <p data-bbox="365 875 1206 943">FG confirmed that the results had been moderated externally by DCC and that she thought the results were encouraging overall.</p> <ul style="list-style-type: none"> <li data-bbox="320 987 1222 1055">• KS2 SATs Overview, July 2017 – FG referred to the tabled data which had been colour coded red/green for ease of interpretation. <p data-bbox="365 1088 1243 1218">FG took governors through the attainment data, explaining the results as she went. She referred to the end of year predictions for Yr 6 children and to the final teacher assessments and provided comparisons between years 2016 and 2017.</p> <p data-bbox="365 1256 1195 1386">FG also explained that the Yr 6 children had used two different systems ‘best fit scenario’ and ‘scaled scenario’ she said the predicted scores may come down slightly as the pass mark has increased from last year.</p> <p data-bbox="365 1424 1198 1554">There followed detailed discussion relating to the data for Yr6 progress in reading, writing and maths including the numbers of pupils in the exceeding groups that were moving to GD (greater depth).</p> <p data-bbox="365 1592 1254 1659">FG confirmed that the writing results had been moderated externally by DCC and that she thought the results were encouraging overall.</p> <p data-bbox="365 1697 1251 1805">SD Challenge/Support: asked about the accuracy of predicting the numbers of children moving on at greater depth, and what constitutes ‘greater depth’</p> <p data-bbox="365 1850 1251 1957">FG said that she had seen every Yr 6 child individually and had talked with each child about how they had progressed over the year and how they felt about the progress that they had made.</p>	



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	<p>FG referred to the focus that had been placed on teachers' assessments and referred to the request by Colfox to see progress details (scaled scores) and the children's books.</p> <p>FG continued with her presentation of data, covering the results of SPAG which she said had improved over the previous year, combined scores on WRM are 30% above last year. She confirmed that children failing to progress are highlighted during progress review meetings. She referred to the SEND overview and to progress in attainment for WRM.</p> <p>FG referred to a spreadsheet containing pupil premium data and talked governors through the data.</p> <p>CA asked FG how she would assess the improvements this year over last year. FG said that the data is a stepping stone to further improvements next year, she emphasised the need for first quality teaching especially in light of diminishing budgets and the loss of TAs and other support staff.</p> <p>There was some discussion around this and FG said that there is a balance between raising expectations and keeping teachers. Teachers will now find that they lack support in the classroom and this will be a big change for them</p> <p>SD Challenge/Support: referred to the attainment overview and of her concern over Yr s 1 and 5, she said that in Autumn there was no progress and in Spring there was regression.</p> <p>LV referred to the last LGB and to the discussions around Yrs 1 and 5 and that there is an action plan to deal with this that is being monitored by the ESG. There was some discussion about the action plan and the steps that will be taken to ensure improvement in the Autumn term. SD said that she felt some concern over not being able to monitor the situation more closely.</p> <p>There was a brief discussion about the School Development Plan and about how this be implemented, SD referred to the comment made by RM that the target date for CAST to start its restructuring is 1st September. CA said that the governing body should carry on until told not to by CAST. FG said that Ofsted are revising CAST in October, and as such CAST will want to demonstrate progress.</p>	



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	<p>Learning Walk Report There had been no learning walk.</p>	
6	<p>Accountability and Monitoring Items:</p> <p>School Reports – Safeguarding LV referred to her Safeguarding Summary report and covered the usual safeguarding areas of concern such as Prevent, training and her quiz. She said that DCC had issued a new policy on Safeguarding which meant that her quiz would need to be revised, and all would need to attend more training at some point. Overall, she said that it had been a positive Safeguarding year, there were currently no families on child protection within the school. She referred to the number of audits that had been completed, which totaled 3 for the year, CAST, DCC and Ofsted.</p> <p>OFSTED Review and Report Monitored by ESG.</p> <p>Enhanced Support Group The Chair of the ESG has not been available and the meeting in July was cancelled. Other dates have been penciled in for the Autumn term.</p> <p>Calendar for next year in relation to assessment and CAST A calendar had been drawn up by SLT however this has now to be changed following some communication with CAST who had changed their assessment dates. FG will ensure new dates are available in the Autumn term. It was confirmed that the next LGB (the first of the Autumn term will be on 27th September as planned.</p> <p>CAST Update / Response to CAST Board proposed restructuring CA asked whether anyone from the LGB had written to CAST about the restructure. Both JW and SD said they had written. FG said that the consultation dates have been extended.</p> <p>RM said that the school’s Catholic voice will be louder, there will be greater input into the school by the Catholic Church and that ultimately this will be a good thing for the school and its pupils.</p> <p>Chairs Report CA referred to his term of office and his willingness to serve as Chair for another year or for as long as he is able, given the restructuring may happen prior to this. He referred to his articles to the newspapers and to potential engagement of two new governors.</p> <p>Terms of Office of Governors CA asked TC to circulate to governors</p>	TC



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	<p>Governor Audit Review Nothing to report.</p> <p>Election of Chair / Vice Chair CA elected Chair and Judy West elected Vice Chair</p> <p>Governor Training Reports Nothing to report.</p>	
7	<p><u>Procedural Items:</u></p> <p>Policies Nothing to report.</p> <p>H&S Another H&S Audit received from CAST to complete, this is ongoing.</p>	
8	<p>Catholic Community Group:</p> <p>Religious Life of the School – a report by link governor GC GC went through her reports detailing the religious activities of the school, highlights are noted below:</p> <ul style="list-style-type: none"> • Visit by Bishop Mark on 23rd June to celebrate the school's 50th anniversary. The Bishop had been accompanied by Canon Keith and Canon Richard from our parish. • Yr 5 visit to the Chideock Martyr's Mass and Remembrance Service to commemorate Chideock Martyrs Day on 4th July. • The introduction of a new model for liturgies from September • St Catherine's Section 48 inspection will be in the Summer term of 2018, it is hoped a preparatory visit will be made by SA during the Autumn term. <p>RM referred to a meeting with a Church Youth Worker who is currently based at Colfox and who spends 2 days a week at Bridport. RM said one of his duties is to work with pupils on their transition from Yr 6 to Yr 7.</p>	



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9	<p><u>AOB:</u></p> <p>Review of Policies and Link Governors CA will work on this over the Summer period.</p> <p>DCC Governor Services / Renewal Some discussion around the costs involved and how the renewal would be best obtained, TC mentioned a lower membership price should other schools join. FG to investigate and report back to next LGB.</p> <p>Parent Survey JW raised this as the previous minutes had said that it was covered in the Headteacher's Report, however JW said that the detail had not been. FG provided feedback to governors and this is captured below:</p> <p>The survey was conducted in April 2017, there were 64 replies returned from parents. The detail of questions and answers appear on page 12 below.</p> <p>Children leaving SD raised this and FG provided a detailed breakdown compared over 2016 to 2017 of leavers and starters at the school, where the child had left the school FG provided the reasons where this is known.</p> <p>There was some discussion around this and the reasons why parents did not always provide a valid reason for moving their child despite the attempts of the SLT to ascertain a reason, via the telephone and via letter, some parents were uncommunicative. CA said that the purpose of the question was perhaps to identify whether there is a trend. FG said that by looking at the statistics the trend appears to be more children joining than leaving.</p>	FG

Survey Question:	Agree %	Disagree %	Don't Know %
I like the new start to the school day	89	5	6
Structured start to the school day helps my child settle	89	4	7
Consultation has informed me of my child's current attainment and their next steps	95	2	3
I understand the pink and green marking system and how it helps my child improve	67	12	21
I feel happy to approach staff for help and support	98	2	
I am happy with the education and care my child receives	94	5	1
My child is happy and enjoys coming to school	98	2	



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10	<u>Items for next Agenda:</u> SD asked for the Performance Management report to governors.	
11	<u>Future Meetings</u> Date of next ESG: 26 th September 2017 @ 1.30pm Date of next LGB: 27 th September 2017 @ 6.00pm.	

Abbreviations
SA - Sarah Adams

SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding attendance at LGB by CF – a telephone call to CF will be made	TC	1
Regarding governors' agreement of 2017/18 budget – email to CAST to confirm	TC	4
Regarding governor page on website – a calculation of increase in annual hours to be provided to the Chair for his consideration	TC	4
Regarding potentially diminished role for governors – email to JM and BE explaining likely reduced governor role	CA	5
Regarding dates for the two extra committees – governors will be contacted during the summer break	CA	6
Regarding policy/guidelines for governors – these to be established to ensure that each committee is responsible for its linked policies	FG	6
Regarding Terms of Office for governors – these to be updated and sent out	TC	10
Regarding DCC Governor Services –. investigate any advantage in CAST group membership in terms of cost savings	FG	12