



St Catherine's Catholic Primary School, Bridport
Minutes of the Local Governing Body Meeting
6.00pm 23rd May 2017

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
CA	Mr Chris Addis	TS	Mrs Teresa Sturtivant
SD	Mrs Siobhan Dismore	FG	Mrs Frances Guppy
HB	Mr Hugo Busby	LV	Mrs Lydia Vincent
		TC	Tan Cox (Clerk)

Ref	Agenda Item	Action
1	<p>Apologies: Miss Judy West, Mrs Georgina Coombs, Mrs Sarah Betts, Mr Chris Fern, Mr R Coatsworth, Father Richard Meyer, Mr Jon Wood</p>	
2	<p>Declaration of Pecuniary Interests and Eligibility: No Declarations were received</p>	
3	<p>Budget and Financial Matters: The Clerk had previously emailed to governors the Financial Management Report as at 4th May, the Report provided details of budget monitoring and year-end balances and had been prepared in advance of the meeting by the finance officer (BS) and Chair of Governors. CA asked whether there were any questions or comments arising from the documents. There were none.</p>	

Minutes approved: Chair of Governor's signature



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4	<p><u>LGB Minutes:</u></p> <p>The minutes from 26th April 2017 were reviewed. 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 page 4 of the minutes and confirmed that the performance review of the head teacher (FG) would be carried out by the Chair of the ESG (HW) and himself. CA asked FG whether she had heard anything from HW regarding proposed dates and FG said that she had not and that she would chase. • Governor Page on Website JW had advised the Chair that the governors' web page had not been uploaded onto the website and that none of the biographies or photos of governors were live. FG/LV to chase. • Meeting with CAST HR and JonW re Axminister CA said that there still had been no meeting to discuss the situation with regards the school. Budgets were of particular concern. <p><u>Actions Brought Forward from Minutes:</u></p> <ul style="list-style-type: none"> • Governor Biographies One biography is still outstanding and the governor was reminded he had to do it. • Newspaper Article CA had not yet completed the follow up article that would serve as a recruitment aid for attracting potential school governors. It was agreed to roll-over to next meeting. • CAST Guidance on Average Number of GB Members This action remained outstanding and TS made a note to email to the Clerk. It was agreed to roll-over to next meeting. • School Newsletter This action remained outstanding and FG said that the next newsletter will be after half term. The original action was to mention the need for recruitment of governors in next school newsletter. It was agreed to roll-over to next meeting. 	<p>FG</p> <p>FG/LV</p> <p>HB</p> <p>CA</p> <p>TS</p> <p>FG</p>



Ref	Agenda Item	Action
	<p>SD Challenge: Asked a question around the Mathematics and English data drop and the progress in Yr3 as teachers were predicting that some students would not make expected progress from starting point. LV said these teachers were possibly over cautious and needed some further support with the new curriculum and age-related expectations. SD also queried the lack of progress in writing in Yr5, FG said that the class is now having booster sessions.</p> <p>There was a reference to the start of the school day and FG said that after SLT had reviewed it (by drop-ins to classrooms at least once a week to evaluate how extra time is used) SLT had found that two classes needed to use the time gained more effectively, action plans are in place for this.</p> <p>FG confirmed that TAs had completed the Write Away Together (WAT) training and that a discussion with JonW during the ESG (16th May) had highlighted the potential to sign up to the Maximising the Impact of Teaching Assistants programme (MITA) with the Education Endowment Foundation (EEF), the Cost being £1300.</p> <p>FG confirmed that Mighty Writer has been purchased and is being used to support KS1 and the next step is to include Mighty Writer on Yr 1 plan.</p> <p>SD Challenge: Referred to the Link Meetings that had been set up previously in order to monitor progress and said that she had received an email to the effect that these meetings had been suspended for the time being. She asked when they could be re-started.</p> <p>TS responded to the question and said that the ESG are monitoring school progress data very closely and consequently the governor role is temporarily suspended. She also said that the governors' monitoring role is covered in her governance report to be discussed later. She said that the ESG itself does have an 'end date' and there will be a time later in the year, possibly September, when the ESG's will cease and governors will be expected to re-commence.</p> <p>There followed some general discussion around the monitoring process and what monitoring is being done by the ESG including the monitoring of PP.</p>	



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	<p>FG handed around HC's papers which showed data for year groups 1, 3, 4 and 5. FG and LV took governors through each of the pages, explaining the data figures, including the variances and RAG rated predicted percentages for reading, writing and mathematics. There was some discussion surrounding the percentages and variances within the data and explanations were provided by FG/LV.</p> <p>FG handed around the Summary Action Plan which detailed the next step actions that the SLT would be taking.</p> <p>Catholic Community Group</p> <p>TS commented that this was duplicated further down in the agenda. It was agreed to remove the reference to Catholic Community Group from the Strategic Items section of the agenda and place it as a sub-heading under Religious Life of the School.</p> <p>CA referred to the RE report prepared by GC relating to her school visit. It was agreed that it was a very thorough report and provided good information on the subject. CA thanked GC for the report (GC not at meeting but thanks to be minuted).</p> <p>FG referred to the visit to the school by the Bishop on 23rd June – invites to go to governors in due course.</p>	
6	<p>Accountability and Monitoring Items:</p> <p>Progress and Attainment This was covered in headteacher's report.</p> <p>Pupil Premium Review This was covered in headteacher's report.</p> <p>School Reports – Safeguarding Nothing to report.</p> <p>OFSTED Review and Report Monitored by ESG.</p> <p>Update – HR</p> <p>FG said that there is an advertisement at the moment for a cleaner. She mentioned also awaiting the outcome of an early-retirement decision and would know more at the next meeting. LV added that the school had also retained a reception class teacher for two days a week from an Agency.</p>	



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	<p>CA raised the subject of St Mary's in Axminster and said that he is still awaiting a date from CAST where these matters can be discussed (including the budget). FG said that she had been formally told that as St Catherine's is now in RI (Ofsted rating this year), she is not permitted to continue the sharing arrangement. She added that from September 2017 she will work at St Catherine's full-time. There was some discussion around this and the situation that still exists at St Mary's.</p> <p>CA referred to an email he had received from the Clerk who had responded to an email received from HM (CAST) relating to the governing body and the lack of foundation governors. (The Clerk had copied CA in to the response).</p> <p>TS said that she had recently been in contact with HM and had queried the school's constitution, in particular the arrangements for governing bodies. She said that both CA and she had looked at it as part of the ongoing review of the governance arrangements. There was some discussion around the reason for the email from HM in the first place, bearing in mind the governing body is in the middle of a governance review. TS/FG said it is likely that CAST themselves are being reviewed and that this was an action on them which has probably been replicated to many CAST schools.</p> <p>CA reiterated that he would like to see a maximum of 12 governors which he thought would be a sufficient number for the governing body. There was discussion around this and to the recent skills audit. CA raised the fact that HM had also asked for a Skills Audit to be completed and sent to CAST. TC agreed to send the completed analysis and cover sheet to HM. SD said that she would speak to a parent she knew who has a child at the school about the possibility of a parent governor vacancy. She agreed also to speak to RM about her becoming a foundation governor.</p> <p>TS raised the matter of how much support the school was getting from CAST (there was general agreement that there had been very little support from CAST other than that provided by JonW which had been exceptional) however, TS advised that the school should keep on asking for support until it is provided, both in terms of advice and budget resources.</p> <p>Update – Environment Nothing to report.</p> <p>Parent Survey This was covered in Headteacher's Report.</p>	<p>TC</p> <p>SD</p>



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	<p>Data – Progress (All years and groups) This was covered in Headteacher’s Report.</p> <p>Review – Annual Health and Safety CF had not attended the meeting. No apologies were received. It was agreed to roll over to next meeting.</p> <p>Governor Training Reports / NGA Review Nothing to report.</p>	
7	<p><u>Procedural Items:</u></p> <p>Hot School Meals Contract – Local Food Links Ltd CA asked FG whether there had been any significant changes in the contract from previous years. FG said that there had not. There followed some discussion around the uncertainty surrounding the central government policy on school meals and to their preference for breakfast at the start of the school day rather than a hot meal at midday – it was agreed that the possibly did exist that school meals at midday could be discontinued.</p> <p>CA said that the contract should be renewed however that FG should explain within a covering letter to the contractor that should the government see fit to introduce a policy scrapping school meals then this would be tantamount to force majeure and would therefore entitle the school to break the contract without loss or risk.</p>	FG
7	<p><u>AOB:</u></p> <p><u>Final Report and Action Plan - Governance Review</u> TS explained that the draft report had been sent previously to enable governors to read the report and make any comments on it prior to the meeting. She said that she had received no comments.</p> <p>TS handed around the External Review of Governance – Action Plan and went through the core areas of the plan with governors.</p> <p>Referring to the proposed reversion to the original committee structure of LGB’s and Committees she said that dates should be planned in, and reminded CA/FG/LV to take into account the Clerks duties at Axminster.</p> <p>She urged governors to get on with it and said that HW, at the previous ESG, had complimented the school on its speed of progress, TS said that the school needs to maintain this and rapidly start to work through the actions.</p>	



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	<p>There was some discussion around the Action Plan and how to progress and the need for the governing body to determine its own success criteria.</p> <p>TS also referred to discussion at the ESG where HW had said that it was important that the LGB not be distracted from the Key Issues in the Ofsted report. TS emphasised that the Governance Review Action Plan should be used to set the tone of strategy for school improvement as well as improving governance and the governing body.</p> <p>TS referred to the Ofsted Report and demonstrated the links between her Action Plan and the points raised within the Ofsted Report she said that by progressing the Action Plan the school would also work on key areas of the Ofsted report.</p> <p>There was discussion around the SEF (School Evaluation Forum) and how this could link to the SDP and the work that the governors will be doing with SLT on the 7th June. There was general discussion around CAST's 'values' and whether the school could take them for their own.</p> <p>TS referred to an organization chart depicting staff names and roles and said that some schools provide their governors with this information – it would be useful for learning walks and general contact.</p> <p>TS asked SD whether she felt better informed now after receiving the presentation by FG/LV on school data especially as it had been RAGed and provided in a consistent format to the previous meeting. SD said that she did and that she felt the RAG colours on the handouts were a good way to show variances.</p> <p>CA said that the Action Plan looked like a lot of work. TS said that CA should delegate as much as possible to groups of governors. TS spoke about using the 'KEY for School Governors' website and to the range of resources that the site contained, she showed governors an example of how to plan committee meetings throughout the year using a template available on the KEY. There was some discussion about access and some governors were unsure whether they had received their passwords. TC agreed to resend the email.</p> <p>CA thanked TS for the excellent work she had completed for the school, all governors and SLT present also expressed their thanks.</p>	TC
9	<p><u>Items for next Agenda:</u> Review – Annual Health and Safety.</p>	
10	<p><u>Future Meetings</u> Date of next ESG: 12th May 2017 @ 1.30pm (clerk unavailable). Date of next LGB: 19th July 2017 @ 5.30pm.</p>	



SUMMARY OF ACTIONS

Action	Owner	Page Ref:
Regarding performance management of school staff – chase HW for dates when she would be available to carry out the Head teachers performance review with CA.	FG	2
Regarding governor page on website – chase LT to upload onto site.	FG/LV	2
Regarding governor biographies – provide biography as soon as possible to JW.	HB	2
Regarding newspaper article – another article serving as a recruitment piece to be written	CA	2
Regarding average number of governing body members – CAST guidance to be sent to Clerk	TS	2
Regarding school newsletter – mention the need for recruitment of governors in next school newsletter	FG	2
Regarding Competency Framework for Governance – guidance to be sent to Clerk	TS	3
Regarding agenda anomalies – agendas to be sent to FG/LV prior to general release.	TC	3
Regarding Update HR – completed skills audit analysis and cover sheet to be sent to HM (CAST)	TC	6
Regarding Update HR – speak to parent about parent governor vacancy and speak to RM about foundation governor status.	SD	6
Regarding Review of Annual Health and Safety – roll over to next meeting.	CF	6
Regarding Hot School Meals Contract – Local Food Links Ltd – explain within a covering letter to the contractor that should the government see fit to introduce a policy scrapping school meals then this would be tantamount to force majeure and would therefore entitle the school to break the contract without loss or risk.	FG	7
Regarding 'KEY for School Governors' website – access details to be sent again to governors.	TC	8