



St Catherine's Catholic VA Primary School, Bridport
Minutes of the Local Governing Body Meeting
6pm 23rd November 2016

Live, Love and Learn Together

Initials	Attendees	Initials	Attendees
EJ	Mrs E Jenkins (Chair)	RC	Mr R Coatsworth
WH	Mrs W Holloway	CF	Mr C Fearn
SD	Mrs S Dinsmore		
AS	Mrs A Stephens	FG	Mrs F Guppy
JW	Miss J West	LV	Miss L Vincent
SB	Mrs S Betts	BS	Mrs B Stunt
GC	Mrs G Coombs	HC	Mrs H Ciorra
HB	Mr H Busby	NW	Ms N Weir (Acting Clerk)
CA	Mr C Addis	TC	Tan Cox (Clerk)

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1	Apologies: Father Richard Meyer Mrs G Toohill	
2	Declaration of Pecuniary Interests and Eligibility: All governors and staff had been asked by NW to provide their updated and signed Declaration of Business Interest Forms. Three Forms were outstanding at the date of the meeting and NW asked the governors to complete prior to the commencement of the meeting.	
3	<u>Budget + Teacher Grade increases x 4</u> BS attended the meeting and took governors through the figures, she explained that the original budget scenario of a larger saving through the sharing of staff with Axminster had not materialized, and explained to Governors the reasons for this. CA Challenge: Query of some of the figures surrounding the estimated budgeted savings.	

Minutes approved: Chair of Governor's signature



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	<p>BS explained how the budget was made up and the contingencies and surpluses and the in-year deficit from last year. She also explained that adjustments related to KM (Kate Middleton), and three statemented children for which the school had needed to employ a TA.</p> <p>General discussion followed and it was confirmed that the school must pay the first 14 hours a week that the TA costs, and there is a cost to the school for employing TAs for each statemented child.</p> <p>WH Challenge: Why do we not get enough from DCC to cover the full staffing costs</p> <p>FG explained that the rate of re-imburement from DCC is £10.16 per hour for each TA, which does not cover all the on-costs.</p> <p>SD Challenge: Referred to her own school and to the employment of TAs – said that the school does not pay a specified grade but a lower grade and if St Catherine’s were to do this there may be a saving on staffing costs.</p> <p>FG responded to this and explained that DCC had been obliged to carry out a job evaluation exercise and from this had emerged the amount they would be willing to re-imburse. CAST however pay what they call, a living wage, which means that all TAs get the same amount if graded from 6 – 12 on the pay grading system.</p> <p>BS explained that a problem had arisen when one statemented child that was due to arrive at St Catherine’s in Sept had not materialised, after the TA had been recruited which meant that there was no re-imburement from DCC for the costs of the TA and an increased cost to the School.</p> <p>FG said that there had followed some internal restructuring to accommodate this and that the TA presently has a fixed term contract till December on the 1:1 contract which would need to be reviewed if the contract continued beyond December, although a drop in the grade would not result in a reduced salary for the member of staff.</p> <p>BS spoke about other staffing changes, for example the hiring of midday supervisors and TAs, and that the non-opening of the swimming pool resulted in savings. (Pool not opened in September). She also confirmed that we could possibly use supply staff from our Agency to cover the swimming in the spring which could provide a further small saving.</p>	



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	<p>BS mentioned the costs involved in sharing the headteacher with Axminster and this was discussed, the split was confirmed at 40%/60%. The larger percentage designated to Bridport.</p> <p>WH Challenge: Asked FG for her actual hours spent at Axminster.</p> <p>FG confirmed that the hours vary to a great extent as she comes into St Catherine's first on some days and calls in on her way home on others. She said that her time at Axminster almost certainly exceeded the 40% allocation and that this needed to be re-assessed. She reassured governors that she would be discussing the situation with JW (Area Adviser) when she next meets him.</p> <p>WH Challenge: Asked who would re-negotiate a change in the percentage split between the two schools</p> <p>FG agreed to meet with JW and CAST HR to discuss the situation at Axminster and to review how it was working for both the schools.</p> <p>WH Challenge: Reminded governors that they had only agreed to the share for one year and that it was a good opportunity to look at it again.</p> <p>FG said that it was working well generally, and provided opportunities for others in the school's SLT to take on extra responsibility. Succession planning in any event would need to happen irrespective of the sharing of the headteacher.</p> <p>WH Challenge: Asked about the sharing of other staff with Axminster, for example HC.</p> <p>BS confirmed that Axminster pay their share for HC time.</p> <p><u>Teacher Grade increases x 4</u></p> <p>FG asked governors to support the uplift in salary for 4 teaching staff.</p> <p>WH Challenge: Asked for an explanation as to why increases were justified.</p> <p>FG provided details of extra responsibilities taken on by the staff in question and Governors agreed to the Teacher Grade Increases.</p>	<p>FG</p>



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4	<p><u>LGB Minutes:</u> The minutes from 28th September 2016 were reviewed.</p> <p>WH Challenge: Reminded all that she had raised in AOB of the meeting of the 28th September that she was not clear about the new governance structure and how it would work. EJ confirmed that this will be dealt with under matters arising.</p> <p><u>Matters Arising:</u></p> <ul style="list-style-type: none"> • NGA (National Governors Association) FG confirmed that BS had investigated whether or not a shared membership could be obtained to serve both St Mary's Axminster and St Catherine's Bridport, FG confirmed that this was not possible and that the school, should they wish to pursue membership, would need to do this as a single entity. <p>There was some confusion over the cost of membership and what was provided within the various packages offered by the NGA. NW confirmed that the cost was £79 for the minimum package and that this covered basic guidance for governors, but precluded attendance at NGA run courses and conferences. Governors agreed to membership of the NGA. BS to apply and let governors know when they have membership.</p> <ul style="list-style-type: none"> • Link Governors There was general discussion around the changes in link governors and to which governor would like to YR2 since TH had left. CF had been asked about this and is considering it. • Learning Walk / Steering Group LV explained the rationale for introducing Steering Group meetings and confirmed that they will slot into the months during the year when there is no LGB. <p>LV explained what had been done during the Steering Group held on 2nd November and gave examples of how the Steering Group had helped prepare the Chair and SLT for the LGB and could be used for the Learning Walk. In particular, the Steering Group and Learning Walk planned for December as this Steering Group will be focused on RAISE, which is a big issue and governors will need to look at it in depth. The Learning Walk is Literacy.</p>	BS



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	<p>LV also explained to governors that future LGB's, Agendas and Learning Walks had been pre-planned for the year, times and lead professionals had been agreed and lead governors would be able to participate and feedback to the Steering Group.</p> <p>JW Challenge: Asked who would prepare the report for the Learning Walks.</p> <p>LV said that the lead governor would be expected to produce a report.</p> <p>EJ said that it replaces the old governor report on specialist areas and that the actual Learning Walk helps governors understand the subject more fully.</p> <p>JW Challenge: Asked how long the Learning Walks last.</p> <p>LV said that they should last no longer than a morning.</p> <p>WH Challenge: Asked whether staff were aware and how they were likely to react.</p> <p>LV said that staff are not aware of very much so far and said that discussions with them had not taken place yet as she had wanted to gauge the interest of governors before pursuing it with staff.</p> <p>WH Challenge: Referred to Steering Group and Learning Walk discussions and asked who is going to discuss progress data in each subject. She said that currently governors do not have a review of progress data in the school, and she sees this as an opportunity for this data to be pulled together and interpreted by governors who can then feedback to the LGB.</p> <p>WH also said that it is too much for one governor to oversee all the school's data. She said it will be good if lead governors do their own data. If the school is willing to work in this way she sees it as a positive way forward.</p> <p>FG confirmed that governors have additional data produced by SLT in addition to that produced by lead governors. Data also available from subject leaders GC said she had received numeracy data from AH, the mathematics co-ordinator.</p> <p>EJ asked whether governors were happy to progress the Learning Walk initiative.</p> <p>Governors agreed to see how it goes and review after the December Learning Walk.</p>	



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	<ul style="list-style-type: none"> <p>• Governance Structure Review</p> <p>EJ referred to WH's challenge relating to the changes in the School's Governance Structure and proceeded to explain as follows:</p> <p>EJ referred to the work already completed with regard the review and the discussions with other schools in CAST - those being St Mary's and St Joseph's, Wool. Other schools in the area such as Bridport Primary and Burton Bradstock and, taking into account the general picture in the County, CAST and advice from JW, the trend was now to move away from the traditional committee structures to an LGB led committee.</p> <p>EJ said that when governors had discussed the new structure at St Catherine's in September it had been proposed to intersperse LGBs with Steering Group meetings instead of continuing the traditional governance committee structure based around several committees dealing with specialist items (EJ quoted committees such as T & L and P, F and E).</p> <p>EJ confirmed that:</p> <ul style="list-style-type: none"> • The Finance Governor would meet with the Finance Officer (BS) every half term. • Class governors would continue to be involved in class activity. • Subject governors would continue to meet subject leaders as before (but bear in mind learning walks). • SD had met HV, GC had met AH, there had been a CCG meeting and SB has had safeguarding meetings with LV. • CF has had 2 meetings with MC for health and safety check. <p>EJ confirmed that it had been proposed that the Steering Group meetings would comprise the headteacher, assistant headteacher, clerk, chair and vice chair and that relevant specialist governors would be invited to future meetings on an ad-hoc basis.</p> <p>Governors were asked to Agree the Proposal for a Change in Committee Structure.</p> <p>Governors agreed to the Change in Committee Structure.</p> 	



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5	<p>Election of Chair and Vice Chair EJ explained that the Committee had met earlier to discuss the current predicament of having no chair or vice chair. She reminded those present that her current term had come to an end and that a new chair was needed.</p> <p>She re-capped on the outcome of the pre-meeting and that no chair had been found. WH said that she had spoken with CA about taking this on. CA said that he was relatively new to being a governor, he did not know the school very well or the CAST operation, he declined the invitation to become the chair but said he would chair meetings if no other chair could be found.</p> <p>There was much further discussion and FG outlined the views of the SLT emphasizing both her, and her team's concerns at having no chair.</p> <p>Names of possible candidates external to the governing body were mentioned and some governors (SD) knew of a person who may want to do it.</p> <p>It was eventually decided that a small core group of governors comprising GC, SD and JW would be able to serve as 'Acting Chair' and co-ordinate the chair's activities between them, this was understood by all as a 'stop-gap' temporary measure until a permanent chair could be found.</p> <p>Governors agreed to the stop-gap arrangement of a small core of governors comprising GC, SD and JW as 'Acting Chair'.</p>	GC/SD/J W
6	<p><u>School Reports:</u></p> <p>Safeguarding:</p> <p>LV took governors through her report and explained child protection issues. She referred to a meeting she had attended with JW and to a forthcoming 'safeguarding audit'.</p> <p>LV referred also to the need for governors to attend safeguarding training, either full courses (if not trained previously) or top-up training that she would provide at the school. She confirmed that the top-up training would cover all the main changes in safeguarding and would only take around an hour to complete.</p> <p>It was agreed that both CA and TC would attend training at Salway Ash on 23rd January. It was agreed that the outgoing clerk NW would book this training.</p>	NW



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6	<p>LV referred also to the 'Prevent' training that needs to be done, and to the Part 2 'keeping children safe' training and to her quiz which has gained popularity within the CAST family.</p> <p><u>School Reports:</u></p> <p>SEN:</p> <p>HC attended the meeting and took governors through the SEND report – November 2016 which had been emailed previously. HC explained that the report was a 'working document' that recorded children who go on, and come off of the register, and therefore it changes throughout the year.</p> <p>HC referred to some of the various statistics in the report and confirmed that a therapist had been brought in to deal with speech and language difficulties, in one case it was a severe problem for the child and HC confirmed that dealing with these severe cases was eating into intervention time.</p> <p>Discussions ensued around trends over several years, funding and the eventual costs that have to be met by the school, the various special needs of some of the children and their one-to-one needs.</p> <p>WH Challenge: Do we get an amount per child and can we decide how the money is spent.</p> <p>HC confirmed that this is the case.</p> <p>SD explained to governors how the SEND process works in her school and that there is a requirement to evidence all monies that have been spent before any extra support is granted by the DCC.</p> <p>FG said that it was certainly the case that evidence must be kept to support all the spend in this area, but also pointed out that the financing differs between secondary and primary schools.</p> <p>EJ asked a question relating to high achievers, and explained that it was one of the issues found during the CAST review – ie: do we have high achieves who were also PP or SEN or both as those groups are of particular focus within the CAST review and Ofsted..</p> <p>HC confirmed that the school did not, although they did have one last year.</p>	
7	<p><u>Review Impact of last year's Pupil Premium Spend/Agree spending plan:</u></p> <p>FG said that she will meet with SD to discuss the detail and report at the next LGB</p>	



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8	<p><u>RAISE online Data Analysis / Current pupil progress data:</u></p> <p>FG confirmed that governors were being trained later that week.</p> <p>She said that the collection and interpretation of data was very challenging as it was coming from two separate systems, she suggested that this be raised in greater depth at the next Steering Group Meeting on 7th December as that meeting had been set aside specifically for school data.</p> <p>FG briefly explained the SEF (Self Evaluation Form) and confirmed to governors that St Catherine's SEF had been graded as 3. She explained the documentation to governors and how it would be populated by fresh data as the year progressed and would be able to serve as a tracking mechanism for governors.</p> <p>LV proceeded to take governors through her progress data and tracking sheets explaining the prognosis and target forecasts from now until the end of the year.</p> <p>FG said that data related to whole school groups would be emailed to governors.</p> <p>There was further discussion on the disparity between the system in use at St Catherine's to evaluate pupil progress (ros Wilson pupil friendly criterion scale) and the system used to evaluate SATS and that the data produced nonsensical results when compared. She said that when data had been transferred from the ros Wilson system to the SATS system wide variances had occurred that could not be explained. More work was needed on this before she could report anything meaningful to governors.</p> <p>WH Challenge: Asked LV when will governors have pupil progress data so that they have an opportunity to study it and ask questions.</p> <p>LV said that she would send an email the next day with an answer.</p>	



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9	<p><u>Procedural Items:</u></p> <p>The various policies on the agenda were approved and adopted:</p> <ul style="list-style-type: none"> • Intimate Care • Appraisal Policy 	
10	<p><u>AOB:</u></p> <p>There were no items of AOB.</p>	

SUMMARY OF ACTIONS

Action	Owner
Set up meeting with JW and CAST HR to discuss the situation at Axminster and to review how it was working for both the schools, including the 60/40 split	FG
Progress membership of the NGA minimum package of £79 and let governors know when the membership is active.	BS
A small core group of governors serve as a combined 'Acting Chair' and co-ordinate the chair's activities between them. This would continue until a permanent replacement for the current chair could be found.	GC/SD/J W
The outgoing clerk NW would book safeguarding training for those who need it.	NW
<p>Roll forward the following items:</p> <ul style="list-style-type: none"> • Impact of last year's Pupil Premium Spend/Agree spending plan • Review of SDP/Governor Objectives • Governor Training Reports • Policies: <ul style="list-style-type: none"> • Provision Map • Local Offer 	