



St Catherine's Catholic Primary School, Bridport
Minutes of the Local Governing Body Meeting
6pm on 29th November 2017

Live, Love and Learn Together

| Initials | Attendees | Initials | Attendees |
|----------|---------------------|----------|----------------------------|
| CA | Mr Chris Addis | FG | Mrs Frances Guppy |
| SD | Mrs Siobhan Dismore | LB | Mrs Lydia Blake |
| GC | Mrs Georgina Coombs | LA | Mrs Louise Adams |
| JW | Miss Judy West | TC | Tan Cox (Clerk) |
| SB | Mrs Sarah Betts | BI | Mr Barry Irvine (Observer) |

| Ref | Agenda Item | Action |
|-----|---|--------|
| | <p>Apologies: Canon Richard Meyer, Hugo Busby</p> | |
| | <p>Declaration of Pecuniary Interests and Eligibility: No Declarations were received</p> | |
| | <p>Preliminaries</p> <p>CA introduced governors to Mr Barry Irvine, who had attended the LGB as an observer, Barry provided a brief summary of his background and other interests which includes the position of Deputy Mayor at Bridport Town Council.</p> <p>CA introduced governors to LA, who is CAST's School Improvement Officer (SIO). LA provided a brief summary of her intended work with the school including her role as support for FG. She confirmed that the ESG (Enhanced Support Group) meetings had now ceased and that part of her role will be to attend LGB's to ensure that the school is working effectively and using best practice to move forward.</p> | |
| 1 | <p>Budget and Financial Matters:</p> <p>CA said that he had met with BS and she had confirmed that nothing much had changed since the last meeting. CA said that the new financial management system that CAST had implemented is not fully functional and the Trial Balance IE Summary for the end of year 2016/17 is still awaiting an update from CAST.</p> | |

Minutes approved: Chair of Governor's signature



| Ref | Agenda Item | Action |
|-----|---|---|
| | <p>CA confirmed that the 'Local Food Links' contract had contained a variation to allow the company to raise the price of children's meals, and that to do this they would need to provide 1 term notice, which had been received.</p> | |
| 2 | <p><u>LGB Minutes:</u></p> <p>The minutes from 27th September 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"> • Declaration of Business Interest Forms – TC confirmed that this had been actioned. • Hot School Meals Contract – see paragraph above. • Policy/Guidelines for Governors – CA thanked LB who had progressed this, LB agreed to circulate to governors. LB explained how she had arranged the document and that it defines policies that are to be reviewed and approved and that these are colour coded for each committee. LB said that CAST policies are not for review but are for adoption only, as the school cannot change them. <p>SD asked about the review dates on CAST policies, especially relating to the SEN policies, FG confirmed that these should be reviewed annually. CA suggested that the SEN policies are uploaded to the website and adopted retrospectively by the LGB in February 2018.</p> <ul style="list-style-type: none"> • Health and Safety Policy CA thanked MC (school administrator) for the help that she had provided to him, he confirmed that he had undertaken an audit of H&S and had compiled a list of issues RAG rated high, medium and low. He said the priority was to look into the levelling of kerbstones in the school playground, because currently they are trip hazards. It was suggested that CA write to CAST to ask them for funding to do this work. LA suggested CA contact MT (CAST COO) and obtain some quotes. FG to look into obtaining quotes. CA confirmed that an official H&S audit would take place on Tuesday 20th February. | <p>LB</p> <p>LB</p> <p>CA</p> <p>FG</p> |



| Ref | Agenda Item | Action |
|-----|--|---|
| | <ul style="list-style-type: none"> <li data-bbox="331 371 1254 539"> <p>• DCC Governor Services FG said that governors need to have a consistent message and that DCC does not provide that. She confirmed that CAST would provide training for governors. LA confirmed that governor training would be coming next term.</p> <li data-bbox="331 577 1267 707"> <p>• Ofsted Report and Action Plan – Vision Statement JW referred governors to the Vision Statement that the small working group had drawn up, she briefly explained the work done and asked for it to be adopted.</p> <p>LA asked whether the vision statement was for governors and related to their governing board or a whole school vision statement, JW confirmed the latter. LA said that the school’s vision statement is a much broader piece of work and should have involved a variety of stakeholders. There was discussion around the three core roles of governors, one of which is to set the strategic direction (vision) of the school, LA agreed but said that it should have been done with the current vision in mind (not starting from scratch), and that, to reflect the bigger picture, it should have included other stakeholders such as the SLT, parents, School Council.</p> <p>There was reference to TS’s governance report and to the need to complete the vision statement to comply with the governance report’s recommendations. Governors agreed that their Vision Statement need not be set in stone and could be amended, it was agreed that SD arrange a larger, more inclusive, working group that included a greater number of stakeholders.</p> <p>LA recommended that governors firstly consider what is already in place, and secondly devise a timeline for events such as meetings with the various stakeholders. She said what is required is a vision with sustainability and longevity to see the school through the next 5 years.</p> <p>CA agreed that the School’s Vision Statement would be rolled over to the February meeting and possibly beyond.</p> <p>Governors’ Action Plan CA referred to the Governors’ Action Plan (and to TS’s report), JW talked governors through the Action Plan that she had drafted subsequent to a working party meeting with three other governors as agreed at previous LGB. She explained to all how / when it was being progressed. CA asked JW to insert another column to show dates and progress made.</p> <p>It was agreed that, rather than attend staff meetings, governors would have an occasional slot at the start of the meeting as a ‘meet and greet’ session.</p> | <p data-bbox="1326 1223 1369 1256">SD</p> <p data-bbox="1326 1727 1369 1760">JW</p> <p data-bbox="1326 1962 1369 1995">FG</p> |



| Ref | Agenda Item | Action |
|-----|---|--------|
| | <p>The topic of governors logging their visits to the school was discussed, GC suggested a hardbound book that recorded a governor visit and any queries that arose from it.</p> <p>SD referred to the governors' briefing that she had attended recently and to the TSC South West National Leaders in Governance presence at the meeting (Ann Harris). SD said that AH had offered to help the school embed their governance improvements. CA offered to contact AH to set up a meeting.</p> <ul style="list-style-type: none"> • Safeguarding / Statement of Intent Everything now signed and will be sent to CAST. • Review of LGB Performance and Effectiveness - CAST Governor Training Emails received from CAST sent to governors on 27th September 2017. • Review of LGB Performance and Effectiveness – Safe Recruitment Course FG confirmed that she had registered to take a course run by the NSPCC in December 2017. • Religious Life of School RE book scrutiny sent to governors on 28th September 2017. • Review of School Website Governor Page Governors confirmed they were happy with the site. • Review of School Website NGA Code of Conduct Governors Code of Conduct sent to governors on 28th September 2017. • Retirement of teaching assistant CA confirmed letter sent. | CA |
| 3 | <p><u>Teaching and Learning Minutes:</u></p> <p>The minutes from 21st November 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"> • Safeguarding – the 'date adopted' (29th November) should be annotated on the policy prior to be uploaded onto the school's website • FFT Dashboard – an example of a test to be provided to governors. | |



| Ref | Agenda Item | Action |
|-----|---|--------|
| | <ul style="list-style-type: none"> • OFSTED Action Plan comment ‘teachers know the curriculum’ – a quiz for teachers to be undertaken (similar to quiz in 2016) and the results communicated to governors. • Healthy Eating Policy – ask School Council to review | |
| 4 | <p><u>Strategic Items:</u></p> <p>Headteacher’s Report / Review of SD / Effectiveness of Early Years</p> <p>FG had sent her report and appendices ahead of the meeting and informed governors that she would send out ‘end of term data’ before the end of term as it had not been available at the T&L meeting. CA asked governors whether there were any questions arising:</p> <p>SD referred to the paragraphs on page 2 relating to Pupil Premium Pupils and asked for clarification of what ‘within expected’ meant in the 3rd and 4th columns of the table. FG provided an explanation for governors.</p> <p>JW commented that she didn’t understand the Performance Management Review of Targets (page 3) and asked for clarification as to whether the targets related to teaching staff or pupils. FG provided an explanation for governors.</p> <p>There was discussion around the performance management of teachers and whether the school had moved forward in this respect. LA said that part of her role is to look at teacher targets and to ensure that they are both ambitious and realistic. There was further discussion and LA suggested a different way of reporting (by FG), and offered advice on how governors should monitor teachers’ performance management.</p> <p>There was further discussion around the RAG rating attributed to the school and SD asked whether it featured as a priority for LA, (in terms of scrutiny and visits), LA said that it is not the highest priority at the moment.</p> <p>JW asked LA what she had meant by ‘curriculum transition issue’ a phrase used during discussions, LA provided an explanation for governors.</p> <p>Governors Vision Statement – covered in matters arising – page 3</p> | |



| Ref | Agenda Item | Action |
|-----|---|--------|
| 5 | <p>GOVERNOR REPORT</p> <p>CA referred to SD's report and appendices and LA explained the role of governors and the role of the governing body and asked SD what her query was.</p> <p>SD explained the background to her query and to the reasons why it had been outstanding since Summer 2017, she used the graphs that had been made available at the meeting and went into detail about the slump in data ranging from early years, 2 years ago, to a continuing slump during Yrs 1 and 2 (Yr 2 being the present year). LA asked several questions about the query, including clarification as to whether it related to the curriculum or to teacher performance. SD said that she didn't know because the data had not been available.</p> <p>LA said that it is really good that SD had picked up the trend and had brought it to the LGB for explanation. She said that she and FG would look into it, she added that it could be that the reason for the slump was related to teacher performance (an issue that the teacher had), and if so, this would be a private matter, although the school would assure governors it had been dealt with. LA added that it could be because of a curriculum issue and, if so, she said governors would be informed once she and FG and determined this.</p> <p>SD was happy with this response.</p> <p>CA summarised that the action taken will be for LA and FG to look into the matter and provide an explanation at the next LGB.</p> | LA/FG |
| 6 | <p>OFSTED</p> <p>CA referred to the OFSTED report and Action Plan and asked FG whether there had been any news of when OFSTED would return, she said there had been no news.</p> | |
| 7 | <p>CAST</p> <p>CA referred to a meeting that he had attended with FG on the 28th November at CAST headquarters. He said that he now felt confident that CAST could bring the issues of finance under control and that the crisis the trust faced had been averted.</p> | |



| Ref | Agenda Item | Action |
|-----|--|--------|
| 8 | <p>ENHANCED SUPPORT GROUP (ESG)</p> <p>CA informed governors that the ESG has ceased. LA would attend LGB's for the foreseeable future and/or until improvement has been embedded.</p> | |
| 9 | <p>Accountability and Monitoring Items:</p> <p>School Reports – Safeguarding LB had sent the Safeguarding Report to governors prior to the meeting for their review. She explained that the report has been sent to CAST and focuses on staff training and policies. She said that there will be another Safeguarding Report next year that will focus on children. She confirmed to governors that everything is up to date and that all Safeguarding inductions had been completed (19 staff and volunteers).</p> <p>LB referred to the Single Central Record which is completed monthly, and confirmed this is up to date.</p> <p>LB referred to the two outstanding policies of E-Safety and Whistleblowing, both are to be adopted and uploaded to the website.</p> <p>Review of FG Performance Management CA confirmed to governors that FG had now had her performance review which had been led by LA, CA had been in attendance.</p> | |
| 10 | <p><u>Procedural Items:</u></p> <p>Policies Three policies were due to be discussed:</p> <ul style="list-style-type: none"> • Policy Schedule – see Matters Arising (page 2) • H&S Policy – see Matters Arising (page 2). • Child Protection Policy – now on website <p>All CAST policies received over the previous weeks (and forwarded to governors by TC) to be adopted by the LGB.</p> <p>There was some discussion about the 'date of adoption' and how this could be annotated on the policy (as they are received in .pdf format). TC asked whether the school had a .pdf writer and if so, the school could use that to annotate the date. FG to look into whether the school had access to the .pdf writer.</p> | FG |



| Ref | Agenda Item | Action |
|-----|--|------------------------|
| 11 | <p><u>Religious Life of the School</u></p> <p>CA asked GC to respond and she referred to FG's Headteacher's report and said that FG had summed up the latest news. GC passed around a calendar to governors that had been provided by JW.</p> <p>GC reminded governors that the Christmas Nativity would take place on the 5th and 7th December. FG asked for dates that governors would be attending. There was discussion around the ticket price of £1 and how the monies would be spent. LB confirmed that details had been sent to parents on the December newsletter.</p> <p>The Christmas Carol service is on the 14th December at 9.30 in the Church.</p> <p>CA referred to the Section 48 Inspection and FG said this centred around a survey and assessment, there was discussion about what this entailed.</p> | |
| 12 | <p><u>AOB:</u></p> <p>Resignation of Governor – Mr Hugo Busby CA informed governors that he had received notification from Mr Busby of his wish to step down as a governor on the governing board. It is recorded herein that Mr Hugo Busby has resigned from today's date.</p> <p>Co-opting New Governor – Mr Barry Irvine CA asked that governors agree to the co-opting of Mr Barry Irvine onto the governing board.</p> <p>This was agreed.</p> <p>TC asked BI whether he would be able to provide an email contact for paperwork. BI said that he will ask the Town Council to provide an email address and that paperwork can be sent there.</p> <p>Date of next T&L Meeting JW informed members of the T&L Committee that she could not attend on the date previously agreed – 14th March. There was some discussion about future meeting dates and times. A new start time of 1.30pm (afternoon) was mentioned and FG agreed to look into this. JW and FG to decide on a revised date and a start time of 1.30 and check with the clerk that she is available.</p> | <p>BI</p> <p>JW/FG</p> |



| Ref | Agenda Item | Action |
|-----|---|--------|
| | <u>Items for next Agenda:</u> None offered | |
| | <u>Future Meetings</u> Date of next LGB: 28 th February 2018 @ 6.00pm. Date of next T & L: to be determined | |

SUMMARY OF ACTIONS

| Action | Owner | Page Ref: |
|---|-------|-----------|
| Regarding policy/guidelines for governors – colour coded document to be sent to governors. | LB | 2 |
| Regarding policy/guidelines for governors – SEN policies are uploaded to the website and adopted retrospectively by the LGB in February 2018 | FG | 2 |
| Regarding Health & Safety Policy – write to CAST to ask them for funding to level paving/kerbstones | CA | 2 |
| Regarding Health & Safety Policy – obtain quotes to level paving | FG | 2 |
| Regarding OFSTED Report and Action Plan, Vision Statement – arrange a larger, more inclusive, working group that included a greater number of stakeholders. | SD | 3 |
| Regarding OFSTED Report and Action Plan, Governors’ Action Plan – insert another column to show dates and progress made. | JW | 3 |
| Regarding OFSTED Report and Action Plan, Governors’ Action Plan – rather than attend staff meetings, governors would have an occasional slot at the start of the meeting as a ‘meet and greet’ session. | FG | 3 |
| Regarding OFSTED Report and Action Plan, Governors’ Action Plan –contact AH to set up a meeting. | CA | 4 |
| Regarding Governor Report – look into the query and provide an explanation at the next LGB. | LA/FG | 6 |
| Regarding Policies – determine whether the school has access to .pdf writer | FG | 7 |
| Regarding New Governor email - ask the Town Council to provide an email address. | BI | 8 |