**St John the Baptist Roman Catholic Primary School, Dartmouth**

**Local Governing Body**

**Monday 3 February, 1-3pm**

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| **Attendee** | **Initials** | **Role** | **Time joined / left if not present for full meeting** |
| Elizabeth Hamilton | EH | Head Teacher |  |
| Laura Upton | LU | Chair |  |
| Karen Moseley | KM | Vice Chair |  |
| Angela Simmonds | AS | Parent Governor |  |
| Natalie Jackson | NJ | Staff | Arrived 1:20pm |
| Angela Robinson | AJ | Foundation |  |
| Mike Robinson | MJ | Foundation |  |

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| **In attendance** | **Initials** | **Role** |
| Judith Muir | JM | Clerk |

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| **Minutes to** | |
| Attendees |  |
| Apologies |  |
| Helen Laird, Plymouth CAST |  |
| Helen Bridges, St John’s Admin |  |

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| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1**  **1.1**  **1.2** | **Chairs Business**  LU completed ‘Safer recruitment in education’ (certificate filed).  **Opening prayer**  4 newly appointed School Chaplains were invited to share the opening prayer.  **Clerk’s update**  Two new Foundation Governors were welcomed to LGB – Angela and Mike Robinson. |  |
| **2**  **2.1** | **Matters arising from previous minutes**  No matters arising, minutes approved (KM/NJ).  **Declaration of Business Interests**  None declared. |  |
| **3** | **Head Teacher’s report and School Improvement Plan**  LH presented the newly formatted report – due to be submitted to ESM (line manager) on Friday. The following points were highlighted:   * Pupil numbers are expected to rise in September 2020, which will take the school roll to over 80.   *Q (LU): What is the maximum number of children you can have in a class? A (EH): In KS1, 30 children is the maximum.*   * *Financially, next year will be a challenge due to the way budgets are calculated – even with 80+ expected on roll, the budget is for 61 children.*   *Q (LU): Are there any grants available that might cover the shortfall? A (EH): No. Schools used to be able to get top-ups but that’s not an option anymore.*  *Q (MJ): Is there a way to get any retrospective payments?*  *A (EH): No. Budgets lag a year behind.*  *Q (LU): Can CAST send the school any money? A (EH): No. They don’t get any money from DfE, the only money they get is from schools in the academy.*   * 7 pupils from year 4 have attended chaplaincy training. These pupils will help to; lead worship, help develop the Catholic mission, strengthen links with the Parish. * The school continues to work on the Live Simply Award. * Online resource, 10:10, is linked to PHSE resources and will be discussed at the next meeting. * EH is leading a cluster of 4 schools and is ‘talent spotting’ re: Aspiring Leaders programme 2020/21. * Ofsted focus is on the curriculum and quality of education which is reflected in the planning and subject delivery, with emphasis on reading and phonics. * The school will be purchasing ‘Purple Mash’ to deliver ICT across the curriculum. * 1 x EHCP currently in application process. 3 x EHCP plans will be made by the end of the year. * In maths, interventions are in place in Year 6 to ensure that mixed needs are met. * Behaviour needs tend to be linked to complex needs   *Q (LU): How do attendance and behaviour figures compare to this time last year? A (EH): Figures will be in at half-term so this can be discussed at the next meeting.*   * Behaviour ‘blinks’ are carried out by EH to reinforce high expectations for behaviour. * Gospel values are being worked on across the school and the School Council have produced a display board (see Item 6). * EH recognises the challenge of teachers leading across several areas of the curriculum. Therefore, EH is involved in planning as part of monitoring workload and maintaining staff wellbeing. * The input of external support includes; EYFS adviser visit, story-telling day and working with the English Hub. * EH has completed Forest School training. AS has offered to help with developing the Forest School. * The Rainbow Reading Challenge aims to engage parents and pupils in the love of reading. * Areas for improvement include; developing links across the Cluster, continuing to focus on maths, developing the Pupil Chaplaincy, preparing for Section 48 inspection. * Some challenges facing the school include; the proportionally high number of children with complex needs and how the school roll can change quickly with a transient population. |  |
| **4** | **RE report**  KM distributed her report to the group and summarised the details of her visit. The highlight of KM’s visit was the Christingle service which was led by pupils from Class 3. KM also noted the efforts of staff in the various school-wide Christmas productions and celebrations.  EH reiterated that the school is trying to make being charitable and charity work meaningful for the children – for example, singing carols at Beacon Court, collecting gifts for the elderly, making Christmas cards and the Senior Citizens Party. |  |
| **5** | **Safeguarding**  Mental health can be challenging to record and clarification is difficult.  The group had a long discussion about what mental health issues might look like. |  |
| **6**  **6.1**  **6.2**  **6.3** | **RE and Catholic Life**  **Pupil Chaplaincy**  4 of the Pupil Chaplains came to introduce themselves to the Governors and talk about their new roles:   * Teaching the school a new prayer (which is also on the school website). * They had a trip to Plymouth and met with the Bishop’s representative and learned about the story of St Martin. The Chaplains relayed this at a whole school assembly.   *Q (AR): Are you enjoying your new role as Pupil Chaplain? A (Pupil 1): Yes, we all are.*  The Pupil Chaplains then invited the Governors on a short tour to see the Chaplaincy board in the hall. The board is a space for children to display what their role means to them and share news. Some quotes from the board include:   * “Helping people be more like Jesus”. * “Spreading good news about Jesus”.   **Live Simply Award**  EH informed the group that the school has signed up for the CADFORD Live Simply Award. Rolled out through the School Council, there are targets to work towards and actions to put in place, including:   * Zero to Hero workshops. * Looking at the outside school environment – what could be improved and how could it be improved. * Children can make a pledge to take action in helping the school achieve this award.   EH stated that the school is looking into; more recycling, linking forest school to environmental issues and getting more ‘real’ experiences for the pupils (eg visits to Beacon Court).  Q (LU): Is there a time frame in which to complete this award? A (EH): No, it’s on-going and we to have much of this underway by summer.  **Parish Links**  The school would like to organise visits with the Priest during Lent. AJ and MJ will approach the Priest.  LU said that contacting the Royal Naval College Chaplain might be an option too.  MJ suggested that during school prayers, the pupils could pray for parishioners who are unwell or going through a difficult time etc – it could offer some comfort to those who are remembered in prayer. Also, perhaps a small card from the school to the parishioner/s letting them know that they have been remembered in prayer could be organised. This could be a role for the School Chaplaincy to take on and that AJ and MJ would be able to gather a list of parishioners who would agree/appreciate this. LU agreed with this and said that it may help with any parishioners feeling lonely too. | AJ & MJ  AJ and MJ |
| **6.4** | **PSHE Curriculum**   * EH offered to show the Governors the video and the Catholic scheme of work used by the school at the next meeting. Next term, the resources will also be shown to parents. |  |
| **7** | **Governor visits**  LU and EH to diary PP and SEND visit. | LU and EH |

**Meeting closed:** 2:30pm.

**Next meeting:** Monday 23/03/2020 at 1pm.

Remaining meetings for 2019/20:

23/03/2020, 1-3pm

18/05/2020, 1-3pm

20/07/2020, 1-3pm