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

**Local Governing Body**

**Monday 11 November 2019, 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 |  |

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| **Apologies** | **Initials** | **Role** | **Reason** |
| Natalie Jackson | NJ | Staff Governor | Illness |

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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** | Opening prayer | EH |
| **2** | **Matters arising from previous minutes**  No matters arising, minutes approved (KM/AS) | LU |
| **3 Governance**  **3.1** | **Elect Chair, Vice-Chair, Lead Governors**  The Governor roles from 2018/19 were unanimously agreed to be carried over to 2019/20:  Chair – LU (approved KM, seconded AS)  Vice Chair – KM (approved AS, seconded LU)  SEND / PP – LU (approved AS, seconded KM)  RE – KM (approved AS, seconded LU)  H&S – AS (approved LU, seconded KM)  The group acknowledged that RB has stepped down from her Community role and thanked her for her support. A new governor must be recruited to fill the vacant role.  **Action- Jude to check what vacancies that we have so that we are clear on what governors we need to recruit. Liz will talk to Dartmouth and Kingsbridge parishes to see if any likely candidates.**  **Housekeeping: Declaration of business interests and Skills audit**  Governor’s completed ‘declaration of business interests’ forms.  JM will circulate by email the new ‘skills audit’ forms from Plymouth CAST. | JM  Action: JM  Action EH  Action: JM |
| **4 Leadership**  **4.1**  **4.2**  **4.3** | **Head Teacher’s report**  **Behaviour and attendance report**   * EH informed the group that there are not many incidents on the system. There are students with complex needs who may struggle with change when entering a new class but behaviour settles quite quickly and we work closely with external agencies to support these pupils. * EH reported a slight drop in attendance form last year and explained to the group that it tends to be a few children that affects figures significantly in small schools. These children will be monitored closely. The attendance awards held in assemblies are working well.   *Q (LU): Has this been raised with parents?*  *A (EH): Yes, it is raised as part of the parent/teacher meetings.* *These children will be monitored and attendance meetings have been held with targeted parents of pupils who are causing concern.*  **Self-Evaluation Form (SEF)**  EH compiled the SEF at the beginning of September and noted that the validated data is due in December.  EH highlighted:   * Reading is the strongest (sig+ for progress), most targeted area and have self graded as ‘good’. * Maths remains an area of target as attainment above national but progress still dips below other areas. * New framework has been put in place which has increased pressure on teachers and middle managers due to each teacher leading lots of different areas of the curriculum.   *Q (LU): Has Plymouth CAST offered any support?*  *A (EH): Yes, in the form of ‘cluster’ training and various training materials. Plymouth CAST have provided high quality training materials on early reading.*  *Q (AS): Which other schools are in our cluster? A (EH): There are 4 in total; St Mary’s in Buckfastleigh, St Joseph’s in Newton Abbott and St Joseph’s in Exmouth. EH is the cluster lead.*   * *Summer outcomes, small cohorts with SEND children means that we are below national with Year 2, Phonics and GLD. These children are all having targeted support.*   *Q (AS): So does that mean in Year 2, more effort is made with those children who have not reached that Year 1 target?*  *A (EH): The children who did not pass the phonics in Year 2 are getting targeted support. 4 children did not pass it. 2 of these have complex needs and have been assessed by the Educational Psychologist and we are looking at how best to support their needs. They are undergoing other assessments. We are targeting the other two to pass it by the end of Year 2. Q (LU): Are the current Year 1’s making good progress?*  *A (EH): The emphasis is less on in year assessment data. Data drops are now only once a term. The emphasis is on ‘keep up’ not ‘catch up’ so where possible children In Year 1 who are dropping behind – help is put into place as quickly as possible to prevent them falling behind.* **EH delivered Governor Training from CAST**   * Next Governor training in March and will be based on new Educational Inspection Framework (EIF) and Governor accountability * Ofsted will look at external data and the focus of inspections has shifted to the quality of education (curriculum).   *Q (KM): Have any Plymouth CAST schools been inspected under the new EIF? A (EH): Not that I know of.*  *Q (LU): As cluster lead, do you have to go to the schools if they’re under Ofsted inspection? A (EH): No, I don’t have that level of accountability. It would be the ESM who line manages the head and is part of the school improvement team for that school.*   * EH talked through ‘Deep Dive’.   *Q (LU): Will you have any input into the areas that Ofsted will look at?*  *A (EH): Yes, but they still look at other areas. They are primarily looking at knowledge base, rather than skills base now.*  *Q (AS): Has Plymouth CAST been inspected yet?*  *A (EH): No, although I believe it is due soon.* | EH |
| **5 Standards** | Summer outcomes - on SEF- see above | EH |
| **6 Governor reports**  **6.1**  **6.2** | **RE Governor visit**  Deferred until next meeting.   * EH informed Governors that: RE advisor is coming to the school in the first week of January 2020   RE inspection will then be held over 2 days and carried out by inspectors from another Diocese. We are due either Spring or Summer Term 2020.  Planned Governor visits:   * RE visit: 22/11/2019, 1-3pm * SEND / PP: 29/11/2019, 1:30-3pm * Sports / PE: 29/11/2019, 1:30-3pm * H&S visit: 13/12/2019, 1:30-3pm | KM  KM/EH  LU/EH  LE/EH  AS/EH |
| **7 Safeguarding** | **SG3**  EH informed the group that the school had passed the Safeguarding audit in July but has not yet received the report.  Planned Governor training:  Safer recruitment: 13/12/2019 (time tbc)  EH told the group that she will conduct termly Safeguarding training during a meeting. | EH  Action: LU and LS  Action: EH |
| **8 SEND / LAC** | **SEND policy and information report**  EH has combined the SEND policy and information report. It has been through, and approved by, the annual review meeting. | EH |
| **9 RE and Catholic life** | **DSEF**  EH has completed the RE SEF and graded the school as ‘good’. There is, however, new framework in place. There are new expectations with this framework for example pupil chaplaincy. We will be attending training for this in January. KM will meet with EH and LU to discuss the new framework in detail and to complete the Governor Audit. Fr Andrea from Kingsbridge parish is visiting the school on Thursday to become more involved. | EH  Action: KM, EH and LU |
| **10 Statutory grants** | **PP, PE and Sports**  EH and LU will meet to discuss statutory grants. | EH  Action: EH and LU |
| **11 Review CAST policies** | Safeguarding policy  H&S policy | EH |
| **12 School policies**  **12.1**  **12.2**  **12.3**  **12.4** | **Maths policy**  EH told the group that the maths policy has been re-written with new curriculum in mind. It has:   * Vocabulary is a key area this year * Long-term planning (what teachers are going to be teaching at each term for the mixed classes * We are using White Rose as the main backbone for our curriculum so this should ensure more consistency between classes.   **Reading curriculum**   * Reading plan discussed * Staff training as a cluster eg. Storytelling to promote a love of reading   **Design and Technology policy**  The school is following the National Associations advice and units have been planned so that there is a DT unit at the end of every half term. EH showed the group the progressive planning format. The overriding policy links to the 3 stages of the DT plan; intention, implementation and impact.  **Equality policy**  EH updated the group that the school has been praised for clear objectives and content. | EH |

**Meeting closed:** 2:30pm

**Next meeting:** Monday 16/12/2019 at 9:30am.