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

**Local Governing Body**

**Monday 12/10/2021, 1:30pm**

**Draft Minutes**

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| **Attendee** | **Initials** | **Role** | **Time joined / left if not present for full meeting** |
| Elizabeth Hamilton | EH | Head Teacher | Present |
| Laura Upton | LU | Chair | Present |
| Karen Moseley | KM | Vice Chair | Present |
| Angela Simmonds | AS | Parent Governor | Present |
| Angela Robinson | AJ | Foundation | Present |
| Mike Robinson | MJ | Foundation | Present |

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| **In attendance** | **Initials** | **Role** |

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

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| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1**  **1.1** | **Chairs Business**  Strict time limit to this meeting held via Zoom. Re join via same link if time runs out.  **Opening prayer**  EH lead prayer. |  |
| **2** | **Matters arising from previous minutes**  Matters arising- KCSIC- all Governors have read AS to update Governor Hub regarding this., minutes approved (KM/AR). |  |
| **3**  **3.1**  **4**  **5**  **6**  **School Chaplains update** | **Housekeeping**  **Declaration of Business Interests**  None declared. LH reminded Governors to do any declarations via Governor Hub.  **Governor Training**  LH requested that Governors send a list of training that they have accessed in the last 2 years to her with month and name of training.  **Safeguarding**  New Safeguarding Policy 2021 available on website should Governors wish to refer to it.  **Parish Links**  Father Sunny now away for one month but LH,MR and AR and meet in November and plan in some Advent events. Could school newsletter be put on display in parish so parishioners are aware of events in school?  Emelia, Tom, Lily and Elsa came to talk to the Governors about life as Chaplains this term.  MR: Thank you for the cards. They made the parishioners very happy who received them. Do you have plans to do any more linked to the parish during Advent?  Emelia: We could make them some more cards. We plan to visit the elderly at Beacon Court and sing and make cards for them.  LU: Do you enjoy being chaplains? What have you done this term?  Tom: We like being school Chaplains. We have made cards for the new children to welcome them into school. They have made a good start.  Lilly: We check them at playtime and make sure they are okay. I have played with Farron.  KM: Have you led any worship?  Elsa: We have written our own liturgies. We wrote one on Commitment and Faternity. We have done one on the Mission statement.  LH: Do you know what the mission statement is?  Tom: Live, love, Learn in a caring Catholic Community( The children showed the Governors the actions).  Tom: We did one on the Live Simply Award and Laudato si. We do things in Forest Schools like making Bird Feeders.  Mrs Hamilton: Can you tell the Governors about what we are working on this year.  Amelia: Laudato si  Tom: 26 thing  Mrs Hamilton: Cop 26? Class 3 will be holding an environment summit and we are hoping to as a school do some work on the Environmental summit in Scotland. It links to the ‘Eyes of the world’ work that you have done.  Is there anything else that you would like to tell the Governors?  Elsa: We had a Harvest assembly and parents came. We did an assembly on the planet and we raised money for CAFOD.  The Governors thanked the Chaplains for all their hard work. |  |
| **7**  **8**  **9**  **10**  **11**  **12**  **13**  **14.**  **15**  **16** | DSEF- Governor visit planned to update the DSEF 20/10/21 with LH,KM and LU  Lead RE Governor(KM) and LH met today to update the Governor SEF. Document shared.  Any questions about the Governor Sef then please email to KM.  Governors visits planned in for November- Pupil premium, Send and Safeguarding .  December- Health and Safety visit  November- learning walk linked to RE and Catholic life planned with LU,KM and LH.  RE policy approved  Worship Policy approved  SEND policy (Cast POLICY) approved.  Equality Information from the Trust shared and key actions for Governors noted which are:  Ensure that equality duties form part of the review cycle ensuring good governance.  ii. Ask the Head teacher to advise on reported incidents of bullying that infringe protected characteristics in their report to the full board and the actions taken to address these incidents.  iii. Discuss equality and accessibility needs when planning future building work (in conjunction with the Diocesan Schools Buildings Surveyor).  iv. When uniform policies are reviewed, ensure that students have a range of choices for comfort and practicality and are not limited by gender.  v. Seek to work in partnership with parents.  vi. Contact the Diocesan Education Service with any questions as they arise.  RSE consultation  Discussed relationship and sex education policy and consultation that we have done with parents about the contents of the Ten:Ten scheme. In terms of equality, the scheme promotes that we are all special and made in the likeness of God whatever our gender orientation, beliefs. We have sent a questionnaire out to parents and there is a consultation tool where they can find out more about the scheme. Parents were also given the opportunity to talk about the RSE curriculum as part of our Curriculum evening if they had any questions. This is an area of continued training for staff this year.  **Security Review**  Discussed following the Keyham shooting in the summer. We have yet to go through a lockdown drill with the children. We must have the view as with all safeguarding that it could happen here and make every effort to be safe. We went through these procedures with staff on the Sept training day.  Other Health and safety issues  We have asked for repairs to be made to the outside slabs and the metal fence that now has holes in it and is a trip hazard.  Targets  Discussed Targets for each year group.  LU what interventions are in place to help children catch up?  With early reading for example they have their phonic session and then have 1:1 tutoring. There is pre-teaching and post teaching in lots of areas. There is 1:1 speech and language as this can be a barrier for some of our younger children who struggle with this area and are under the speech and language therapist. We have advertised a POST for 1 year and this is to deliver interventions.  LU: What are our strengths and areas to develop?  Reading is a strength in the data. We generally get more pupils to greater depth in reading that other areas. We are now targeting wider reading and reading for enjoyment. We have introduced power maths this year which the trust has bought for us as we would like our maths data to be as strong as our reading and writing data. It generally is by the end of KS2 but we often do not get as many pupils to greater depth. Neil the ESM visited and did a deep dive in early reading and science. The implementation of Read, write, Inc has gone really well and we have a systematic approach to early reading. All the teachers are on training with him ( 3 staff meetings) to develop their expertise with subject leadership. This is starting this week.  RE CPDF plan and RE and Catholic life part of SIP  Discussed main areas of improvement on plan  LH explained that staff CPDF before teaching each unit was being planned in and is a mixture of Diocesan training and LH training.  LU- Can the Catholic life Governor access some of this training?  LH will send LU and KM the link for the last session on Baptism/Confirmation led by the Diocese and that LH has attended.  Main areas on the plan are:  **Milestone 1:** school community have a shared understanding of the mission statement  **Milestone 2:** Prayer strategies are embedded in the life of the school (Examen, Body prayers)  **Milestone 3:** Catholic Social teaching and Laudato si are main drivers in the curriculum  **Milestone 4:**  Governors have attended training linked to the Catholic life of the school and can challenge and support the Catholic life.  **Milestone 5**: The school has developed and improved links with parish and wider community.  **Milestone 6**: Staff are confident assessing Come and See and this feeds into future targets and improvements..  How effective are we as a Governing Body?  Parish links- Mike and Angela have pursued this relentlessly with Fr Sonny, the Bishop etc. This has been further complicated by Covid. The cards were very popular with parishioners and hopefully we can make further progress during Advent. The governors are supporting with Catholic Life and following face to face visits will be able to support and challenge further after LU and KM visit next week to look at the DSEF and Chaplain led worship. | LU  KM  MR  AR  AS  LU |

**Meeting closed: 3pm**

**Next meeting: 07/12/21**