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

**Local Governing Body**

**Monday 16 December 2019, 9:30-11:30am**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |

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

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

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1**  **1.1**  **1.2**  **1.3** | **Chairs Business**  Completed Skills Audit forms returned to JM for filing. KM to return completed form to JM at next meeting.  **Opening prayer**  **Clerk’s update**  Confirmed LGB membership with Plymouth CAST - we need 2 more Foundation Governors than all the other types put together, so a minimum of; 4 x Foundation Governors, 1 x Parent, 1 x Staff.  EH advised the group that 2 x Foundation Governors are going to join LGB in the New Year.  **Declaration of Business Interests**  None declared. | KM |
| **2** | **Matters arising from previous minutes**  No matters arising, minutes approved (KM/AS) |  |
| **3**  **3.1** | **Attendance**  The group considered the information as EH gave details about how attendance is down for the same period last year. The information is a reflection of the serious sickness bugs that have caused some children to not only be away from school for the mandatory 48hrs. Several have had more serious bugs and been prescribed antibiotics. Persistent absentees will continue to be targeted. It is a very small number of children. Half termly attendance awards seem to be having a positive impact as children really want to get them.  **Progress**  EH advised Governors that the new system is in place and grades pupils on a scale from 1 to 4:  1 = achieving above expected level  2 = achieving at expected level  3 = achieving just below expected level  4 = SEND/working out of year group  This system gives a snapshot of the levels of where the pupils are working now, at the time of printing this report.  *Q (LU): In Year 2 and Year 4, there are 4 children graded as 3. Do you expect these children to achieve ‘expected level’?* *A (EH): The children have quite complex needs. We are working hard to target two of these children to pass their phonics in year 2. The other 2 – we are likely to be applying for EHCP’s for in the next 6-12mths and will seek professional advice on how to continue to meet their needs. There is a child in Year 4 than application for an EHCP has been submitted.*  *There is a new approach that the school is looking into - by replacing the current reading scheme with ‘Read, Write, Inc’, EH advised that the school is due to get some financial assistance towards the new scheme from the English Hub who we are currently working with.*  *Q (NJ): What is the school doing to bring the pupils up in Maths? A (EH): There is pre and post teaching in place for maths.*  *Q (KM): Are all the children assessed by PIRA and PUMA, regardless of their needs? A (EH): Yes. For example, some children in Year 2 sat the Year 1 Maths paper.*  EH stated that there is a data drop once a term to show levels of progress across the school. |  |
| **4** | **RE report**  KM distributed her report to the group and summarised the details of her visit. KM highlighted how the school is developing meaningful projects for the children to link human rights with responsibilities of caring for the wider world.  EH added 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**  **5.1**  **5.2** | **Safeguarding**  **SG4 Safeguarding Termly Summary Support**  EH explained that there are some tricky aspects of this form, particularly around mental health. There are 2 temporary exclusions recorded, both for 1 afternoon.  **SG5 Form Termly Return**  EH confirmed zero return. We have no looked after children in school. |  |
| **6** | **H&S Update**  Deferred until after H and S Governor visit. |  |
| **7**  **7.1**  **7.2** | **Policies**  **RE Policy**  EH advised that the latest copy will be uploaded onto the school website. The policy includes:   * Mark dates throughout the year with links to the Catholic Church. * Collective worship. * ‘Catholic Life’ section on the school website. This is being populated as we do a lot of work around this but do not always record it.   **Worship Policy**  As part of the policy:   * A prayer is included in the school newsletter. * EH took the Governors through the ‘Catholic Life’ section on the school website. |  |
| **8** | **S48 Self-evaluation and inspection framework**  Paperwork deferred until next meeting. The Governors were shown examples of; the updated website, prayers said in school, children leading worship, Body prayers and the Examen. |  |
| **9** | **Live Simply award**  This is a project for the School Council next term. In their action plan, there are simple things for the children to start off with, like bird feeders and planting wild flowers. EH told the Governors that effort is being made into capturing what the school already does and looking into ways of doing more of it / doing it better. |  |
| **10**  **10.1**  **10.2** | **Curriculum**  **PHSE Curriculum**  EH showed the outline of the PHSE curriculum on the school website and how the curriculum is mapped out by term. The curriculum is based on resources from the PHSE association.  **RE Curriculum**  EH outlined the rolling program which provides more structure with the two/three years. |  |
| **11** | **Safeguarding audit report**  EH informed the group that the school has gone through a rigorous audit. Governors providing more of a challenge around safeguarding is an area of action.  LU: Has the area around Safer recruiting been addressed.  EH: Yes the missing reference has been chased.  EH: Please can Laura come in and complete Safer recruiting training before the next meeting if possible. |  |

**Meeting closed:** 11:30am.

**Next meeting:** Monday 03/02/2020 at 1pm.