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

**Local CAST Board Meeting**

**Tuesday 16th May, 1:30pm**

**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 | Apologies |
| Nicola Ashton | NA | Clerk | Apologies |
| Karen Moseley | KM | Vice Chair | Present |
| Angela Simmonds | AS | Parent Governor | Apologies |
| Angela Robinson | AR | Foundation | Present |
| Mike Robinson | MR | Foundation | Present |

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| **Agenda Item** | **Topic** | **Lead by / Action** |
| **1** | **Welcome and Opening Prayer**Opening prayer by Liz Hamilton | LH  |
| **2** | **Apologies and Confirmation of Quorum**Apologies from Nicola , Angela and Laura | LH / MR |
| **3** | **Confidentiality Reminder**Everyone was reminded that what is discussed is confidential. | LH  |
| **4**  | **Declarations of Interests (for this meeting):**No business interests declared. LU reminded all attendees to keep declarations up to date on Governor hub.  |  |
| **5** | **Minutes of Previous Meeting – March 23**Minutes were approved . | MR/KM |
| **6** | **Actions from previous meeting**Governor visits have taken place from Angela and Karen | ALL |
| **7** | **Ofsted report-** shared report which was published yesterday 15/05/23A huge well done to staff, Governors and pupils. A very pleasing outcome. Discussed area of improvement which is around assessment which is a Trust priority next year. |  |
| **8** | **Headteacher Report****Demographic report**85 Pupils on roll. SEND sign higher than Natational. Attendance improving and PA(Persistent Absence) is decreasing.School improvement visits- we have been having visits once a month since Sept leading up to Ofsted. We have also had input from Read, write, Inc, English Hub and EYFS advisers. Discussed impact of these visits which is outlined on head teacher’s report.**Catholic life- links to the Church**MR/AR attended the Ash Wednesday service/Stations of the Cross lead by Fr Yarik and the school Chaplains. Fr Yarik explained the meaning of the Ashes and gave the children the opportunity to have the cross marked on their forehead with ashes. The children found this exciting, and it was lovely to have Father Yarik in the school. Invitations extended for Pentecost service next week.**Staffing changes** discussed and structure for September**Pupil achievement**Discussed targets for EYFS,KS1 and KS2. Governors had the chance to look at some of the type questions that are asked of the KS2 pupils.Discussed the questions outlined in the HT report. Talked about the provision for the bottom 20%.**Quality of teaching**Discussed how this is monitored using the Cast principles of teaching.**Behaviour** Discussed law around permanent exclusion and the school are following the Sept 23 guidance and CAST’S updated policy. **Safeguarding**Discussed the safeguarding summary for the spring term. Governors were given a monthly breakdown of the training delivered month by month.KM- what is the impact of this training?Discussed the impact of the training(Impact column in HT report)KM-How do you know that new staff have a secure understanding of safeguardingLH- We did a mid year update of requirements of KCSIC in a March staff meeting. This keeps the knowledge fresh for all staff. I sometimes go around and ask staff safeguarding questions. We regularly visit safeguarding themes in staff meetings. They also complete assessment courses on SSS. I now when the safeguarding governor visits she has interviewed new members of staff.Financial planningDiscussed surplus funds which are being used to start to redo EYFS play area. **Data protection**HB continues to cover this role.**Wider work of the school**Discussed some of the events during the Spring Term and the impact of these. | LH |
| **9** | **Governance Updates**No updates apart from Governor training next week. |  |
| **10** | **Policies** Discussed CAST Exclusion Policy and requirements that have been in place since Sept 23. | LH |
| **11** | **Action for next meeting –** MR/AR to attend the Pentecost service and invite parish.LU to arrange SEND meeting in Summer term.AS to carry out safeguarding visit and to observe playtime and to assist with mapping out any ‘hotspots’ | All  |
| **12** | **How effective are we as a Governing Body?**KM has done an intensive Safeguarding visit and followed up actions rigorously.MR/AR is continuing to build positive links with the Parish and supporting Father Yarik. This was an area from our S48 inspection.AS has carried out a number of curriculum visits and is following up with co-ordinators and feeding back to Governors. | ALL |

**Meeting closed: 2.55pm**

**Next meeting: Tuesday 18th July 2023**