

# St Catherine's Church of England Primary School



## **Circulation List:**

St Catherine's Church of England Primary School - copy  
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Rev Simon Cade, Diocesan Director of Education  
Governor Services  
Clerk

## **Full Governing Board**

Mrs C Penn Associate Member

Mr J Phillpotts Associate Member

Mrs A Jasper Foundation

Mrs L O'Connor Foundation

Mr J Wonnacott Foundation

**VACANCY** Foundation

Mrs R Brewer Foundation

Miss M Lawson Foundation

Rev J Everitt Foundation (incumbent)

Ms S Chapman Headteacher

Mrs M Young Local Authority

Mr E Gillespie Parent

**VACANCY** Parent

Mrs J Jago Staff

# Minutes

## Full Governing Board Meeting

Wednesday 20<sup>th</sup> April, 2015

**Linda Cackett – Clerk to the Governing Board**

Typed: 20.04.2016

Approved for circulation: 08.05..2016

## GOVERNING BOARD MEETING MINUTES

|                         |   |
|-------------------------|---|
| <b>School:</b>          | <b>St Catherine's Church of England Primary School</b>                    |
| <b>Quorum:</b>          | <b>5</b>  |
| <b>Chair:</b>           | <b>Mrs Rebecca Brewer</b>   |
| <b>Clerk:</b>           | <b>Mrs Linda Cackett</b>  |
| <b>Date of meeting:</b> | <b>Wednesday 20<sup>th</sup> April, 2016 at 5.00 pm</b>                   |
| <b>Venue:</b>           | <b>St Catherine's Church of England Primary School – Year 3 Classroom</b> |

### Attendance:

| <b>Name:</b>                              | <b>Governor</b> | <b>Associate Member</b> | <b>Other (please state)</b> | <b>Present/ Apologies/ Absent</b> |
|---|-----------------|-------------------------|-----------------------------|-----------------------------------|
| Mrs Rebecca Brewer – Chair - Foundation   | ✓               |                         |                             | <b>P</b>                          |
| Miss Maria Lawson – Foundation            | ✓               |                         |                             | <b>P</b>                          |
| Mrs Margaret Young – Local Authority      | ✓               |                         |                             | <b>P</b>                          |
| Mr Eoin Gillespie – Vice Chair – Parent   | ✓               |                         |                             | <b>P</b>                          |
| Mr Jonathan Phillpotts – Associate Member | ✓               |                         |                             | <b>P</b>                          |
| Ms Sarah Chapman – Headteacher            | ✓               |                         |                             | <b>P</b>                          |
| Mrs Caroline Penn – Associate Member      | ✓               |                         |                             | <b>P</b>                          |
| Mrs Jen Jago – Staff                      | ✓               |                         |                             | <b>P</b>                          |
| Mrs Anne Jasper – Foundation              | ✓               |                         |                             | <b>P</b>                          |
| Mrs Lisa O'Connor – Foundation            | ✓               |                         |                             | <b>P</b>                          |
| Rev Jane Everitt – Foundation             | ✓               |                         |                             | <b>P</b>                          |
| Mr James Wonnacott – Foundation           | ✓               |                         |                             | <b>Ap</b>                         |
| VACANCY – Parent Governor                 | ✓               | -                       | -                           | -                                 |
| VACANCY – Foundation Governor             | ✓               | -                       | -                           | -                                 |
| Mrs L Cackett                             |                 |                         | Clerk                       | <b>P</b>                          |

| <b>1.</b> | <b>Welcome and opening prayer</b>   | <b>Action</b> |
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|           | Rev Everitt gave an opening prayer.   |               |
| <b>2.</b> | <p><b>Apologies and consideration of consent for absence</b></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>• Mr Wonnacott</li> </ul> <p>Mr Phillpotts and Mr Gillespie had tendered their apologies that they would be arriving a little late.</p>   |               |
| <b>3.</b> | <p><b>Constitution</b></p> <p><b>3.1 Vacancies</b></p> <p>The Clerk reported that there were two vacancies:</p> <ul style="list-style-type: none"> <li>• 1 Foundation</li> <li>• 1 Parent</li> </ul> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> <li>• Mrs R Brewer – Foundation Governor - 17<sup>th</sup> September 2017</li> </ul> |               |

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| <p><b>4.</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.2.1</b></p> | <p><b>Minutes of previous meeting</b></p> <p><b>Approval of Minutes of last Full Governing Board Meeting – 3<sup>rd</sup> December, 2016</b></p> <p>The minutes of the meeting of 3<sup>rd</sup> December were <b>APPROVED</b> as a true and correct record by the Governing Board.</p> <p><b>Matters arising not already on the Agenda from minutes dated 17.09.2015</b></p> <p><b>Item 2.0 – Presentation from Chartwells</b></p> <p>A governor asked if there was much response from the 6-week programme of engagement. The Headteacher replied that there had not been a real increase but numbers were steady and the meals remain good.</p>  |  |
| <p><b>5.</b></p>   | <p><b>Headteacher’s Report</b></p> <p>The Headteacher's report was circulated prior to the meeting; it was further noted that:</p> <ul style="list-style-type: none"> <li>The Chair explained the format of the data in relation to assessment without levels. The grey shaded box is of interest but the points achieved need to be noted.</li> </ul> <p>5.11 pm – Mr Gillespie and Mr Phillpotts joined the meeting.</p> <ul style="list-style-type: none"> <li>A governor asked how the new judgements will be explained to parents. The work content and standard has increased in each year group for both English and Maths. Teachers and children are all working hard and pupils are making progress. Parents have received information about Year Group expectations at the meet the teacher sessions back in September in the form of a handout. Reports will reflect the pupil's achievements and next steps as usual. The objectives that contain several elements, will be separated into single objectives. This will be entered into our tracking system, iTrack, ready for September. We will not enter them now as it will skew the current system. Therefore, once the objectives had been separated out, a paper copy will be made available for staff to use as a tick off sheet.</li> <li>The Chair asked if the 67% of pupils achieving well is because those pupils have completed 2 years on the new curriculum programme. This was confirmed to be the case.</li> <li>The key objectives need to be identified in order to improve the data. The Chair agreed that the governors are aware of the progress and how hard staff work, it is difficult however to evidence this. It was agreed that Year 6 are a challenging year group, a governor asked if other data to evidence progress was available, the Headteacher confirmed that governors should ask individual subject leaders on their monitoring visits to see progress data for individual subjects or year groups.</li> <li>The Headteacher has noticed that the spoken English has not been inputted into ITrack and she has chased staff as this will also have an impact on the data.</li> </ul> |  |

- SPAG has not improved as much as the Headteacher would have liked but improvement should be evidenced shortly.
- A governor asked what intervention is in place for those who require it, the Headteacher explained in detail and reminded governors it was not just PPG pupils but PPG pupils who may have other needs as well, learning, cognitive and behavioural. There is booster work, group work being carried out, possibly the booster work could be moved to after school, it is under debate as it must be difficult to not have the fun curriculum which is not tested upon. A governor explained that parents had complained when booster classes clashed with after school clubs. It was agreed that it was difficult with pupils with little support from home. A governor commented that it was very difficult for a system to be put in place which clearly has not been thought through fully. The Vice Chair felt that if you looked at the data through the eyes of a stranger it is cause for concern, however the Headteacher explained that progress tracker does show that the % of the class has expected progress and good practice however the objectives that contain several elements, will be separated into single objectives. It does show the percentages of the class who have expected progress or better. However, if the data is interrogated more than more detailed information can be produced. It is difficult to show progress with this new system. This will be entered into our tracking system, iTrack, ready for September. They will not enter them now as it will skew the current system. Therefore, once the objectives had been separated out, a paper copy will be made available for staff to use as a tick off sheet.
- Statements could be broken down into single elements. Key Progress Indicators could be highlighted as these are the key statements that show progress. The gap analysis element of iTrack can give staff an overview of where the 'gaps' are and therefore can help with where intervention can focus.
- The Chair asked whether it would be possible to request some kind of evidence of progress in a grid. The Deputy Headteacher replied that governors need to monitor the books for the subjects they are responsible to. It was agreed that the books show huge progress, governors need a broad overview of their subject and to challenge.
- Foundation Stage achievement is not looking too bad and they are aware of what needs to be focussing on and the school is looking at 65% achievement.
- Mrs Laithwaite has prepared a SEND and PPG updated report for governors, it was circulated to the Governors. Mrs Penn is meeting with Mrs Laithwaite next week.
- The Headteacher explained that the SEND and PPG's do well – progress wise. Tracey Laithwaite has tracked these pupils using the strands within each section of work. She has noted how many strands pupils achieve from one term to another.
- There was a nice session last term with Church Trails.
- Staffing has been a bit of a headache since September, Mrs Lowden who has joined Reception had fitted in very well, she is lovely. The Reception post will be interviewed in the middle of May.

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|           | The Chair thanked the Headteacher for her very informative report.   |                           |
| <b>6.</b> | <p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Emergency Action Plan</b></li> </ul> <p>The Emergency Action Plan was circulated prior to the meeting; it was <b>APPROVED</b> for adoption.</p>   |                           |
| <b>7.</b> | <p><b>Governor Business</b></p> <p><b>7.1 Governing Visits</b></p> <ul style="list-style-type: none"> <li>• <b>Netball Match observation – Miss Lawson – 07.12.2015</b></li> <li>• <b>Attend school lunch and speak with Chartwells – Mrs Jasper – 15.01.2016</b></li> </ul> <p>The reports were circulated prior to the meeting; governors were thanked for their informative reports. Miss Lawson had an enjoyable visit and Mrs Jasper was very impressed with the excellent organisation; she was impressed with the lovely school dinners that pupils now enjoy. The Chair commented that it was good to know that the pupils are eating healthy meals, the school still holds the Gold Standard.</p> <p><b>7.2 Governor Training</b></p> <ul style="list-style-type: none"> <li>• <b>Online Safer Recruitment Training – Mrs Brewer</b></li> <li>• <b>Best practice for governing bodies seminar – Mrs Brewer</b></li> <li>• <b>Cornwall Council Annual Governor training event – Mrs Brewer</b></li> </ul> <p>The Chair had been very busy with the Headteacher appointment and was unable to circulate reports prior to the meeting. She gave a brief verbal report to the Board. She will write up her reports and circulate after the meeting. She wished to look at the information she was given regarding best practice for governing bodies and suggested that an hour's training session be facilitated. This was agreed and a date will be arranged shortly.</p> <p><b>7.3 Next Visiting Governors</b></p> <p>Mr Wonnacott - IT<br/>Mrs Brewer – Maths<br/>Mrs Young – Creative Writing<br/>Rev Everitt – RE<br/>Mrs O'Connor – Early Years – focusing on Reception, numeracy and literacy</p> <p><b>7.4 Latest LFS Management Report dated 20.04.2016</b></p> <p>The report will be circulated after the meeting as it had been prepared today. All ledgers are up to date with a carry forward of 12.9% of the delegated funding. The final budget report and projections for the next 3 years. The An Daras Business Manager will prepare the necessary figures. <b>The Vice Chair asked if the £25,000 has been received for the academy order, the Headteacher confirmed that it had been received.</b></p> | <p>Chair</p> <p>Chair</p> |

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| <p><b>7.5</b></p> <p><b>7.5.1</b></p> <p><b>7.5.2</b></p> <p><b>7.5.3</b></p> <p><b>7.6</b></p> <p><b>7.7</b></p> | <p><b>Committee Minutes</b></p> <p><b>03.03.2016 – Curriculum and Premises</b></p> <p>The minutes were circulated prior to the meeting, no questions were raised. Mr Phillpotts reported that after finishing his 48-page PowerPoint, he has subsequently had to prepare a 4000 reflective summary, this was completed over Easter, he thinks the school will be good to go for Silver. However, he has a very good overview of Science in the school now.</p> <p><b>03.03.2016 – Finance</b></p> <p>The minutes were circulated prior to the meeting, no questions were raised.</p> <p><b>13.01.2016 – Personnel</b></p> <p>The minutes were circulated prior to the meeting, no questions were raised.</p> <p><b>SFVS – School Financial Value Standard</b></p> <p>The completed return was circulated prior to meeting and submitted to the Local Authority by the required deadline.</p> <p><b>Online Safety Report</b></p> <p>The Online Safety Report was circulated prior to the meeting. The Headteacher explained that the online safety group meets regularly and staff training has also taken place.</p> |              |
| <p><b>8.</b></p>  | <p><b>An Daras Academy Update</b></p> <p>The Chair reported that the transition is looking like being 1<sup>st</sup> May, 2016. The Chair added that governor responsibilities will change in the future and she is meeting with Will shortly, she invited questions. <b>A governor suggested changes could be covered during the governor training discussed and planned today, this was agreed.</b></p> <p>Discussion followed of how the committees and local governing boards might function, the Chair will try and clarify everything for governors.</p>   | <p>Chair</p> |
| <p><b>9.</b></p> <p><b>9.1</b></p>  | <p><b>Chair's Report</b></p> <p><b>Recruitment of the new Headteacher</b></p> <p>The Chair hoped that the Board were in agreement of the consensus of the decisions made during the interviews. Unfortunately, no appointment was made and there is now a Plan B. There is an Assistant Headteacher in one of the schools in the MAT, who applied for the Head position, but however impressed everyone was with her application, she did not fit the very specific person specification so was not originally interviewed.</p> <p>It has been suggested to hold a formal interview day with this Assistant</p>  |              |

Headteacher, this was explained in detail. However, the role would require to be a secondment for a year not an appointment of a substantive Headteacher. After the year the Governing Board and the MAT can make a decision of the way forward, she could be someone who could developed into the role. Governors discussed the exciting possibility, *the Vice Chair asked what other support she will be given, it was agreed that this could be in the form of mentorship.* It was agreed that the leadership, responsibility, confidence will be all key areas to focus on.

The interview panel were disappointed with the responses from the candidates interviewed, but these questions could be asked once again plus arrange a meeting with the School Council and watch her lead a Collective Worship.

*The Vice Chair expressed the view that perhaps the leadership team need to be bolstered and internal support to support her. The Board felt that it was one step at a time and important to ensure she was the correct person for the role. A governor asked whether the SLT needs to change, it was agreed that this could be reviewed at a later date.* Governors felt that you can tell what a person is like from first impressions.

The Chair informed the Board that Ms Osborne was in agreement with Plan B and supportive.

*A governor asked if it was still the MAT's intention to appoint a substantive Headteacher, the Chair confirmed that they did intend to have a Head Teacher at St Catherines but would have to either train the Head of School into it, or re-advertise if this plan did not work out.*

*6.34 pm – Mrs Young left the meeting.*

*The Chair asked how the staff should be informed, it was agreed for a letter to be emailed by the Headteacher.* It was agreed that an honest response was important and for the Deputy to speak with staff. *A governor asked if there was a Plan C, it was thought that Ms Osborne did have other suggestions.* The Vice Chair congratulated the organisation of interview day and the open session at the end was excellent, the Board thanked the Chair and Ms O'Connor for their hard work and organisation.

*A governor asked if parents were going to be informed, the Headteacher agreed to inform them that it was still ongoing.*

*6.45 pm – the Headteacher left the meeting*

## **9.2 Headteacher's Farewell**

Mr Phillpotts reported that the Headteacher wishes to have a staff leaving do, bowling at Plymouth which he will arrange for 15<sup>th</sup> July. There will be a buffet in school on the 13<sup>th</sup> July for past staff, governors and pupils of the school, an advertisement will be placed in the press. After the sports day on Wednesday 6<sup>th</sup> July there will be a BBQ and beer tent for current parents and Mr Phillpotts will organise also. He asked for governors

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|            | support to arrange the 13 <sup>th</sup> July event. <b>The Chair asked how governor could support the 13<sup>th</sup> July, Mr Phillpotts will organise as required.</b>  |  |
| <b>10.</b> | <p><b>Dates of next meetings:</b></p> <p><b>Full Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>Thursday 7<sup>th</sup> July, 2016 at 5.00 pm</li> </ul> <p><b>Finance Committee Meetings</b></p> <ul style="list-style-type: none"> <li>Monday 25<sup>th</sup> April, 2016 at 5.00 pm – Budget Setting</li> <li>Wednesday 15<sup>th</sup> June, 2016 at 5.30 pm</li> </ul> <p><b>Personnel Committee Meetings</b></p> <ul style="list-style-type: none"> <li>Wednesday 9<sup>th</sup> June, 2016 at 4.30 pm</li> </ul> <p><b>Curriculum and Premises Committee Meetings</b></p> <ul style="list-style-type: none"> <li>Wednesday 15<sup>th</sup> June, 2016 at 4.30 pm</li> </ul> |  |
|            | The meeting closed at 6.53 pm.  |  |

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Thursday 7<sup>th</sup> July, 2016

Signed: ..... **Chair**  
**Mrs Rebecca Brewer**

Dated: **Thursday 7<sup>th</sup> July, 2016**