

## AUTUMN 2 – Part 1 Minutes.

### Local CAST Board Meeting 8<sup>th</sup> November 2023 6pm in school

Governor Attendees			
Name	Type of Governor	Present	Apologies
Cathy Blatchford (CB)	Executive Headteacher	Y	
Kelli Reynolds (KR)	Head of School	Y	
Frankie Phillips (FP)	Foundation	N	Y
Frances Dennehy (FD)	Foundation	Y	
James Cookson (JC)	Foundation	Y	
Ann Hall (AH)	Prospective Foundation (TBC)	Y	
Jemma Standen (JSta)	Staff	Y	
Sarah Osbond (SO)	Co-Opted Governor	Y	
Seb Mills (SM)	Community	Y	
James Pope (JP)	Parent	N	Y
Other Attendees		Present	Apologies
Ali Brocksom (AB)	Clerk to Governors	Y	
Sandy Anderson	Link Director	Y	

	Decision / Question / Action
<p><b>1. Welcome to all and Sandy Anderson and Opening Prayer</b> SO opened the meeting. CB led a prayer.</p> <p><b>2. Apologies and Confirmation of Quorum.</b> JP and FP were unable to attend and their absence was sanctioned. All Governors were reminded of confidentiality requirements.</p> <p>SA reminded Governors that they represent the CAST Board. SA is our link director and through him we can make a representations to the CAST Board. He will come to future events at school.</p> <p><b>3. Any additional items for meeting arising after agenda finalized to go to the end of the meeting.</b> None</p> <p><b>4. Governance Procedures</b></p> <ul style="list-style-type: none"> <li>• Declarations of Interest. There were no declarations of interest.</li> <li>• Approve Minutes from last meeting - 11th October 2023. These were approved. SM asked that we add information discussed at the last meeting about the security of the website. SO to sign once the minutes have been amended.</li> </ul>	<p><b>A:AB</b></p>

A discussion was held about a conversation with e-schools about the 'not secure' certificate on our 'masking' website (the e-schools version of the school's website is secure). SA will refer this back to CAST and Directors. *[Since the meeting AB has also discussed this with the CAST IT Manager, Russell Warren].*

● Summary of Outstanding Actions:

*FP queried whether we can look at progress data for children who have always been at St Nicholas compared to those who joined us in Yr 5/6? We will look at these results comparing children who joined in Yr 5 or 6 against those that had been with us since EYFS or KS1. A report has been uploaded to Governorhub.*

*AH asked if data is looked at alongside attendance – are the year groups with highest absence also the children with the most concerning data (Yr 6, 4 and 1 had the worst attendance?) CB will ask JS to analyse the data. A report was uploaded to Governorhub.*

*RE and Catholic Life Governor (JS) to share the results (written update) and lead the discussion on the "The Catholic Life of the School- Annual Self-Evaluation of the Governing Body" with the LCB. This was completed with Fr Jonathan last year. FP and JC will ask questions on this once distributed and presented. CB to email it to FP and JC and questions will be asked at the next meeting. See item 6*

*School RE Lead to provide a written report referencing pupil outcomes in RE, the quality of teaching and learning in RE across the school, observations made by the RE leader around the quality of planning, and work in pupils' books, and all teaching is in line with the Religious Education Directory (RED). Completed and uploaded to Governorhub.*

## **5. School Leadership**

● Receive School Improvement Plan – Curriculum and Standards Governor to lead questioning.

- JC met with CB to discuss the SIP on the Governors Day.
- Another review was held yesterday with our SIO.
- The updated SIP and SEF were shared along with a summary document.
- Consistency of T&L and pedagogy are still our focus.
- *SO asked how we are closing gaps and ensuring consistency across the year. CB has released KH to go into 5/6 and 3/4 classes to team teach and carry out drop ins to ensure consistency. KR is working alongside KH to support her and check quality. Milestones for reading and an action plan for the term have been completed. KH is enthusing the staff.* Q
- *SM queried current difficulties in staffing in 3/4. The current staffing situation there was discussed and changes to contracts from December. Plans are in place for staffing after Christmas. One teacher will be added to the ECT programme. KR will release the SENCo for her day each week.* Q
- *KR was asked about her teaching role and how it fits in with her Head of School role? Although she is busy with both roles she is enjoying working with the children and getting to know them in the classroom.* Q
- *SO asked KR's thoughts on the maths curriculum? KR was maths lead and also a maths mastery leader. Having different groups every day is a challenge.* Q
- *SO asked about how embedded Power Maths is in school? Teachers are embracing it, it is embedded, Staff understand how to use it and structure lessons. Some tweaks may be needed. Yr 3 children are the first to have had Power Maths throughout their time at St Nicholas and this is evident. We can see the benefits in their understanding of number due to the step* Q

<p>by step approach. In KS2 older children we have recognized gaps and are addressing these.</p> <ul style="list-style-type: none"> <li>● We have recently had whole school training on RWI to ensure consistency in teaching by teachers and TAs. JS has release time once a week to coach and support KS1 teachers and TAs with phonics. JS works alongside the EYFS and KS1 teachers as a mentor each week and they work through 'practice sessions'. This has had a real impact – the gap is closing for some children. JS supports TAs by working with them and children – she will instantly remodel a lesson as required. Confidence is building. JS carries out drop ins with teachers.</li> <li>● <i>SO queried whether children who did not pass the phonics screening last year are catching up?</i> Yes, some children need a more specialized approach and receive catch up coaching. Some children had just joined us. We hope to meet national targets this year. We have many strategies in place to support these children – to help them by repetition.</li> <li>● We have Yr 2 children accessing Accelerated Reader and they attend Yr ¾ reading lessons. We also have some KS2 children who have passed the phonics but who are not fluent readers who will come to KS1 and are reassessed regularly by JS. Once fluency is embedded they join their whole class reading.</li> <li>● <i>SM asked if KS2 children minded going into phonics groups with lower year groups.</i> They do not mind - they just do it. They have much targeted support. They are keen to move on and understand what they need to do to become fluent. They are re-tested until their sound gaps are closed. JS took on the leadership of early reading and is ensuring progress is made.</li> <li>● The SIO has recognized JS's strength in leadership of maths.</li> <li>● KR has met with teachers and writing planning expectations have been made clear. KR is checking writing planning each week. Spotlights children have targeted support every day to move their learning forward. They have to make accelerated progress to get ARE.</li> <li>● <i>SO asked how planning is organized in school this year?</i> Subject leaders carry out medium term plans, identify learning that needs to happen and map out learning objectives. Teachers then create tasks for their classes. There is some collaboration across teams but planning is personalized for classes. Maths is Power Maths planning. Literacy planning can be done in a team but again personalized for classes and the needs of the cohort.</li> <li>● We have specialist Geography and History teachers and it was suggested by the SIO that they do the class design to ensure quality. Subject leaders will be given more time to go through planning beforehand. All subject leaders have to report back to SLT each half term how they know things are working in the classrooms.</li> <li>● <i>SO queried the impact of KR's work with a teacher 1:1.</i> Impact has been seen over the last year. Much improvement has been made. KR, CB and JS are regularly dropping in on teaching and offering support. We are working to create a culture where staff are used to drop ins and feedback / modeling afterwards.</li> <li>● AH is yet to meet with ST and SB as Inclusion Governor. AH thanked KR for her work on the PP strategy.</li> <li>● <i>AH noted that PP funding has gone up but the Recovery Premium has gone down.</i> It is being reduced and phased out.</li> <li>● <i>AH queried the impact of COVID in school e.g. SEMH and where it is noticed?</i> We notice this especially in 3/4. Families have had bereavements and family breakdowns. We have an experienced Family Support Worker offering much support such as Early Help and parenting strategies to families and parents are engaging with him.</li> </ul>	<p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p> <p>Q</p>
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<ul style="list-style-type: none"> <li>● <i>AH asked if the gap between PP and non PP attendance is narrowing?</i> Most of our PP children (45%) are also SEN – this also impacts attendance. We are working hard to support these families and narrow the gap. The challenge is that some families will not engage with the support offered (TAF meetings and external support). We have also employed an Attendance Officer once a fortnight to support improving attendance and focus on specific families.</li> <li>● AH commended SLT for their work on attendance. Our current attendance is higher than national.</li> <li>● <i>SO asked for an update on current challenges in school.</i> We have a high level of SEN in the lower school. Our SENCO and KR are working hard to support staff and families and ensuring we have the right provision in place for our SEN children. One particular child was discussed and the challenges we have in supporting him as he needs a specialist placement. SM queried whether learning is disrupted for other children? No, he has individualized learning but is very much a part of the class family. We are pushing the local authority for more funding and support. We also have CAST SEN support who is offering guidance.</li> <li>● There has been 1 exclusion this term due to the changing behaviour of an SEN child. Mum then decided to home educate him.</li> </ul>	<p>Q</p> <p>Q</p>
<ul style="list-style-type: none"> <li>● <b>Headteacher to confirm Trust HR policies are implemented</b> SO and CB have discussed this – all HR policies are in place. We may look at the induction process and logging evidence of induction.</li> <li>● <b>Headteacher to provide assurance on ECT support</b> SO met with CB. We have 2 ECTs nearly at the end of their programme. Governors congratulated these staff. A new teacher from January will be registered as an ECT and join the programme.</li> <li>· <b>Inclusion Governor to lead questioning on exclusions, PP, SEND and LAC.</b> There are 2 LAC children in school.</li> </ul>	
<p><i>SM queried how often the number of children changes in school?</i> This is constant. We have constant changes – many children joining us in year and some leaving. We currently have 300 children. Many new children are EAL and this is a challenge for teachers. 80% of our current children were with us from September.</p>	<p>Q</p>
<p>EAL admissions have increased since COVID. This will be a focus on a future Governor Day. AH is also a reader in school and has seen an EAL child develop her competence in English.</p>	<p>A</p>
<p><b>6. RE and Catholic Life</b></p> <ul style="list-style-type: none"> <li>● <i>RE and Catholic Life Governor to provide an update to the LCB on any areas for improvement identified on the DSEF taken from the LCB’s ‘The Catholic Life of the School- Annual Self-Evaluation of the Governing Body’ and verbally update the LCB on monitoring activities.</i></li> </ul> <p>JC met CB and discussed and reviewed the self-assessment form (DSEF). This is reviewed every year. We had our last canonical inspection in 2016. JC has submitted a note of his visit to Governorhub.</p> <p>They discussed how to keep Catholic life as the first priority in school as we have non Catholic teachers teaching RE. They also discussed our children’s voice and their role in the wider community. JC met with the Chaplains and found them inspirational. They enjoy the role. The children vary in how often they attend church. They discussed the limited opportunities for children to attend mass in a church rather than at school.</p>	

<p>They discussed gathering RE data and attainment in RE. There is a formalized way of capturing data and JC will look at this at a future visit.</p>	<p><b>A:JC</b></p>
<ul style="list-style-type: none"> <li>● RE and Catholic Life Governor to provide verbal summary of Note of Visit, following attendance at Collective Worship or Mass, including Pupil Voice</li> </ul> <p>JC attended the liturgy led by JS yesterday. He enjoyed the group prayer and song. Also seeing the representatives from each class taking a symbol back to class – it was lovely to see that all children wanted to do this. Also that very young children were reading to the school and were enthusiastic to do this. JC will attend a mass on the next Holy Day – St Nicholas Day 6/12.</p>	<p><b>A:JC</b></p>
<p><i>SM queried how parents engage with Catholicity in school?</i> Children love taking the prayer bags home and sharing them with families. We also have good parental attendance for class liturgies and masses. We have prayers on the newsletter, often written by children.</p>	<p><b>Q</b></p>
<p><i>SO queried the RE subject leader report uploaded to the hub.</i> KR discussed last year's outcomes. We have 63% of Yr 6 at ARE. 24% at GD. We have not assessed yet this term. We need to ensure it is RE learning that is assessed and not literacy so are also looking at a broad range of evidence including verbal responses. We will carry out moderation of RE this year to support teachers making judgements and ensure we are reflecting accurately where children are.</p>	<p><b>Q</b></p>
<p>We have introduced the new RED curriculum in Yr 3/4 and Early Years. It will be rolled out to other classes. Staff are attending training. KR has looked at planning and evidence of learning such as class books. An excellent example of the black books was brought to the meeting. KR is considering how to ensure consistent expectations of learning across the school in head, heart and hand learning. EY have a really detailed RE plan.</p>	
<p>Whole school strengths were discussed and next steps (moderation, team meetings and having a balance in head, heart and hand learning). CB is meeting 3 heads later this week to carry out moderation. CB will share the outcome of this meeting at the next LCB.</p>	<p><b>A: CB</b></p>
<p><b>7. Curriculum and Standards</b></p> <ul style="list-style-type: none"> <li>● Curriculum and Standards Governor to provide verbal summary of Note of Visit following meeting with staff lead for PE and Sports Grant. <i>JC is setting up a meeting with KH and KR to discuss these.</i></li> </ul>	<p><b>A:JC</b></p>
<p><b>8. Inclusion</b></p> <ul style="list-style-type: none"> <li>● AH is to carry out a visit.</li> </ul>	<p><b>A:AH</b></p>
<p><b>9. Safeguarding and Child Protection</b></p> <ul style="list-style-type: none"> <li>● Receive assurance from Headteacher that SG3 has been submitted to CAST – Yes</li> <li>● Receive assurance from Headteacher that annual refresher training has been undertaken by all Governors.</li> </ul> <p>Yes. FD carried out a safeguarding visit and talked to staff. Children were knowledgeable. Staff were confident in procedures and that they could go straight</p>	

to KR with any issues. CPOMS is well used. Strong medical protocols are in place and embedded with staff and children. The SCR is up to date.

### 10. Health, Safety and Data Protection

- Receive assurance that OSHENS is being used to record accidents and incidents in line with Trust policy - Health, Safety and Data Protection Governor to lead questioning
- Receive assurance that all schools lettings are compliant with Trust policy - Health, Safety and Data Protection Governor to lead questioning
- Ensure GDPR refresher training is completed by all LBC members
- Receive report on GDPR from school and lead questioning
- Receive assurance from Headteacher that annual refresher GDPR training has been undertaken by all school staff.

:SM

SM and AB will meet to look at policies this term.

GDPR training has been completed by all Governors except 1 and staff have been chased if they have not done it.

SM has reviewed CAST policies on the website. Some are due to be reviewed by CAST (Data Protection and Retention Schedule). AB to confirm with CAST.

A:AB

### Policies

None to note or agree at this meeting.

### 11. Whole LCB Responsibility

- How LCB will support and monitor local marketing strategy - Chair to lead discussion.

We have 3 well attended open events. SO suggested whether we can send out calendar invites to Governors so that they can attend school events. [AB has done this]

A:All

- Arrange representation from LCB to meet with pupils/students to provide pupil/student voice - Chair to lead discussion.

FD met with the pupil council. They were enthusiastic. They love OPAL and were very positive about it. They discussed lessons and how they help each other to learn. Governors will meet with pupils each time there is a Governor Day.

The football tournament at St Peters is very positive and the children love taking part. Premier Sports also cover 3 lunchtimes a week and teach children about sports they may not have tried before such as tag rugby and hurdles.

Lunchtime adult support has increased this year – we are able to take some children to the Forest School at lunchtimes.

Difficulties in recruitment of TAs was discussed. This is a national issue as it is a relatively low paid job. We have 1 vacancy at the moment. Our TAs are dedicated to the children and passionate about the job. We have some TAs who have been here for over 25 years. We have recently recruited a TA to work in KS2. One TA who left us has rejoined us as a teacher trainee. Governors commended this.

- Discuss progress made against the wider actions in the DSEF - RE and Catholic Life Governor to lead questioning. This has been covered above.

### 12. CAST Policies (For Information)

None to note at this meeting.

**13. School Level Policies**

None to agree at this meeting.

**14. Items brought forward from 3.**

None.

**15. Any correspondence received.**

None.

The focus for next Governor day will be Oracy, Trauma informed approach and EAL.

**Next meeting 10<sup>th</sup> January 6pm**

Signed

Chair

Clerk

Date