



Minutes of the Local Governing Board Meeting held at St Paul's School on Wednesday 23rd March 2022 at 5.00pm

People Present:- Dawn Potterton, Headteacher (DP), Nick Abbot, Vice-Chair (NA), Shona Bray (SBr), Maisie Hill (MH), Sharron Bates (SBa), Kathy Turvey (KT), Claire Silverlock, Clerk (CS) – joined remotely via Google Meet. Father Petroc also present.

No.	Item
1.	Welcome and Opening Prayer Father Petroc opened the meeting with a prayer and welcomed everyone.
2.	Sanctioned Apologies and confirmation of quorum Apologies received from Philip Barrett and Lee Cheetham. Meeting was confirmed at being quorum.
3.	Declarations of Interest (for this meeting) None
4.	Minutes of the last meeting 09-02-22 The minutes of the last meeting were approved by governors and will be signed by NA electronically via Governor Hub. PART II minutes will be looked at and signed, after the meeting, by governors that were present at the time of the part II discussion. NA will sign these and they will be retained securely in school.
5.	Actions from Previous Meetings From meeting held on 29-09-2021 7. ACTION: Buildings working party will consist of DP, LC, PB and Adam to start with. – DP Aaron Bray is really keen to join plus some other people as a working party. LC happy to help to get this rolling. DP went through some ideas of walls and doors which need to change. 4K has been earmarked by the Trust for this. – DP updated governors on the project. Quotes for table and chairs and blinds for the Y4 classroom. Children are not in the right position for writing so we need to order some lower tables and chairs. Price will go up for the Year 6 tables. From meeting held on 01-12-2021 8.1 ACTION: Governors to forward any names of people that could potentially be Foundation governors to DP. – still on going Father had an interest expressed – DP is happy to meet with anyone and go through a governor induction with them. Parent gov elections need to be completed shortly for Lee. – End of April. From meeting held on 09-02-2022

6.1	ACTION: DP to share the data grid with all the national data on to Governors. – completed at this meeting
6.1	ACTION: DP to share the new data system (Insight) to be shared with governors at the next meeting. CS to add to the agenda. - Completed
6.1	ACTION: DP to go through attendance on the Insight system to show persistent and other attendance. On agenda for 23-03-22 meeting - Completed
6.1	ACTION: DP to include number of children and incidences in data for peer on peer incidences etc for her next headteacher’s report. – 342 compared to 514 in Autumn – number of children were 81.
7.4	ACTION: Follow up pupil conversations by SBr to see what children are retaining in RE. – still outstanding
8.1	ACTION: CS to approach Leah Paiano as to any ideas on anyone that would be prepared to come on board at St Paul’s for Foundation Governors. – email sent
8.2	ACTION: CAST Governance update briefing being held on 8th March 2022 from 5pm-6pm. CS will put the zoom meeting link in Governor Hub shortly. - Completed
9.1	ACTION: CS to add Attendance Policy onto Agenda for next meeting (March) – CS to include in agenda on 25-05-22.
9.2	ACTION: CS to upload the Acronyms List to Governor Hub. – Completed

6.	<p>Headteacher’s Update New Data System - Insight (to include Attendance figures)</p> <p>Target setting sheet was issued to governors at the meeting. Shows the last statutory figures against national. DP took governors through the new Insight system. Demographic page is really useful and the most purposeful for DP. Shows how much higher our children are in SEND than national. 21.3 on SEND support national is 12.6%. This shows the challenge that we are facing in providing for our children with special needs. 3.8% on Education, Health Care Plan (EHCP) compared to 2.2% national. Losing one child with an EHCP shortly and is currently at risk of permanent exclusion. No places in the specialist provision but child has been accepted since September 2021 so they are still awaiting a place.</p> <p>DP said that we are gaining numbers as the children move through the school. NA added that the flow of children through the pre-school is really healthy. DP confirmed that we have a really good relationship with the pre-school. DP has met to discuss sharing activities and use of our field etc.</p> <p>Persistent absence is a massive issue for us. It looks at Y1 to Y6 and we have 30 children where there are more issues around attendance than others. DP feels that we have had the least impact in this area but we are working hard on this. 93.3 was this week’s attendance. Taken a hit on attendance as chicken pox is around at the moment and we have just had 2 cases of COVID this week. We are not the highest in the area and are lower than schools with a similar demographic to us. EWO (Education Welfare Officer) is not as concerned about this currently as DP is.</p> <p>DP talked about the summer born (born April to August) children and the impact this can have on their learning and development for most children and not all. High numbers of SEN in some cohorts and some cohorts are unbalanced in terms of boys and girls in the class. EAL (English as an additional language) remains low in the school. Needs to be corrected for Y3, there are 3 children in that class with EAL.</p>
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SBa asked how many children are in foundation class now? DP said there are 18 which is 6 more than budget.

DP has downloaded all the reports and Clerk will upload these to Governor Hub after the meeting. Brand new data will be given to governors in the headteacher's report for the summer term.

DP has the facility to drill down into any data. Once governors have submitted their questions on the headteacher report DP will have this data live and can drill down in the meeting for governors to see. All the data shown is teacher assessment data.

ACTION: CS to upload all the data reports provided by DP to Governor Hub after the LGB Spring 2 Meeting.

NA asked about the difference in Y1? DP said there is a difference between foundation and year one.

Key group summary shows the breakdown of each year group. DP will provide this to sit alongside the data to enable governors to ask questions more effectively from the next headteacher's report.

DP added that this also allows us to track high attainers and make sure they remain as high attainers and if not why not. The system allows us to question things and get into the core of our data.

Other good headline reports are PP age related expectation – you see a real range across this. This is our most worrying cohort in Y2. Quite a gap in Y2 – we have high need in this cohort. DP said the beauty of this system is that we can always challenge on this system it is very purposeful.

NA commented that you are able to be far more focused by highlighting individual children. DP said that it allows her to challenge more and see where there is evidence and where it is lacking.

FrP commented that the point about benchmarking is important. You need an external comparison too.

DP said that the Trust has comparison figures too. These are sometimes more useful than National. But we have to compare to National for OFSTED. **FrP asked how historic is the published data?** DP said that it is currently 2019. OFSTED do not look at internal data and are only interested in statutory data.

DP said the progress measure is a good measure but is the attainment high enough. This has to be compared to National data. DP said that combined has been 60%. Phonics screening would be the closest you get to 100% achievement but you never get 100% achievement in all assessments.

SBr asked how often children are categorized into these attainment categories? DP said end of KS1 and end of KS2. DP said we will continue to ensure we check that children are keeping on their line of trajectory.

NA found the data much easier to understand. The key question was the teachers are putting in the data and DP is moderating it. Who else moderates it, how reliable is the data? DP said that we are judged by other schools via an online system to. Head office looks very carefully at the data and they have challenged if they see patterns in the data that is odd or the standard of books when they visit etc. We still use tests in school and use standardized tests as part of our judgement too.

NA said that this sounds robust. DP said that there is a historic problem with internal data but this is a national problem. We must always balance the time spent inputting data and unpicking and teaching the children. Once a term only for tests and these are done in a measured and focused way.

There were no further questions for DP on her update.

Father Petroc left the meeting at 6pm

7.	Lead Governor Updates
7.1	<p>Safeguarding - Kathy Turvey</p> <ul style="list-style-type: none"> • Meet with the Lead Governor for Parents and the Community and the Headteacher to review and monitor the culture of Safeguarding in the school. Produce a termly Note of Visit for SELT- to include uptake of training, staff voice, pupil voice and compliance with the maintenance of the Single Central Record. • Meet with the member of staff responsible and discuss the impact of the Behaviour Policy/Pupil Welfare Policy. Check it is in line with the Trust wide policy. Talk with pupils to find out how they feel about the rewards and sanctions used. <p>KT has not been able to be in school recently and apologises to this. Has spoken to the Senior Administrator about the SCR (Single Central Record). Added in lots of work placement students and placements. CAST template has tidied it up so this is all up to date.</p>
7.2	<p>Health and Safety - Phillip Barret/Lee Cheetham</p> <ul style="list-style-type: none"> ○ Update on Health and Safety Report ○ Monitor the school's use of EVOLVE to record all off-site trips. Conduct a site inspection with the Headteacher using the 'Premises Compliance Checklist'. Check that all aspects of 'Keeping Children Safe in Education' form part of the review. Follow up actions until resolved or mitigated <p>Both Phillip and Lee were not present at this meeting.</p> <p>ACTION: Health and safety actions for Spring Term to be moved to Summer 1 Meeting. 'Monitor the school's use of EVOLVE to record all off-site trips. Conduct a site inspection with the Headteacher using the 'Premises Compliance Checklist'. Check that all aspects of 'Keeping Children Safe in Education' form part of the review. Follow up actions until resolved or mitigated'. CS to ensure this is on the agenda.</p>
7.3	<p>SEN, Inclusion and Equality Governor - Sharron Bates</p> <ul style="list-style-type: none"> - Checklist 11 – Exclusions to check the circumstances of exclusions. <p>Governor visit report was uploaded to Governor Hub prior to the meeting and a copy of the visit note issued to governors at the meeting by SBa.</p> <p>SBa explained that her report has only been uploaded today on Governor Hub so gave out her report to governors at the meeting. Less internal exclusions than last year. Most children who are excluded are SEN, their provision is reviewed after an exclusion and triggers identified. DP added again that we are currently working with a child who is awaiting a place at a special school who is potentially at risk of a permanent exclusion. DP said that in 2021 we recruited some staff to work with our really high need children and our exclusions were brought right down. SBa asked if the two children were still with us who were the issue last year? DP advised that one of them is.</p> <p>No questions for SBa on her report.</p>
7.4	<p>RE & Catholic Life Governor - Shona Bray</p> <ul style="list-style-type: none"> ○ Meet with the staff lead for RE and Catholic Life. Make a joint book scrutiny to see how the subject develops Y1 to Y6. ○ Ensure the spiritual wellbeing of pupils at the school. Talk with groups of children about how they feel about school and the opportunities that they have. <p>Reports were uploaded to Governor Hub prior to the meeting from SBr on Class Liturgies and RE Book Scrutiny with MH. Showed some really nice work. Class 1, 2 and 3 were missing the evidence but this has improved a lot. Noticed that there is an issue with subject knowledge and some teachers who do not have the catholic background knowledge and not teach clearly in areas of doctrine – this has to be taught</p>

as fact and not subjective and there seems to be a misunderstanding of this with some teachers. DP said that this is the catholic faith and it does need to be taught as fact. NA said is it that staff don't believe it and this is why it is not taught as factual. SBr said that if you don't know what is fact by the catholic church and the doctrine this is important. DP said that we will identify the key things that we have to cover. MH will go through every unit and highlight the key catholic teaching. This could be shared with the RE advisers in the Trust rather than MH having to take on this work. SBr said that it could be something as simple as having doctrine things in a different colour in the lesson plan.

Student interview report by SBr that she carried out today with pupils has also uploaded to Governor Hub ahead of the meeting for governors to read.

NA asked how the children were selected? SBr said that MH selected them but SBr selected the groups that they were talking in. SBr commented that what stumped them the most was the gospel values for this week but they could remember what it was for last week. They were unsure what the focus was for that particular week so they tried to be good in all areas. DP said that we can have this as a focus in the classroom to that children are aware of the focus for the current week.

NA's only concern is that there could be is that MH selected the best pupils for this discussion. MH said that NM and any other visitors ask staff to select the children. DP said that we need to get the children used to answering questions from an adult/visitor. NA said that do you risk the same children being picked all the time? DP said that we don't go for school council or school ambassadors purposely and MH spoke to each teacher individually and which children would talk. DP added that it would be possible for governors to come in and choose the children they speak to themselves.

SBr said that this was a really positive visit.

7.5 Parents and the Community – Maisie Hill

- During the Spring term, with other Governors, be available at pupil open evenings (if applicable) to answer any questions about governance or to listen to parental concerns which you should always pass on to the Headteacher to deal with.
- Monitor that school lunch provision meets the required national nutritional standards through seeking assurance from the Headteacher
- Review the number of pupils in receipt of free school meals. Are all those eligible being encouraged to apply? How is the school doing this?

DP suggested a Summer term – celebration for parents to come in at the end of the afternoon and look at books. NA said that we could get parents to fill in the parent view for OFSTED as this has not been done for a while. DP happy for parents to do this. Chromebooks could be set up and ready for parents to complete the survey. Reports go home on 15th July.

ACTION: DP and MH to arrange a date for parents to come in and complete the OFSTED parent view survey.

NH said a staff and pupil survey would be good. DP said there is a trust survey on wellbeing that is running currently. School promotes this for staff to complete. Staff do not need to state what school they are at. DP said the results of this will go into the Health and Safety Committee at Board level.

There will be a staff survey that gets feedback to headteachers on how staff feel about their school.

NA commented that he would not want wellbeing results to go in anonymously and nothing to be done for staff if they have declared a problem in the survey. DP said that the general vibe in the school is that there is a warm feeling in the school and a culture that people can talk to others about any issues.

ACTION: Pupil survey to be completed during the summer term and results to be feedback to governors.

MH confirmed that the school lunches meet all standards. SBr commented that sometimes the portions are small. DP said that food is measured and there are no seconds now. SBr asked if the portion size is the same for all children. DP said that it is different for KS1 AND KS2.

MH said that there are 69 children who are entitled to FSM. Universal FSM up to the end of KS1. School issues the forms for FSM but not obvious that we are proactively seeking out parents that need to complete these forms. Start this with new families taken on. KT said that it may be worth offering to send the form off for parents. DP said that we do this at the moment.

7.6 **Curriculum and Standards**

- Review Curriculum Inclusion. Pick the areas to explore from the list on Checklist 24.
- Arrange a joint meeting for yourself and the Chair to meet with the Curriculum Lead or the Headteacher, to look at the SIP. Identify points at which Governors can check progress of the SIP, selecting strategies from Checklist 2. Once monitoring points have been agreed, work with the Chair to share the work amongst Governors. Spread the work over the Spring and Summer terms.
- Meet with Curriculum/Phase Leaders or the Headteacher to discuss progress towards achievement targets set by the Trust.
- Meet with the Early Years Leader. Use Checklist 20 to guide your questions.

ACTION: CS to check if anyone is allocated to the role of lead governor for curriculum and standards.

7.7 **Statutory Grants Lead Governor – Nick Abbott**

- Discuss the impact of the Sports Premium with the PE lead. Focus on the impact of the strategies identified in the Sports Premium Plan. Check that all pupils are accessing additional opportunities and that these are in line with the Sports Premium National Guidance. See Checklist 14.

NA met with Helen and will write up his report and send to Clerk to upload to Governor Hub.

NA said that with swimming 77% achieved safe rescue in different water based activities. This was a very positive number.

Orienteering is going on in May but there is not enough adventurous type activities.

PE does not feature in the SIP at the moment. DP will check this with NM.

More competitions would be good to start to introduce. Notre Dame are happy to lend the mini bus when needed. NA was very impressed with Ellen and her positive attitude.

- Discuss the impact of the Pupil Premium grant with the Pupil Premium Lead. Focus on the impact of strategies identified in the Pupil Premium Plan. Check that all eligible pupils are accessing additional opportunities and that these are in line with the Pupil Premium National Guidelines. Discuss the impact of the interventions used on pupil progress and narrowing the attainment gap with the Pupil Premium Lead. See Checklist 13.

NA commented that the current circumstances of fire fighting in school is really difficult. NA is concerned that DP is getting the support she needs. Does DP see this? DP said that this week there is a TA that can be on call for behaviour support and can be called to matters rather than DP to start with. DP said that last week was challenging and had a significant case of peer on peer abuse that DP had to investigate. A child was excluded who has significant behavioural needs. If a member of staff is hurt, DP needs to be called (or the person in charge that day). Sometimes DP is called to prevent an event escalating and causing

	<p>harm. NA asked if last week was particularly bad? DP said that it was the worst week she has ever had but she did call NM very early on in the week and she has got better at that. NM is very good at picking this up. NA said this is good but unloading is one part but is NM a support? DP said that she does feel that NM is very solution focused and will help and support DP. DP said that moving some staff around may well start to have an impact on this.</p> <p>ACTION: DP and NA to meet to discuss the Sports Premium and Pupil Premium and NA to produce a report.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Governance Updates</p> <p>Chair's Update</p> <p>Report on Spring Term attendance at a strategy meeting with the Link Director and the ESM. This meeting will be arranged by the ESM. It will be a virtual meeting.</p> <p>ACTION: NA to arrange a meeting with the Link Director.</p> <p>Clerk's Report</p> <p>The Clerk's report was issued to governors prior to the meeting on Governor Hub. Clerk attended a Clerk's Forum with Leah Paiano, Governance Officer on Friday 18th March.</p> <p>There were no further questions for Claire.</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Policies for review</p> <p>There were no school policies to be approved:- Admissions Policy</p> <p>The following policy has been approved by the CAST Trust Board. Local Governing Boards to be aware of the following updated policy:-</p> <p>Supporting Pupils with Medical Needs Policy</p> <p>The above CAST policy was acknowledged by Governors.</p>
<p>10.</p>	<p>Any Other Business</p> <p>KT said that she is resigning from the Board as her family commitments have changed considerably and she does not want to let the school and governors down by not carrying out her role at the moment. Happy to stay until the end of July. End of June meeting however she cannot attend. Happy to support the school in anyway she can. NA thanked KT for all the work she has done for the school and would be happy for KT to continue until the end of July.</p> <p>Governors were happy for KT to continue until the end of this academic year.</p> <p>NA updated that this is his last meeting and we are no further forward in finding a replacement for him as yet. NA can carry on until the end of Spring Term. NA does not want to step away. If NA can help the school with anything in the future he will do his utmost to help. St Paul's means so much to NA that he wants to still be involve. CAST need to understand that there is an issue and we need to recruit.</p> <p>ACTION: CS to make Leah Paiano aware of the situation that two Foundation Governors are resigning, one is Chair and one if Vice-Chair.</p>

	<p>KT will become acting Chair at the next meeting but this will be her last meeting.</p> <p>NA thanked DP for her hardwork and commitment to the school and the other governors in the room. He hopes that the current governors will continue.</p> <p>Easter newsletter has to go to MH by Wednesday 27th March.</p> <p>Meeting closed at 7.10pm. NA thanked everyone for attending the meeting.</p>
11.	Date of next Meeting: Wednesday 25 th May 2022 at 5.00pm.

Actions from FGB Meeting held on Wednesday 23rd March 2022

Agenda Item	Action
6.	ACTION: CS to upload all the data reports provided by DP to Governor Hub after the LGB Spring 2 Meeting.
7.2	ACTION: Health and safety actions for Spring Term to be moved to Summer 1 Meeting. 'Monitor the school's use of EVOLVE to record all off-site trips. Conduct a site inspection with the Headteacher using the 'Premises Compliance Checklist'. Check that all aspects of 'Keeping Children Safe in Education' form part of the review. Follow up actions until resolved or mitigated'. CS to ensure this is on the agenda.
7.5	ACTION: DP and MH to arrange a date for parents to come in and complete the OFSTED parent view survey.
7.5	ACTION: Pupil survey to be completed during the summer term and results to be feedback to governors.
7.6	ACTION: CS to check if anyone is allocated to the role of lead governor for curriculum and standards.
7.7	ACTION: DP and NA to meet to discuss the Sports Premium and Pupil Premium and NA to produce a report.
8.1	ACTION: NA to arrange a meeting with the Link Director.
10.	ACTION: CS to make Leah Paiano aware of the situation that two Foundation Governors are resigning, one is Chair and one if Vice-Chair.