

## **ST ALBAN'S CATHOLIC PRIMARY SCHOOL GOVERNING BODY**

Minutes of St Alban's Catholic Primary School Governing Body's meeting held at the school on Thursday 1 July 2021, commencing at 5.00 pm.

**PRESENT:** J Cape (Chair), L Ebsworth (Headteacher) L Carmody, Father D Edozie, T Henshaw, G McLister, K Seaman and C Wilson

**IN ATTENDANCE:** C Brennan (Observer)

**CLERK:** A Bacon attended the meeting virtually

### **1 WELCOME AND OPENING PRAYER**

Father D Edozie gave the opening prayer.

The Chair asked Governors whether they had any objection to the meeting being recorded for the benefit of the Clerk who was the only person accessing the meeting remotely. It was explained that the recording was for the purposes of the minutes only.

**RESOLVED (1)**

That the suggestion to record the meeting be approved.

### **2 TO AGREE A FINISHING TIME FOR THE MEETING AND IDENTIFY ANY URGENT ITEMS OF BUSINESS TO BE CONSIDERED DURING THE MEETING NOT INCLUDED ON THE AGENDA**

There were no urgent items of business identified. The Chair provided an update on the academy conversion process, which was minuted as a confidential matter at item 21.

**RESOLVED (2)**

That the finishing time for the meeting be agreed as 6.15 pm.

### **3 APOLOGIES**

The Governing Body considered the apologies received.

**RESOLVED (3)**

That apologies for absence from the meeting for J Brutnell and C Hamshaw be accepted.

#### 4 **GOVERNING BODY MEMBERSHIP**

Governors were informed of the following changes to the Governing Body's membership and considered any appointments.

##### a) **Foundation Governor Representatives**

- i) Mr J Cape's term of office was due to expire on 24 October 2021. Mr Cape reported that he would like to continue as a Foundation Governor at least until the school was inspected by Ofsted or when the school became part of the Catholic Multi Academy Trust.
- ii) Mrs K Davey had been appointed Foundation Governor for the period 23 June 2021 to 22 June 2025.
- iii) Mrs C Turner had also submitted an expression of interest in the Foundation Governor role and her application was currently being considered by the Diocese

##### b) **Parent Governor Representative**

Mrs J Brutnell's term of office was due to expire on 7 December 2021.

RESOLVED (4)

- a) That the changes in membership be noted.
- b) That Mr J Cape's willingness to continue to serve on the Governing Body be noted.

#### 5 **DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS**

There were no declarations of any business or personal interest raised in connection with any items on the agenda.

#### 6 **URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR**

It was reported that no urgent action had been taken since the last Governing Body meeting. The Headteacher reported the legal issue that had been raised at the last Committee meeting in relation to the nursery had been fully resolved. Three new TAs had been appointed for roles throughout school. Staff currently employed by Little Einstein's would be retained by the company when they moved premises in July.

#### 7 **MINUTES OF THE LAST GOVERNING BODY MEETING**

RESOLVED (5)

That the Minutes of the meeting held on 25 March 2021 be agreed as a correct record.

## 8 MINUTES OF COMMITTEE MEETINGS

The Headteacher reported that changes to the Finance Policy that were agreed at the last Finance committee meeting had been made and recommended that the policy be approved.

RESOLVED (6)

- a) That the Minutes of the Committee meeting held on 17 June 2021 be agreed as a correct record.
- b) That the Finance Policy be approved.

## 9 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Governors reviewed the Action sheet from the Governing Body meeting held on 25 March 2021 and the following updates were provided.

Governors who had yet to complete a skills audit were requested to do so.

RESOLVED (7)

That Governors who had yet to complete the skills audit be requested to do so.

## 10 HEADTEACHER'S REPORT

The Headteacher addressed her written report which had been circulated separately prior to the meeting.

The Chair noted that the report was comprehensive, and that Governors had an opportunity to read the report prior to the meeting and invited the Headteacher to summarise any main points.

### **Quality of Education**

R Watts had been appointed as an NQT. She had completed her training however as part of the QTS course there was an expectation NQT's spent the final two weeks of term in their new school. Rebecca would therefore would start at St Alban's on 5 July 2021. There had been 19 applications for one teaching job and four were shortlisted.

**Q. Does that mean that St Alban's have to the pay the NQT salary from 5 July?**

A. The Headteacher informed governors the NQT salary would start from 1 September 2021. There were five new members of staff joining on 1 September, two new teachers and 3 TAs.

**Q. The report referenced that children expected to return after refurbishment on 2 September 2021.**

A. Yes. The Headteacher was meeting the contractors on Tuesday 6 July to discuss the schedule of work and J Clarke from the Diocese would attend that meeting. This scheduled work would be completed during the summer break so maximising learning opportunities in the new term.

Governors noted the high number of pupils with SEN in school that made up 31% of the school population.

The Headteacher noted that there had been a significant increase in SEN numbers, partly exacerbated due to lockdown and the fact that children in Year 1 had missed a third of their education. It was also noted that a lot of children arrived with significant social communication difficulties. The positives of early identification of SEN needs was highlighted; and pupils had been removed from the register as the school had provided a range of bespoke support which had boosted confidence and accelerated learning.

**Q. Were you able to predict what percentage of children you would expect to see come off the register ie 5%?**

A. The Headteacher explained that it was dependant on the need of the pupil and that it was often difficult to predict, however the earlier pupils were identified, the quicker support was put in place. The nursery would benefit from the appointment of two TAs, one new to school in September, who were both SENCOs in their previous nursery positions.

**Q. Attendance results were quite positive in terms of lockdown and Governors wished to congratulate the Headteacher and staff. In the Doncaster Free Press last week it was reported nationally that a lot of students had not returned to school and were disappearing from schools. Do you have any concerns about that here?**

A. The Headteacher responded by saying that St Alban's had not had any pupils disappear, and parents were aware that they could expect a home visit if school had not seen or heard about a child's absence by 10.30 am that day..

**Q. It was more about children not returning after lockdown.**

A. The Headteacher confirmed that all children had returned after lockdown, some were harder to get back in, mainly families who were persistent absentees (PA). The Headteacher reported on improved attendance of children with PA and strategies employed to improve that attendance. Current attendance stood at 96% with a target of 97%.

**Q. Were there any young carers in school?**

A. The Headteacher confirmed that there were none currently.

Governors highlighted that schools needed to be aware and note that there was a service to refer to if any children were identified as young carers.

The Headteacher would ensure that staff were aware of that.

Details of the four-year projection were provided as follows;

£35,704 carry forward to the end of this financial year

£49,935 - 22/23

£96,601 - 23/24

£118,203 - 24/25

The school had benefitted from changes in the new LA funding formula and the budget looked healthy year on year. The Headteacher hoped that the CMAT would recognise the operational budget needs of the school and provide at least like for like funding.

**Q. Why had the four-year projection changed, as prior to the pandemic the budget prediction was significantly less?**

A. The budget formula had changed including the use of the deprivation index which had benefitted the school. The increase in pupil numbers was another significant factor in generating additional income for the school.

**Q. Phonics scores would be discussed in detail at the committee meeting on 15 July. In relation to performance of year 6, had moderation been completed?**

A. The Headteacher confirmed that Year 6 pupils had sat the 2019 SATs exams and work had been moderated. In relation to phonics, the NQT teacher in year 1 is an excellent phonics teacher and was trained by an outstanding phonics and RWI leader known to school in order to raise the phonics outcomes next year in Year 1. In addition to this, there will be additional staffing in KS1 so that focus phonics boosters lessons will close further gaps before phonics assessment takes place in October. Catch-up funding would support payment for that teacher dependant on how much was allocated next year.

**Q. In relation to teacher performance management, did all staff have a clear understanding that there was no longer automatic pay progression as well as having a clear understanding of performance lead pay?**

A. C Brennan said that she felt all teaching staff were aware of this.

The Sports Premium document would be signed off by the Vice-Chair for publication on the school website.

RESOLVED (8)

a) That the Headteacher's report be received with thanks.

- b) That the Vice-Chair be requested to sign off the Sports Premium document.

## 11 **PROGRESS TOWARDS KEY MILESTONES IN THE SCHOOL IMPROVEMENT PLAN (SIP)**

The School Improvement Plan had been discussed in detail at the Standards Committee meeting. A RAG rated SIP was included in the Headteacher's report.

The Headteacher highlighted that F2 and Y2 had missed out on 22% of their primary education and year 1 a third due to the pandemic. Year 6 in comparison had missed 10%. This had impacted negatively on outcomes for younger children because of the lockdowns and remote learning packages offered through the pandemic. Therefore the ongoing focus which would also continue next year would be on catch up for that cohort of children in particular in Y1 moving into Y2

Staff had analysed those who had engaged in remote learning and involved in the national tutoring programme, their outcomes would be compared against the other children. Full details of the study would be presented at the Standards Committee to look at impact and review how to work differently where there was no impact.

RESOLVED (9)

That the update be received and noted.

## 12 **CURRENT SELF-EVALUATION (SEF) JUDGEMENTS**

A check list for the SEF had been RAG rated to review current progress and provided to Governors prior to the meeting.

The SEF was based on the new Ofsted framework.

**Quality of education – good.**

Much of the focus of leaders work this last two terms had been with regard to intent. A policy was now in place for each subject, written by subject coordinators and would be sent out for approval by the Standards Committee. Many areas would become green in September based on planning and implementation work. A Reading deep dive in partnership with the LA had been undertaken and the outcomes were strong.

**Behaviour and attitude - good.** Learning attitudes and personal development are good; children at St Alban's loved learning and were happy at school as seen in the recent governors' learning walk.

**Personal Development – good.** The mental health and well-being of children needed a significant amount of focus after lockdown; work to address this included active learning, the active mile and PHSE, morning mindfulness and a nurturing mental health first aider work. School council would be active again next academic year as the children were choosing roles and

responsibilities for next year as the School Council couldn't convene this year due to the use of bubbles.

**Leadership and management – good.** Middle and subject leadership has and will continue to be a focus with policies and practice now in place. Safeguarding procedures have continued to be refined, particularly since the increase of work in this area since the lockdowns. The Headteacher was booked on training 'How outstanding is your safeguarding?', C Brennan had recently completed level 3 safeguarding training meaning that there would be three level 3 trained staff in school. INSET day in September has a Safeguarding session where all staff, new and part-time would be in attendance and trained Level 1 Safeguarding.

**Early years – good.** Approach to early reading is a focus as well as communication and language which our new nursery pupils could start at aged two with early reading and phonics provision at St Alban's which is predicted to have a substantial positive impact on the outcomes in these previously well below average areas.

RESOLVED (10)

That the update be received and noted.

**13 PERFORMANCE MANAGEMENT OF HEADTEACHERS - APPOINTMENT OF GOVERNOR REVIEWERS**

RESOLVED (11)

- a) That it be confirmed that a written Appraisal Policy for teachers and a policy covering all staff which deals with any capability issues was in place for the next academic year and that this was regularly reviewed.
- b) That Will Ryan be appointed as the external adviser in relation to the appraisal of the Headteacher.

**14 FEEDBACK ON ANY LINK GOVERNOR MONITORING ACTIVITIES AND/OR TRAINING**

The Governing Body was informed of the following Governor monitoring activities and training undertaken or workshops attended by Governors since the last meeting and its impact:

C Brennan provided an update on the Learning Walk

Relationships with staff and pupils were positive, good dialogue was observed, school appeared calm, children were happy and engaged, and enthusiastic to learn, peer dialogue was supportive. The use of memory books was highlighted as a positive along with positive relationships, active learning, speaking and communication of adults and children, use of IT and presentation and progress in books, enthusiasm and enjoyment etc. Areas for development included the use of devices ie how to use iPads to best effect in all lessons. Use of IT had been incorporated into new draft policies. Boys seemed less reluctant to talk or ask questions to the whole class and therefore work would continue to be undertaken to address this involving the

focus on topics and books to engage boys as well as communication targets. The English lead had looked at speaking and listening targets that were incorporated in to lessons to be more specific to subject rather than generic which is also hoped to engage all children, particularly the more reluctant boys.

RESOLVED (12)

That report from C Brennen on the Learning walk be received with thanks.

## 15 **LOCAL AUTHORITY SUMMER TERM ITEMS**

Governors considered the additional information provided within the Local Authority Paper that had been circulated with the agenda and the following items were discussed:

Early Year Foundation Stage – Guidance was provided on the implementation of Education Endowment Fund on how to teach and assess using the reformed curriculum. St Albans is an early adopter school and this had been implemented last year, baseline for performance was completed, EYFS leader was already well versed in it. NELI training had been completed and training would take place for new staff. School have registered for this and are awaiting further details from the DfE.

Governor training events were highlighted. The school had sent a CPD audit form to staff and Governors to complete to ensure that all training was up to date.

## 16 **SCHOOL ITEMS**

The following school items were considered;

### a) **Final Projects update**

Work on the outside area had been delayed by the tarmac company that meant the outside works would not happen until the Summer. The Headteacher had wanted the outside work to be completed before the internal work commenced however had been informed that this would not affect the programme of works being held internally. A meeting with the contractors would take place on Tuesday 6 July with the Headteacher and J Clark from the Diocese to discuss the schedule of work with the aim of starting the internal work on 19 July.

### b) **CMAT update.**

This item was addressed earlier in the agenda under item 2 urgent items and is minuted as confidential in Item 21

### c) **Draft policies**

Governors were asked to approve the policies that had been sent prior to the meeting, Collective Worship for RSHE Policy and Spiritual, Social Cultural, Aspects of Learning and Development Policy.

RESOLVED (13)

That the policies be approved.

**17 COMPLIMENTS, COMMENTS AND COMPLAINTS**

There were no complaints. Compliments were received daily, the community were delighted about having a school nursery, and that the children would have a uniform.

G McLister thanked the Headteacher for attending the Parish Council meeting on 10 June and for the commitment from school that there would be a school representative from SLT at all future Parish Council meetings.

The Chair thanked the Headteacher on behalf of the Governing Body for her dynamism and energy that had reinvigorated the school community. Since starting in January an acceleration in improvements across school had been seen and the Chair requested that the Headteacher feedback to all staff that the Governors recognise and appreciate the tremendous effort that they were making in school and Governors were proud to be a small part of that success.

The Headteacher noted the volume of applications that were received for the teacher vacancy and reflected that people were keen to be employed at this school.

RESOLVED (14)

- a) That the compliments be received and noted.
- b) That the Headteacher be requested to pass on the thanks of the Governing Body to all staff for their hard work.

**18 TO IDENTIFY ANY CONFIDENTIAL ITEMS**

Governors identified the items which were confidential and these were minuted accordingly.

**19 DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2021/2022**

RESOLVED (15)

That the Headteacher be requested to send out the Governing Body meetings for the 2021/2022 academic year

**20 CLOSING PRAYER**

The Chair led Governors in the closing prayer.

Chair 

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Date 18 November 2021

The meeting ended at 6.16 pm

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**PART II****The following confidential item was considered****21 ACADEMY CONVERSION UPDATE**

The Chair provided an update on the CMAT.

A meeting was held very recently by the Diocese which was the first of two key strategic meetings. It was confirmed that St Alban's would become part of the St. Clare's CMAT in April 2022. This would have a significant strategic impact on the school; some believed that this would be a positive move and help to strengthen the school however there was still some unease about the change. The meeting discussed how the academisation would proceed and the Bishop had asked every Governing Body to give their consent by completing a 'statement of intent' Around 60% of Governing Bodies had already approved a move towards a CMAT and therefore the proposal to become part of a CMAT had been confirmed. The structure of the CMAT and the function of the Local Governing Body was explained. The Bishop and Trustees form the top layer of the management structure with key responsibilities, below them five Directors had been appointed for each of the schools within the CMAT, (St Alban's would join St Claire of Assisi CMAT) The Governing Body would become a Local Governing Body (LGB). There would no longer be staff representation or Local Authority Governors, and the LGB would be made up of at least four Foundation Governors who must make up the majority of the composition of the LGB. At least one member of staff would be invited to every committee meeting.

**Q. Would the directors have any input into the LGB?**

A. The Headteacher confirmed that the Directors would not attend LGB meetings. Responsibility for standards of education and finance would no longer be the responsibility of Governors within the LGB.

The Headteacher confirmed Headteachers would still run the school on a day to day basis. Centralisation meant some systems would be more streamlined for all the Catholic schools enabling the Headteacher to focus on the day to day running of the school and the school would retain its current staffing levels.

The Chair noted that this was a significant change to how Governors held the school to account. However, LGB's knew their schools well, the Church and its community, and could bring something very bespoke and unique which must be maintained for the future. No Governor would be removed from office during their period of service and some would be encouraged to continue their roles.

Some reservations were expressed about the level of involvement that the CMAT would have over school and how democratic or accountable the process was and whether this would work for Catholic schools.

The Chair stated that the CMAT would further strengthen the Catholic life of the school and parish in line with the original aims of the Voluntary Aided Governing Body to protect and nurture the Catholic tradition. He also noted

this is an opportunity which could benefit all Catholic schools in the Diocese as well as staff, pupils, governors and parents.

The Headteacher highlighted that the conversions were in the common good and that Headteachers would still be able to run their schools as needed to serve their community. The development of staff and the provision that school would be available to tap into was a positive one. There would be a positive collaboration with the other schools in the CMAT to benefit the children and school community.

RESOLVED (16)

That the Chair's update be received and noted.

**ACTION SHEET**

<b>School:</b>	St Alban's Catholic Primary School
<b>Meeting Date:</b>	1 July 2021
<b>Clerk:</b>	Amanda Bacon

<b>Agenda Item Number</b>	<b>Action Required</b>	<b>By whom</b>	<b>By when</b>	<b>Actioned</b>
19/20	Dates and times for meetings in the academic year 2021/2022 to be sent out to Governors.	Headteacher	16 July 2021	