

ST ALBAN'S CATHOLIC PRIMARY SCHOOL LOCAL ACADEMY COMMITTEE

Minutes of the St Alban's Catholic Primary School Local Academy Committee's (LAC) meeting held at the academy on 30th March 2023, commencing at 5.00 pm.

PRESENT: Mr J Cape (Chair), Ms L Carmody, and Mrs C Turner

IN ATTENDANCE: Mrs L Ebsworth (Headteacher),
Miss C Brennan (Deputy Headteacher)
Mrs Eileen Pitmann – guest who will be joining the governing body

CLERK: D Sanderson (Learn Sheffield)

WELCOME AND OPENING PRAYER

The Chair opened in prayer and welcomed everyone to the meeting.

1. To receive and, if agreed, approve apologies

Mrs K Seaman sent apologies which were received. It was agreed that the meeting was quorate. Although expected Father Desmond Edozie did not attend.

2. Declaration of any pecuniary interests relevant to this agenda

None declared.

3. Confirmation of the minutes of the previous meeting(s) and report on matters arising

Actions after last meeting considered:

- Noted that working with Stronger Families at Doncaster Council is going well. The school's safeguarding lead feels that the full offer expected of the organisation is being provided.
- E mail address for reporting unplanned absences has been checked as it was previously working intermittently. Confirmed that a new website is under development.
- Agreed that the governors' skills audit needs completing before the next meeting.

4. Trust Board Items

The head teacher had spoken with the CEO and no trust board items had been put forward for consideration. There are however a series of questions for a governing body's consideration at each meeting provided by the trust. Answers/comments to these questions are as follows:

- Reported following highlights of what is going well in school: a parent teacher association has started and the next meeting is booked in, visitors always receive a warm welcome from staff members, the Easter raffle is going well, the Ash Wednesday mass was well attended and the children displayed excellent behaviour, the KS1 visit to Connisborough castle also went well as did the Crucial Crew event with all pupils being excellent ambassadors for the school, strong communication is being provided by the use of the Spider App with parents commenting favourably about the ease of booking trips and appointments
- Progress against school priorities will be discussed later in the meeting
- Urgent or emerging posts – none currently. Noted that the school has re-advertised for a teaching assistant
- Performance data will be discussed later
- Areas of concern noted for the trust board to consider: huge demand of safeguarding and SEND issues in school which has a big impact on senior members of staff. Another challenge is the securing of members of staff with the right skill set to fill a vacancy. A further challenge is the managing of the school budget whilst transferring over to trust systems which has been shared with the trust. Chair remarked that it is important to keep the end goal in mind which is the provision of high quality Catholic institutions with a strong family of professionals working together; the commitment of the head teacher to bring this vision to fruition was noted.

5. Previous Business minutes and reports from governors with curriculum links

Noted recent business meeting went well and there were no further questions in this area

6. Annual Schedule of LAC document – items listed from Autumn and Spring Terms

Care has been taken to make sure all responsibilities are covered and the schedule should shortly be fully up to date ensuring the school is in line with the CMAT academy schedule.

7. Head teacher's Report including Attainment and Progress data and analysis and update on Safeguarding Audit and Actions and SEND report

The chair noted that all governors had been sent the head teacher's reports and thus asked for any further headlines the head wanted to highlight:

SIP Priorities

- Head noted that they were working through the priorities systematically and that other actions have been added as needed. She hopes the fruit of staffs' labour will be seen in the summer term.
- Noted that the improvement in attendance has not had an overall impact yet.
- The staff have worked with the XP trust on curriculum development centred around an expeditionary curriculum; the head considered that it looked like the work would be very exciting and fruitful
- Discussed that neurodiversity training had taken place followed by dyslexia screening being carried out. Provision is about to be put in place indicated by this screening so impact has not yet been seen.

Admissions

- Highlighted that nursery was almost full for the summer term and that there were now 22 FTE 3 – 4 year olds in the morning sessions and 19 FTE 2-4 year olds in the afternoon session with 4 FTE 2 year olds most mornings and 2 FTE 2 years olds in the afternoon sessions. There will be 7 2 year olds on roll and 29 3-4 year olds on roll from the Summer Term.
- Noted that for September there were already 23 children applied for Reception in September and 6 children in Nursery currently who wish for a place at St Alban's so 29 known in total. Usually at this point it was noted there were generally approximately 15 pupils so this was very welcome.

Safeguarding including audit

- Head teacher noted that it can be frustrating when incidents don't meet social care's threshold so further action isn't taken.
- The safeguarding audit has been sent in before the deadline with a summary sent to the MAT.

- Noted that recording on the CPOMs system has been tightened up and the school is already doing the type of recording that CMAT require for incidents.

Q – Is safeguarding taking an increased amount of leadership time?

A – We have a HLTA trained in safeguarding who spends 50% of her time in this area. This has taken a lot of work off the head and deputy who still have full oversight of the area but don't spend as much time working directly on incidents. It has been necessary to support her as it is a brand new post; however she is very good with parents. Also I (head) am doing SEND work in areas such as reviewing EHCPs and fighting for specialist provision for pupils so her work frees me up to do this.

SEND

Q - What is your view of the LA's support for SEND?

A – It needs to improve although we have a good working relationship with the head of SEND at the LA. The allocation of special provision is not moving quickly enough. The budget doesn't meet need as we only get £6000 notional funding for SEND pupils and we have 35% on the register.

Q – What is the skills set of our TAs?

A – There is a gap but some of our pupils have significant complex needs and several should be in specialist provision. Also we have a responsibility to manage wellbeing of staff and a duty of care so at times we move staff round in order to manage this.

Q – How are we dealing with the SENCO going on maternity leave shortly?

A – We advertised the role internally and it has been decided that 3 staff will do the following in order to manage the situation – one will focus on administrative support and interventions and the 2 others will split the SENCO role into two (EYFS/KS1 and KS2). These plans are temporary until the SENCOs return although the administrative support and interventions support will continue due to high demand.

Pupil premium Grant

- Chair noted that it was helpful to see such a clear description of initiatives and impact

Behaviour

- Noted that all but 2 of the children who have been suspended have

significant needs.

- We work closely with BOSS and other outside professionals support these children also and work with staff to ensure the most suitable interventions and strategies are employed.

Attainment Data

- Noted that attainment not as good as usual for this term and that 2 year groups in particular need a boost – Y6 and Y3
- Y6 were discussed in detail – it is considered that attainment is impacted by a high % of SEND pupils and poor teaching of the pupils earlier in their school life. Noted however lots of progress made this year. Staffing decisions were then explained which had been taken to meet the needs of the cohort enabling the pupils to be split into 2 groups. Impact of this decision has been a recent closing of the gap with maths being the focus. Noted 10 out of 28 need access arrangements this year for the SATs and the figure is usually around 5. Chair commented that this focus on Y6 had obviously been needed and the head responded that after SATS have taken place phonics in KS1 and the times table screening check in Y4 would become the priority focus as would Y3.
- Noted member of staff moving from Y6 to Y4 next year to ensure an excellent transition for Y3 pupils.
- Discussed that support was being given in year groups where teaching needed improving
- Chair thanked head for the report highlighting the forensic amount of detail given. Head noted that subject leaders were now doing their own reports which helped with preparation and the work load of senior leaders.

Policies

- The lockdown policy will be brought to the next business meeting
- 2 policies which had been sent out were approved – Education visits policy and the Supporting Pupils with Medical Conditions policy
- Noted that CMAT has a bank of policies which should prove to be effective and efficient

Staffing

- Highlighted that a new ECT is starting 5th June to help with Y4 to Y5 transition and that the school is also getting another ECT from July which does not cost school as it is part of the SCITT programme and this ECT will be paid from 1/9/23.
- Discussed impact of staff illness and difficulty of obtaining effective supply teachers and TAs
- Noted that the team in school show strong support for each other and that TAs are stepping up to help cover which is much appreciated
- Noted that monitoring is still taking place in order to safeguard learning and progress.
- Chair concerned people covering are remunerated appropriately and it was confirmed this is the case

CPD

- Highlighted a lot of staff doing training in their own time as very keen to develop themselves
- Noted TAs feel valued as have own CPD programme
- Commented that recent twilight with XP stunning and staff were very enthusiastic. The head felt it would offer a broad and balanced diet and the adventures in learning and expeditions would be very stimulating

Attendance

- Noted attendance has improved since the sending of staged letters as parents/carers have to come in and are supported by the Attendance Team before a fine or referral to early help takes place
- Head commented that although she will be handing over some attendance meetings there are some she needs to do due to her having the holistic picture
- The CEO of the trust liked the system of letters when it was recently discussed
- Further analysis is being done on why stage 3 letters don't appear to be as effective as the others
- Highlighted improvement in punctuality with 19 families being late in September which has now reduced to 3

- Discussed that attendance in nursery is poor but letter does warn of risk of losing a child's place if attendance does not improve.

Q – Do we fine?

A - We do and no unauthorised absences are used as a reason for being on holiday

- Explained that home visits are taking place to bring children into school

8. Review of Governor Training Opportunities for the remainder of 2022/23 – Governor Hub

The Governor Hub have been sent members' names who then have to register – chair reminded people of the necessity to sign up if not done so. Noted training often at wrong time of day but that resources and training were good. There is a budget for this so no charge to individual governors for training.

9. Any other urgent business

None raised

10. Date and time of the next meeting/s and Governor visits

Governors' meeting - Tuesday 15th July at 5pm

Business meeting – 25th May 5 to 5.30pm

Governors' teaching and learning walk – 7th June at 1.30 then stay on for celebration assembly if possible

Closing Prayer/Thanks

The Chair thanked everyone for their hard work remarking that the school was a happy and thriving institution where children felt safe and staff did a great job in challenging circumstances. He closed the meeting with a prayer wishing all well for Holy Week and a well-deserved rest afterwards.

Meeting finished at 6.25pm

Signed_____

Date_____

