

ST ALBAN'S CATHOLIC PRIMARY SCHOOL GOVERNING BODY

Minutes of the St Alban's Catholic Primary School Governing Body's virtual meeting held on Thursday 25 March 2021, commencing at 6.00 pm.

PRESENT: J Cape (Chair), L Ebsworth (Headteacher), J Brutnell, Father D Edozie, C Hamshaw, T Henshaw, K Seaman and C Wilson.

IN ATTENDANCE: C Brennan – Deputy Headteacher (Observer)

CLERK: A Bacon

1 WELCOME AND OPENING PRAYER AND CONFIRM THOSE IN ATTENDANCE AT THE MEETING

The Chair welcomed everyone to the meeting and invited C Brennan to open the meeting with a prayer.

All those in attendance at the meeting were confirmed as present.

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.

RESOLVED (1)

That the finishing time for the meeting be agreed as 7.30 pm.

3 APOLOGIES

The Governing Body considered the apologies received.

RESOLVED (2)

That apologies for absence from the meeting for L Carmody and G McLister be accepted.

The Chair reported to Governors that he had received a thank you card from J Ayres thanking Governors for her gift.

He also confirmed he had received a letter from a member of the office staff requesting an amendment to her contract of employment. This request had been forwarded to T Henshaw, Chair of the Finance Committee.

4 GOVERNING BODY MEMBERSHIP

Governors were informed of the following changes to the Governing Body's membership:

a) **Foundation Governor Representative**

Mr J Fitzwilliam's term of office expired on 21 February 2021. It was noted that Charlotte Turner had expressed an interest in becoming a Foundation Governor. It is hopeful Charlotte will shortly complete her application form so that it can be presented to Diocesan Trustees for approval during the summer term.

b) **Staff Governor Representatives**

i) Mrs L Ebsworth's term of office expired on 1 December 2020. Mrs Ebsworth subsequently took an ex-officio position on the Governing Body as Headteacher, from 1 January 2021.

ii) Miss C Wilson had been elected Staff Governor for the period 2 December 2020 to 1 December 2024.

c) **Local Authority Governor Representative**

Mrs K Seaman had been re-appointed for the period 11 January 2021 to 10 January 2025.

RESOLVED (3)

That the changes in membership be noted.

5 **URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR**

The Headteacher and Governor with specific responsibility for Safeguarding had dealt with an issue. The Headteacher reported that this issue had been resolved and the family were pleased with the outcome. Systems are now in place to ensure that a similar issue would not arise again.

6 **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.

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

RESOLVED (4)

That the Minutes of the meeting held on 26 November 2020 be agreed and signed as a correct record.

8 MINUTES OF COMMITTEE MEETINGS

RESOLVED (5)

That the Minutes of the Committee meetings held on 11 and 25 February 2021 be agreed and signed as correct records with the exception that the Pupils, Standards, Attainment and Progress Committee, attendance point 5 should read ' Staff have been spending a lot of time trying to engage these families but many barriers prevented the children attending school.'

9 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Governors reviewed the Action sheet from the Governing Body meeting held on 26 November 2020 and it was reported that all actions had been completed with the exception of the Governor Skills Audit which would be looked at during both Committee meetings in the Summer term.

10 HEADTEACHER'S REPORT

The Headteacher addressed her written report which had been included with the agenda.

Local Authority Risk Assessment

The risk assessment had been completed and sent to Paul Ruane (Head of Learning Provision). The LA judgement is that St. Alban's is a self-improving school and support has been offered for the areas that require further development. The school have been asked if she was willing to share elements of good practice across Doncaster.

Safeguarding

The Headteacher would ensure that all staff complete Level 1 safeguarding training. The Designated Safeguarding Lead (DSL) Officer (DSO) have both completed Level 3 safeguarding training and the Deputy Designated Safeguarding Lead is due to complete the L3 training shortly. The DSO, DSL and Chair of Governors have recently completed Prevent online training. The Deputy DSL and Headteacher plan to complete Signs of Safety training very soon.

Data and Assessment

An overview of the current assessment data was provided compared to the November assessments before lockdown which showed progress. Children in FS2 on track for GLD outcomes are currently at 40%, Phonics was at 52% but since additional pupils have joined in March, this stands at 48%, Year 2 Combined at 52% and Year 6 Combined 60%.

Q How many staff hold level 3 safeguarding training?

A The Headteacher, Deputy Headteacher Clare Brennan and Pupil Manager Jane Hayes had or were due to complete L3 safeguarding training.

Q Had any recent assessments been undertaken to assess current progress?

A The Headteacher confirmed that there had been formal assessments but a full analysis wasn't available at this stage. Staff had a focus on which children to support with booster sessions and which SEN children needed additional support. Catch up premium had been used for additional TA hours and a part time teacher in order to accelerate learning as well as the NTP tutors.

Q Are you confident that the gaps will be closed and learning accelerated?

A The Headteacher is confident learning will accelerate and gaps will be closed for the majority of pupils hopefully by July and if not, certainly by Christmas 2021.

Q How were new starters' levels; were they similar to their peers?

A The Headteacher reported that the current levels of new pupils admitted were variable; some had good foundations of knowledge but not all yet demonstrated this. There had been numerous positive comments from parents of the new children who were delighted that boosters had already started and were available already to support learning and progress for their children.

Governors were very pleased with the layout of the Headteacher's report. It clearly highlighted key areas of school life and provided a wealth of high-quality information for governors to explore, challenge and support.

The Headteacher stated that she was blessed to have a team who were taking on responsibilities and rising to the challenge of driving improvement and raising standards.

RESOLVED (6)

That the Headteacher's report be received with thanks.

11 ONLINE ANNUAL SAFEGUARDING REPORT

The Governing Body was asked to note the duty with regard to safeguarding and promoting the welfare of children and approve the Annual Safeguarding Report prepared by the Designated Person for Safeguarding.

The Chair requested that the safeguarding report be revisited during the Summer term to ensure that actions had taken place.

RESOLVED (7)

- a) That the Governing Body's duty with regard to safeguarding and promoting the welfare of children be noted.
- b) That the online Annual Safeguarding Report for the period 1 January 2020 to 31 December 2020 be approved for submission by the end of the Spring term.
- c) That the Headteacher be requested to provide an update on the safeguarding report in the Summer term to ensure that actions had taken place.

Father Edozie left the meeting at this point 6.31 pm.

12 FEEDBACK ON ANY LINK GOVERNOR MONITORING ACTIVITIES AND 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:

K Seaman had been into school to complete the safeguarding audit. Joanne Brutnell and Christine Hamshaw were at school and in contact regularly. C Hamshaw reported positive comments from parents about the remote learning offer; parents had indicated they felt that remote learning provided the same learning experiences of those being taught in school. J Brutnell had observed the online learning delivered to her child and provided positive feedback and was also impressed with the sensory box that had been sent home from school.

13 LOCAL AUTHORITY SPRING 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:

Cancellation of Tests

The Headteacher reported that although there was no requirement from Government to carry out SATs testing, pupils would still take tests in May and June using test papers from 2019. This would include Year 2 and 6 SATs, Year 1 phonics in June and Year 4 Maths times tables test in order to maintain standards and progress as part of the school's drive to return to normality. The Headteacher reported that the children enjoyed sitting the assessments and seeing their own progress. C Wilson confirmed that Year 6 had completed the SATs companion online learning support system for the

first time and loved it. This form of learning had already plugged their own gaps in knowledge.

RESOLVED (8)

That the update be received and noted.

14 **SCHOOL ITEMS**

The following school items were considered;

a) **Governor Training Log**

The Headteacher would send the Governor Training log to Governors to complete and return, back dated to January 2021, to be completed termly.

b) **Safety Walks**

K Seaman had completed a safety walk and looked at the risk assessment. K Seaman reported that she had looked in classrooms and observed teaching in practice and had nothing but praise for the practices taking place. Parents were reminded to spread out on arrival and collection in the outdoor waiting areas and new pupils had learnt to social distance well.

c) **Learning Walk and GDPR visits to be arranged for very early in the Summer term.**

The Headteacher would email Governors to arrange a suitable date.

RESOLVED (9)

a) **That the Headteacher be requested to send the Governor Training log to Governors to complete and return back dated to January 2021 and to be completed termly.**

b) **That the Headteacher be requested to email Governors to arrange a suitable date for Learning Walk and GDPR visits early in the Summer term.**

15 **MONITORING THE BUDGET 2020/2021**

Governors considered the budget monitoring report for period 11, 2020/2021 financial year and it was reported that the budget was in surplus and income would follow with the admission of new pupils.

RESOLVED (10)

a) That the budget monitoring report for the 2020/2021 financial year be received and noted.

b) That it be noted that the school was on target to meet its budget plan.

16 DELEGATED BUDGET 2021/2022

RESOLVED (11)

That this item be considered at the Finance meeting on 22 April 2021.

17 COMPLIMENTS, COMMENTS AND COMPLAINTS

Compliments had been received from parents about remote learning and the organisation of staggered pickups and start times. C Wilson reported that Behaviour Outreach Support Service (BOSS) who had been in school to observe and support had given very positive feedback about a member of staff whose practice was very good. This excellent practice that was observed could be used as an example of good practice in other schools across Doncaster.

There had been no complaints.

RESOLVED (12)

That the updates be received and noted.

18 TO IDENTIFY ANY CONFIDENTIAL ITEMS

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

19 DATE AND TIME OF NEXT MEETING

RESOLVED (13)

That it be noted that the Governing Body's next meeting would be held on Thursday 1 July 2021 commencing at 5.00 pm if the meeting was held in school or at 6.00 pm if the meeting was held virtually.

Chair _____

Date _____

The meeting ended at 7.00 pm