

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

Minutes of the St Alban's Catholic Primary School Governing Body's meeting held at the school on 14 July 2022, commencing at 5.00 pm.

**PRESENT:** J Cape (Chair), L Ebsworth (Headteacher), K Seaman (Vice-Chair), C Carter-Ward, K Davey, T Henshaw, G McLister and C Turner

**IN ATTENDANCE:** C Brennan and H Needham

**CLERK:** D Whiteley

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

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

### **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 6.15 pm.

### **3 APOLOGIES AND CONSIDERATION OF CONSENT FOR ABSENCE**

The Governing Body considered the apologies received.

**RESOLVED (2)**

That apologies for absence from the meeting for L Carmody and C Hamshaw and Farther D Edozie be accepted.

### **4 MEMBERSHIP OF THE GOVERNING BODY**

#### **Parent Governor Vacancy**

There was currently a Parent Governor Vacancy. It had been decided not to advertise this vacancy due to the pending conversion to the CMAT.

There were no changes made to the membership of the Governing Body however, decisions would be made as St Alban's would come under CMAT from September 2022. Rebranding had been planned for the first week of the holidays.

**RESOLVED (3)**

- a) That the Governing Body membership would transition to CMAT in September 2022.

- b) That there would be a refocus on which members would be on which committees.

**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 TO RECEIVE A REPORT OF ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING**

At the 14 April 2022 meeting, it had been agreed the Governors were to join CMAT as observers.

There was also a meeting with Unions on 28 April 2022 where staff had the opportunity to attend. The Unions were very pleased that the interests of staff were protected and the meeting went well. The Headteacher sent her report to Governors that the school was on track to be part of a Catholic Multi Academy Trust (CMAT) from September 2022 with staff TUPE'd transferred over from 1 September 2022.

**7 MINUTES OF THE LAST GOVERNING BODY MEETING HELD ON 7 APRIL 2022**

RESOLVED (4)

That the Minutes of the meeting held on 7 April 2022 be agreed as a correct record and signed electronically by the Chair.

**8 MINUTES OF THE PSAP COMMITTEE MEETING HELD ON 24 MARCH 2022**

RESOLVED (5)

That the Minutes of the PSAP Committee meeting held on 24 March 2022 be agreed as a correct record and signed electronically by the Chair.

**9 MATTERS ARISING FROM THE MINUTES/ACTION SHEET**

Governors reviewed the Action sheet from the Governing Body meeting held on 7 April 2022 and the following action would be extended:

School Items: Skills Audit, Governors who have not yet completed skills audit to complete the document handed to them by the Chair and return to school when completed.

**10 HEADTEACHER'S REPORT**

The Headteacher invited H Needham (HN) to provide an update on teaching Art at St Alban's.

HN had been supporting teachers and taking art classes across the school and brought examples of artwork for Governors to see. She explained that the school started with the Essentials art curriculum but found it narrow and

difficult to plan as it was fact based, however, it was used as a starting point before taking on a different approach to deliver this as a full curriculum next year.

HN tried a few approaches and drawing skills that worked well in years one to four and year five started with oil pastels. The Nash approach covered physical and virtual galleries giving pupils the chance to develop their skills to apply them in their own way. Pupils also studied artist life stories which would prepare them for further down the line in their school life using resources that were generally only used in the higher school years, giving them confidence and a creative ability. Children were encouraged to make mistakes and learn from them. Early on in the year, felt tips and pencils were used, children progressed and developed throughout using ink, printing, collages, oils, pastels, pens, graphite, paint, charcoal and graded pencils.

**Q      How much time is given for art in the curriculum?**

A      Art is a mandatory part of curriculum in school, half the term is for art and the other half for design and technology (DT).

The Headteacher spoke of the phenomenal development of skills seen using the diverse Nash approach giving the children confidence and being proud of the progress they made, they were busy and engaged and they have seen themselves as artists. On recent trips, the children were immersed in artwork and staff commented that it was lovely seeing the children living and breathing it. The Headteacher also commented that H Needham was passionate about this artwork and thanked her for presenting at the meeting.

H Needham left the meeting at 5.20 pm

The Headteacher then identified the key items from her report and responded to questions:

**Quality of Education**

- SATS results this year included 36% SEN children - 12 children
- Children that came into school on a poor baseline made outstanding progress
- Phonics result was 73% (National is 76%) where one child was one mark off and would have resulted overall at 78%
- Mental maths was graded locally and excelled CMAT comparisons
- Year six achieved 79% in reading
- Writing was internally assessed as there was not enough evidence and achieved 66%, just below national figure
- Maths achieved 72% again, above national average
- Generally, the results were above national and local expectations, a really massive success story with a rigorous and professional approach
- In KS1 50% of education had been missed over their first two school years due to COVID and a class influx of children joined with SEN.

The Headteacher commented that the Year six teacher had focus and drive to achieve the SATS results again, her third year in year six.

## **Attendance**

Attendance has been an issue nationally; the Attendance Policy had been personalised for St Alban's and approved to go out to parents for September 2022.

## **Staffing update**

Three members of staff were moving on for different experiences and career routes. New staff appointed for September 2022 would include TAs for KS1 and Early Years and teachers in KS2.

## **Safeguarding**

There had been ten safeguarding high-risk incidents this year, of these there had been an increase with vulnerable children. Personalised CMAT Safeguarding policies would be updated over the summer for approval in the Autumn term. The Headteacher thanked the Governor who has taken on the role of Safeguarding Governor for her support.

### **Q Will there be a Safeguarding Policy in place for September 2022?**

A Once completed and the Governors approve the personalised policy, it would be in place for September 2022.

RESOLVED (6)

That the Headteacher's report be received with thanks.

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

The Red Amber Green (RAG) rating for St Alban's was at green; huge progress had been made in every area making it a good provision. Maths was strong and SEN would be a focus area for 2022 – 2023.

The SIP linked to the Ofsted framework has shown many strengths; the curriculum was not yet good in every area but rapid improvements next year would ensure school outcomes were very good next year.

RESOLVED (7)

That it be noted that progress was good and the Chair thanked the Headteacher for arranging the quality external monitoring.

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

The quality of teaching, personal development, behaviour and attitudes in school had all been very good. The leadership and management had not yet been established however the impact of strong leadership had been realised and in time leaders would become great leaders with the plans in place.

Early years had continued to be very good however some EYFS and KS1 outcomes had shown outstanding practice but the overall majority were good and had continued to develop.

**Q When is the next Ofsted, the last one was difficult?**

A St Alban's is due to be inspected in two years. There are stronger leaders and will be much stronger validated evidence for Ofsted whenever they come.

The Headteacher commented that some of the children spoke to the LA about their learning the previous day and described it as 'breath taking'. The Learning Review was very positive.

RESOLVED (8)

That it be noted that the SIP was showing St Alban's as a good school.

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

RESOLVED (9)

- a) That Will Ryan be appointed as the external adviser in relation to the appraisal of the Headteacher.
- b) That once in the CMAT, Governors would be appointed to act as reviewers for the Headteacher's Performance Management.

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

A Governors' arranged learning walk took place on 29 April 2022. The children were well behaved during the walk which included observing a music session and a visit to the nursery class. Governors commented that the children knew what they were learning and what they were doing next saying that it was 'fantastic' and better than ever. Some outdoor learning was observed including a French lesson where pupils worked with learning partners talking confidently in French, and young children in a science lesson, managing their own risks outdoors, experiencing trees and flowers.

The Headteacher added there had been a focus on outdoor and active learning throughout school and developments in provision, such as the nursery playground, which was completed at Easter.

RESOLVED (10)

That Governors be thanked for their time for the learning walks and the comments made.

**15 CONSIDERATION OF THE LOCAL AUTHORITY SUMMER TERM ITEMS FOR ACTION OR INFORMATION**

- The 2022 SEND review had been welcomed and needed to improve provision although St Alban's was ahead of the national review data.
- The school would be moving into CMAT from September 2022 and the priorities would include SEN
- The new budget would start 1 September 2022 as the school would come under an Academy tax year.

**16 SCHOOL ITEMS**

The following school items were considered:

- a) Governor Training – no Governors had attended training during the Summer term
- b) Safety Walks – these would be arranged in the Autumn Term along with the DMBC Health and Safety Audit which was deferred due to large amount of refurbishment work planned over the summer.
- c) Skills Audit – all Governors to return their completed form to the Chair early in the Autumn Term.
- d) Attendance Policy – Improving attendance National agenda – the Policy was agreed and would come into effect from 5 September 2022.

RESOLVED (11)

That the Attendance Policy be approved.

**17 COMPLIMENTS, COMMENTS AND COMPLAINTS**

The Diocese was impressed with the school when they led the Thanksgiving Mass and the Bishop had commented on the behaviour, engagement and singing of all children and in particular how the youngest children joined in with the singing.

St Alban's won a competition receiving balance bikes and outdoor equipment. The 'Scoot Fit Disco' Leader commented on the balance and ability skills of the children as they were active during the day on scooters.

Parents had also shown greater interest in the school during recent events.

**18 TO IDENTIFY ANY CONFIDENTIAL ITEMS**

There were no items discussed which were deemed to be of a confidential nature.

**19 DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2022/2023**

Date and times of the Business meetings would be held on TEAMS online. These had been planned for:

Thursday 20 October 2022 at 5:00 – 5:30pm

Thursday 9 February 2023 at 5:00 – 5:30pm

Thursday 25 May 2023 at 5:00 – 5:30pm

The Headteacher informed everyone that they were asked to consider the options of using a centralised clerk through the CMAT (Learn Sheffield) in the future or continuing to use DMBC and a decision was required after consideration of all options.

#### RESOLVED (12)

- a) That the Governance Service provided be discussed at the first full Governing Body meeting in the new term.
- b) That the Governing Body meetings for the 2022/2023 academic year be held in school as follows:

	Date	Time
<b>Autumn term 2022</b>	15 December 2022	5.00 pm
<b>Spring term 2023</b>	30 March 2023	5.00 pm
<b>Summer term 2023</b>	13 July 2023	5.00 pm

#### 20 DATE AND TIME OF NEXT MEETING

##### RESOLVED (13)

That it be noted that the full Governing Body's next meeting would be held on Thursday 15 December 2022 commencing at 5.00 pm.

#### 21 CLOSING PRAYER

The Chair thanked everyone and closed the meeting with a prayer.

#### 22 ANY CONFIDENTIAL ITEMS

There were no confidential items from the Headteacher or Chair.

Chair J Cape

Date 15 December 2022

The meeting ended at 6.20 pm

**ACTION SHEET**

<b>School:</b>	St Alban's Catholic Primary School
<b>Meeting Date:</b>	14 July 2022
<b>Clerk:</b>	Deborah Whiteley

<b>Agenda Item Number</b>	<b>Action Required</b>	<b>By whom</b>	<b>By when</b>	<b>Actioned</b>
<b>9</b>	<p><b>From 7 April 2022 Action Sheet (Not completed)</b></p> <p><b>School Items</b></p> <p>Skills Audit, Governors who have not yet completed skills audit to complete the document and return to school</p>	Governors who have not yet completed the Skills Audit document	As soon as possible	
<b>15</b>	Discussion by the Trustees Board of using a centralised Clerk through CMAT next year. They will make a decision looking at all options available including the DMBC Governance Service.	Trustees Board	September 2022	