

ST ADRIAN'S CATHOLIC PRIMARY SCHOOL: GOVERNING BODY
Minutes of the Second Meeting of the Autumn Term
Monday, 23 November 2020 – 6.30pm in the School [F2F Setting]

Present:	Mr. R. Belt FG [Chair]	Mrs. J. Harrison FG [virtual]	Mr. A. Sallis AM
	Mr. D. Bedford HTG	Mr. R. King STG	Mr. W. Tominey FG
	Mr. P. Broderick FG	Ms M. Moroney FG	Mr. D. Tang LAN
	Mrs. E. Christie FG	Mrs M. Roe FG [virtual]	
In attendance:	Mrs. B. Bliss [Clerk to Governors]		
Apologies for absence	Received and accepted from Mr. E. Behan FG and Mrs. L. Peacock PG		

	ACTION
<p>Y1 CLASS TEACHER - PRESENTATION - EYFS/KS1 TRANSITIONAL LEARNING [FREYA PERRY]:</p> <p>Y1 Continuous Provision Model: Continuing an EYFS pedagogy in Y1 to enable optimal progress in development and learning for all pupils.</p> <p>Staff in Y1 plan the delivery of an effective curriculum by applying the principles of EYFS pedagogy. They revisit and consolidate prior learning, apply new skills being taught whilst embedding the characteristics of effective learning through child-initiated learning.</p> <p>The teaching of skills, knowledge and curriculum content meet the requirements of the Y1 programme of study whilst applying the principles of the EYFS.</p> <p>The teacher reshapes the curriculum planning so that it is responsive to children's needs. The teacher addresses the need to embed the firm foundations required for children to access the national curriculum successfully.</p> <ul style="list-style-type: none"> • Capturing the essence of learning through play • Using formative assessment principles • Applying EYFS principles to Y1 <p>Individual Pupils' Learning Diaries: Copies were distributed to the meeting. Each of these highlighted three different challenges tailored to the child's learning ability, for his/her to work towards achieving across all activities. A very successful initiative, the diaries had boosted pupils' self-confidence and a great pride in their work.</p> <p>In reply to questions, Miss Perry stated:</p> <ul style="list-style-type: none"> • The approach enabled pupils of all abilities to discover for themselves, rather than be told. It was about learning in a different way, e.g. the Maths area of the classroom was now called 'the discovery zone'. Another new idea was bum bags: one of these was worn by each child and, as well as containing coins for payment for different play activities, a reminder list was attached of his/her current personal challenges. • The informal environment was also proving to be a more effective way of the class teacher and her pupils noticing progress; as noted above, verbal feedback to the children was very important in stretching their learning, so they would always be told if they could do better • The more able children were challenging themselves more • Slower learners and those with learning difficulties benefited from an informal environment that allowed 1-to-1 contact with the class teacher in a more intimate setting • There were negatives but nothing of huge concern 	

As the parent of a Y1 pupil, a governor expressed her [and her child's] enthusiasm for the new approach; it was about fostering a natural love of learning.

The HT concluded by stating that the **HfL** adviser concerned would re-visit in the spring to observe the success of this highly effective teaching approach. On behalf of the governors, the Chair thanked Miss Perry for a very informative presentation.

1. **THE MEETING** opened with prayers led by the Chair, and congratulations to Mrs. Christie on her recent appointment by the diocese as a foundation governor.
2. **STATEMENTS OF PECUNIARY/CONFLICT OF INTEREST:** None
3. **MINUTES OF THE LAST FGB MEETING [5 October 2020] AND MATTERS ARISING FROM THESE:**
 - 3.1 **Minutes:** Copies having been previously circulated, the minutes were agreed as a correct record of proceedings [proposer Ms Moroney, seconder Mrs Harrison] and signed by the Chair.
 - 3.2 **Matters Arising:** All matters arising would be raised under the appropriate agenda heading of this meeting.
4. **EXTRA ITEMS FOR ANY OTHER BUSINESS:** None
5. **HEAD TEACHER/DEPUTY HEAD TEACHER:**
 - 5.1 **Autumn Term Report [Part 2]:** Having previously posted this on **Governorhub**, the HT answered questions arising, viz:
 - 5.1.1 **Home Learning during Lockdown:** The impact could not be generalised because of the different levels of engagement during lockdown. However, it was obvious that, across the whole six years, some skills had deteriorated. There are no noticeable academic improvements.
 - 5.1.2 **The HT** gave a general explanation of a data chart comparing gender attainment across the whole six years. Governors noted that, currently, the gap was negligible.
 - 5.1.3 **See Part 2 for answers to other questions of a more confidential nature.**
 - 5.2 **SEND Children - Update:**
 - 5.2.1 The staff/teacher governor [who is also the **SENDCO**] gave a verbal report, some of the main points of which were:
 - **SEND** register numbers had remained the same
 - No referrals since the last HT report and no concerns reported by class teachers
 - Learning plans – all up to date
 - Intervention programmes were in place
 - Numerous meetings with parents of **SEND** children
 - Fewer visits from outside agencies owing to countywide demand, but class teachers had come forward to fill the need, where appropriate.
 - 5.2.2 The DHT highlighted a new Maths assessment and intervention programme which was proving very successful in revealing gaps in learning, not only for **SEND** children but also for other pupils; it also fed into '**Back on Track**' - the school's recovery strategy.

6.	<p>5.2.3 The SENDCO praised the teaching/ancillary staff who support SEND children, especially at the lower end of the school. The Chair concluded with thanks to the SENDCO for his report.</p> <p>5.3 ‘Back on Track’ Strategy: Aware that an Ofsted visit would focus on the school’s recovery plans and implementation, the HT stated that he had pre-empted any questions regarding the strategy, by articulating in a document what was in place in order to move the school to ‘back on track’. He expanded on the contents and confirmed he could justify how the £16k government grant had been spent, highlighting Maths, literacy and music programmes that had been purchased plus extra time with Safe Place. Governors were encouraged to study the strategy on G/Hub. Governors applauded this course of action, and the Chair thanked the HT for his preparation of the document.</p> <p>5.4 School Business Manager: No further news pending receipt of the report from Quality Assurance.</p> <p>5.5 Relationships and Sex Education [RSE] Policy – Implementation – Summer Term: Mrs Butterworth had agreed to continue in her role as RSE subject leader. The next step was to hold a meeting of the working group/steering committee, arranged for next Thursday at 3.30pm, led by the HT and Mrs. Butterworth, with Mrs. Roe, Mr. Behan, Mr Broderick and Mrs. Christie in attendance. The main topic would be the formation of a strategy on how to move forward, particularly concerning the inclusion of parents in the consultation.</p> <p>5.6 The Chair concluded by thanking the HT for an informative and comprehensive report.</p> <p>POLICIES AND PROCEDURES – GB RESPONSIBILITY - REVIEW/UPDATE -:</p> <p>6.1 Report to GB - Strategy and Personnel WG:</p> <p>6.1.1 The WG Chair reported on a recent meeting, when a spreadsheet had been tabled detailing all policies for which the GB had responsibility, their current status etc. The list had been worked through, comparing current policies on the school website with ones on G/Hub, and approval dates.</p> <p>6.1.2 Discussion at a subsequent meeting with the HT agreed that policies should be shared out, with the relevant committee/working group taking responsibility for review/update/approval/putting on G/Hub, plus noting the next review date.</p> <p>6.1.3 The G/Hub policies section [see G/Hub Uploaded GB Policies under the Documents tab] now had the appropriate folders, and committees/working groups were asked to upload policies, and clarify the current status of each one, if possible by the end of term.</p> <p>6.1.4 Committees/working groups noted that there was a facility on G/Hub for signing off policies/review date noting, via the three little dots on the RHS.</p> <p>6.2 2022/23 Reception+Nursery Admissions Policies: Governors were reminded that, following completion of the consultation process, final approval would be required at the next FGB meeting in January.</p>	<p>Ctees/ WGs</p> <p>Ctees/ WGs</p> <p>BB/ agenda</p>
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	<p>6.3 CES Policies/Procedures – Capability – Changes - HT Discussion with Staff: The HT reported that he was awaiting staff comments on a document he had recently shared with them citing the proposed changes.</p> <p>7. FINANCE</p> <p>7.1 Staff Pay Review: Proposals made to the government by the <i>School Teachers’ Review Body 2020</i> had now been accepted, and payments would be backdated to September 2020, with an appropriate increase in budget funding to compensate for this.</p> <p>7.2 2020/21 Budget: A recent meeting with the school accountant had confirmed that this was still more or less on target, although there had been a slight decrease in the reserve carry forward.</p> <p>7.3 Covid Costs Claim – Update: It was noted that the school’s claim had been partially approved.</p> <p>7.4 Safeguarding Building Project – Overspend: News still awaited from the diocese regarding how this was going to be financed.</p> <p>7.5 There were no subsequent questions</p> <p>8. COMMITTEES/WGs/LINK GOVERNOR REPORTS:</p> <p>8.1 Admissions+Discipline and Finance Committees: 2020/21 Terms of Reference had been reviewed and updated as appropriate, and copies previously circulated to governors. The GB gave formal approval to these for 2020/21.</p> <p>8.2 Premises WG: The WG Chair gave a verbal report on this evening’s meeting, focusing on an update regarding financing repairs to the school hall floor, and the way forward concerning a recent survey on asbestos findings in the school.</p> <p>8.3 Safeguarding:</p> <p>8.3.1 2019/20 Audit: Now complete apart from one section on safeguarding training; it would in due course be posted on <i>G/Hub</i>, for approval at the next FGB meeting.</p> <p>8.4 GDPR: Nothing to report</p> <p>9. GOVERNOR TRAINING:</p> <p>9.1 Safeguarding Training for Governors: All should have completed an initial course and, if appropriate, refresher training; at the request of the HT, the training LG would check.</p> <p>9.2 Meeting with the Ofsted Inspector [4 November 2020] – Feedback: The general opinion was that this had been a useful experience. The Chair stated he would forward to all governors, a copy of the session leader’s notes that had been sent to him.</p> <p>10. ANY OTHER BUSINESS:</p> <p>10.1 School Website: Always conscious that this was <i>Ofsted’s</i> first view of a school before a visit, the HT was aware that website needed to be kept as up to date as possible. He suggested to governors that they visit this, focusing on ease of information accessibility and usefulness, and report their observations to the next GB meeting.</p> <p>10.2 PG Vacancies – Forthcoming Elections: There were now three vacancies for parent governors; six parents had attended a recent meeting expressing a wish in finding out more about the commitment involved. Governors were given a brief explanation of the proposed timetable which would begin next month, and the election procedure that would be followed [as stated on the website].</p>	<p>DB</p> <p>BB/ Agenda</p> <p>EB</p> <p>RB</p> <p>ALL</p> <p>BB/ agenda</p>
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	<p>10.3 The Clerk confirmed annual completion/signature of all GB paperwork outstanding from the last GB meeting</p> <p>11. DATE OF NEXT MEETING: Wednesday, 27 January 2021 – 6.30pm – in the School</p> <p>12. THE MEETING CLOSED with Mr Belt stating that although this evening was his last in the role of CoG, his resignation as a governor would not be effective until the end of term. He had thoroughly enjoyed his 24 years on the governing body, and it had been an honour and privilege to serve the school in this way. On behalf of the GB, thanks were expressed to Mr Belt and a formal presentation made to mark the huge contribution he had made to the school over such a long period of time.</p> <p>13. ELECTION OF A NEW CHAIR OF GOVERNORS: One self-nomination had been received from Ms. Moroney. Governors unanimously voted her Chair of Governors with immediate effect until September 2022.</p> <p>14. ELECTION OF A NEW VICE CHAIR OF GOVERNORS: One self-nomination had been received from Mrs. Harrison. Governors unanimously voted her Vice Chair of Governors with immediate effect until September 2022.</p>	
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