



**Minutes of the Local Governing Board Meeting held via Google Meet on
Wednesday 25th November 2020 at 5.30pm**

People Present:- Sandy Anderson (SA), Chair, Diane Chavasse (DCh), Matthew Brown (MB), Simon Cohen (SC), Michelle Cobby (MC), Vice-Chair, Cathy Jeffery (CJ), Rob Meech (RM), Principal, Claire Silverlock (CS), Clerk, Father James Barber (FrJ), Geraldine Herage (GH), Vernon Clarke (VC), Ana Barbosa Richards (ABR), Mary Szymankiewicz (MS)

No.	Item
1.1	<p>Welcome and Opening Prayer Father James opened the meeting with a prayer.</p> <p>SA welcomed to two new governors:- Foundation Governor – Mary Szymankiewicz and Parent Governor – Ana Barbosa Richards</p>
1.2	<p>Sanctioned Apologies and confirmation of quorum Di Carr – personal issues.</p>
2.	<p>Declarations of Interest (for this meeting): Simon Cohen's wife is Year 2 Teacher. Rob Meech's Step Daughter is the Year 4 Teacher.</p>
3.	<p>To receive and approve the Minutes of the last FGB Meeting on 23.09.2020 (Governors have previously been circulated with these)</p> <p>The minutes were approved by all and will be signed by Sandy and returned to school.</p>
4.	<p>To receive matters arising from the Minutes</p> <p>2.4 ACTION: CS to pass on email addresses to class governors of their teacher, so that they can arrange a virtual meeting or phonecall with the relevant class teacher – COMPLETED</p> <p>6.2 ACTION: SA to arrange for a letter to be sent to all staff to thank them for their work in providing as full an education as possible during the 1st lockdown. (Note – this action point was missed on the original minutes therefore not completed until after the meeting held on 25.11.2020)</p> <p>8.3 ACTION: Governors to set up a virtual meeting with their class teacher to discuss the data for that cohort during w/c 19th October 2020. - COMPLETED</p> <p>9.0 ACTION: CS to place relevant new CAST policies on the school website – COMPLETED</p>

5.	Headteacher's Report (including data summary) <ul style="list-style-type: none"> - How is the school using pastoral and extra-curricular activities to support rebuilding friendships and social engagement? - Support the implementation of the Trust's Admissions Policy at the academy. - Support and challenge the Principal to ensure any Trust Wide Lettings Policy is Implemented – N/A - How closely does remote education align with in-school provision? - What is the school doing to increase its capacity to educate pupils remotely, where this is needed?
5.1.1	<p>Q from SA – Explanation required re maths data especially drop from ARE to ARE+ and what we are doing to close the GAP. I assume that GAP in this case is caused by COVID-19 and is not referring to the PP GAP? RM confirmed that this is COVID related.</p>
5.1.2	<p>Q from GH - regarding persistent absence, looks like a big increase, is that due to COVID or poor attenders? I wondered what the Education Welfare input is?</p> <p>RM confirmed that it is mostly COVID. 6-7 children having to isolate through the term. 1 child whose family returned to Poland following a bereavement and needed to isolate upon returning to the UK. Absence will always look bad in one term and we do expect this to improve. One family has chosen not to send their children in school due to the risk of COVID – however these children did return to school this week. Parents, on the whole, do feel safe for their children to be in school. Staff attendance has been extremely high.</p>
5.2	<p>RM explained that this is the main report that he needs to supply to the Education Standards Manager. Attendance – is falling in general across the nation in schools.</p>
5.3	<p>SA commented that for the catholic life and mission section all governors should read the section 48 report available on the school website. It reflects the feel of the school.</p> <p>ACTION: Governors to read the S48 Report available on the school website www.ourladys.devon.sch.uk if they have not already done so.</p>
5.4	<p>MC asked if there was a way for governors to see absence split by COVID related absence and persistent absence. RM advised that there is a COVID absence log that is kept up to date in school.</p> <p>ACTION: CS to share the log with governors so that they can get a feel for the COVID related pupil absences.</p>
5.5	<p>RM advised that Father James continues to lead classes in acts of worship and led a staff meeting recently where he was able to advise staff on including children in acts of worship with their class to help them be more relaxed with this and distinguishing between liturgy, prayer times and acts of worship.</p> <p>RM advised that we have purchased some new bibles and the UCAT books which answer all those questions that children may ask about catholic life. These have proved really useful in classes.</p>
5.6	<p>RM confirmed that RSE is relationship and sex education and explained that each child gets an hour a fortnight of RSE delivered by Suzanne Hynes.</p>

5.7	Further to add to the Continuous Professional Development (CPD) section of the report is that CAST are rolling out a CPD programme for those teachers that would be good at coaching other teachers in school. We need to put forward some names for this and RM will be having these discussions in school shortly.
5.8	<p>Quality of Education – pushing to fill the gaps in key areas and confirmed that geography, music and art are continuing in school. Remote learning is sent home via google docs via google classroom for children that are isolating.</p> <p>Delivery of 21 new chromebooks yesterday. Wireless upgrade has been completed but not working as it should as yet but Computeam are working on this for us.</p> <p>RM said that in general terms there is an acceptance that data is lower than where it should be. This is COVID related as children have missed out on 3-4 months + of school. Children are making rapid progress and they are closing these gaps. As class governor of year 2 CJ is attending phonics time to give them a hand with this. February data drop should show a considerable improvement on ARE and those children achieving this. Teachers know the children a lot better by then and have historically tended to be more cautious in the Autumn Term.</p>
5.9	<p>KS2 data is fairly consistent.</p> <p>SA asked if there is anything that can be done now to help Y2 – any extra resources? RM replied that we have a really significant intervention for phonics going into Y2 – HJ, ED, CC, KE all working with groups for extra phonics sessions. ED is carrying out lots of work on SEN provision and that this is currently where we want this to be. Potentially more EHCP's applied for in this class. RM explained what this means (Education Health Care Plans). Read, Write, Ink is a massive project on the horizon and will have a real impact on reading and how we teach writing in the future. Continuous assessment everyday and openness of conversation is the key to this. DCh said that it is reassuring that there has been so many changes since the data drop. Class teacher doing a brilliant job with this class but then need to work on their very basic sentence structure etc to improve everything else. Joint moderation with CC and DCh will be done before Christmas.</p>
5.10	<p>RM said that this cohort came out at GLD at 70% from EYFS. Important to bear this in mind for what they are achieving at the end of KS1. KS1 assessments may well be done in school but RM does not think that they will be shared nationally or published this year.</p> <p>ABR asked a question re parental engagement in the Year 2 class and what can be done to improve this? RM said that we just keep going and keep communicating. It's not just year 2, there are pockets of this across the school. DCh said that these relationships may well improve as the teachers are handing over 1-1 to parents and giving them a little update at present.</p> <p>ACTION: RM/SA/CS to look at the role of parent governor – we could use this governor role to establish some conversations around engagement with parents.</p> <p>MS asked if we could actively get the parents together from Reception onwards, perhaps meetings once a term to try to connect the parents and the school together? RM said that this is not usually an issue and seems to be just with our Y2 cohort. Not a specific issue across the school. Any opportunity that we have to engage and interact we do as a school. MS suggested inviting the parents in as a group to encourage them to help their children make progress. Could be done after the COVID restrictions.</p> <p>ACTION: RM to look at inviting Y2 parents in as a group to encourage them to help their children make progress. To only be arranged after COVID Restrictions have been removed.</p>

5.11	SC added that he knows the year 2 teacher uses DOJO communication (a way of class teachers emailing and contacting parents and for them to reply and ask questions) and that this is helping the engagement between class teacher and parents. RM confirmed that the problems with the Y2 parent engagement are definitely a historical relationship and not a current one or a reflection on the current class teacher.
5.12	<p>In general governors felt that there were quite a lot of acronyms in the Headteacher's report. RM added that this is a report written for Neil Maslen which is shared with Governors. RM will produce a key for the Headteacher's report for ease of reading.</p> <p>ACTION: RM to add key to acronyms in headteacher's report to make ease of reading for Governors.</p> <p>SA said that the report seems to show that we have a high proportion of SEND in some classes and we should consider where we can, restricting taking more SEND children into that class. RM said that this is a really good point and we have turned down children where we cannot meet their needs. However, that is what makes our school so brilliant in that we are inclusive and can progress children alongside SEND children.</p>
5.13	<p>ABR asked about SEND – concern of impact on children without SEND and the other children with SEND in the same class – is there a delay on assessments etc and children getting EHCP's? RM said that we are very good at picking children up from pre-school age for SEN register. ABR also raised a concern about transition to secondary school. RM explained that this starts in Year 5 for SEND children with a Team Around the Family meeting and a transitional review. As a result three children last year went to a special school rather than normal secondary school EHCP team will help and suggest alternative provisions for children.</p> <p>MC asked about costs and the Stagnant numbers v increase in costs? RM said that we have very few spaces in the school. We have a very experienced team but this comes at a cost. We are always looking at the 2-3 year picture. MC said that this needs discussion at CAST as to how we grow. Presumably we may be able to look at 2 class entry if we ever had enough space. RM advised that GH looked into this a few years ago and it is dependent on Council sufficiency plans. May be worth revisiting this again. RM agreed. SC added that in terms of school growth we talked about building upwards and selling our site and moving elsewhere. SA said that this is discussed at CAST as to where school places can be grown. DfE will only consider increasing the size of catholic schools for catholics. SC added that the Anglican trust element could maybe be used in this. MC added that we could add in the benefits that we bring in to SEND children who are not catholic.</p>
5.14	<p>ACTION SA to produce a report on potential future growth of school.</p> <p>SA commented that GLD is low in EYFS. RM added that these are the children we are getting in. This is our baseline. SA is reading this as the forecast for the end of the year is that only 50% of boys will be GLD. CJ added that there are only 10 boys in this class and 20 girls. RM added that this is data that has been formed from having the children for 6 weeks, having missed the last part of their education in pre-school. RM said that the February data drop will be more key for us.</p> <p>MB added that when he spoke to the reception class teacher she knows what she needs to do to get on track.</p>
6.	<p>School Improvement Plan</p> <p>- What adjustments have been made to the SIP?</p>

	<p>RM explained that he has stripped a lot out of this and has focussed on the milestones for the next few terms. The additional priorities remain and this is the focus of what is going on in school.</p> <p>SA said that it is a good plan, you can see the actions which are taking place. Governors were happy with this report.</p>
7.	Lead Governor Updates
7.1	Safeguarding – Simon Cohen
7.1.1	New on line safeguarding training now available through CAST for SA, SC and FrJ.
7.1.2	SC added that mental health is now playing a much bigger role in KSCIE and how life outside of school impacts on children.
7.1.3	<p>RM added that the learning packs for the safeguarding refresher training will be issued out to governors to keep them up to date. SA commented that he made the point at CAST that this is no where near as worth while or challenging as the presentation that the local authority give us. The e-learning training on its own is not necessarily enough. There will be some paid training through CAST.</p> <p>ACTION: CS to send out the refresher course notes to all governors and for them to confirm that they have read this.</p>
7.1.4	SC added that he has completed both the Safeguarding for Governors e-learning training and the named lead governor for safeguarding training. There was very little difference between the two courses so in future just completing one of these will be sufficient.
7.1.5	MC will continue to send through her Safeguarding certificate that she completes with the NHS every year.
7.1.6	SG3 form completed and returned to CAST.
7.1.7	Single Central Record checked by Neil Maslen (October)
7.1.8	SG4 and SG5 returns will be completed on 14 th December via google meet with SC, RM and CS
7.2	Health and Safety – Matthew Brown
	- Update on health and safety report (governors had received this prior to the meeting)
7.2.1	MB asked about the general music lessons? – RM confirmed that no music lessons are going on in school at the moment. No singing, this is through advice from CAST. Music will commence again as soon as possible.
7.2.2	MB asked if we content with how parents are behaving outside school? RM said that credit to them parents are following our requests regarding wearing masks outside. The majority of parents are respectful of social distancing rules. Issue with the crossing control person has stopped operating due to his concerns over social distancing and his age etc.
	<p>ABR commented that she finds parents to be a bit 'edgy' and finds it quite 'tense' parents parking etc causing frictions between parents and this is difficult when children are present. MC added that society generally are uneasy and there are lots more mental health problems and suicide etc as we are all in a heightened situation at present. RM has written to parents several times about behaviour and swearing etc out of school. There are a lot of anti-COVID non believers etc which</p>

<p>7.3 7.3.1</p> <p>7.4 7.4.1 7.4.2</p> <p>7.5 7.5.1</p>	<p>exacerbates the situation.</p> <p>SEN, Inclusion and Equality Governor – Geraldine Herage</p> <ul style="list-style-type: none"> - Checklist 11 – exclusions to check the circumstances of exclusions. <p>GH spoke to RM re two pupils that have had half day fixed term exclusions each. RM explained how the children are supported coming back into school after a fixed term exclusions. He explained about the re-integration meeting and as a result of one of these an early help assessment had been offered but it had been declined, this has been noted.</p> <p>GH updated governors on meetings with ED, SENCO, major issue is budget for SEND and the numbers for EHCP have gone down from last year. There are a number of assessments going on so is difficult to plan TA staffing. ED is doing some support work with Tiverton and other SENCO's in CAST. Our SENCO is very upbeat and feeling that most children are making reasonably good progress.</p> <p>RE and Catholic Life Governor – Di Carr</p> <ul style="list-style-type: none"> - Confirm that RE constitutes 10% of the weekly timetable. - Check that the Principal complies with the requirement to provide a daily act of collective worship – recognising that it will look different this term. <p>ACTION: DC to complete RE and Catholic Life Lead Governor Update for the next meeting in January.</p> <p>Parents and the Community</p> <ul style="list-style-type: none"> - Use Checklist 17 to ensure the website is up to date. <p>MC has carried out this task and will arrange to discuss findings with CS shortly.</p> <p>ACTION: MC and CS will meet to discuss findings on website audit.</p>
<p>8. 8.1 8.1.1 8.1.2</p> <p>8.2 8.2.1 8.2.2</p>	<p>Governance Updates</p> <p>Chair's Update</p> <p>Next FGB will be a ZOOM meeting</p> <p>SA keen for new governors to have a tour of the school.</p> <p>MC said that a plan should be in place for vaccinated people visiting school. MC said that NHS staff will be done before Christmas. SA said that we will be aiming at spring of next year.</p> <p>Clerk's Update</p> <p>Report attached</p> <p>RM advised of CS doing some temporary clerk work for St Paul's in Plymouth to assist them.</p> <p>Recent Audit carried out by CAST of GIAS (get information about schools – DfE site) against governance information held on school websites. OLCS had achieved all that it was required in this area. CAST Overall have awarded a 'requires improvement' to this area due to a lot of schools failing to meet the statutory requirements.</p>
<p>9.</p>	<p>Policies for review (OLCS)</p> <p>The following OLCS policies have been updated approved by the CAST Trust Board. Local Governing Boards to be aware of the following updated policies:-</p>

9.1	Outdoor Educational Visits Policy
9.2	On line Safety Policy
	The above OLCS policies were approved by Governors
9.3	ACTION: CS to ensure the Outdoor Educational Visits Policy and On line Safety policy are saved to the shared google drive and added to the website.
	The following have been updated approved by the CAST Trust Board. Local Governing Boards to be aware of the following updated policies:-
9.4	Health and Safety Policy
9.5	Coronavirus Policy and Procedure
9.6	Admissions Policy 2022-23 (Formal consultation period until 22 nd January 2021)
9.6.1	VC asked about the SEN admission inclusion in this. Is this the same for all schools? RM confirmed that it is and this is a local authority policy adapted to CAST.
9.6.2	FrJ commented that on page 9 faith supplementary information form in the proposed Admissions Policy – requirement that their faith is certified – this does discriminate against non Christians and feels that this needs to be re-worded. SA said that it has been signed off by the Diocese. ACTION: Point to be raised by Father James to Sarah Barreto - page 9 faith supplementary information form in the proposed Admissions Policy – requirement that their faith is certified – this does discriminate against non Christians and feels that this needs to be re-worded.
	The above CAST policies were acknowledged by Governors.
9.7	ACTION: CS to place relevant new CAST policies (Health and Safety and Coronavirus policies) on the school website (Proposed Admissions Policy already on there).
10.	Date of next Virtual Meeting: Wednesday 20 th January 2021 at 5.30pm Meeting closed at 7.10pm.

Actions from FGB Meeting held on Wednesday 25th November 2020

Agenda Item	Action
6.2	(Note – this action point was missed on the original minutes therefore not completed until after the meeting held on 25.11.2020) <b style="color: red;">ACTION: SA to arrange for a letter to be sent to all staff to thank them for their work in providing as full an education as possible during the 1st lockdown.
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