



CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD

Minutes of the Full Board of Governors Meeting held on Wednesday 23rd November 2022, from 6.05pm, at the school

Present:

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| Gerry King | (GK) | (Co-opted Governor) (Chair) |
| Laura Constanza | (LCz) | (Head Teacher) |
| Luke Thomas | (LT) | (Co-opted Governor) |
| Lisa Carter | (LC) | (Co-opted Governor) |
| Julie Norman | (JN) | (Co-opted Governor) |
| Hannah Lintern | (HL) | (Elected Staff Governor) |
| Frances Barr | (FB) | (Co-opted Governor) |
| Asa Chilcott | (AC) | (Elected Parent Governor) |

Apologies:

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| Rebecca Randall | (RR) | (Co-opted Governor) |
| John Boulton | (JB) | (LA Governor) |
| Paul Moate | (PM) | (Elected Parent Governor) |
| Anne Harris | (AH) | (Co-opted Governor) |
| Martin Stanley | (MS) | (Co-opted Governor) |

Apologies, due to work & family commitments, were **UNANIMOUSLY APPROVED**.

In Attendance:

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| Kate Bown | (KB) | (Clerk to Governors) |
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| Item | Minute |
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| 1. | Declaration of Business Interests on this Agenda JN declared her ongoing personal interests, due to her employment as an educational specialist. |
| 2. | Minutes of previous meeting, held on September 21st & action points These had been circulated prior to the meeting. There were no queries regarding the minutes. They were UNANIMOUSLY APPROVED as an accurate record & signed by the Chair. Action Points: JB had asked for feedback from governors at this meeting regarding the Traffic & Parking Plan. There was a discussion during which governors re-iterated the need for the PTA & Catcott Village Association to be involved to ensure that there was a whole-village approach to the problem. AC had contacted the Highways Agency & the PCSO team & had been told that there needs to be a Traffic Regulation Order (TRO) obtained before any action can be taken. Governors were in support of JB's plan being taken forward. Other action points had been carried out. |
| 3. | Matters Arising The issue of the parking had been discussed in point 2. |
| 4. | Correspondence There had been no school-related specific items of correspondence. |



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| | <p>The Chair & Clerk continued to receive updates from Somerset Governor Services.</p> |
| <p>5.</p> | <p>Matters of Urgency, not on the agenda</p> <ul style="list-style-type: none"> • The Unofficial Funds had been audited & the report was shared with governors. The signatories needed to be changed; the previous Acting HT & the Year 6 teacher needed to be removed as signatories & LCz & HL added as signatories. This change was UNANIMOUSLY APPROVED. • The Annual Phased Conditions report had been received. The work would need to be funded in a variety of ways. A committee would be required to look at the report & authorise the priority work. LC & AC were willing to form the committee with LCz, who would look into the possibility of extending the time period within which to make those decisions. • IT expenditure: all items had been purchased; the projector was still to be received. |
| <p>6.</p> | <p>HT's Report</p> <p>LCz had circulated the report prior to the meeting. Governors had sent a number of questions to her, which she answered at the meeting:</p> <ul style="list-style-type: none"> • What does the highlighting on the SEND primary need table mean? This shows where an Educational & Health Care Plan (EHCP) is pending. A lot of evidence is required to apply for an EHCP & the application can take a long time to be processed. • What is the PAN? This is the Planned Admissions Number, which at the moment is set at 30. There is a concern over the 2023 applications, as there are 7 first choices; 9 more are needed to make half a class. Do we know the figures for 1, 2 & 3 year olds? The admissions team knows this number, but we haven't been given that information, just that the figures are low. We were able to show 39 parents around the school, which was encouraging. We have a marketing plan for increasing pupil admissions, but some parents have not given consent for photos of their children to be used for publicity purposes. The issue could be that parents don't realise the impact of not ticking the box on the form. • Do we know what the short-term & long-term impact will be of reducing the PAN? The guidance has been given by Liz Smith (Service Manager-Schools Commissioning), as the present PAN doesn't reflect the overall size of the school now & into the future. • Has the new IT equipment been installed? Yes, apart from the projector. 'Sign-in' is working, covers are required for the iPads, the Winbooks are set up but logins are required for them. The installation of the items in the hall is taking place next week. • What do the data tell us? Mainly that our area of concern is maths. If we look at the results from last year, it was a small cohort & only 50% of the pupils achieved the expectations in the exams. There was a significant number of PPG pupils & several safeguarding issues around some of the children. They had had a large turnover of staff during their KS2 years. The results were not reflective of the school situation. Assessments are taking place this week so we will be able to see the results. The PUMA & PIRA assessments will provide information on where the gaps are & where we will put into place the SHINE interventions. (Governors assured LCz that there was no blame being assigned, but that the data needed to be looked at in detail. There was now a new cohort in Year 6) • What support is there for pupils with SEND issues? We always focus on Quality First teaching, which is a universal provision by the class teachers & support staff. At the moment the number of support staff is limited, but they are able to provide the prescribed interventions to support these pupils. |



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| | <ul style="list-style-type: none"> • What support is given to pupils on PPG funding? At the moment we have 21 PPG pupils on roll. They receive subsidised transport & off-site visit costs. They also receive support for uniform costs. There is a fund of £100/child for any educational/enrichment activity of their choice, e.g. music lessons, martial arts sessions, etc. These children often have Social, Emotional & Mental Health (SEMH) needs & so an Emotional Literacy Support Assistant (ELSA) is to be employed, who is self-registered & has her own insurance. She will work with 8 pupils. • Do staff have appraisals linked to evidence? Not yet, but we will be introducing Metacognition methods as one form of staff CPD. (JN expressed her wish to support this area of training) • What are the statistics for attendance? There have been 19 requests for term-time absence, of which 2 have been granted. Attendance is lower than the national average; we have 10 persistent absentees, 4 severe absentees & one child not in school at all. <p>Governors thanked LCz for her comprehensive report.</p> |
| 7. | <p>Area Chair’s Report</p> <p>GK reported on a number of points mentioned at the most recent meeting, which was led by the new Governor Services Service Manager:</p> <ul style="list-style-type: none"> • A Governors’ Equality Statement needed to be written & put onto the website. GK & the Clerk would prepare this document. • There was now new guidance on suspensions & exclusions, which needed to be reflected in the school policy • All governors needed to read ‘Keeping Children Safe in Education’ (KCSiE)& undertake Safeguarding training for Governors, which could be done through SSE, NSPCC, etc. PREVENT training needed to be done, if governors hadn’t already completed this training. Governing bodies should have at least one governor who has completed Cyber-security training. MS would be approached regarding this training. • Recent OFSTED inspections had focussed on safeguarding, well-being, the use & impact of PPG & Sports Premium funding, governor involvement in curriculum planning & evidence of governor visits |
| 8. | <p>Safeguarding Report</p> <p>LCz reported that Kate Field (Education Safeguarding Officer) had visited & seen that there was progress being made in safeguarding processes in the school. It was continuing to be a work in progress.</p> |
| 9. | <p>Finance Update</p> <p>The Month 6 report had been circulated & LC shared that the school remained in a stable financial situation. The pay awards had an impact; however the carry forward was still sufficient for this year, but close monitoring for future years would be necessary.</p> <p>The income of CATS breakfast was a concern, as there was £700 of outstanding balances to be paid. It was now necessary for parents to pay for the sessions when they booked the place. As it has been difficult for school staff to run the breakfast & After-school clubs, it was possible that TLE sports or another provider would be approached to run the clubs, as a number of parents relied on this service. Teachers were not keen to run after-school clubs due to their increased workloads.</p> <p>There were now 20 parents/carers who had DBS clearance but weren’t yet being usefully utilised in specific roles.</p> |



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| | Governors SUGGESTED that there should be increased specific communication with each of these people, as there was an appetite to support the school. The communication would be best coming from the class teachers. |
| 10. | <p>Discussion re: Academisation</p> <p>This item would be kept on the agenda of each FGB meeting. Millfield school was in the early stages of forming their own MAT & approaching local schools to find out more; GK had their contact details. GK had contacted the Chair of Ashcott school; they were also continuing to observe the situation & investigate different Academy Trusts. Governors AGREED that it was necessary to work out what the school would want for the children, from an Academy Trust, before making any decision to join.</p> <p>(7.25pm HL left the meeting)</p> |
| 11. | <p>Training Update</p> <p>FB reported that she still needed confirmation that all governors had read 'KCSiE 2022'. A new programme of training sessions in the New Year would be circulated. She offered to investigate the situation with the logins for training with the National College.</p> <p>FB had undertaken a website scrutiny, the results of which she had emailed to LCz & the Office Manager. LCz reported that some members of staff had not given consent for photos to be uploaded to the website & one member of staff had not given consent for their name to be used.</p> |
| 12. | <p>Link Governor/ Subject Lead meetings progress</p> <p>Some link governors had met with their subject leads, but others would meet in the New Year. JN would lead a staff well-being meeting in the near future.</p> |
| 13. | <p>GDPR, H & S & Risk Register</p> <p>As JB was unable to attend the meeting there was no update. LCz had emailed the report of Phased Conditions work to JB.</p> |
| 14. | <p>Pay Committee</p> <p>GK, LT, FB & MS had met to set objectives for LCz, which were:</p> <ul style="list-style-type: none"> • Outcomes • OFSTED • Managing Change <p>They had encouraged LCz not to try to do everything at once, but to pace herself to be able to keep going. The committee had scrutinized the appraisal process & confirmed that it was fully satisfactory. Governors APPROVED the statutory 5% pay award for all eligible staff & progression to the next point on the scale as appropriate. No staff members were moving up to UPS</p> |
| 15. | <p>Pupil Premium & Sports Premium Update</p> <p>HL reported that the documents were up-to-date & on the website. She would be able to give a full report at the next FGB meeting, showing the use & impact of the funding for relevant pupils.</p> |
| 16. | <p>Marketing Update</p> <p>As PM was unable to attend the meeting, there was no update.</p> |



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| 17. | <p>Complaints</p> <p>GK re-iterated the need for governors to remind parents/ carers to follow the school policy & procedures when concerns or complaints were expressed directly to governors by parents/ carers. The Clerk would investigate any guidance on keeping a log of such events & how they were resolved.</p> |
| 18. | <p>Policies for Ratification</p> <p>The following policies had been reviewed by GK & MS:</p> <ul style="list-style-type: none"> • Safeguarding • Attendance <p>They were both UNANIMOUSLY APPROVED.</p> <p>LCz shared that there was no evidence of policies which had been approved over the last 12 months. Governors were asked to check whether they still had electronic copies of such policies & if so, to email them to the Office Manager, to be uploaded to the website.</p> |
| 19. | <p>AOB</p> <p>As FB's present term of office was due to end on 31st December, she was asked if she would wish to continue in the role of governor. She was willing to do so & her new term of office was UNANIMOUSLY APPROVED.</p> <p>LCz shared that the Outdoor Learning Curriculum Advisor had visited & explained the project that had been drawn up for the development of the outdoor learning curriculum. The project would be in two phases, the first of which would cost £1,485. Governors CHALLENGED where the money would come from to fund the project & whether it was part of the School Development Plan.</p> <p>Governors ASKED for at least one other quote to be obtained, for transparency of the process; however they AGREED IN PRINCIPLE to the project being undertaken.</p> <p>Governors ENQUIRED as to whether this curriculum could be provided 'in-house', but LCz did not believe that this was practical.</p> |
| 20. | <p>Dates of Future meetings</p> <p>Spring term: 25th January 29th March</p> <p>Summer term: 24th May 19th July</p> |

The meeting closed at 8pm.



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Action Points:

| Action | Responsible Person(s) | Date of Completion |
|---|-----------------------|--------------------|
| Governors' confirmation of having read KCSiE, to FB | Relevant governors | ASARP |
| Traffic & Parking Plan to be moved forward | JB/AC | On-going |
| Phased Conditions work committee to meet | LC/AC/LCz | On-going |
| Governors Equality Statement to be written | GK/ Clerk | ASARP |
| MS to be approached re: Cyber security training | Clerk | ASARP |
| Logins for The National College to be investigated | FB | On-going |
| Electronic copies of approved policies to be sent to Office Manager | All governors | On-going |
| Specific volunteering roles for parents/carers | LCz & staff members | On-going |
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