



# CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD

## Minutes of the Full Board of Governors Meeting held on Wednesday 21<sup>st</sup> September 2022, from 6.10pm, at the school

### Present:

Gerry King	(GK)	(Co-opted Governor) (Chair)
Laura Constanza	(LCz)	(Head Teacher)
Julie Norman	(JN)	(Co-opted Governor)
Hannah Lintern	(HL)	(Elected Staff Governor)
Anne Harris	(AH)	(Co-opted Governor)
Frances Barr	(FB)	(Co-opted Governor)
John Boulton	(JB)	(LA Governor)
Rebecca Randall	(RR)	(Co-opted Governor)
Asa Chilcott	(AC)	(Elected Parent Governor)
Paul Moate	(PM)	(Elected Parent Governor)

### Apologies:

Luke Thomas	(LT)	(Co-opted Governor)
Rebecca Randall	(RR)	(Co-opted Governor)
Martin Stanley	(MS)	(Co-opted Governor)
Lisa Carter	(LC)	(Co-opted Governor)

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

### In Attendance:

Kate Bown	(KB)	(Clerk to Governors)
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The Chair welcomed everyone to the meeting & expressed his appreciation for the continued commitment of all governors, given the responsibility involved in being a governor.

Item	Minute
1.	<b>Declaration of Business Interests on this Agenda</b> JN declared her ongoing personal interests, due to her employment as an educational specialist.
2.	<b>Approval of Statutory Documents</b> The following documents had been circulate prior to the meeting; they were approved & signed: <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Governors' Code of Conduct</li> <li>• Declaration of Business &amp; Personal Interests</li> <li>• Delegation of Category 'A' Off-site Visits</li> <li>• Instrument of Governance</li> </ul> All governors had received the SSE Governance bulletin. There were no items to review from this document at the meeting.
3.	<b>Minutes of previous meetings, held on 13<sup>th</sup> &amp; 18<sup>th</sup> July, matters arising &amp; action points</b>



	<p>These had been circulated prior to the meeting. There were no queries regarding the minutes. They were <b>UNANIMOUSLY APPROVED</b> as accurate records &amp; signed by the Chair.</p> <p>All action points had been carried out; governors would arrange meetings with subject leads as an on-going action.</p> <p>Governors <b>DECIDED</b> that, to ensure consistency, the pay committee members would remain as GK, LT &amp; LC, with AH as reserve.</p> <p>There was one remaining vacancy for a Co-opted governor; staff would be asked whether anyone would be willing to serve on the governing board.</p>
4.	<p><b>Correspondence</b></p> <p>There had been no school-related specific items of correspondence.</p>
5.	<p><b>Matters of Urgency, not on the agenda</b></p> <p>There were no matters of urgency for this meeting.</p>
6.	<p><b>HT's Report</b></p> <p>LCz gave a verbal report &amp; highlighted a number of points:</p> <ul style="list-style-type: none"> <li>• There had already been lots of highs &amp; lows since the start of the term.</li> <li>• All staff members were settling well, especially the new teachers</li> <li>• It was felt necessary to make quick changes to ensure that positive habits were being embedded</li> <li>• There had been IT challenges, especially with the booking form for lunches, but these were being overcome</li> <li>• Information for parents/carers was circulated by Parent Mail or class Dojo, to reduce the amount of paper being used</li> <li>• Some families were unable to access information on-line; phone calls were made by school staff to reduce this difficulty</li> <li>• Messages sent via the Dojo app were coming through the office &amp; directed to the correct teacher, which was ensuring more effective communication</li> <li>• Pupils eating packed lunches &amp; hot dinners sit in separate parts of the dining hall, to ensure that pupils have as much time as possible playing outdoors, rather than waiting for other children to finish their meal</li> <li>• Government guidance on school meal portions was being followed; no seconds of meals were being served, but families were being encouraged to send in healthy snacks for children to eat at lunchtime</li> <li>• Absences were only authorized in the rare event of the death of a close relative or involvement in an international sporting fixture that could not be changed</li> <li>• House groups had been given the names of birds; however the same colours remained</li> <li>• House Captains had been voted in. Members of the School Council were to be voted in</li> <li>• The weekly newsletter was a good platform for sharing special items of news</li> <li>• Dojo was a good platform for reminding parents/carers about dates in the calendar</li> </ul> <p>Governors <b>EXPRESSED THEIR SUPPORT</b> for the changes that had already been made, especially that LCz had given the back ground &amp; clear reasons for action being taken &amp; that school staff were listening &amp; acting upon feedback from parents/carers.</p> <ul style="list-style-type: none"> <li>• The school was investing in the Outdoor Play and Learning (OPAL) scheme, to encourage the most positive experience for all of the pupils. OPAL staff would produce a survey, before any action was taken, in order to construct a strategy for the outdoor play.</li> <li>• There was a fund for willow work to be carried out</li> </ul>



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	<ul style="list-style-type: none"> <li>TAs were now on duty at lunchtime, providing adequate supervision, i.e. 5 members of staff. They were now taking their lunch breaks after the lunchtime</li> <li>The 'Golden Mile' had been stopped as not everyone wished to participate; however, as government guidance was for 2 hours of PE/week, a family fun run would be started, along with other attractive activities</li> </ul> <p>Governors <b>SUGGESTED</b> that time frames for changes should be shared with parents/carers, to reduce any anxiety or concerns that they may be experiencing. They <b>BELEIVED</b> that the changes were all positive &amp; that parents/carers were already feeling less anxious, that the voice of dissention was in the minority. Governors <b>DISCUSSED</b> the issue of lunches &amp; <b>SUGGESTED</b> that pupils were asked to give feedback at the end of term &amp; then appropriate action taken.</p> <p>Governors <b>ENCOURAGED</b> school staff to listen to the 'silent majority'.</p> <p>LCz thanked HL for all of her support, already given, to ensure a smooth start to the term. The Chair also thanked HL for all the work that she had already done, to support LCz.</p>
7.	<p><b>Safeguarding Report</b></p> <p>The Single Central Record had been scrutinized by the Safeguarding governor. There were new lanyards being used in school: blue for those who had DBS clearance, red for those without clearance.</p>
8.	<p><b>Finance Update</b></p> <p>As LC was unable to attend the meeting, GK explained that the school remained in a satisfactory &amp; stable financial situation; however, with the teaching staff pay awards having been set at 5%, the budget would need to be carefully monitored over the coming months.</p>
9.	<p><b>GDPR Update</b></p> <p>LCz reported that there had been a data breach in the Dojo for one particular class. Immediate action had been taken &amp; new invitations were necessary for access to the new page. The breach had been well reported to the relevant bodies.</p> <p>Disposal of confidential documents was a challenge; staff were discussing whether to use confidential waste bags or to buy a cross-cut shredder.</p>
10.	<p><b>OFSTED Checklist</b></p> <p>JN had circulated documents regarding the preparation of governors for an OFSED inspection. She explained that Action Plans needed to show forward planning, rather than looking back at the impact of the Covid pandemic.</p> <p>JN had previously gone through the OFSTED Audit with SF, as acting HT; she was willing to go through it with LCz to see how she would prefer to use it.</p> <p>Governors <b>WISHED TO ASK</b> a number of questions:</p> <ul style="list-style-type: none"> <li>Are there any areas of concern? Record-keeping seems a weakness &amp; would need a narrative.</li> <li>How far are we from Outstanding? This is not necessarily an aspiration, as it's not best for the well-being of the staff, attempting to maintain that judgement.</li> <li>Is there an Action Plan? This is contained in our School Development Plan (SDP); we will be focussing on raising attainment in maths &amp; English, on improving attendance &amp; ensuring the well-being of both staff &amp; pupils</li> <li>Is there an analysis of data, to give reasons for them? We need to empower staff, with regard to their subjects, so that they can talk to you, as governors, about progress, attainment &amp; data</li> </ul>



11.	<p><b>Discussion re: Academisation</b>          JN had circulated information prior to the meeting; due to lack of time this item would be carried forward to the FGB meeting in November.  <b>(7.40pm-HL left the meeting)</b></p>
12.	<p><b>Training Update</b>          FB explained that there were many training opportunities with SSE, but governor email addresses would need to be changed on that website. The Clerk offered to investigate this issue. New governors would need Safeguarding training &amp; others would need update training if required. All governors needed to read 'Keeping Children Safe in Education 2022' Parts 1 &amp; 2 then inform FB to update training records.</p>
13.	<p><b>General Feedback on operational issues not covered by the HT's Report</b></p> <p>a) Several governors had been involved in investigating the IT needs of the school &amp; a number of points were shared:</p> <ul style="list-style-type: none"> <li>• An email had been sent to governors in the summer, with a staff 'wish list' of IT equipment</li> <li>• It would be better to purchase Winbooks, as they could support the SharePoint site</li> <li>• The use of SharePoint would remove the need for the server, as back up would be cloud-based</li> <li>• The projector in the hall could be turned around, removing the need for a screen to be purchased</li> <li>• Computer screens would be required by office staff</li> <li>• Equipment to deliver the curriculum was being investigated</li> <li>• No laptop trollies would be needed</li> <li>• An electronic sign-in system was being investigated, at a possible cost of £300p.a.</li> <li>• All old IT items were being removed</li> <li>• The changeover from Mark One to Praestantia had gone smoothly. Praestantia could undertake any work necessary &amp; had offered to train relevant members of staff in the management of the new system. WiFi issues should improve after April 2023, with the IT service contract move to Praestantia.</li> </ul> <p>JB mentioned that there had been the upfront cost of setting up with the new company, but that there would be savings over coming years.</p> <p>LCz explained that £696 would be saved by not having a franking machine. She also mentioned about a Parent App, which would provide data for their children, as well as their school reports. It would cost £85 to set up &amp; an annual charge of £400.</p> <p>Governors <b>EXPRESSED</b> that if this reduced the workload for staff then it was a positive investment.</p> <p>Governors <b>ASKED</b> whether options to buy versus leasing had been considered. Yes, this was being investigated. They also <b>ENQUIRED</b> as to whether the old equipment could be recycled or sold. It could be possible but needed investigation.</p> <p>b) PM mentioned that he had met with the Office Manager, to talk about compliancy of the website; policies &amp; photos on a number of pages needed to be updated.</p>
14.	<p><b>Traffic &amp; Parking Update</b>          JB reported that this issue had eased during the pandemic, but was now worsening. He &amp; LT had previously created an action plan; governors were asked if they felt that this should be put into action. Governors felt that if pupils were being put at risk then it should be actioned. Governors suggested that the Catcott Village Association (CVA) could be involved as it was a whole community issue. JB offered to</p>



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	review the previous plan & circulate it to other governors. He would also liaise with members of the CVA.
15.	<b>Policies for Approval</b> There were no policies for approval at this meeting.
16.	<b>Dates of Future meetings</b> The dates suggested were agreed: Autumn term: 23rd November Spring term: 25th January 29th March Summer term: 24th May 19th July

The meeting closed at 8pm.

**Action Points:**

Action	Responsible Person(s)	Date of Completion
Discussion re: Academisation as an agenda item	Clerk	Next FGB meeting
KCSiE document to be read & FB informed when actioned	Relevant governors	ASARP
Traffic & Parking Action Plan to be reviewed	JB & all governors	Next FGB meeting