



# CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD

## Minutes of the Full Board of Governors Meeting held on Wednesday 19<sup>th</sup> July, from 6pm, at the school

### Present:

Laura Constanza	(LCz)	(Head Teacher)
Lisa Carter	(LC)	(Chair of Governors) (Co-opted Governor)
Frances Barr	(FB)	(Co-opted Governor)
Martin Stanley	(MS)	(Co-opted Governor)
Asa Chilcott	(AC)	(Elected Parent Governor)
Luke Thomas	(LT)	(Co-opted Governor)
Paul Moate	(PM)	(Elected Parent Governor)
Hannah Lintern	(HL)	(Elected Staff Governor)
John Boulton	(JB)	(LA Governor)
Mark Peel	(MP)	(Co-opted Governor)
Julie Norman	(JN)	(Co-opted Governor) (from 6.10pm)
Gerry King	(GK)	(Co-opted Governor)
Debbie Newbold	(DN)	(Co-opted Governor)
Matt Carter	(MC)	(Prospective Associate Governor)

### Apologies:

Rebecca Randall (RR) (Co-opted Governor)

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

### Guests:

David Norton (DN) (Prospective Co-opted Governor)

### In Attendance:

Kate Bown (KB) (Clerk to Governors) (via TEAMS)

All governors present introduced themselves to the prospective Co-opted Governor.

Item	Minute
1.	<b>Declaration of Business Interests on this Agenda</b> There were no business or personal interests to declare on this agenda.
2.	<b>Minutes of previous meeting, held on 24<sup>th</sup> May 2023 &amp; action points</b> These had been circulated prior to the meeting. There were no queries regarding content of the minutes. They were <b>UNANIMOUSLY APPROVED</b> as an accurate record & were signed by the Chair. <b>Action Points:</b> <ul style="list-style-type: none"> <li>The website provider had been <b>UNANIMOUSLY AGREED</b>.</li> <li>The risk register had been updated</li> <li>A governor visits form template would be circulated by the Clerk</li> </ul>



3.	<p><b>Matters Arising</b> There were no matters arising from the previous minutes.</p>
4.	<p><b>Correspondence</b> There were regular updates from Governor Services.</p>
5.	<p><b>Matters of Urgency, not on the agenda</b> There were no matters of urgency.</p>
6.	<p><b>Agree Roles &amp; Responsibilities for 2023-24</b> The following roles were <b>UNANIMOUSLY APPROVED:</b></p> <ul style="list-style-type: none"> <li>• Chair- LC</li> <li>• Vice-chair- JB</li> <li>• Safeguarding governor- MP</li> <li>• SEND governor- DN</li> <li>• PPG governor- MS</li> <li>• H &amp; S governor- JB</li> <li>• GDPR governor- JB</li> <li>• Website governor- PM</li> <li>• Well-being governor- AC</li> <li>• Training governor- FB</li> <li>• Play governor- FB</li> <li>• Maths link governor- JN</li> <li>• English link governor- JN</li> </ul> <p>Curriculum groups would be established &amp; link governors confirmed in September.</p>
7.	<p><b>HT's Report, including staffing update</b> LCz wished to begin her report by celebrating all that had happened over the year:</p> <ul style="list-style-type: none"> <li>• Off-site visits, including the Year 6 residential to Pinkery &amp; Year 5 residential to Kilve, when the pupils exhibited every positive behaviour &amp; attitudes</li> <li>• The 'New Parents' evening, when most parents attended</li> <li>• The summer fair, which was very enjoyable &amp; raised £900</li> </ul> <p>She continued by highlighting a number of points:</p> <ul style="list-style-type: none"> <li>• The KS2 SATs maths results were much improved on last year's results &amp; the overall results were in line with the National Average</li> <li>• The KS1 SATs had been impacted by the change of teacher during the year</li> <li>• The Years 5 &amp; 6 pupils would be going to Bristol next year, as part of the alternating urban/ rural topics</li> <li>• The PTFA would fund individual class visits from next year</li> <li>• There would be a number of Year 4 pupils leaving at the end of the term</li> <li>• Letter regarding individual pupils' attendance had not had any impact</li> <li>• EYFS achievements had been very good this year</li> <li>• On-going foci for School Improvement next year would include writing, well-being &amp; improving teaching practise</li> <li>• From the OFSTED pre-visit the following areas were judged as 'Good'- Behaviour &amp; attitudes, personal development &amp; quality of EYFS. The following areas were judges as 'Requires Improvement'- Quality of Education, Leadership &amp; Management</li> </ul>



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	<ul style="list-style-type: none"> <li>• There were only a small number of changes in hours of some support staff. There were on-going issues with the absence of both caretakers. The cleaner was cleaning alone. A deep clean needed to be undertaken in the summer holidays</li> <li>• There were a number of H &amp; S issues- during the rain parts of the gutter were failing. Several parts of the Trim Trail were unsafe to use. The cladding in the boiler house needed replacing but there was asbestos present. The work would need to be put back by 12 months. There was a possibility of asbestos in the tiles under the carpet, which needed replacing.</li> </ul> <p>Governors <b>CHALLENGED</b> LCz, with 2 questions:</p> <ul style="list-style-type: none"> <li>• The Year 2 data showed that the reading ability was very low (27%) but that the writing ability was very high (77%), so there is a comprehension issue. What will be done about this? LC &amp; HL would be undertaking moderation but the data were probably not accurate for writing; they were probably lower than the results shown.</li> <li>• As a result of the OFSTED pre-visit, would there be monitoring carried out throughout the year? There was a plan for regular monitoring in place. JN offered to support wherever possible.</li> </ul> <p>LCz mentioned that 'Unlocking letter &amp; sounds' was now being used for phonics &amp; reading &amp; that whole-school training was planned for the INSET Day on 4<sup>th</sup> September. There were lots of resources on-line &amp; the package was less expensive than others. There would be half-termly assessments. Reading books were linked to the correct level for each child. Already the phonics progress had been very good.</p> <p>Governors <b>EXPRESSED</b> that, in comparison with other schools, the attendance level was very good. They were sure that there was a link between an exciting curriculum &amp; a desire to attend school.</p> <p>Governors <b>ASKED</b> whether attendance was more to do with absence or lateness. It was often the same families regularly bringing children at the same late time.</p>
8.	<p><b>Safeguarding Update</b></p> <p>LCz shared that one child was at risk of Permanent Exclusion. At present the child was still on roll, but would probably not be at the school from September. The child was attending alternative provision 3 times/week; the school had to pay the first £6,000 of the charges for this provision.</p> <p>Governors <b>ENQUIRED</b> whether the Single Central Record (SCR) was up-to-date. Yes, there had been an issue with external music teachers' details but this had been rectified. A governor <b>ASKED</b> whether visiting School Improvement Partners (SIPs) needed DBS clearance. This would need to be investigated.</p>
9.	<p><b>SEND Update</b></p> <p>The current SENDCo was working on a Monday, however, from September, the member of staff who fulfilled the role of SENDCo, would be carrying out this work on Wednesdays &amp; Thursdays.</p>
10.	<p><b>Policies for Ratification/ Approval</b></p> <p>The following policies were <b>UNANIMOUSLY APPROVED</b>:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Staff Code of Conduct</li> </ul>
11.	<p><b>Working Party &amp; Sundry reports</b></p> <p>i) H &amp; S- JB reported that there was a lot of work which needed to be carried out to ensure that the school remained safe &amp; in a good condition for use by staff &amp; pupils.</p> <p>ii) Training- FB shared that training would be done on a needs basis. MP would support LCz to lead the Cascade safeguarding training on 5<sup>th</sup> September. The dates of INSET days would be circulated to non-parent governors.</p> <p>iii) PE &amp; Sports Premium- HL had uploaded the report to the governors' folder. JB would check the report &amp; then upload it to the school website. All children were really enjoying the active lunchtimes; staff</p>



	<p>needed to be well trained to lead these activities. Inter-school tournaments had not taken place very often, but from September most activities would be held at Strode College. All pupils had participated in at least 5 sports activities throughout the year, within school.</p> <p>iv) OFSTED- an inspection could be expected any time before July 2024. The falling number of pupils on roll would be a concern.</p> <p>v) Website- PM explained that Juniper had not yet been paid, due to the problems with the setting up of the new finance system at County.</p> <p>vi) PPG Funding- LT/ LCz &amp; HL had been meeting to discuss the strategy. There was £38,500, including the carry forward from last year. Funding had been spent on specific resources &amp; interventions, based on research undertaken.</p> <p>Governors <b>WANTED TO KNOW</b>:</p> <ul style="list-style-type: none"> <li>• Will there be enough funds for the strategy to continue into the future/</li> <li>• Does the evidence or do data show that there is progress being made?</li> <li>• Will the strategy remain the same for future years?</li> </ul>
12.	<p><b>Looking forward</b></p> <p>The priorities had been highlighted in the Head Teacher's report:</p> <ul style="list-style-type: none"> <li>• Quality of teaching, with the focus on EFF guidance</li> <li>• Raising standards in writing</li> <li>• Safeguarding &amp; attendance</li> <li>• SEND</li> </ul>
13.	<p><b>AOB</b></p> <p>i) Traffic issues were still a concern. A member of the Neighbourhood Watch had been monitoring the situation. Some parents were upset as they thought that photos had been taken of their children during the monitoring but this was not the case.</p> <p>ii) Reports from Learning Walks had been uploaded to the governors' folder.</p> <p>iii) The school photographer would be taking governors' photos on the morning of 20<sup>th</sup> September.</p> <p>iv) After-school clubs- TLE Coaching was leading the clubs, but some parents wanted school-led, less expensive clubs. This was not possible as there was not sufficient capacity amongst the staff to do so.</p> <p>v) GK &amp; LT resigned at the end of the meeting. LT would be invited to meetings as required. DN &amp; MP would be approved as governors in September.</p>
14.	<p><b>Dates of Future Meetings, from 6pm:</b></p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> September 2023</li> <li>• 29<sup>th</sup> November 2023</li> <li>• 24<sup>th</sup> January 2024</li> <li>• 27<sup>th</sup> March 2024</li> <li>• 22<sup>nd</sup> May 2024</li> <li>• 17<sup>th</sup> July 2024</li> </ul>

The meeting closed at 8.03pm.



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### Action Points:

Action	Responsible Person(s)	Date of Completion
Governors' visit form to be circulated	Clerk	ASAP
Safeguarding training to be undertaken	All governors	5 <sup>th</sup> September
Governors photos to be taken	All governors	20 <sup>th</sup> September