



CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD

Minutes of the Full Board of Governors Meeting held on Wednesday 25th January 2023, from 6pm, at the school

Present:

Gerry King	(GK)	(Co-opted Governor) (Chair)
Laura Constanza	(LCz)	(Head Teacher)
Lisa Carter	(LC)	(Co-opted Governor)
Hannah Lintern	(HL)	(Elected Staff Governor)
Frances Barr	(FB)	(Co-opted Governor)
Rebecca Randall	(RR)	(Co-opted Governor)
John Boulton	(JB)	(LA Governor)
Paul Moate	(PM)	(Elected Parent Governor)
Martin Stanley	(MS)	(Co-opted Governor)

Apologies:

Asa Chilcott	(AC)	(Elected Parent Governor)
Anne Harris	(AH)	(Co-opted Governor)
Luke Thomas	(LT)	(Co-opted Governor)
Julie Norman	(JN)	(Co-opted Governor)

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

Guests:

Debbie Newbold	(DN)	(Prospective Co-opted Governor)
Mark Peel	(MP)	(Prospective Co-opted Governor)

In Attendance:

Kate Bown	(KB)	(Clerk to Governors)
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Prior to the commencement of the formal meeting, the Chair thanked all governors for their on-going support, in a variety of ways, for the Head Teacher, staff & pupils at the school.

The Chair welcomed the guests, gave them an opportunity to introduce themselves, followed by introductions by all governors present at the meeting.

Item	Minute
1.	Declaration of Business Interests on this Agenda There were no business or personal interests to declare on this agenda.
2.	Minutes of previous meeting, held on November 23rd 2022 & 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: <ul style="list-style-type: none"> A few governors still needed to inform FB that they had read KCSiE. The Governor Equality Statement had been written, approved by governors & would be uploaded



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	<p>to the school website.</p> <ul style="list-style-type: none"> • The Clerk still needed to inform Governor Services of FB’s new term-of-office. • Governors were still able to use their existing logins for The National College website, to access training modules. • Approved policies from December 2021 & July 2022 were still being searched for. The Clerk offered to approach the IThelpdesk for advice. • LCz had approached the volunteers regarding opportunities for involvement at school. It seemed that they were willing to support for one-off activities, e.g. off-site visits, but not for regular commitments, e.g. listening to children reading on a weekly basis. An email group had been created to keep the volunteers informed about the needs for adults on visits, etc. Governors SUGGESTED putting an advert in the Polden Post requesting support for children reading, etc.
<p>3.</p>	<p>Matters Arising These had been covered in the actions above.</p>
<p>4.</p>	<p>Correspondence There had been no school-related specific items of correspondence. 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"> • LCz made governors aware that two teachers would be striking next week; both of their classes (Years 1 & 4) would be closed. She stressed that there was support for all teachers, whatever their decision regarding strike action. Governors ENQUIRED whether there was a contingency plan in place, in the event of other teachers not crossing a picket line. The classes would need to be closed if this happened. In the letter sent out to parents/ carers, it was explained that teachers on strike wouldn’t receive their salary for the day/s of strike action; their commitment to publicising the situation in education was their reason for striking.
<p>6.</p>	<p>HT’s Report LCz had circulated the report prior to the meeting. She highlighted a number of points from the report:</p> <ul style="list-style-type: none"> • The admission numbers for September were better than expected-17 first choices • Mobility was fairly high, for a variety of valid reasons • This item was confidential • Attendance continued to be lower than the National Average. One family with 4 children who were not regularly attending school would be moving from the school but were still on roll, as they were not yet attending another school • The high level of absence, for family holidays & regular absence, was also a concern • There had been 2 suspensions since the previous meeting • A Pupil & Family Support Advisor (PFSA), who is attached to Crispin School, was now in post, on a part-time basis & working with 3 families • The Emotional Literacy Support Assistant (ELSA) was also now in post & working with 10 pupils • The process of staff recording safeguarding concerns, both on line & verbally to the DSL/DDSL was now far more robust • AH had met with the SENDCo to discuss SEND issues throughout the school. As the SENDCo was employed on a part-time basis & would be leaving in a few months’ time, LCz’s hope was to share a SENDCo with another local primary school, where an advert was going out, to fill this role. Governors supported this suggestion, as there was sufficient funding in the budget to pay for such



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	<p>a person</p> <ul style="list-style-type: none"> • 2 apprentices had been appointed & were awaiting DBS clearance. A caretaker had been appointed & was awaiting DBS clearance <p>The Chair spoke about the SIP visit that had taken place today. The written report was still to be received; however he could say that the SIP had been very complimentary about the work being carried out by the SLT, their actions & attitudes towards specific needs throughout the school.</p>
7.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> • MS had met with LCz to scrutinize the Single Central Record & produce an action plan • The Annual Safeguarding Audit would need to be completed by the February half-term
8.	<p>Finance Update, including Month 9 Finance Report</p> <p>LC presented the Month 9 report, which had been circulated earlier in the day. The school remained in a stable, short-term financial position, with a larger than expected surplus forecast for the end of the year. LC & LCz would be working together on the Schools Financial Value Standard (SFVS) & then bring it to the next FGB meeting.</p> <p>The financial benchmarking showed that the school was generally in ‘green’, i.e. in a good position in comparison with other similar schools.</p> <p>LCz asked if it would be financially possible to appoint a TA as well as the two apprentices; from the finance report there was no reason not to be able to do so. LCz also wished to purchase JIGSAW resources for the delivery of PSCHÉ lessons. She & LC would meet to investigate whether the funding would be available for this.</p> <p>Core Offer</p> <p>The Chair explained a little of the background to this; that with the changes in Somerset County Council, the Core Offer would provide the majority of services that had been bought into by individual schools in previous years. Although there would be an increase in the payment for this offer, the figures supplied seemed reasonable. The Chair RECOMMENDED that the Governing Board accept the Core Offer.</p> <p>He asked LCz to investigate the choice of Business Manager service, to ensure the correct level of finance, property & IT support for the school.</p>
9.	<p>Phased Conditions Work Committee Feedback</p> <p>LCz reported that it had not been possible for the committee to meet & the deadline for submission of requests had passed. The lights in the library had been repaired, as they were a high priority. Other priority work would still be undertaken in the months to come.</p>
10.	<p>Training Update</p> <p>FB reported that she would continue to book other governors onto relevant training sessions. She was asked if there were any gaps in the board’s skills/knowledge; there were no specific gaps. FB continued to update the skills matrix, so could mention any gaps that needed addressing at each FGB meeting. FB would circulate the link for PREVENT training again. Governors would be invited to attend the September INSET day, when Basic Awareness Safeguarding training would be delivered.</p>
11.	<p>Link Governor/ Subject Lead meetings progress</p> <p>It had not been possible for many meetings to take place. As there would be a number of changes in the Governing Board, it was felt necessary to revisit the list of link governors & subject leads to re-allocate roles.</p>



12.	<p>GDPR, H & S & Risk Register JB would be meeting with LCz to update the Risk Register. There were no H & S or GDPR issues to report.</p>
13.	<p>Traffic & Parking Plan Update AC had emailed the Chair to report that a PCSO had come, unannounced, to observe the parking at the end of one school day. Several parents were spoken to, about their parking; however the issue had not yet been resolved. Members of the Neighbourhood Watch group would be meeting with JB & AC to discuss the issues.</p>
14.	<p>Pupil Premium & Sports Premium Update HL explained that much of the funding had been spent on the early development of the Outdoor Play & Learning (OPAL) resources. During the September INSET day would be involved in discussion regarding the changes in children’s activities over recent years & therefore the need for greater opportunities for constructive play. HL shared a video with governors of a school where the OPAL scheme had been very well developed, giving children the opportunity to ‘own’ their play. AC & FB had joined a working party to discuss how the school could achieve some ‘fast wins’ in the development of the scheme at school. HL & FB had begun to investigate some ‘grand designs’. The OPAL policy had been circulated prior to the meeting; governors supported this development & UNANIMOUSLY APPROVED the policy. Risk assessments would need to be completed to ensure the safety of children during OPAL activities. The ground for the resources would still need to be cleared; adults would be needed for this work. Governors SUGGESTED giving parents/carers a number of dates for the work to be done, to offer refreshments & welcome any offers of help; no DBS clearance would be needed as it would not be ‘regulated’ work. Storage would be needed for the equipment; HL would be talking with the PTA, at their next meeting, about this need. There would need to be a clear structure for donations of items, i.e. wellington boots, overalls, pots & pans, etc. Governors REMARKED that, as the school is close to a public footpath, OPAL activities would provide good publicity for the school. At suitable points photos would be put on the website & in the school newsletters.</p> <p>PPG Update LCz explained that the PPG Strategy had not been reviewed in July. She had worked together with HL & the Finance Officer to gain an understanding of the allocations within the funding. The following were some of the ways in which the funding was now being used:</p> <ul style="list-style-type: none"> • Provision for teachers & TAs to support children in receipt of PPG money • The use of items from ‘Resources for Learning’ • Additional IT resources • Purchase of PIRA & PUMA assessment resources, which provide information to create bespoke interventions • Purchase of Fischer Family Trust resources • Emotional well-being support through the work of the ELSA • Salary for the PFSA • Provision of Wrap-around care • £50/child for purchase of books at the Book Fair • £100 ‘gift pots’. This would be the last year of this provision



	<p>The PPG carry forward was still quite large, enabling provision to be extensive.</p> <p>LT had emailed a number of questions regarding PPG funding. LCz & HL would reply to his email as soon as possible.</p>
15.	<p>Website Update PM had met with the Office Manager; the website was still in need of updating. The Office Manager would speak to Juniper, the website provider, about the issue. A new school prospectus was being created.</p> <p>Marketing Update PM explained his suggestion of a fund-raising event, to be held on 30th June, at the school & featuring The Wurzels as the main attraction, to be organised jointly by the PTA & governors. PM offered to attend the PTA meetings to discuss the event with them. Governors discussed a few details regarding the event, including the need for a contingency plan to recoup any loss of funds & also the sale of tickets to families of children at the school before selling them to other people living in the village. PM offered to continue developing the details of the event.</p>
16.	<p>Academisation Research Update There was no further update, but the item would be an agenda item for each FGB meeting. It would be on the agenda for the Community Learning Platform meeting on 26th January, which LCz would be attending.</p>
17.	<p>Policies for Ratification The following policies & Statement had been reviewed:</p> <ul style="list-style-type: none"> • SEND & SEND Offer • OPAL Play • Governors' Equality Statement <p>They were all UNANIMOUSLY APPROVED.</p>
18.	<p>AOB</p> <p>Meal provision JB explained that he had received negative feedback from a number of parents, regarding the standard of meals provided at school & that there had been a decrease in the uptake of school meals, including by children in receipt of Free School Meals (FSM). JB offered to investigate the provision of meals by other catering companies. MS remarked that the booking system was working very well; however, reminders were needed to ensure that parents didn't forget to continue booking.</p> <p>Governor vacancies The Chair shared that there was one vacancy for a Co-opted governor now & there would be two more vacancies in the near future. Both prospective governors agreed to attend the next FGB meeting & decide who would take up the role first, at that point. The Chair also shared that he now wished to stand down from the role. He had previously discussed this with LC, as Vice-chair, who was willing to take on the role of Chair. She was UNANIMOUSLY APPROVED in this change of role. The Vice-chair would be approved at the next FGB meeting.</p>



20.	Dates of Future meetings Spring term: 29th March Summer term: 24th May 19th July
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The meeting closed at 8.50pm.

Action Points:

Action	Responsible Person(s)	Date of Completion
Governors' confirmation of having read KCSiE, to FB	Relevant governors	ASARP
An advert to be put in PP regarding reading support for children	LCz/ Office Manager	On-going
Phased Conditions work committee to meet	LC/AC/LCz	On-going
Annual Safeguarding Audit to be completed	LCz/MS	February half-term
Link for PREVENT training to be circulated	FB	ASARP
Risk Register to be updated	LCz/JB	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
Meeting with Neighbourhood watch to be held	JB/AC	On-going