



CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD

Minutes of the Full Board of Governors Meeting held on Wednesday 29th March 2023, from 6pm, at the school

Present:

Gerry King	(GK)	(Co-opted Governor)
Laura Constanza	(LCz)	(Head Teacher)
Lisa Carter	(LC)	(Co-opted Governor) (Chair)
Frances Barr	(FB)	(Co-opted Governor)
Rebecca Randall	(RR)	(Co-opted Governor)
Martin Stanley	(MS)	(Co-opted Governor)
Asa Chilcott	(AC)	(Elected Parent Governor)
Anne Harris	(AH)	(Co-opted Governor)

Apologies:

Luke Thomas	(LT)	(Co-opted Governor)
Julie Norman	(JN)	(Co-opted Governor)
Paul Moate	(PM)	(Elected Parent Governor)
Hannah Lintern	(HL)	(Elected Staff Governor)
John Boulton	(JB)	(LA Governor)

Apologies, due to family & 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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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 25th January 2023 & 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"> • PM still needed to inform FB that he had read KCSiE. • The Annual Safeguarding Audit had been completed & submitted on time. • The PREVENT training link had been circulated • AC had spoken with a representative of the Neighbourhood Watch group today, but there still needs to be more progress made regarding the traffic & parking issue, including increased visits of a PCSO.



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	Other action points were on-going.
3.	Matters Arising These had been covered in the actions above.
4.	Correspondence Two letters of complaint had been received; the resolution of these issues was on-going. Correspondence regarding the Core Offer had been received regularly.
5.	Matters of Urgency, not on the agenda There were no matters of urgency.
6.	HT's Report LCz had circulated the report prior to the meeting. She added one point to the report, that an internal appointment of a full-time teacher had been made, who would take on the computing & e-safety lead role.
7.	Safeguarding Update <ul style="list-style-type: none"> • MS would meet with LCz to scrutinize the Single Central Record in the summer term • There was one child now on a Child Protection plan
8.	Finance Update, including Month 11 Finance Report & Budget for 2023/24 LC presented the Month 11 report, which had been circulated earlier in the day; there were no queries regarding this report. LC & LCz had met & more funding had been put into the budget for TAs. LC explained to other governors why it was necessary to accept the Core offer. Although the school would have a positive budget for the coming year, due to a healthy carry forward, the next academic year may need to include redundancies. Governors CHALLENGED a number of points in the budget: <ul style="list-style-type: none"> • Is the income for CATS & the Breakfast Club realistic? Yes, now that parents/carers pay up-front for the sessions. TLE Sports will be covering after-school clubs & holiday clubs. Could these hours be extended? We could ask parents/carers about this. • Does the budget cover any further staff pay awards? We are assuming that we will need to cover the cost so, yes, it covers them. • Will the present impacts on the budget cause us to consider academisation more quickly? Yes, this is more probable. There were no further questions. Governors UNANIMOUSLY APPROVED the budget for 2023/24. LCz mentioned that the class structure for 2023/24 was not yet definite at present.
9.	SFVS Sign-off LC & LCz had worked together on this document. There were a small number of points discussed at the meeting. The Chair asked governors to read through the document on SharePoint & send any questions to her before 31 st March so that it could be submitted in April.
10.	Link Governor/Subject Leader progress & Review The review had been circulated prior to the meeting & a governor shared feedback from the training 'Understanding a Strong Curriculum', highlighting that the role of Link Governors was very important in



	<p>ensuring/monitoring a strong curriculum. Link governors were encouraged to contact their subject leads, to arrange meetings in the week beginning 17th May, as HL had now met with all of them, to develop the curriculum in each of their subjects. In the future LCz would like to develop subject teams, for staff leading on similar subjects, e.g. humanities, arts, sciences. Governors ENQUIRED if it was possible to move to teams now, but LCz felt that it was too soon at the moment; September would be the earliest to begin developing such teams.</p> <p>The next SIP meeting had been arranged for 24th April, with a focus on maths.</p>
<p>11.</p>	<p>Working Group Creation</p> <p>The Chair explained that, having operated without committees so far this academic year, it had become apparent that there needed to be a focus on particular areas of monitoring between each of the FGB meetings. Her suggestion was to form short-term working parties on the following areas, with the linked governors:</p> <ul style="list-style-type: none"> • Curriculum-RR/ LT/ DN • OFSTED readiness-MS/ LCz/ GK • MAT reviews- AC/ FB/ PM/ JB <p>The working parties would change & develop over time. The next H & S walk would take place at the time of the July FGB meeting.</p> <p>LCz wished to re-iterate that OFSTED wasn't her highest priority, but rather ensuring the best teaching & learning setting for all pupils at the school. Governors UNANIMOUSLY AGREED.</p>
<p>12.</p>	<p>Policies for Ratification</p> <p>The following policies had been given to the relevant governors to review. With small amendments they were all UNANIMOUSLY APPROVED:</p> <ul style="list-style-type: none"> • Admissions Arrangements • Charging & Remissions • Relationships & Behaviour • School Complaints • SEND
<p>13.</p>	<p>AOB</p> <p>Traffic & Parking Plan Update-This had been covered in agenda item 2.</p> <p>PTA- the PTA committee members expressed the desire to encourage better connections with the governing board. It was agreed that one governor would attend each of the PTA meetings; they would need to be informed of the dates of the meetings. Having this connection could be helpful for financial support for the school.</p> <p>The Chair of the PTA has also been on the Catcott Village Association (CVA). As she is stepping down from both groups it was suggested that someone with a link to the school could offer to be part of the CVA committee; RR offered to take on this role.</p> <p>Learning Walks-dates for these would be arranged before & after half-term. These could also form part of Link Governor visits. LCz gave an explanation of the purpose of Learning Walks.</p> <p>New Governors- DN & MP were both asked if they wished to join the governing board, now that they had had the opportunity to observe the meetings. They both wished to do so & were UNANIMOUSLY APPROVED as Co-opted governors.</p> <p>Thanks- on behalf of all governors, the Chair thanked AH for her many years of commitment to the school & the governing board. Flowers & a card of thanks were presented to her.</p>



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14.	Dates of Future meetings Summer term: 24th May 19th July
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The meeting closed at 7.50pm.

Action Points:

Action	Responsible Person(s)	Date of Completion
Governors' confirmation of having read KCSiE, to FB	PM	ASARP
Risk Register to be updated	LCz/JB	On-going
Specific volunteering roles for parents/carers	LCz & staff members	On-going