



CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD

Minutes of the Full Board of Governors Meeting held on Wednesday 24th May 2023, 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)
Rebecca Randall	(RR)	(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)

Apologies:

Julie Norman	(JN)	(Co-opted Governor)
Gerry King	(GK)	(Co-opted Governor)
Debbie Newbold	(DN)	(Co-opted Governor)

Apologies, due to work commitments & pre-planned holiday, were **UNANIMOUSLY APPROVED**.

Guests:

Matt Carter	(MC)	(Prospective Associate Governor)
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In Attendance:

Kate Bown	(KB)	(Clerk to Governors) (via TEAMS)
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All governors present introduced themselves to the prospective Associate Governor.

Item	Minute
1.	<p>Declaration of Business Interests on this Agenda There were no business or personal interests to declare on this agenda.</p>
2.	<p>Minutes of previous meeting, held on 29th March 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 & would be signed by the Chair.</p> <p>Action Points:</p> <ul style="list-style-type: none"> All governors had confirmed to FB that they had read the 2022 edition of KCSIE The risk register would need to be updated; JB & LCz would arrange a date to carry this out



3.	<p>Matters Arising There were no matters arising from the previous minutes.</p>
4.	<p>Correspondence The resolution of parental complaints was complete. (See previous minutes)</p>
5.	<p>Matters of Urgency, not on the agenda LCz shared that staff absence was an on-going concern. She also mentioned that cleaners would have great difficulty in deep-cleaning the carpets around school, in the summer holidays, due to the poor state of much of the carpeting, particularly in the Year 3 & 5 classes & in the library. She believed that next year’s budget should include new carpeting. The Chair SUGGESTED approaching the Somerset Council Procurement Service, to help with this issue. Three quotes would be required. The Finance Officer would be asked to follow this up & it may be possible to approach the PTA for support & to ask JN to investigate grant applications for the purchase.</p>
6.	<p>HT’s Update, including class structure & OFSTED follow-up LCz had uploaded the report to the SharePoint site prior to the meeting. She highlighted a number of points to raise governors’ awareness of particular issues:</p> <ul style="list-style-type: none"> • The caretaker was on long-term sick leave. ‘Acer’ was undertaking his duties. • John Jeffery (School Improvement Partner) made his 3rd visit today. He shared his reflections on the progress made & expressed that the school was likely to obtain a judgement of ‘Good’ from OFSTED. Subject leads were able to speak confidently about the intent in the subject throughout the school. The EYFS staff were able to give a very clear explanation of the 7-fold approach to teaching in their area. • Attendance continued to be a great concern, due to term-time holidays taken & lengthy absences. LCz & the safeguarding governor scrutinized the absences & related safeguarding issues; it was found that 20% of pupils had missed 10% of their learning. LCz then asked staff who those pupils were, what was the impact & was there a particular reason for the absence. Teachers shared that they had to back-fill the teaching of topics to these pupils, to enable them to understand the related activities & learning. Governors CHALLENGED the response to this situation. After some discussion, they UNANIMOUSLY SUPPORTED the decision by LCz to inform parents/carers, after half-term that, from September, all term-time holidays would incur a fine. Governors WISHED TO ENSURE that communication with parents/carers was clear & included the fact that Somerset Council was the body receiving the fines, not the school. A working party, including MS,MP & JB, would investigate this. Governors also EXPRESSED that parents’ behaviour hadn’t changed & there was a need to re-educate them rather than just being punitive. Governors also BELIEVED that persistent absence was a very concerning issue & there needed to be work done to investigate how best to tackle this problem. <ul style="list-style-type: none"> • The next item was confidential. • Outdoor Play and Learning (OPAL) was seen to be having a positive impact throughout the school community. A Forest School worker, from an outside agency would be working with all year groups to ensure that all pupils received outdoor learning through the year. • ‘Somerset Music’ had been booked for the whole of the coming year & a choir would be established. Governors EXPRESSED that it would be helpful to provide information regarding what was on offer, to show the impact on pupils’ learning.



7.	<p>Safeguarding Update</p> <p>As safeguarding governor, MP shared the following points:</p> <ul style="list-style-type: none"> Using a previous review as a starting point, he undertook his own safeguarding review, using case studies, documentation & policies provided by LCz. The result was a positive, generic finding, with good evidence of a balance between safeguarding & promoting both resilience & self-confidence. There was clear evidence of good & appropriate use of multi-agency services & of referral & engagement with respect to an individual child/ family. He spent time with LCz to develop an up-to-date safeguarding plan/ policy, which would include training, processes & documentation. He believed that safeguarding in the school was strong & a clear priority of all members of staff. He reminded other governors that fines for parents/carers taking children out of school for holidays was not the choice of the school but that it was the law. He confirmed that Somerset Council did carry through the fines, on the Head Teacher's recommendation. <p>LCz shared that MP would be sharing the leading of the Cascade Safeguarding training in September. One child, who was on a Child Protection Plan, was at risk of being excluded but was out of school at present.</p>
8.	<p>Finance Update</p> <p>The Chair had been informed by the school Finance Officer that there had been £10,000 as carry forward more than what had been anticipated; £7,000 of uncommitted funds were going to be put into the SEND cost centre to facilitate greater support for children with SEND needs.</p> <p>Somerset Council's finance systems were in the process of being changed, so it was hoped that the Month 2 finance report would soon be available. Governors were encouraged to send any questions regarding the report to the Finance Officer. Governors REQUESTED that the reports were sent out to governors early enough for them to read through the details before the meetings. A working party would be established to monitor the preparation of next year's budget document.</p>
9.	<p>Website</p> <p>As Website governor, PM explained the situation with the quotes that had been obtained from three website providers- Juniper, Greenhouse & Christian King.</p> <p>After a short discussion regarding the details of provision & how that compared with the present provision, governors UNANIMOUSLY DECIDED to hold an Extra-ordinary FGB meeting, via TEAMS, to approve the provider what would be best for the school. The meeting was arranged for 1st June at 7.30pm. (7.50pm-LT left the meeting)</p>
10.	<p>Training Update, including mentors</p> <p>As training governor, FB had prepared & circulated a document regarding training & mentoring, prior to the meeting. Governors agreed that her proposal for structuring governors' training would be useful. She would remind governors when they were due to undertake initial or refresher training.</p> <p>It was also agreed that it would be helpful to have a mentoring system for new governors. FB had already offered to mentor MP. Governors were asked to contact FB if they were willing to act as a mentor or if they would like to have a mentor.</p> <p>More governors were needed to undertake Safer Recruitment training; JB, PM & MS were willing to attend this training. FB would contact the Finance Officer to arrange payment & login details.</p>
11.	<p>Link Governors/Subject leader progress</p> <p>Governors EXPRESSED that a template was needed to provide consistency of reporting governor visits. These forms would be completed & returned to HL. It was FELT better to write in the areas of the forms whilst meeting with the subject lead, rather than after the meeting.</p>



12.	<p>PPG & Sports Premium Update</p> <p>LCz shared that all of the Pupil Premium Grant funding for this year had been allocated. HL shared that she had completed the PE budget plan for 2023/24, which would need to be uploaded to the website by 31st June 2023.</p>
13.	<p>Networking Groups Feedback</p> <p>Dates of Learning Walks were in the school diary; governors would attend these as available. A date would be arranged for a small group of governors to undertake a Health & Safety walk. A small group of governors would continue to work on the vision & values of the school.</p>
14.	<p>Marketing Update</p> <p>PM & RR were continuing to work on an updated school prospectus, in order to provide greater positive publicity for the school.</p>
15.	<p>Academisation Research Update</p> <p>JN had produced a very informative document regarding issues surrounding academisation. Governors would use this document to inform future discussions on this topic. LCz shared that Hind Hayes school would be joining ACE, which was a MAT based in Devon. Brookside school would be joining Bridgwater & Taunton College Trust. Both schools had made their decisions based on which MAT they believed had the ethos & vision closest to their own.</p>
16.	<p>Policies for Ratification</p> <p>There were no policies for approval at this meeting.</p>
17.	<p>Pay Committee Membership</p> <p>The Chair explained that, due to there no longer being any committees & governors needing to resign in the near future, the composition of this committee was now LC, FB & MS. Governors UNANIMOUSLY APPROVED these governors as pay committee members.</p>
18.	<p>AOB</p> <p>Governors had been asked to consider the role of Vice-chair, prior to the meeting. JB was willing to take on this role; governors UNANIMOUSLY APPROVED him in this role. MC shared that he would like to become a member of the governing board. He was UNANIMOUSLY APPROVED as an associate governor until the resignations in July, at which point he would be approved as a Co-opted governor.</p>
19.	<p>Date of Future Meeting</p> <p>19th July 2023 at 6pm</p>

The meeting closed at 8.27pm.



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Action Points:

Action	Responsible Person(s)	Date of Completion
Approval of Website provider	Available governors	1 st June 2023
Risk Register to be updated	LCz/JB	On-going
Governor visits template to be investigated	Clerk /LCz	ASARP