

**Minutes of Board of Governors Meeting**  
**Monday 22nd January 2018**  
**Held at St Louis Catholic School**

**Present**

Mrs S Brinn (Chair)  
 Mr D Mosley (Vice Chair)  
 Ms K Gunning  
 Ms S Grepillat  
 Mr M Sendell  
 Ms D Cromie  
 Mr A Carpenter (Associate Member)  
 Mr R Triggs (Headteacher)  
 Mrs E Hardy (Clerk)

**Apologies**

Ms A Sheridan

The meeting was opened in prayer, led by SB.

Clarification that there is no AOB on the agenda as all items should be agreed with the Chair in advance of the meeting, to allow for consideration and to schedule appropriate time.

**1. Declaration of Interests**

None declared.

**2. Approval of the Minutes of 20<sup>th</sup> November 2017**

The meeting of the 20<sup>th</sup> November 2017 was not quorate and so the recommendations from this meeting were considered:

- The revised Instrument of Government signed off was subsequently signed off by a quorate group of Governors
- Guidelines on Governor Communication with Staff will be added to the Code of Conduct i.e. use of official email accounts only, phone communication via school office only, within normal working hours (9-4), not on social media – either business or parent forums.

**ACTION: SB to amend Code of Conduct**

- SB to arrange visits – in hand.
- EH to re-send Headteacher Report – this has now been superseded by the report for this meeting.
- EH to chase DG for English visit reports.

**ACTION: EH to obtain electronic copies of English visit reports**

- EH to arrange Google Calendar – Governors need to supply Clerk with dates for FGB, Committee meetings, visits, training – the purpose is to show how active the Governing Body is.

**ACTION: This will now be completed by the new Clerk.**

- Any questions regarding Governor or Committee reports submitted for the November FGB should be emailed to the author by 26 January, copying the email and any response to all Governors.

**3. Matters Arising**

No further matters.

#### 4. Statutory Documents

##### 4.1 General Data Protection Regulation Requirements

The General Data Protection Regulation (GDPR) will come into effect on 25<sup>th</sup> May and will affect several aspects of how the school works. It covers all the data held on pupils and their families as well as staff and Governors. There are new rights about data that can be held about a person and their access to this. It will cover anything which involves IT, e-safety and the Internet – anything which involves an element of data protection. DG is currently getting the school prepared but Governors have ultimate data protection responsibility for the school.

The School needs a Data Protection Officer – this cannot be the person who is responsible for the data (so not DG). There is training available by the Diocese and SGS.

**ACTION: AC to try to attend training provided by Clifton Diocese on Wednesday 31 January.**

There may be the option to employ someone external. RT will be meeting with local Headteachers at the Frome Learning Partnership meeting and will raise this idea.

GDPR needs to be a standing item on the agenda with updates from the Data Protection Officer.

**ACTION: Governors request a copy of the schools' GDPR data audit from the school**

GQ – How is a data breach picked up? Usually reported by someone

GQ – Will there be spot-checks? Not expected at the moment.

#### 5. Headteachers report

Some of this current report is taken from the previous report distributed in November.

##### Staffing

GQ – Is data covering November to January available?

RT will comment on staffing levels on a termly basis. Staff sickness is historically quite low.

##### Attendance

GQ – Is data covering November to January available?

GQ – What are the reasons for absence in this period e.g. sickness, holidays?

GQ – Are the SLT planning any new actions to address non-sickness related absence?

There was a lot of sickness absence in December. The School is aiming for 95% attendance over the coming months and increasing from there. Historically attendance gets better as the year goes on (Spring/Summer).

##### Analysis of KS1 dashboard

##### November PPM data

GQ – What are the reasons for more than 25% of children in the three year groups 'Working Towards ARE' (Maths Yr, 3 & 4) and Writing (T2, 3, 5)?

GQ - What is being done to help pupils currently 'Working Towards' ARE to reach or exceed ARE?

GQ - What other actions could the school take to support this group?

Ofsted had no concerns about data in KS1 and felt that the school had identified the important areas to be working on. The Inspector picked out lower attainers in Maths in feedback. The School has

taken the Ofsted feedback and put this into the SDP, in addition to the areas already identified by the school.

GQ – A Governor asked for explanation of the data table.

The data dashboard is taken from the Fischer Family Trust (FFT). It looks at data in various ways and does a lot of cross-referencing. The data helps to identify the children who need support. Lower attainers are those who were previous lower attainers who are now higher performing. The print out supplied previously will explain this.

**ACTION: RT will arrange for Governors to have access to the Fischer Family Trust (FFT) Data dashboard and to have some further discussion on this data as part of a FGB in order to increase understanding.**

GQ - Governors requested information on the progress made and how pupils have moved over the year in future reports.

GQ – What are we doing to support those children who are working towards ARE?

In Pupil Progress Meetings (PPM) (once a term) each individual child is discussed and plotted on the ARE scale. Any child falling behind or moving to greater depth is highlighted and there is a discussion about what can be done to support this child. Any interventions are logged on their record. Children may receive a specific intervention or may have support from teaching assistants.

GQ - What does Good look like for ARE? Governors asked for some context to be provided against the ARE figures.

80% is a good level for combined ARE & GD. It was agreed that this figure should be the aspiration for each year group. Governors could then be provided with information on specific cohorts where this aspiration may not be met and the actions taken by the school to maximise progress in each year group. –**ACTION: RT to include a footnote in future Reports to state what ‘Good’ ARE/GD looks like for St Louis, i.e. 80% of children achieving ARE or GD, and what the predictions are. i.e. cohort specific information on each year group and expected ARE/GD.**

**ACTION: RT to present some anonymised PPM data so Governors can understand the detail behind the summaries.**

### **Y6 predicted**

GQ – Why is Yr2 & 6 English data so much lower?

Yr 2 & 6 signifies the end of KS1 and KS2. Data is compared with specific Government expectations due to different assessments – there are different assessment criteria which is not linked to the curriculum as other years are. Writing stands out but this is because there has been considerable change to this subject this year. Predictions are good although levels do not look so good at the moment.

GQ – What gives the teachers confidence that the predictions are right?

Teacher assessment is subjective but work is also moderated internally and externally and the school look at previous predictions and whether the targets were achieved. Pupils are asked to complete a piece of writing and the teacher can ascertain from the content and omissions whether the pupil is gaining the understanding required and then predicts whether they feel they will reach ARE later on in the year.

There was recognition that Governors need to build an understanding of how work is teacher assessed.

**ACTION: RT to provide a context for each year group in order to help explain the data, as per July 2017 Headteacher's Report.**

The Fischer Family Trust (FFT) take past data and make predictions. Results indicate that there will be a great number of children than last year achieving combined (reading, writing, maths) ARE.

**ACTION: RT will look at large difference between girls/boys combined ARE (87% vs 53%).**

### **School Improvement Activity**

GQ – Any activity since November?

Planned activities have continued and OFSTED visited at the end of November. December included the bulk of the preparations for Nativity plays and the Carol Concert.

### **School Development Plan**

GQ – 3.3a) Governor attendance at Writing Book Scrutiny or has this been completed?

AS attended the recent Book Scrutiny

GQ - 3.3b) When can Governors expect information on baseline for EAL language acquisition (when is the next round of PPM?)

The next round of PPM will take place next term. As a result of OFSTED recommendations the school will be increasing the focus on language acquisition by children with EAL.

RT has updated the SDP in response to the Ofsted report. The report suggested 3 areas of focus:

- 1) Support lower attainers in Maths
- 2) Language acquisition
- 3) Senior leaders to check on teaching

GQ - Do we have the capacity to do the additional strands of work as advised by Ofsted?

There was concern that focussing on additional issues would result in other areas of focus being neglected. Ofsted felt the school were monitoring teaching strategies but that they need to monitor 'on the go' and in small bites on specific issues. This is about focusing on what is really being done, about doing it differently and more effectively, not about additional work.

GQ – once a PPM has been completed, will another 6 week period of interventions be devised? Yes.

RT presented SDP sections in which the RAG rating had been changed as a consequence of the Ofsted visit.

**ACTION: RT to ask teaching staff to come and present on use of SMART boards & visualisers in the classroom. Staff will be sharing skills at a staff meeting soon.**

There are plans to begin an IT 360 degree review in April and to continue through to next year.

E-safety – Ofsted were happy with the school's e-safety approach. The Inspector spoke to children and staff and looked through the school website. However, the Safeguarding Audit (completed by Jane Weatherall) has highlighted that there are some actions and improvements which need to be made. Both reports were positive that the school has a strong culture of Safeguarding – the emphasis is now on E-safety when children are not in school.

There has been some discussion within the Catholic Hub about PHSE and Sex Education teaching. The DfE are running a consultation. It might be useful for the Catholic Hub to respond to the DfE consultation as a whole or at least for schools to submit the same response. SB is hoping that the Catholic Hub may develop their own guidance on teaching these issues.

GQ - What does AfL stand for?

Assessment for Learning – assessing on the go, whilst you are teaching in order to take the whole class with you in understanding the concept being delivered. Ofsted felt this could be done a bit better.

GQ - CPD in plan – is this the SDP? Yes

**ACTION: 4.3 Plan – reports to Governors for March Agenda**

School improvement activity – plan for Governors to attend a book scrutiny.

It is hoped that a firm agenda is being put in place in the Catholic Hub. At present, its role is to try and build relationships between Heads, Deputies and Subject Heads and to try and support any struggling schools, in order to try and prevent any Catholic school from being forced into academisation.

FLP – the FLP is currently in discussion over the service level agreement for Behaviour and Vulnerability funding, which supports those children at risk of exclusion. It is the FLP's responsibility to manage this money. At present, RT is currently co-chair of FLP. The FLP covers any child who lives in Frome (even if they may go to school out of county).

Estate – there is concern that the main gates have been open. RT updated Governors that the company are coming to adjust the gates – as there was a problem with them closing on their own.

## 6. Safeguarding Report

GQ - Have the recommendations been turned into an action plan?

The Audit has just opened – as the Audit is completed, the actions from Jane Wetherall's report can be inputted and this can be used as a working document.

A Fire safety audit is coming up.

Risk Assessment Management Information Systems assessments have been completed.

## 7. Uniform Review

The Chair has received a letter from a parent, arguing that the Uniform policy should be changed to support a 'gender-less' uniform.

GQ - Is this a Governor Issue? Should we act as advisors to RT?

Governors discussed the need for the uniform to remain smart yet for the School to be progressive, with the policy remaining flexible when there may be exceptions (e.g. medical issues).

DfE guidance states that schools need to make sure that uniform policies do not discriminate and that they don't have a more detrimental effect on specific genders.

The school would need to consult all parents again. This may be useful as the policy should be reviewed every 5 years. There was preference to keep this consultation as a general questionnaire, rather than specifically about trousers for girls. There was also a preference for a minimum response level with a definite majority who are voting for a change. There was also the suggestion to ask pupils via the School Council. RT will plan to undertake this consultation in the summer.

**ACTION: RT to respond to the parent raising the issue in the interim and undertake a Uniform consultation in the Summer Term.**

## 8. Establish Comms and Engagement Task group

Terms of Reference will be considered via email/conference call. The Uniform consultation will be part of this task group.

## 9. Raising Governor Profile

Moved to next Agenda

## 10. Visits

No visits apart from English since November. If there are any questions on previous report, Governors are advised to email the Governor concerned but include all Governors in the email so that the question/response can be seen by all.

**ACTION: RT to liaise with DM re: website review**

**ACTION: DC to email SB & EH with English visit reports**

## 11. Committee Reports

Any questions to email Governor concerned (AC for Resources and Pay Committee) by next Monday.

## 12. Catholicity

Move to next Agenda. SB has sent some resources to Governors to be considered.

Dates for school vision review planning – the aim is to spend some of next INSET day (April 9<sup>th</sup>) to talk about this and invite Governors for some of the day to look at the Vision statement. Feedback from children and parents will be sought prior to this in order to help with the discussion. The

School may invite some parents along to be part of discussion. It is hoped to have produced a new vision by end of this day.

**ACTION: Email SB & RT with morning or afternoon preference for Inset Day School Vision Review planning.**

### 13. Training

SG completed H & S training – 13th December

29<sup>th</sup> Jan – KG training – ??

#### 12.1 Upcoming training

27<sup>th</sup> February - SEND training (generic) – Shepton Mallet - useful for all Governors

21<sup>st</sup> March - SEND Governor – Shepton Mallet

11<sup>th</sup> June 5:30 – 8:30pm - Monitoring the SDP — Shepton Mallet – would be good for all to go on

26<sup>th</sup> April - Safeguarding — Shepton Mallet

May - Basic finance – Yeovil

Skills Audit – SB will send email about this using DfE competency framework.

### 14. Clerk's Updates

#### St Augustine's Policies

There was no feedback about the policies, apart from being pleased that St Catharine's Parish and St Louis still appear on the catchment list.

**ACTION: EH to respond to St Augustine's re: Admissions Policies.**

**ACTION: EH to check Policy Update Schedule.**

**ACTION: EH to update Governors Attendance Register for FGB and Committee attendance.**

**ACTION: EH to circulate Resources Committee minutes and email re: new H & S guidance concerning the storage of chemicals.**

### 15. Next Meeting

Monday 19<sup>th</sup> March 2018, 6pm

## Actions

- 1) SB to amend Code of Conduct
- 2) EH to obtain electronic copies of English visit reports
- 3) Google Calendar will now be completed by the new Clerk.
- 4) Request a copy of the schools' GDPR data audit
- 5) RT will arrange for Governors to have access to the Data dashboard and to have some training on this as part of a FGB in order to raise understanding.
- 6) Add footnote to state what 'Good' ARE looks like for St Louis and what the predictions are in the Headteachers report.
- 7) Present some anonymised PPM data so Governors can understand depths gone to.
- 8) RT to provide a context for each year group in order to help explain the data.
- 9) RT will look at large difference between girls/boys combined ARE (87% vs 53%).
- 10) RT to ask teaching staff to come and present on use of SMART boards & visualisers in the classroom. Staff will be sharing skills at a staff meeting soon.
- 11) Reports to Governors for March Agenda
- 12) RT to respond to the parent raising the issue in the interim and undertake a Uniform consultation in the Summer Term.
- 13) RT to liaise with DM re: website review
- 14) DC to email SB & EH with English visit reports
- 15) Email SB & RT with morning or afternoon preference for Inset Day School Vision Review planning.
- 16) EH to respond to St Augustine's re: Admissions Policies
- 17) EH to check Policy Update Schedule.
- 18) EH to update Governors Attendance Register for FGB and Committee attendance.
- 19) EH to circulate Resources Committee minutes and email re: new H & S guidance concerning the storage of chemicals.