



## MINUTES OF THE CATMOSE PRIMARY LGB MEETING HELD ON 29 SEPTEMBER 2020 5PM AT CATMOSE PRIMARY

Present: Kelly Jackson, Rachael Coyne, Sam Hearth (Chair), Sally Kirkby, Mel Pitkeathly, Mark Tinkler, Barney Thorne and Adam Lowe

In attendance: Suzi Green (Clerk)

### 1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Sam Hearth welcomed everyone to the meeting.

Apologies were received and accepted from Stuart Williams and Jim Burns

### 2. ELECTION OF CHAIR AND VICE CHAIR

Sam Hearth and Sally Kirkby agreed to carry on their roles and this was unanimously accepted

### 3. DECLARATIONS OF INTEREST

Adam Lowe declared an interest due to his role at the Local Authority.

### 4. MINUTES OF THE MEETING HELD ON TUESDAY 12 MAY 2020

The minutes of the meeting held on 2 July 2020 were agreed to be a true and accurate record of the meeting and were signed by the Chair.

### 5. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising.

### 6. CLERK'S UPDATE

Governors were asked if they had looked at the attendance register for the previous year. They said that they had and it was correct.

Mike Cumming has resigned, therefore we are looking for a new governor. The wording for an advert has been sent to for approval and then it would go in In-Focus.

**Question – is this necessary at the moment?**

Mrs Jackson replied that it would be good to advertise and see what response we receive. The application process normally involved a doing pen portrait, references and application form. A meeting with Mr Williams and Mrs Jackson is also part of the process. If more than one person applied then there would be an election.

### 7. COVID 19 UPDATE

Mrs Jackson explained that all communications to parents had been put on Teams, along with videos etc. She and Mrs Coyne have prepared contingency plan in case of a further lockdown. Mrs Jackson had written to all parents explaining the plan, using the language of tiers. The primary stays open up to tier 3. When tier 4 is reached, then primary schooling would be provided at the College site for keyworker and vulnerable pupils. Parents had already taken up the offer of places and registers have been collated. Previously, pupils with emotional needs had been offered part-time places and it is hoped that should the need arise then the school would be able to do the same. The school has created a blended learning protocol with the use of class dojo as a virtual classroom which should be quite straightforward as teachers and parents are using this already. In a letter to parents regarding remote learning the school had said it would endeavour to use some live lessons

using teams and these would be sent via Groupcall. There would be groups of 10 KS1 children for 20 minutes and groups of 15 KS2 children for 30 minutes. This was following feedback that during lockdown there was a lack of live interaction.

**Question - Do we know of any vulnerable children who can't access online learning and resources?**

Mrs Jackson explained that the school was aware of these children and packs of work would be made for them.

Mrs Jackson then spoke about the procedure for setting work for any children who are off. Teachers teach the day then send activities home at end of the day, these are uploaded.

**Question – How are teachers coping?**

Mrs Jackson responded that they are ok at the moment. The team is working hard to keep children safe whilst maintaining good progress.

Mrs Jackson then explained about a contingency plan if teachers have to isolate, the school had a plan as to who would cover whom.

**Question – Does the school have access to tests?**

Mrs Jackson explained that the DFE had given schools a dedicated number for an advice service. The school has 10 tests and can use the special number to request further which would be useful for those who families who haven't got a car.

**Question – Has there been any criticism regarding the later drop off and pick up?**

No, but we do offer breakfast club and after school club. A governor stated that the return to school had all gone very well.

## 8. TRANSFORMATION PLAN

This involved the recovery curriculum. Mrs Coyne had looked at what was covered, all had staff filled in a survey of what was covered in school and at home which feeds into the planning for the next teacher. The teachers said it was working and learning was currently being assessed by low level quizzes rather than formal testing. Teachers were looking at pupil progress and addressing misconceptions and gaps in learning.

**Question - Is there a lag in the learning?**

Mrs Coyne replied that there is a slight one, but this is being identified by class teachers with interventions in place.

**Question – Had there been any behaviour issues?**

Some pupils are nervous and some settling back into good routines for learning. Teachers are contacting parents where applicable.

Mrs Jackson explained that within the Transformation Plan there are lots of references to Covid and the impact of this. The School still doesn't know how progress will be measured, but in School targets are based on attainment, national should be the target.

A governor then commented that a glossary of terms would be useful as a referral check on the document. Mrs Jackson said that she would look at this.

**Question – Is the Transformation Plan an internal or external document?**

Mrs Jackson explained that it's on the website and Ofsted also look at it.

## 9. SAFEGUARDING TRAINING & SAFEGUARDING SCRUTINY FEEDBACK

The governors have had the safeguarding link, whereby they watch a video and confirm they have understood.

A governor had carried out the annual safeguarding scrutiny and a pro forma had been completed. They had gone through all of the safeguarding including safer recruitment and the single central record.

**Action – The Chair and Vice Chair need to update their safer recruitment training and Mrs Jackson had raised an order for this.**

Mrs Jackson and Mrs Coyne had also recently completed their Prevent training

Mrs Jackson then explained about CPOMS which is a new system which brings behaviour, safeguarding, wellbeing and pastoral concerns all together. One governor commented that they had seen it used in a child protection conference and it had proved be a very useful source of information.

Mrs Jackson explained that you were able to annotate images and also you can hide the pupil's names if necessary

**Question – Do you know when an incident occurs?**

Mrs Jackson explained that she receives alerts, it is a good system and enables staff to spot any patterns that may be occurring. Previously the school had 2 databases whereas this one enabled staff to see the bigger picture regarding pupils.

## 10. SCORECARDS

Mrs Jackson explained that the scorecards were usually done at the end of term, but currently attendance was 97%

## 11. POLICIES

The following policies and procedures were ratified by the Governors:

- Admissions 2022
- Updated First Aid Policy
- Child Protection Policy

## 12. A.O.B.

Mrs Jackson explained that although the number of pupils in Reception were lower than hoped at 24, numbers were low across the board in the county as it has been a low birth year. There was a space in Year 3, but this has been offered and a new pupil will join the school after the October break. The school has also received enquiries about Reception and Year 5

The Creative Editor has done a video to in order to advertise the school as it was more difficult to show prospective parents around.

The Local Authority were looking at potential numbers for future reception classes and will get back to the school in November.

Mrs Jackson then said that she and Mrs Coyne were able to offer 1 to 1 tours outside and they had already done a few so hopefully parents were not missing anything and they can then ask questions. Parents can wear a mask if they want

The meeting closed at 6.00pm

Date of next meeting – Tuesday 1 December 2020 at 5.00pm