



## MINUTES OF THE LGB CATMOSE PRIMARY MEETING

TUESDAY 23 NOVEMBER 2021, 5pm  
SCIENCE LAB

### Present

Kelly Jackson (KJ), Rachael Coyne (RC), Sam Hearth (SH) (Chair), Stuart Williams, Mark Tinkler, Adam Lowe, Mel Pitkeathly, Jane Ritchie-Smith.

### In attendance

Suzi Green (Clerk)

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

Sam Hearth welcomed everyone to the meeting. Jane Ritchie-Smith was introduced as a new parent governor. Apologies were received and accepted from Sally Kirkby, Barney Thorne and Marianne Winn.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest

### 3. MINUTES OF THE MEETING HELD ON TUESDAY 28 SEPTEMBER 2021

The minutes of the meeting held on 28 September 2021 were agreed to be a true and accurate record of the meeting and were signed by the Chair.

### 4. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising.

### 5. CLERK'S UPDATE

Governors were reminded to complete their online safeguarding training. Anna Douthwaite has resigned due to her taking on a role within the Federation.

With regards to the staff governor position, no other expressions of interest had been received, therefore Rachael Coyne will continue with the role of staff governor for another 4-year term.

### 6. COVID-19 UPDATE

Kelly Jackson explained that up until very recently everything had been ok, with very few cases. However, there were now Covid cases in school, predominantly in years 5 & 6. The school had been advised by Public Health England to request that all pupils in those years have a PCR test. The school remained at Stage 2 of mitigations in place but had reverted to virtual assemblies, limiting visitors to the school and staff wearing face coverings in communal areas. They had not had to return to bubbles, that could occur at Stage 3.

### Question – What is the tipping point?

Kelly Jackson responded that she wasn't quite sure, numbers were currently around 10% of the school population. Fundamentally there wouldn't be much change, as the classes already operated as a kind of bubble system, the main difference is that the school no longer has to

close the bubble. It is now up to parents to provide contact tracing details. Kelly Jackson reiterated that guidance had been sought from Public Health England and was duly following it.

#### Question – Is the school still offering online lessons?

Kelly Jackson responded that yes, they were providing Teams live lessons and also paper-based learning, so that pupils were not staring at a screen all day. Also, the teachers were encouraging brain breaks at home in the same way as at school. The feedback had been very positive with parents and pupils saying that they still felt that they were taking part in the school day. They had also invited children at home to participate virtually in the Stars assembly. Staff have become more confident using Teams and teachers are continuing to use Class Dojo as a virtual classroom.

## 7. SCORECARDS

Rachael Coyne reported that attendance is at 97.05%. The national figure as at 21 October 2021 was 90.6% and the week ending 12 November 2021 was 93%.

#### Question – Does the Covid situation affect the attendance figures?

Kelly Jackson explained that absences due to Covid were coded differently and therefore they do not affect attendance, although the school will be able to delineate this later on and this information will be shared with governors. There have been no exclusions and currently there are 203 pupils roll.

With regards to the behaviour log, 86% of pupils have no entries and pupils who have some entries are low level. Only 2% of children had more than 5 logs and the senior team work with those children to try and unpick the reasons for the behaviours. Governors stated it would be helpful to see a pattern, i.e. termly increases. Stuart Williams advised this can be done, although there would not be significant data to show for the primary.

Rachael Coyne spoke about the safeguarding data and the actions/incidents with external agencies, which doesn't necessarily mean contact with social services, it could also pertain to SEN referrals, food bank help, contact with a GP or referral for counselling services etc.

#### Question – How are things with social services?

Kelly Jackson responded that they have picked up a couple of things through persistence by the school. Behaviour support in school can either be with the ELSA or the Learning Mentor depending on what is required.

Trips and visits had been taking place in term 1 and some had already taken place in term 2. The school had also taken part in sporting competitions, all of which had been Covid risk assessed.

Stuart Williams noted once again how staff have gone the extra mile and as a result the school had not needed external support. The fact that everyone has helped out has aided the recovery aspect. Kelly Jackson advised that when she has needed cover quickly she has received offers straight away, which is a credit to the staff.

### Question – Do you have staff off now?

Kelly Jackson said yes there were, some teachers and support staff.

### Question – Are the current numbers the same or higher than the previous week?

Kelly Jackson responded that they were about the same as some children had completed their isolation period and others were still in it.

Mrs Coyne advised that the QA Cycle documents were available on the governors' portal. Subject Reviews were still taking place along with quality assurance of teaching and learning.

## 8. REPORTS

Kelly Jackson explained that following feedback from staff and parents the school had changed the format of reports. Before Christmas the report would include a narrative on how the child is doing. She added that following conversations with staff and parents this will explain how the child is getting on and how they are settling in. In the spring the report would include the teacher's analysis and test scores and would be written in the language that would be used at the end of Year 6. This follows feedback which said that the change of language currently used was confusing for parents. This will show where the child is on track and there will be a box for the scaled scores. The summer reports will include the foundation subjects and there will be a narrative part which is useful for parents to know if their child is settled and happy at school. Staff had commented that they liked the new reporting format and moving forward parents would feel reassured that the school knows their child.

Governors commented that they welcomed the new reports. It was agreed that it was good to move away from purely score based reports as these can be demotivating, whereas the teachers' narrative helps parents.

Governors queried if extra-curricular activities and pastoral support are mentioned. Kelly Jackson explained that the school was trying to be positive and this part related to things in school, not after school. Stuart Williams added that part of the ethos of the school is to encourage extra-curricular participation, as it was felt to be really helpful.

### Question – What had the feedback been like about the activity passport?

Kelly Jackson explained that this had only just been mentioned to the children and a Groupcall message would be sent to parents explaining what it is and how the school wanted to capture how fabulous all the pupils are. She added that the children all seemed really excited about it and were wanting to get the passports so they could get started.

## 9. ADMISSIONS

With regards to the Admissions Policy 2023, this was shared with the governors for reference. This was then determined by the governing body.

In line with the Admissions Code a sub-committee has been formed to discuss in-year applications for pupil places. The panel will consist of the Executive Principal and two other governors, namely Kelly Jackson and Rachael Coyne. Valda Austin (the Federation's Admissions Manager) will set the date for meetings, chair and take the minutes.

Question – Would admissions information be fed back to governors?

Kelly Jackson said that this would be shown in the scorecards shared at each meeting.

## 10. SCRUTINY PANEL

Kelly Jackson explained that the minutes from the panel had been shared along with a checklist of actions completed. The scrutiny panel had been worthwhile, it provided good validation for the current safeguarding practices as well as tough questioning from the governors.

Question- Was it possible for the safeguarding newsletter to be shared with governors?

It was agreed this would be actioned.

Question - What is the CWP resource mentioned?

Kelly Jackson explained that this is a new sex and relationships education resource to follow the new national curriculum. It was a good robust resource; teachers can sometimes feel nervous about teaching the subject and what language to use. It is a spiral curriculum, building each year and holistically deals with all matters pertaining to sex education, for example consent, safety and good friendships.

## 11. A.O.B.

Kelly Jackson asked if anyone was available for a SEN scrutiny panel. A panel of 3 governors would be required and they should let the clerk know if they are able to attend.

The meeting closed at 6.00pm

Date of Next Meeting

Tuesday 25 January 2022 at 5.00pm