



MINUTES OF THE LBG CATMOSE PRIMARY MEETING

TUESDAY 27 SEPTEMBER 2022, 5pm
SCIENCE LAB

Present

Kelly Jackson, Rachael Coyne, Mark Tinkler, Barney Thorne, Marianne Winn, Stuart Williams and Jane Ritchie-Smith.

In attendance

Suzi Green (Clerk)

1. ELECTION OF CHAIR AND VICE CHAIR

Due to Sam Hearth resigning from her position of governor and chair of Catmose Primary local governing body and Sally Kirkby had resigned as Vice Chair and governor, both positions were vacant. The clerk had asked for expressions of interest. The governing body agreed that Mark Tinkler would be chair and Marianne Winn would be vice chair.

2. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Kelly Jackson welcomed everyone to the meeting. Apologies were received and accepted from Sam Hearth.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE MEETING HELD ON THURSDAY 7 JULY 2022

The minutes of the meeting held on Thursday 7 July 2022 were agreed to be a true and accurate record of the meeting and were signed.

5. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising.

6. CLERK'S UPDATE

A glossary of educational terms had been shared with governors which they had found useful. Governors were thanked for completing their annual online safeguarding training. A scrutiny panel on Safeguarding and SEN will be held on Friday 7 October 2022 at 11am. An advert will be arranged to recruit some more governors, however, these will not be parent governors.

7. SAFEGUARDING UPDATE

Kelly Jackson updated governors on the key changes to Keeping Children Safe in Education 2022. The safeguarding training session that was delivered to staff on training day will also be emailed to governors.

8. TRANSFORMATION PLAN

The Catmose Primary Transformation Plan was shared with governors. On page 5 this sets out the vision and targets for the next 3 years, with pages 6 -7 summarising key headings of self-evaluation. These are strong outcomes which was illustrated in parent and pupil surveys. The new 4-part grid gives information in clear and concise way.

Progress - Behaviour and Attitudes - The aim is to ensure that children continue to make good progress and cover the national curriculum requirements for their year group, particularly for SEN, EAL and Pupil Premium pupils.

Continued Professional Development took place to support staff across all subjects including training on Equality, Diversity and Inclusion, and developing long-term memory for all children. Rachael Coyne had created an overview regarding the curve of forgetting, illustrating what is done to stop the trajectory.

Curriculum Development – Quality of Education. This includes embedding the good work within writing, reading and phonics across all year groups. Tracking is being done for the lowest 20% of children in each year group to ensure they are making progress. The recovery in writing was not unique, in most schools the writing was the subject most impacted by the Covid lockdowns, but the school had planned for that and the work had started to address this.

Personal Development – The focus here is to ensure that children have the support they need to be resilient, develop and have a good emotional wellbeing.

The Activity passports will continue, but have been tweaked to make them more achievable for all children, the class 'to do' list for the year has been removed and a poster is displayed and ticked off as the class team complete each activity. A list of clubs had been sent to parents which contained both after school and lunchtime clubs, all of which are free of charge. In addition, a low-cost trip to Wing Farm had been organised for each class, as well as a residential trip to Hilltop in Norfolk for Years 4,5 and 6. With regards to the sporting events, the school has been working with both the Rutland Learning Trust and Rutland County Council to provide the children with as many opportunities as possible. It was added that the Harvest Tea will return this year, with VIPs (grandparents and older relatives/friends) being invited to listen to the children sing and perform, as well as enjoying afternoon tea.

Curriculum Development – Leadership and Management - This involved continuing to embed the good practice within maths and science and the foundation subjects with a focus on subject leadership, sharing outstanding practice across the school.

Question – How many SEN, Pupil Premium and EAL children are there in the school and how can we know they are making progress?

Kelly Jackson explained that this is shared on the behaviour and wellbeing scorecard but it would be hard to look at individual progress of pupils without identifying individuals. Kelly Jackson will look at how progress can be shared.

The senior leadership team track progress for targeted groups as they meet with teachers and discuss the progress in each class.

With regards to the scorecards, the information is shown as a whole, it potentially could be shown against the national expectation. It was a question of looking at how to show the data for governors effectively, it may be more appropriate to hold a scrutiny panel on an individual subject.

Stuart Williams suggested sharing intervention mapping in order to give reassurance. Also, at the next meeting it was proposed that it might be an idea to anonymise pupil progress data and show case studies.

9. STAFFING

The school had welcomed two new members of staff at the beginning of the academic year and there were three Schools Direct Trainees.

10. POLICIES

The following policies were ratified:

- Catmose Primary Lost Child Policy
- Marking and Assessment Policy
- EDI Equality and Diversity Policy
- EYFS Camera Policy
- Designated Teacher Policy

It was explained that the Lost Child Policy was now particular to each school in the Federation as they had different issues, however there were no major changes.

Question – With regards to the bullet points, should it say to contact police then parents?

It was explained that the feedback is that the school should ring the police first.

The Marking and Assessment Policy reflected that all staff had agreed to use the same codes to show consistency. They were still working on writing conferencing.

The reporting to parents had changed in order to ensure that parents have the right information at the right time. At Christmas, the report will be a pastoral one to let parents know how their child has settled in to their new class, which areas they are doing well in and which needed further improvement; this report will also include attendance data. At Easter there would be no report, instead there would be a progress meeting. This was to look at the child's current working level. At the end of the year parents would receive a report containing attainment in all subjects, plus a narrative. It was hoped it would ease staff workload as they would no longer be doubling up.

For any children with SEN, they would continue to receive feedback throughout the year. The SENCo was trying to streamline the IEP process and therefore, hopefully, making it easier for parents to read. She had also had a meeting with each teacher in order to discuss SEN. Parents had been informed of all these changes by Groupcall.

With regards to the Equality and Diversity Policy, Stuart Williams had met with Rachael Coyne, Natalie Henry-Oliver and Alex Emmerson to review this and had made some tweaks to the standard practice. They will meet again, the policy would be across the Federation, but

amended for each school. Governors noted that the policy wording was very much 'if we can', whereas they felt that the emphasis should be about not putting actions in the 'too hard to do' box. It was explained that the policy has to be applicable to two audiences, both staff and parents. There was a strong commitment to this across all three schools and the governors felt the policy needed to illustrate this. A whole school CPD on this was being arranged and Rachael Coyne was to join. They were trying to encourage people to talk about issues, whilst being aware of the constant emerging changes.

With regards to the EYFS Camera Policy and the Designated Teacher for Looked After Children, there were no major changes.

11. A.O.B.

A query was raised regarding tax-free wraparound childcare for forces families. Kelly Jackson explained that the finance team were looking into this.

Stuart Williams asked if anyone had a professional colleague who may be interested in becoming a governor. It was useful to have someone independent with external experience.

Governors were reminded about the Governor Day on 15 December 2022 when they could see the school in action and also join the pupils and staff for Christmas Lunch.

The meeting closed at 6.10pm

Date of Next Meeting

Tuesday 22 November 2022 at 5.00pm