



MINUTES OF THE LGB CATMOSE PRIMARY MEETING

TUESDAY 26 SEPTEMBER 2023, 5pm
SCIENCE LAB

Present

Kelly Jackson, Rachael Coyne, Stuart Williams, Mark Tinkler (Chair), Barney Thorne and Jane Ritchie-Smith.

In attendance

Suzi Green (Clerk)

1. ELECTION OF CHAIR AND VICE CHAIR

Mark Tinkler and Marianne Winn agreed to carry on their roles as chair and vice chair for another year and this was unanimously accepted.

2. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Mark Tinkler welcomed everyone to the meeting. Apologies were received and accepted from Marianne Winn.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE MEETING HELD ON THURSDAY 6 JULY 2023

The minutes of the meeting held on Thursday 6 July 2023 were agreed to be a true and accurate record of the meeting and were signed by the chair.

5. MATTERS ARISING FROM PREVIOUS MINUTES

Kelly Jackson explained that following the previous meeting, the changes requested had been actioned. Also, a policy update document had been created which the governors agreed was very helpful.

6. CLERK'S UPDATE

Governors were reminded to complete the new electronic register of business interest form for this academic year. A Scrutiny Panel on Safeguarding would take place on Thursday 5 October. The second one will focus on reading.

Governors were invited to listen to the children reading and join the Harvest Tea.

7. PROGRESS MEASURES

Kelly Jackson explained that these had been updated to include KS2 progress measures. The school had done really well, reading had improved and writing and maths were still positive. There was positive progress from Key Stage 1 to Key Stage 2 in all areas which the school was really pleased about and reflects the hard work of all involved. It was noted that the reading is shown in the Transformation Plan as a weakness, which the school will focus on.

However, there is a new government reading framework and guidance. There was a change in KS2 reading delivery and Rachael Coyne had held a meeting to share this information.

TRANSFORMATION PLAN

Last year was another successful year for the primary, despite the challenges of the Ofsted inspection along with staffing, budgets and returning to normal post-Covid.

A SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis had been used and it was agreed that this was a much clearer format. The focus this year would continue to be the development of the role of a subject leader, 'walk thrus' and Rosenshine. This will improve classroom practice and is a good way to share teachers' knowledge and areas of expertise. Governors noted that there was reference to acronyms without context in the Transformation Plan, Kelly Jackson will address this.

8. SAFEGUARDING TRAINING

Governors were asked to complete the annual safeguarding and Prevent training as soon as possible which had been emailed at the beginning of the new academic year. Kelly Jackson gave a short verbal update in line with the changes in Keeping Children Safe in Education 2023. An online search of prospective staff will be completed for due diligence. Filtering and monitoring of the internet will also be added to the policy and actioned upon.

Question - How many filtering and monitoring alerts have come from Catmose Primary?

There have been none so far. The Federation has for many years, used a filtering and monitoring system.

Kelly Jackson discussed pupil attendance and how this was checked and monitored. Sometimes with absences it is necessary to do a home visit and this had led to the creation of the Welfare Check Policy.

9. TEACHING OBSERVATION PROTOCOL

Rachael Coyne explained about the new protocol, which showed broader observation, not just one lesson, therefore capturing the wider picture. This is a Federation wide protocol and had been adapted for the primary. The judgements would relate to 4 areas, curriculum, pedagogy, relationships and progress, therefore steering away from data. These would then feed into walk thrus and the next steps required.

The observations would be done by Kelly Jackson and Rachael Coyne and Stuart Williams would also be involved to ensure consistency across the Federation. It was noted that a grading of exemplary would be very difficult to achieve and if it occurred it would be shared with the whole school. The school was looking for consistently effective provision. Rachael Coyne advised that feedback from staff was positive.

10. POLICIES

The following policies were ratified:

- Equality, Diversity and Inclusion Policy
- Welfare Check Policy

With regards to the Equality, Diversity and Inclusion policy Rachael Coyne had met with Natalie Henry-Oliver and Alex Emmerson to look at the new targets and the broader area of focus. Each objective was a Federation wide one, which was then adapted for the primary.

The Welfare Check Policy was one of the actions from the previous meeting. This is in line with the College, but reflects the Primary. Home visits would be done in pairs. The policy made everything really clear; it was exactly what has always been done but was now pulled into a policy. Governors asked that the post-visit explanation be made clearer, i.e., before the CPOMS entry so there was an obvious line to follow.

11. A.O.B.

Governors asked about the trauma pack that was mentioned in the previous meeting. Kelly Jackson said that she had spoken to a first aid specialist who advised that it was not necessary to have one as it would put the school in a position that they shouldn't have to face, as major trauma situations are dealt with by the NHS professionals. The school does have a defibrillator.

The meeting closed at 6.15pm.

Date of Next Meeting

Tuesday 21 November 2023 at 5.00pm