



MINUTES OF THE LGB CATMOSE PRIMARY MEETING

TUESDAY 21 NOVEMBER 2023, 5pm
SCIENCE LAB

Present

Kelly Jackson, Rachael Coyne, Mark Tinkler, Barney Thorne and Marianne Winn.

In attendance

Suzi Green (Clerk)

1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Mark Tinkler welcomed everyone to the meeting. Apologies were received and accepted from Jane Ritchie-Smith and Stuart Williams.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETING HELD ON TUESDAY 26 SEPTEMBER 2023

The minutes of the meeting held on Tuesday 26 September 2023 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 confirmed they had read Stuart Williams PR document and they said it would also be helpful to see Kelly Jackson's PR targets.

Governors are invited to a governors' day on Thursday 14 December, where they will spend a morning in classes (timetabled slots) followed by Christmas lunch with the pupils and staff.

An advert has been placed to try and recruit a new community governor.

6. SCORECARDS

Behaviour and Wellbeing

Rachael Coyne explained that there was a different look to the attendance figures as these now came from the new management information database. It was interesting to see the different year groups and that the highest attendance had been 100% one day. Overall the attendance was 95.9% which was above national at 93.7%. There had been no exclusions and there was one new pupil which took the total on roll to 208.

96% of pupils had no behaviour log so far, this academic year. The governors asked if this data was broken down so the school could see how many of the incidents were linked to the same pupil. Kelly Jackson explained that a report could be created which was useful to track

any patterns for particular pupils. The document also illustrated the pupil support from the ELSA and Learning Mentor.

The activity passport remained popular with 156 pupils receiving their bronze award, 115 receiving their silver and 78 receiving their gold.

There had been many trips, visits, workshops and clubs and Rachael Coyne explained that she felt that the school was back to its full offer before Covid.

Kelly Jackson reported that the Harvest Tea had been tweaked this year which had worked better. There had been the usual Stars Assembly in the morning where the children had performed their songs and poems, then the afternoon had been solely for the invited VIPs. This format would remain the same going forward.

7. SCRUTINY PANEL - SAFEGUARDING

Kelly Jackson shared a monitoring safeguarding checklist which had been used at Catmose College and Harington School. The first item was a checklist of policies to ensure that all are in place. The next item on the report was a checklist of Risk Assessments and building security. All these procedures were robust including site safety, visitor procedure and fire drills.

With regards to the Designated Safeguarding Leads, Kelly Jackson is the lead Designated Safeguarding Officer for the School with Rachael Coyne and Nikki Derry as deputies. All staff and governors have completed their safeguarding and Prevent training for this academic year.

New staff are recruited in line with Keeping Children Safe in Education and usual onboarding processes and procedures are carried out, including online checks.

With regards to accident reporting, there is a standard accident form which is signed off by the head of school and the Operations Director also keeps a copy, to check for any recurrent issues.

The primary school works with a range of agencies in order to monitor pupils at risk. Personal Education Plans for looked after children are monitored by the head of school.

Kelly Jackson reported that all children are taught about cyber safety, safeguarding and PHSE. The sex and relationships education curriculum is shared with parents. With regards to visitors to the school they have to sign in, are given red lanyards and are escorted around the building.

Kelly Jackson explained that she receives the Smoothwall (internet filtering) notifications for the primary, but there had been none so far. If any patterns are seen then the school can take appropriate action.

Governors agreed it was a good document, with a little work to be done in a couple of areas such as the guidance for online checks.

8. POLICIES

The following policy was ratified:

- Catmose Primary Admissions 2025. A consultation had not been required this time.

9. A.O.B.

Kelly Jackson explained that the Ofsted Data Dashboard had been produced and shared with governors. This matched the data shared by the School.

The meeting closed at 6.05pm.

Date of Next Meeting

Tuesday 23 January 2024 at 5.00pm