

**MINUTES OF ST. MARY'S & ST. SAVIOUR'S C of E PRIMARY SCHOOLS'
LOCAL GOVERNING BODY MEETING
HELD ON 9 MARCH 2023
AT 6PM
BY VIRTUAL ZOOM**

Present: Canon Ade Ademola (Chair)
 Ms. Bonnie Buckley
 Mr. Amir Lemouchi
 Ms. Emma Cherry (Head of School – St. Saviour's)
 Mr. Gabriel Gottlieb
 Mr. Joe Pitchford (Head of School – St. Mary's)
 Ms. Vanessa Conant
 Ms. Victoria Haworth
 Ms. Stephanie Shaldas
 Mr. Iftakhar Latif

Clerk for the Meeting: Pauline Dorney

Also Present: Ms. Elaine James

Summary of actions/agreements

Minute Ref.	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion date:
3.2	DBS Application to be completed.	Stephanie Shaldas/Alison Brown	ASAP

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Meeting commenced with a Prayer.
Apologies for Absence were received and accepted from Ms. Beverley Hall and Ruth Keane.
- 1.2 There were no Apologies for Absence not accepted.
- 1.3 The Meeting was quorate.
- 1.4 There were no Any Other Business/Confidential Items to be discussed.

2. DECLARATION OF INTERESTS

- 2.1 There were no Declarations of Interest noted.

3. LOCAL GOVERNING BODY

- 3.1 The Clerk confirmed membership of the Governing Body . There were no vacancies noted.
- 3.2 All DBS Checks had been completed. However, Ms. Stephanie Shaldas' would provide her present DBS in the meantime; a new Application had to be completed.

ACTION: Alison Brown

4. MINUTES

4.1 The Minutes of the Meeting held on the 1 December 2022 were agreed as a true record of that meeting and the Chair agreed to sign the Minutes for retention at the School.

5.2 Matters arising:

It was noted that all previous actions had been completed.

5. CHAIR'S ACTION

5.1 The Chair reported that he had sent condolences to Ms. Beverley Hall on behalf of the Governing Body for the passing of her Mother. Prayers and thoughts were with her.

6. SCHOOL ITEMS

6.1 Headteacher's Report – St. Mary's C of E Primary School

6.1.1 The Headteacher provided a verbal report to Governors. The following points were highlighted:-

6.1.2 Quality of Teaching and Learning

It was noted that the Marking Policy had been amended recently. It is now intended to grade and provide expectations for immediate interventions within a Lesson and to support and challenge the children and ensure they are making as much progress as possible. This was clarified in detail to Governors.

6.1.3 Coaching continues to be a major focus from Reception through to Year 5. Teachers were embracing the coaching model and teachers were actively asking for extra support. The ECT's are well supported and Mr. Gerry Durkin had recently visited the School providing extra coaching.

6.1.4 CPD

This had recently been provided for SEND Provision and ensuring outcomes of SEN children are exactly the same as the expectations as non SEN children.

A great deal of practical strategies are used to support the most vulnerable children.

6.1.5 The new Maths Programme has proved very fruitful in Years 1 and 2 and as a result the School have implemented this in Reception, Year 3 and some pupils in Year 4. The children are highly motivated and making rapid progress.

6.1.6 Various interventions are run before and after school which is proving very successful. Saturday Schools and Easter School take place to ensure that all of the children receive the support and level of challenge that they need.

6.1.7 Children are presented with awards for their Presentation which was considered to be very important. The Headteacher clarified this item in detail to Governors. This had contributed to an improvement in the presentation of pupils' work.

6.1.8 The Science Fair was a huge success. Two members of staff were really instrumental in ensuring this was a big success. Experiments were demonstrated and were remarkable.

6.1.9 Leadership and Management

The School had enrolled a number of Leaders on to National Professional Qualifications and has made it exciting for Leaders to develop further. Three Leaders are undertaking an NPQ in Subject Leadership, one Leader undertaking an NPQ in Behaviour and Attitudes and others undertaking NPQH and NPQEL which had started this week.

Various other training has taken place within the School relating to new framework being introduced in September 2023.

6.1.10 Various strike action had taken place. The relevant classes were closed.

6.1.11 Behaviour and Attitudes

The School has one LAC, three with a Children in Need Plan and eighteen children with Social Worker intervention and 24 children with other concerns. Two children have Behaviour Charts which are regularly updated.

Behaviour Management Systems were clarified to Governors.

Attendance was reported as 95.62% and is monitored very closely and staff are regularly in contact with all agencies where children are a concern.

6.1.12 Professional Development

There has been a huge amount of work undertaken relating to the Young Transformers Project. The School are committed to relaying twenty acts of kindness and all money raised would go to supporting refugees within the local community. Various events, including 'You will never walk alone' outreach project were reported to Governors for their information.

6.1.23 The Worship Council had also been very active recently and will continue.

Questions were invited from Governors.

Mr. Iftikhar Latif advised Governors that he had recently visited the School and he was very impressed with what he saw. All of the children were focused on their learning and really engaged. The Staff have worked tremendously hard which was very pleasing.

Mr. Gottlieb was also impressed with what he saw during his recent visit too. All children were on task and very enthusiastic. The Live Coaching and Feedback together with the Marking was very impressive. Well done to all staff.

Question:

Strike Days must be very difficult to manage. Is it the case that staff are not supposed to provide work for teachers that are striking and what is your policy on this?

The Chair clarified that all staff are entitled to participate in Strike Action and this was understood by all Governors.

Answer:

The School have been putting work online for pupils via Google Classrooms so if a class is closed a link is provided for the pupils to work online. This is

Project work rather than an actual lesson. Some children would be vulnerable and these children would be encouraged to come to School.

This was clarified in detail by the Headteacher to Governors.

Question:

With regard to benchmarking, has the number of children with social worker involvement changed, is this normal, increased etc?

Answer:

The figure of 24 with concern would include pupils with early help involvement and a social worker working with the family but we also include pupils where a social worker has just finished with the family – the school still keep a close eye on the child. This number had not changed hugely.

A data request on this item was requested for Governors' perusal. The Headteacher agreed to include all categorisations in the Headteacher's Report. It was agreed that this data would be emailed to all Governors accordingly.

Question:

How is the Professional Development going?

Answer:

Yes – very well. The information gained would be very beneficial to the School.

Question:

Could you please explain the Maths Strategy in some of the Year Groups and how the impact has been envisaged.

Answer:

This is a daily Programme and consists of ten minutes and has about 4/5 minutes of highly interactive input. There are seven to eight questions per minute and the children respond together. The rate is really high and very quick. The amount of practice is enormous. The children then complete a timed worksheet. The children then move on to another Worksheet and have to score 95% correct in 3 ½ minutes. The speed is very important. The Headteacher clarified further in detail to Governors.

Governors were very pleased with their recent Visits.

Thanks were conveyed to all staff for their input and very hard work.

Thanks were conveyed to the Headteacher for his very informative Report.

6.2
6.2.1

Headteacher's Report – St. Saviour's C of E Primary School– verbal

The Headteacher highlighted the following points:-

Quality of Teaching

Quality First Teaching remains an absolute priority for every child. This is constantly reviewed and refined to ensure that every child has the best opportunity to reach their potential.

Chair's Initials: AA

Recent Learning Walks had taken place alongside Mr. Amir Lemouchi and also with the recent Governor Open Morning. Thanks were conveyed to Canon Ade and to Ms. Ruth Keane for attending.

The School can see clear evidence of the impact of the CPD completed and the impact of the monitoring and the review of the Curriculum that the School continues to do. Dynamic teaching was evident within the classrooms; with children having a stimulated and engaging environment with teachers being specific on the need of their class. The lessons were exciting and the children were fully engaged. Writing and Mathematics was evident within the classrooms and drive with presentation, cups, awards and certificates had been very beneficial for this improvement.

The highlight of the above is maintaining consistency throughout the School. This was clarified in detail to Governors.

The School continues to support the teachers through a robust calendar of professional development. This is very flexible based on what the staff need. SEND Training, as a Trust the Year 6 teachers undertook a Writing Moderation Training and it was great to compare, share and talk about the difficulties and challenges and successes were highlighted. The Schools are clear on how to moderate accurately.

The School have enrolled staff on National Executive Qualifications and this has been very informative and enjoyable. This was clarified in detail to Governors.

The School has continued with the Coaching and Marking and has been reviewed. There has been an impact within the Classroom relating to this aspect. The pupils are able to change their work there and then, consolidate, understand those ideas and taken them further. This also has an added benefit relating to the workload of teachers.

ECT's continue to do incredibly well. Their second year has been successful and they are making excellent progress. They are working continually on the bespoke CPD Programme for them and the relevant support is provided to them and the evidence collection to go towards their teaching standards is collected accordingly.

The Coaching Programme had been reviewed and has made an impact on ECT's and on other staff in a different status of their career. This was clarified in detail to Governors.

The School continues with their interventions and ensure that there are targeted interventions for particular children and their needs. An assessment of targeted interventions will take place in two weeks' time to see the impact of this.

Pre-teach continues in all Year Groups in Maths with regular monitoring from the Maths Lead and from the Phase Leaders. There has been improvement in pupil outcomes in their Maths Books and their confidence is boosted. There are many interventions during the school day for spelling, maths and

handwriting. Attendance is closely monitored with involvement with parents and there has been a great improvement in this regard.

The Phonics and Times tables interventions have made a difference and there has been an increase in pupils achieving in these areas. The Phonics is at 70% at the present time and will be pushed further. With regard to Times Tables there are 84% of Year 4 pupils scoring 20 and above with 25 being the full mark. This should be increased and targeted interventions are taking place with workshops being held for parents accordingly.

The Accelerated Leaders continue to work on impact driven projects each term and really making a difference. Leaders are working on Reading, Years 3 and 4 Maths and working on Writing Moderation and identifying the needs. This was clarified in detail to Governors.

The School continues with extra interventions outside of school hours and working very hard to achieve excellent attendance during the Saturday Schools. These interventions range from Year 2 to Year 6. Easter School would take place accordingly.

Behaviour and Safeguarding

- There have been no Exclusions or Suspensions
- There have been no Racial and Bullying Incidents
- There had been a Behavioural Incident – the same child that was mentioned in the Autumn Term 2022. This child has been assigned a Social Worker and their parents had consented to take part and engage with Early Help and harmful sexual behaviour training has been included by the social worker in terms of additional support. It is hoped that this would make a difference for the child and their family.
- Two Looked After Children as previously reported in the Autumn Term 2022.
- A recent Fire Drill had taken place and the building was evacuated in 1.38 minutes which was an improvement to the previous fire drill.
- Attendance for the whole School is 97%. There had been a huge drive on attendance which is looking very healthy at the present time.

The School had been affected with two strike days which were managed very successfully. The School administered partial closures and Google Classrooms was used. The vulnerable pupils attended School.

Enrichment Activities were clarified to Governors and thanks were conveyed to all staff and the parent community.

The School has now been recognised as a 'School of Sanctuary'. This was a rigorous process and reasons had to be submitted to show how the School felt that they were considered to be a 'School of Sanctuary'. The School achieved a joint first within the Local Authority to be actually recognised which has been very exciting.

The Chair thanked the Headteacher for her excellent Report and congratulated the School; on behalf of the Governing Body.

Questions were answered as they arose.

- 6.3 SDP Mid Year Review – St. Mary’s C of E Primary School
- 6.3.1 Governors noted this item.
- 6.4 SDP Mid Year Review – St. Saviour’s C of E Primary School
- 6.4.1 Governors noted this item.
- 6.5 Pupil Premium Review – St. Mary’s C of E Primary School
- 6.5.1 Governors were referred to the Pupil Premium Review and this was noted by Governors.
- 6.6 Pupil Premium Review – St. Saviour’s C of E Primary School
- 6.6.1 Governors were referred to the Pupil Premium Review and this was noted by Governors.
- 6.7 Sports Premium Review – St. Mary’s C of E Primary School
- 6.7.1 The Sports Premium Review had been shared with Governors and this was noted by Governors.
- 6.8 Sports Premium Review – St. Saviour’s C of E Primary School
- 6.8.1 The Sports Premium Review had been shared with Governors and this was noted by Governors.
- 6.9 EYFS Report
- 6.9.1 Governors were referred to the Report created by Ms. Jess Elliott which had recently been shared with Governors and its contents was noted by Governors.
- 6.10 SEND Report – St. Mary’s C of E Primary School
- 6.10.1 Governors were referred to the SEND Report created by Ms. Sabrina Chowdhury which had recently been shared with Governors and its contents was noted by Governors. The White Paper was clarified to Governors in detail relating to both Schools.
- 6.10.2 SEND Report – St. Saviour’s C of E Primary School
- Governors were referred to the SEND Report created by Ms. Bonnie Buckley which had recently been shared with Governors and its contents was noted by Governors.
- 6.11 Eco Report
- 6.11.1 An Eco Report and various data was shared with Governors and this was noted accordingly.
- 6.11.2 It was noted that the schools under the Genesis Trust recognise the formidable challenge of climate change and were keen for their children to meet these challenges with determination – learning the truth about climate change through a knowledge rich education; but also to empower them to be agents of change. The Trust is working toward the Eco-Schools’ green flag accreditation. This programme provides a simple framework through which the pupils can make a difference in their schools, local community and beyond. The pupils have a strong desire to actively protect the planet and address environmental issues such as climate change, biodiversity loss and plastic pollution. They will be tackling aspects of each through a series of actions planned across the whole school.
- 6.11.3 The Eco-Schools accreditation provides a framework through which the pupils can make a difference environmentally but will also be accredited, rewarded and celebrated. This will provide them with the confidence and motivation

required to continue actively engaging with environmental issues throughout our lifetimes.

6.12 Health and Safety Reports

6.12.1 A Health and Safety Report in respect of St. Saviour's C of E Primary School was shared with Governors and its contents were noted by Governors.

6.12.2 A Health and Safety Report in respect of St. Mary's C of E Primary School was shared with Governors and its contents were noted by Governors.

6.13 GDPR Compliance Visit Reports

6.13.1 Governors were referred to this Report; created for St. Mary's C of E Primary School on the 23 February 2023. Governors noted this Report accordingly.

6.13.2 Governors were referred to this Report created for St. Saviour's C of E Primary School and its contents were noted by Governors.

7. POLICIES

7.1 Complaints Policy

7.1.1 **This Policy was ratified by the Full Governing Body**

7.2 Bullying and Harassment Policy

7.2.1 **This Policy was ratified by the Full Governing Body**

7.3 Drugs Education POP

7.3.1 **This Policy was ratified by the Full Governing Body**

7.4 Home School Agreement

7.4.1 **This Policy was ratified by the Full Governing Body**

7.5 Homework POP

7.5.1 **This Policy was ratified by the Full Governing Body**

7.6 Maths POP

7.6.1 **This Policy was ratified by the Full Governing Body**

7.7 Asthma POP

7.7.1 **This Policy was ratified by the Full Governing Body**

7.8 Volunteer Helpers and Student POP

7.8.1 **This Policy was ratified by the Full Governing Body**

7.9 Music POP

7.9.1 **This Policy was ratified by the Full Governing Body**

8. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

8.1 Full Governing Body Meeting 6 July 2023 6pm Face to Face Meeting

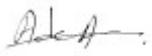
9. ANY OTHER BUSINESS

9.1 Nothing to report.

The Meeting closed at 8.30pm with a Closing Prayer.

Thanks were conveyed to everyone for attending the Meeting including the clerk.

Chair:Canon Ade Ademola..... (print)

.....  (sign)

Chair's Initials: AA

Date:6th July 2023.....

**St. Mary's & St. Saviour's
Local Governing Body
Draft Minutes
9-3-2023**

Chair's Initials: AA
