



Holy Family Catholic Primary School And Nursery

Governing Body

Full Governing Body Meeting

Wednesday 22nd January 2020 at 5.00 pm

Present

Foundation Governors

Dave Dawson (DD) Chair
Andrew Szeliga (AS)
Mark Donovan (MD)
4 Vacancies

Parent

1 Vacancy

Guests

Adelle O'Dwyer
James Northcote
Elaine O'Connell
Nadia Mossop (NM)
Nicole Price (NP) Item 1-3

Staff- Louise Brown (LB) Head, Mandie Thoburn (MT) Kelly Kordula (KK), Linda Ostaszewska,(LO) (Clerk)

Hand in hand in God's loving family we will dream and learn, growing into the best we can be.

DD opened the meeting with a prayer.

1 Apologies and welcome guests

- 1.1 Francis Mwangi and Roy Stephen - work commitments. Sharon Lewies (SL), has resigned from the Governing Body. SL was the SEN Governor.
- 1.2 Adelle O'Dwyer, James Northcote & Elaine O'Connell were guests at the meeting with an interest in becoming future Governors. LO confirmed she was running a Parent Election.

2 Declaration of Pecuniary & Related Party interests discussed at the meeting

- 2.1 There were none. AS has a relative working at the school.

3 Presentation: Early Years Foundation Stage (EYFS) – Nadia Mossop

- 3.1 The 18/19 results for Reception children record that Reception children had a 74% Good Level of Development (GLD) compared to National at 72%.
- 3.2 Results show that communication and language (C&L) and personal and social development (PSED) were below national. The Governors noted that the high level of EAL children likely impacted on C&L. Children also entered Reception below national averages.

%	C & L	Physical	PSED	Lit	Maths	UTW	EMM
School	80	90	80	82	85	85	87
National	82	87	84	73	79	84	87

- 3.3 The School Improvement Plan objectives for the year are to ensure a smooth growth of the nursery, ensuring the quality of provision is of a highest standard and to improve the consistency of phonics teaching across FS and KS1.

- 3.4 There are 57 children registered in the Nursery, with a maximum of 37 in one session. There are 2 qualified teachers on a job share and 4 full time teaching assistants.
- 3.5 NM explained that the benefit of the Nursery provision could be seen in the transition to Reception. Those children settled in a lot quicker and were familiar with the routine and environment. Parents were also more relaxed with their child starting school as they were familiar with the school, routines and staff.
- 3.6 All teachers have same high expectations, and these are transferred from Nursery to Reception. Information about the children is seamlessly passed on.
- 3.7 The challenge moving forward was managing and maintaining Nursery growth, the time to train support staff and give teachers CPD. The budget was also tight.
- 3.8 For phonics, Bush Babies children are listening to various sounds in the classroom. This continues in reception when children begin to recognise the letters and the associated sounds through stories, songs and rhymes. Each class in FS2 has a daily phonics session with sound books, Library books and reading Books. There is reading intervention and parent workshops.
- 3.9 The next steps are to work with advisors Sarah and Bill Jerrman.to develop consistency in phonics and reading. Learning will be shared with KS1 staff.
- 3.10 In a change to the Ofsted framework, essential knowledge that children require to become educated citizens is known as Cultural Capital.- the curriculum must enhance the experience and opportunities available to children particularly the most disadvantaged.
- 3.11 The school offers educational visits, by “people who help us”, such as paramedics, police, and dentists. There are also festivals and celebrations, a PE specialist for FS, use of equipment for life Skills, and Awe and Wonder –experiments.
- 3.12 A Nursery success is the new FS2 Outdoor area. The Healthy Schools bid for £10k was successful and has enabled the purchase of outdoor equipment. There is also free flow access between both reception classrooms.
- 3.13 The expansion of the Nursery was discussed. In response to a question LB said that there was space to increases numbers but there was a balance between quantity and maintaining a consistent high-quality provision.
- 3.14 LB stated that on Wednesdays, the Nursery is at capacity and there is demand. However, this impacts demand on other days as some parents want at least three-days continuous provision. More children require more staff, eight 3 years olds and 4 two-year olds require 1 member of staff.
- 3.15 The Governors asked how many children had English as an Additional language (EAL) in Reception. This was 53% , well above national averages. It was also hoped that the Nursery would boost Reception numbers in September.
- 3.16 MD said that he had come in to discuss the Nursery with the Bursar and said that it needed to be financially viable.

4 Presentation: Reading & Writing – Mandie Thoburn and Nicole Price

- 4.1 MD presented the current working levels for KS1 pupils for period 1 (autumn). Year 1 are above target in Reading and Writing at Age Related Expectations (ARE) and slightly

below at greater depth. Year 2 are slightly below target for Reading and Writing at ARE and slightly above target at greater depth.

- 4.2 In Year 3 & 4, data is missing from Target Tracker due to staff illness, staff are aware of this and it is being actioned. Children are still being targeted for support.
- 4.3 Year 5, Reading and Writing are below ARE and at greater depth. Writing is significantly below. In year 6 there is no data for Reading, but pupils are working below targets in Writing.
- 4.4 NP said that Writing looks to be a concern across the whole school but was a similar picture at this time last year. The following was taking place to raise levels.
- 4.5 A series of in school writing moderations are taking place, and staff have already been given feedback for next steps to implement in future planning. Staff will receive CPD through writing moderation with other schools, however there is little external moderation taking place and the school may have to lead on this.
- 4.6 There will be a "Book Look" (focusing on AFA children) as these will show a range of specific target groups (PP, EAL, SEN, GD).
- 4.7 There is monitoring of interventions taking place to support writing across the school. and monitoring of planning to check coverage of the writing objectives.
- 4.8 Voice 21 is a national charity to enable teachers and schools to provide high quality oracy education. Both MT and NP have had training.
- 4.9 NP said that a trial will take place with a school project that will develop communication with "Stem" sentence starters. The better children can listen to opinions, debate and explain, the better they will speak.
- 4.10 There will also be two projects to help children make the link between what they are learning in school and the wider world. In year 1 there will be a "Words for Work" project, where children will gain a greater understanding of equal opportunities in the workplace, breaking down the barriers to stereotyping. In KS2, the gender stereotypes theme will be continued in "Raising Aspirations" to raise expectations. Volunteers will organise and run career related learning opportunities. Specific children will be monitored about what they can achieve.
- 4.11 For phonics a meeting has been arranged with Sarah Jerman. The current guidance is that children should not be taught phonics in small groups but as a whole class to stretch everyone. Advice is needed on how to manage this in split year groups in years 1 and 2. Advice will also be sought for KS2.
- 4.12 .A grant has been sought by Nadia Mossop from the Foyle Trust to purchase guided reading books (KS2), decodable books and guided reading books (KS1) . A change has also been made to widen the choice of books that pupils can take home, with positive effect.

5 Minutes of Previous Meeting 13th November 2019

- 5.1 The FGB minutes from 13th November were approved with minor changes to 14.1 and 24.1.
- 5.2 LO confirmed that she had circulated the skills audit. This will be discussed at the next meeting with the Charging policy. MD met with LB to complete the Safeguarding Audit. Other actions are covered in later items. LO

6 Analyse School Performance (ASP) Data Review 2018/9

- 6.1 The ASP summary and detail was previously circulated. LB presented the summary. The school location deprivation indicator is the “most deprived” of all schools.
- 6.2 LB said that KS1 and KS2 results for Reading, Writing and Maths were broadly average for progress and attainment.
- 6.3 Key stage 2 attainment of greater depth in writing (40%) was significantly above national and in the highest 20% of all schools.
- 6.4 Key stage 1 attainment of greater depth in writing (30%) was significantly above national and in the highest 20% of all schools.
- 6.5 Pupil absence was average. Staff average was higher than national average and will be this year.
- 6.6 The rate of total fixed term exclusions (1.67%) was in the highest 20% . One child went on to a special school. Another child has had no exclusions this year and there has been no permanent exclusions showing that support has been working well.
- 6.7 For middle prior attainers, (working to expected standard in KS1) 96% achieved the expected standard in the key stage 2 english, grammar, punctuation and spelling test, significantly above national.
- 6.8 For high prior attainers, (working above expected in KS1) KS2 progress in writing was significantly above average and in the highest 20% of all schools in 2019 as well as in 2018.
- 6.9 SEND progress and attainment results are in line with national averages.
- 6.10 It was noted that in a deprived area that the school had good results and prepared children for their next steps of learning.

7 Admissions

- 7.1 The school has the following numbers in each year group, 306 on roll. (57 children in the Nursery)

R	1	2	3	4	5	6
42	42	34	49	44	52	43

- 7.2 There have been six recent starters, 1 child is an asylum seeker, and is receiving support, another has no English. Some children and their families have returned to Poland since Brexit.
- 7.3 In KS2, Lemur, Crocodile, Gazelle, and Jaguar classes have 31 children. Elephant and Lion have 32. The Governors have agreed that the maximum class size will be 32 children, so there are 4 spaces.
- 7.4 LO said that the school would have to formally write to the LA to confirm opt out of the in-year process. LB said that she would attend a CCDEF meeting where the 21/22 Admission arrangements will be confirmed. **LB/LO**

8 Staffing

8.1 This item was covered at the end of the meeting when the guests had left.

8.2 Confidential

9 Nursery/Pre-school

9.1 The Nursery was discussed in item 3.

9.2 There will be a meeting with the Diocese on the 29th January to discuss the Pre-school building which has now been left vacant, it is estimated that removal will cost £30-40k and refurbishment £80-100k.

9.3 LB stated that she, the Bursar and Site Manager went into the pre-school. The roof is now leaking which is potentially rotting the floorboards.

10 RE

10.1 The Mission and Ethos committee met in Oct 2019 – there are actions for planning and creating Relationship and Sex Education Working Parties. LB represented the Samuel Partnership at the CCDEF Mission and Ethos meeting in October.

10.2 There has been a class Mass and end of term Mass. A Harvest collection for the Foodbank, a Sponsored walk for CAFOD which raised £500. There was a Christmas Shoe box appeal and Diocesan Chaplaincy commissioning service on 13th November.

10.3 An area for focus is to bring other faiths into the life of the school. A Rabbi has been invited to spend a day with the children and an evening workshop with the staff. The Samuel Partnership have been invited.

10.4 There is a twilight is on 12th Feb where Ann Fowler will be giving guidance on how to assess children in their work linked to AT3.

10.5 LB said that the work of the Samuel Partnership Mission and Ethos committee was a strength. DD said that the school was rated outstanding in its last Diocesan inspection.

11 Pupil Premium (PP)

11.1 NM said that the Pupil Premium Plan 19/20 was on the website with a statement of impact for 18/19. £73.6k has been allocated to the school for PP this year and NM said the school was reviewing how it could be spent effectively.

11.2 NM explained that teachers were looking at the PP data, the progress made, and the size of the gap between PP children and non-PP children. Consideration has been given to constructing the curriculum for “cultural capital” ensuring it is ambitious for all students. The school will consider what disadvantages PP pupils incur e.g., lack of experiences, communication or home life. Each child will be reviewed to see what support is received and the impact being made.

11.3 There will be a whole school focus on drop-ins looking at PP children. Work will take place with the School Improvement Partner to develop the curriculum to ensure all children have access. PP children will tend not to go out of class lessons for intervention, so they don't miss other parts of the curriculum. There will also be a pupil voice exercise. LB said that ELSA groups will continue and access to Forest Schools program.

11.4 In response to a question NM said that there were 55 pupils on the PP register 18% of the school and below national. It was noted that the school was in a deprived area and the PP numbers were declining. The take up of free school meals (FSM) was discussed and LB said that parents were targeted to apply for FSM but the universal provision for KS1 children means parents don't always apply for additional funding.

12 SEN/AFA – Kelly Kordula

12.1 The SEN report was previously circulated. There are 27 children on the SEN Register. This is 9% of the school and lower than the national average of 14.9% (Jan 2019)

12.2 15 children have Individual Support Plans and outside agency report, 5% of the school against a national average of 11.9% (Jan 2019).

12.3 8 children have Educational Health Care Plans, 3% of the school and in line with national averages. These children are funded but another 4 EHCPs are being prepared.

12.4 SEN Support 1 level has been removed as required by the new Swindon Core Standards procedure, a concern register now holds these children.(currently 11 pupils). This register is in the process of being updated by the class teachers. The responsibility lies with the teachers to carry out "Quality First" Teaching processes which is the Graduated Response.

12.5 **Achievement for all (AFA)** MT said that there are 29 children on the program, 6 are Pupil Premium. 10 girls and 14 boys.

12.6 22 "Structured Conversations" have taken place but three are outstanding. Sarah Moorland and MT are working with the families to help engage them in the program and the school is waiting to support them.

12.7 There is missing data from 7 children in years 3&4 due to staff sickness and this is being chased up by staff.

12.8 Children should make two "steps" of progress per term. the following table shows progress made, AFA children should make at least expected or accelerated progress to catch up.

Data for Autumn 2

<u>Number of children out of 29</u>	<u>No progress</u>	<u>Expected Progress</u>	<u>Accelerated Progress</u>	<u>Unknown</u>
<u>Reading</u>	5	16	2	7
<u>Writing</u>	17	7	1	7
<u>Maths</u>	7	14	1	7

12.9 All children have been discussed at pupil progress meetings this term and interventions have been put in place with ongoing monitoring.

12.10 From current data, writing appears an area of need. Writing moderation has taken place and feedback given to teachers. A "book look" will take place using AFA/PP children as a focus. Nicole Price and MT will review how to best support teachers and parents. An audit will take place on the interventions and good practice will be shared.

13 Safeguarding & Training

13.1 LO said that most Governors had completed Prevent on-line refresher training. Safeguarding Level 1 training was outstanding and LO said that she would re-issue the guidance.

LO

13.2 MD has completed Level 2 Safeguarding training with the LSCB.

13.3 LO said that the SEND adviser at the LA has requested that schools fill in a SEND self-evaluation tool. As the school has just lost its SEN governor, KK will complete the evaluation and share it with Governors for discussion, but this will be to school and not LA timescales.

14 Vision

14.1 The Vision documents had been previously circulated. It was agreed that a Working Party would be set up to discuss this further. LO to arrange a meeting. **LO**

15 Correspondence

15.1 DD said that he had a request from a parent to meet and discuss a recent incident. A meeting has taken place

15.2 LO said the Governor Support subscription is due for renewal at a cost of £1400 excluding NGA membership), this has been budgeted for. This was approved because it was well used and deemed good value for money.

16 Link Meeting review

16.1 There were no concerns raised with Governors in the Link meeting notes. LB said that she was pleased that the questions relating to challenges and barriers had been resolved by staff and they had work arounds.

17 Policies

17.1 The following policies were approved, Collective Worship, Conflict of Interest, History, RE, Drugs, SEN, Attendance Virtual Attendance.

18 School Visits/training undertaken

18.1 DD has had his meeting this term with LB

18.2 MD completed the safeguarding audit with LB

18.3 LO said that she went on training – the Governors role in HR.

18.4 Francis Mwangi came to the school with an ambulance “people who help us”

AD, JN and EO were thanked for attending and left the meeting

19 AOB

19.1 The Parent Code of conduct was approved with a minor change

20 Action Plan

20.1 LO to reissue guidance on level 1 online training

LO

20.2 LO to arrange Vision meeting

LO

20.3 LB clarify opt out of Admissions and LO write to the LA

LB/LO

20.4 Charging policy and skills Audit to go on next agenda.

LO

The meeting closed at 7pm

Next FGB Meeting Finance and Audit committee – Wednesday 26th Feb