



**ST ALBAN'S CATHOLIC PRIMARY SCHOOL**  
*Love one another as I have loved you*

**MINUTES OF THE VIRTUAL MEETING OF THE  
STANDARDS COMMITTEE**  
**MONDAY, 23 JANUARY 2023 at 1900 hours**  
**[1<sup>st</sup> draft to HT /2023]**

**PARTICIPANTS:**

**John McDonald, Headteacher**  
**Kevin Doogan**  
**Charles Donnelly**  
**Jill Formston**  
**Bridget Pullen**  
**Cath Moor**  
**Colette Haig**

**Apologies:**

**Father Ramesh**

**In attendance:**

**Kelly Nuttall, Deputy Headteacher**  
**Eileen Coyle, [minutes]**  
**Viv. Coogan, Maths Lead [pre-meeting]**

In opening, the Headteacher thanked the Committee for their commitment and excellent participation at the meeting. The agenda of meeting, with links to the agenda items attached, had been forwarded to the Committee for reading in advance.

The Headteacher gave a general reminder of the importance of Governors' compliance with DBS, the Code of Conduct, Declarations of Interest etc and participation in Governor Training. He invited anyone who was unsure whether they were fully compliant to check with him outside the meeting.

## **BRIDGET PULLEN in the CHAIR**

### **PRE-MEETING PRESENTATION**

The Chair introduced and welcomed Viv Coogan, Maths Lead, thanked her for her written report, and invited her to give a presentation on Maths.

The Maths Lead advised that further to her presentation at a previous meeting, the *Maths No Problem* scheme continued to be developed in the school. The objective was to take a Mastery approach to Maths and to achieve this by taking a consistent approach across the school. A comprehensive training programme had been devised and implemented, new materials had been purchased, lesson observations and learning walks were taking place. Support had been received from the LA. The aim was for the children to enjoy Maths and to succeed. They pupils are ready for their first test which will take place in February.

In thanking her for the presentation, the Headteacher stated that he is fully aware of how hard Viv works; she is incredibly forensic in her work and she does not hesitate to challenge a staff member when things are not quite right.

The Chair of Governors congratulated the Maths Lead on a distinctive and comprehensive action plan. He sought reassurance that all the resources needed to deliver the programme were available.

The Maths Lead replied that she had been fully supported by the Headteacher and the Deputy Headteacher who had allocated adequate financial provision for the purchase of resources. Their co-operation and approach had boosted her confidence tremendously, she was confident that *'we will get all this done'*, and the Maths results would be better this year.

In thanking the Maths Lead for a really good presentation, and referring to the deadlines, a Governor asked: *'Will you be able to meet all these predictions and objectives?'*

The Maths Lead replied: *'Yes, there's a plan to follow all the way through and the lesson observations will carry on.'*

The Headteacher endorsed the positive response, adding that the school was confident of achieving good results in the summer.

Replying to a question whether all the pupils were starting from zero on the programme, the Maths Lead stated: *'Foundation, Year 1 and Year 2 started in Summer 2022 and Year 3 started in September, but basically the programme is new to everyone. This term, there have been many book scrutinies; measures to boost the children's confidence include talking to them; teachers have observed Maths lessons; there will be more coaching and team teaching; and further three-day training courses are scheduled for the end of February. A member of staff from the Holy Family Mat had delivered a training session, and would return to observe lessons'*

The Chair thanked the Maths Lead for the presentation.

## 1 PRELIMINARIES

Apologies were received from Father Ramesh. No declarations of interests were received.

The Committee agreed to observe confidentiality in relation to all matters discussed this evening.

## 2 MINUTES OF THE MEETING ON 17 OCTOBER 2022

The minutes of the meeting of the Standards Committee on 17 October 2022, had been forwarded to the Committee in advance of the meeting.

## 3 MATTERS ARISING

**3.1 RE INSPECTION:** On the morning following the meeting, the school had been notified by the CSED that a Section 48 RE Inspection would take place at the school on Thursday and Friday, 26 and 27 January 2023.

At the meeting, the Deputy Headteacher explained that she had attended the Diocese's RE Lead Training meeting. She presented an action plan designed to prepare the school for the inspection explaining that some actions, eg the Mass, could be set up quickly, and others, eg the website, would take precedence over other work. As well as a monitoring cycle, a working document, which captured all aspects of the school's life, had been devised, and a learning walk had taken place.

In thanking the Deputy Headteacher for the update, the Chair of Governors congratulated her on compiling a thorough action plan.

**3.2 SCHOOL IMPROVEMENT.** The LA had placed the school in Band 3 Requires Improvement.

The Headteacher drew attention to link attached to the agenda, commenting that the quality of teaching and learning was now much higher than it had been previously; there had been a shift in culture and expectations were now higher. The new framework is about supporting all children to make good progress in their learning. The main focus is around Maths, History and Geography and helping subject leaders to develop their roles. It's about supporting the staff working together as a whole staff team and asking, '*What can we do to maximise opportunities for those children?*'

LA officers had supported the school, agreed with the school's assessments and they are helping the school to move forward. It's about getting the culture right and everyone having high expectations for all the children, and giving the right level of challenge and support.

The school is ambitious for all pupils, particularly for those with SEND.

**3.3 SCHOOL IMPROVEMENT:** The School Improvement team from Liverpool had audited the school's SEND provision. The Committee's attention was drawn to the rationale and the action plan drawn up based on the audit. The Headteacher

commented that he had found the clarity of the report to be really helpful and it helped everyone to focus on the right things. The report had been summarised for the convenience of the Committee.

The Chair of Governors commented: *'In my view, this report is for our information. It's all very useful and is a good point of reference for governors.'*

**3.4 PERSISTENT ABSENCES:** The Headteacher presented data on the school's attendance up to last week.

The focus was on addressing attendance and ensuring that every child who should be in school, is in school every day. To achieve this, the pastoral team have been picking up children from home and bringing them to school. This has had a positive impact, but there needs to be a bigger impact.

The school is working as a triad with two local schools to try out other practices and is using the latest guidance from the DfE.

**Governor's question: Are you connected with the Headteacher of St George's Primary School, and linked in to what they are doing, and can we do more?**

The Headteacher replied that it is important to try and work out what St George's are doing that is better than this school, so lessons can be learned from it.

The topic prompted further discussion amongst the Committee.

**3.5 TEACHERS' CPD:** The Committee's attention was drawn to the information on the file attached to the agenda.

**3.6 SCHOOL ASSURANCE PROTECTION RECORD 2022. REDACTED.** This report overall agrees with what the school is doing, apart from behaviour and attitudes in some classes.

**3.7 THE 'END POINT':** The Headteacher reported that the school has worked on the curriculum for History and Geography, trying to make them specific and focussed, but really simple.

It's about trying to be really 'sharp' on what the school wants the children to know by the end of the lesson and ways in which the teacher can make it clearer for the child - *the 'end point'*.

## **4 GOVERNORS' QUESTIONS**

**[Raised at the previous meeting]: 4.1 WHAT IS THE NUMBER OF YEAR 3 CHILDREN WHO ARE PROGRESSING WITH THE SACRAMENTS.**

The Headteacher reported that the sacramental programme had changed this year, and it had worked really well. He commended the Deputy Headteacher on the exciting projects incorporated into the programme which gives children from years 3 to 5, an opportunity to celebrate the sacraments, to reconcile during Lent, and for their parents to take part to develop their own spirituality.

For the first time, parents had been invited to participate, and it had been very gratifying to see the queue of parents waiting in the aisle to receive the sacraments, indicating that the event was a special moment for the parents as well as for the children.

#### **4.2 THE SEND REVIEW: YOU MENTIONED, POTENTIALLY [SEND NUMBERS] COULD BE ‘OVER’, BUT YOU OFFERED NO SUGGESTIONS HOW THAT MIGHT HAVE HAPPENED.**

In response, the Headteacher described the children who should be on the SEND register and what they should receive additionally. He suggested that perhaps there were elements of over-identification for certain children, a child with ADHD for example, who may not receive anything additional, although there is a strategy for dealing with those children.

A governor offered the benefit of her expertise and experience to describe those children who should be on the SEND register, and advised on the need for the school to be really clear and able to describe the difference the additional support makes.

The Headteacher thanked the Governor for the useful advice.

The Headteacher responded to an example given by a Governor where a child just requires adaptations or adjustments, and may not require regular monitoring.

#### **4.3 IS THE DOCUMENT FOR ALL YEAR GROUPS, ESPECIALLY YEARS 3 AND 4 OR IS YEAR 4 BEING TARGETED?**

In response, the Headteacher referred the Committee back to the detailed responses on the ARE snapshot at Autumn 2022.

The Chair thanked the Headteacher for providing the Governors with a better understanding of what is happening.

- 5 **LINK GOVERNOR VISITS:** As requested, the Deputy Headteacher had worked on a schedule of dates for link governor visits and had incorporated the dates into the whole school Monitoring Cycle, Spring 2023. She suggested that it would make sense to prioritise RE, Maths, Geography, and History this term. The Committee suggested, and it was agreed, that SEND should be included in the list of priorities.

The process for link governor visits would be: The Subject Leader would contact the link governor and agree a time and date that was convenient for the governor to visit the school. Both governors and staff can prepare in advance, and following the visit, the link governor would fill in the proforma provided. The completed report would be presented at Governors’ meetings, thus providing the governors, on one document, with an overview of what is going on in the school. The staff would have access to link governors’ reports.

The Chair commented: *‘The schedule is really helpful for the teachers and other staff, and it takes a lot of organisation. It reduces people’s anxiety, it’s a partnership,*

*and explains what will happen to everyone. It takes a lot to put it together, but it's worth the effort.'*

The Headteacher emphasised the importance of building a high challenge, low-threat culture in which no-one needs to be fearful.

No feedback on the process was forthcoming from the Committee.

## **6 THE ADMISSIONS POLICY**

As discussed previously, the trend continues to be towards admitting lower pupil numbers. A consultation on reducing the admission number from 56 to 45 is to take place.

## **7 ACADEMY STATUS**

The Headteacher reported that an update on academy status had not been received since the issue had been discussed previously.

The Holy Family MAT is working on systems and structures. This school is keen to 'piggy back' on some of the great work they do, which includes working with an educational psychologist based on psychological improvement and development.

The MAT has provided a lot of support to the school. For example Andy Ash provides consistent support, including on the implementation of the new Maths programme.

The arrangements at lunch times have changed. Following a suggestion by a teacher the staff came up with a plan to deploy TAs more effectively to ensure year groups do not overlap in the playground. Everyone was committed to the plan, therefore it worked; there have been fewer incidents of bumped heads as a result.

## **8 GOVERNORS' QUESTIONS RAISED IN ADVANCE**

No questions had been raised in advance.

## **9 GOVERNORS' QUESTION AT MEETING:**

Governors' questions raised at the meeting had been addressed as they had arisen.

Finally, the Headteacher drew attention to the upcoming Governors' Conference, which the Holy Family Mat is encouraging Governors to attend.

He added that the staff are working incredibly hard and the role the Governors play is hugely important. The Deputy Headteacher agreed with the sentiments expressed.

The Headteacher thanked the Chair, Bridget Pullen, and closed the meeting at 2033 hours.

**CERTIFIED AS A TRUE RECORD OF THE MEETING OF THE  
STANDARDS COMMITTEE ON 23 JANUARY 2023.**

\_\_\_\_\_ CHAIR

\_\_\_\_\_ DATE