

Agenda for a meeting of the FGB 4 of St Albans Catholic Primary.

Date: 25-03-2024
Time: 7pm
Venue: Zoom



In attendance: John McDonald, Kevin Doogan, Terresa Marnell, Lorraine Adamson, Colette Haig, Fr Ramesh Amaldoss, Brigid Gribbon, Cath Moor, Charles Donnelly.

Also in attendance: Kelly Nuttall (Deputy Head) Joanne Holmes (Clerk)

NON-CONFIDENTIAL MINUTES

1	Welcome prayers and apologies																
	The chair welcomed governors to the meeting which began with a prayer. Apologies had been received from Jill Formston.																
2	Declarations of Interest																
	There were no declarations of interests to declare.																
3	Minutes of the previous meeting/Matters arising 23-01-2024 FGB																
	<ul style="list-style-type: none">To review and approve the minutes of the meetings held on 23-01-2024. <p>All governors confirm they have read the minutes from the meeting on 23-01-2024 and they are a true and accurate record.</p> <ul style="list-style-type: none">Review actions from the previous meetings <table border="1"><thead><tr><th>Minute Ref</th><th>Name</th><th>Task</th><th>Deadline</th></tr></thead><tbody><tr><td>5</td><td>Headteacher</td><td>Ensure governors understand what a nurture school is, gather some questions and make a presentation.</td><td>11-03-2024 Ongoing</td></tr><tr><td>14a</td><td>Jill formston</td><td>JF to contact and arrange a link visit</td><td>11-03-2024 Completed</td></tr><tr><td>14b</td><td>Headteacher</td><td>Look at link governors and make sure staff aren't link governors and fill any gaps</td><td>11-03-2024 Ongoing</td></tr></tbody></table>	Minute Ref	Name	Task	Deadline	5	Headteacher	Ensure governors understand what a nurture school is, gather some questions and make a presentation.	11-03-2024 Ongoing	14a	Jill formston	JF to contact and arrange a link visit	11-03-2024 Completed	14b	Headteacher	Look at link governors and make sure staff aren't link governors and fill any gaps	11-03-2024 Ongoing
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4	Correspondence to the chair
	There was no correspondence to the chair.

5	Headteachers' Report
	<p>The headteacher displayed the headteacher's report and asked governors if there were any questions.</p> <p><i>Q: You have provided data for attendance and the lowest is SEND, y3 and y6 is there a specific reason? Is there a medical need or is it something else? Is there a need that isn't being met?</i> <i>R: This is from last Friday SEND is around 90% as part of a visit we had today we have asked for some support. Y3 has had some disruption so we have now combined the classes.</i></p> <p>The SEND link governor told governors that a meeting had taken place with the SENDCO around how send was going to look in summer term and said there is a lot of strength around the process but it is a lengthy process and there is work that needs completing around intervention. The SEND link governor will arrange a meeting with the SENDCO in the summer term</p> <p>ACTION 5: SEND link to organise meeting with SENDCO</p> <p><i>Q: I have previously mentioned this but can we look at sending out something to parents about parents starting the SEND journey and identifying the process and potential blocks. I think it might help manage parent expectations. Other schools who have a lot of SEND are being promoted in a positive way.</i></p> <p><i>Q: Is there something we can do to stop the negative voices around SEND within our school? What are other schools doing to get such positive feedback? What can we do to support the parents ?</i> <i>R: The Headteacher agreed that communication needs to improve. We have an open-door policy, there are a lot more parents coming in to have discussions with any concerns they may have.</i> <i>Q: Can we do a coffee morning group around SEND so we can get parents in?</i></p> <p>Kelly Nuttall told governors that after the meeting that took place on 25-03-2024 that there were 2 areas that needed looking at. One was attendance and the other SEND / provision. The school is looking at teachers' adaptations for all pupils and targeting send.</p> <p><i>Q: What are we doing to prevent children moving , parents are saying they have left because they don't know what's going on in the school ?</i></p> <p><i>Q: What is the reason parents are leaving? We are about 70%.</i> <i>R: Pupil numbers have dropped anyway , Year 2 that left was a surprising thing as they had a really positive experience in year 2 most moved to St.Georges.</i></p> <p><i>Q: Whilst we are talking about numbers being down , I was looking at the holy communion numbers and they have really gone down. Why is this?</i> <i>Q: Are we still losing children now ?</i> <i>R: No, we have children coming in.</i></p> <p><i>Q: Looking at the data we have a dip in phonics, what are we going to do? Will we change the scheme?</i></p>

	<p><i>R: As of now we use little wandle.</i></p> <p><i>Q: Is the dip because of the stage that children are arriving or what we are delivering?</i></p> <p><i>R: I feel we need to analyse phonics and break it down to see how well our approach is working. We need to look in depth to see how we can adapt it.</i></p> <p><i>Q: Is it possible a speech and language deficit ?</i></p> <p><i>R: We need to look at the scheme to ensure we have an environment of talk happening. Provide opportunities to be able to listen.</i></p>
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6	Budget report / management accounts / delayed conversion implications (SLA's)
	<p>The headteacher displayed Tab 12 to governors showing a carry forward.</p> <p>The headteacher displayed the SFVS. Governors confirm they have read and approved the SFVS.</p> <p>Outcome: Governors approved the SFVS.</p>

7	Premises
	<p>The headteacher told governors that the whole floor in the hall has been completely replaced but has bulged by the year 2 area and remedial works will need to be completed. The Disabled toilet, the ceiling above the lights there was rubble that had fallen and water has been getting in this has been reported to the diocese.</p>

8	Quality of Education - School Overview of pupil performance
	<p>Kelly Nuttall gave a brief overview of predicted outcomes for EYFS, end of year 2 Phonics screen and year 6.</p> <p>Kelly told governors that EYFS is showing a good level of development GLD is 79% up from 61 % this has given an increase in trend. We want to target certain areas of children to make sure they are all hitting target.KS1 SATS no longer statutory but the school has decided that they are still going to complete SATS but this might be on a different day so they school can take more time to complete them.</p> <p><i>Q: Have the pupils done practice tests?</i></p> <p><i>R: Yes some prior to Christmas some February and some last week.</i></p>

9	Health and safety
	<p>The headteacher told governors that he will organise a date for a walk around with the H&S link governor.</p> <p>ACTION: Organise a walk around with H&S link governor</p>

10	Staff wellbeing
	<p>The headteacher told governors that the HFMAT uses TEP to carry out surveys and that the school had sent out 2 surveys which were around staff wellbeing. There were things that were picked up which are being worked through and scores have gone up on the second survey but there is still work to do but it is heading in the right direction.</p> <p>ACTION 10: The headteacher told governors that the school will appoint a staff wellbeing person who reports back to governors.</p> <p><i>Q: Do you have a mental health first aider?</i> <i>R: yes, we have 2.</i></p>

11	Link governor reports
	There were no link governor reports.

12	Dates and times of future meetings
	list...
	06-05-2024 Education 17-06-2024 Resources

Actions from meeting

	Action	Who	When
5	SEND link governor to meet with the school SENDCO	Cath moor	Summer term
9	Organise H&S walk around	Headteacher	ASAP
10	Appoint a staff wellbeing person who reports staff wellbeing back to governors	Headteacher	ASAP