



## CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL

### THE GOVERNING BODY

**Chairman: Anna Murphy-Sullivan**

Minutes of School SIPS Committee Meeting  
Monday 7th October 2019 – 6.30pm

**Present:**

Jo Hooper, Chair of SIPS Committee	JH	Foundation Governor
Anna Murphy-Sullivan, Chair of Governors	AMS	Foundation Governor
Declan Goodwin, Headteacher	DG	
Neville Conn	NC	Foundation Governor
Jenna Lucas	JL	Staff Governor
Hayley Upton	HU	LA Governor
Rachael Cox	RC	Parent Governor

**In attendance:**

Simon Lennon, Deputy Head	SL
Elizabeth Fleming, Governance Clerk	EF

Item		Action
<b>1.0</b>	<b>Welcome &amp; prayers.</b> SL led the prayers. JL, HU and EF also read a prayer.	
<b>2.0</b>	<b>Apologies</b>	
	No apologies were received.	
<b>3.0</b>	<b>Pecuniary Interests</b>	
	No updates to the existing record are required.	
<b>4.0</b>	<b>Matters Arising</b>	
	All actions from previous meeting complete.	
	JH asked for an update on the school dog. SL updated governors.	
<b>5.0</b>	<b>Minutes of Previous Meeting (8th July 2019)</b>	
	Prior to the meeting, governors received a copy of the minutes. The minutes were agreed as an accurate record of the meeting and these were signed by JH.	

<b>6.0</b>	<b>Headteacher Report</b>	
<b>6.1</b>	<p><u>RE</u>            DG gave an update on RE within the school. All teachers have been observed teaching RE and overall the standard has been rated 'good'. EB is working with teachers where required to improve teaching. All staff have been trained in the new assessment standards. DG informed governors of the work been done by Sister Joana with the children on liturgy.            AMS asked if DG can send an email to invite governors to come and attend a Sister Joana session with the children working on liturgy. DG to send an email to invite governors.</p> <p>NC informed governors that he was approached by Kerry Macfarlane regarding setting up an Eco committee in school. He informed governors that Monika has agreed to represent governors on the committee. This will be formally agreed at the next F&amp;R meeting.</p> <p>Governors discussed the necessity of a school motto. They recognised that children have a lot to learn and remember with the mission statement and core values.</p> <p><i>GOV. Q. (AMS) - how is the moto used normally?</i> Governors discussed how the moto is used. DG agreed to consider requirements for a school motto further internally and with the school council.</p> <p>NC gave a brief overview of his recent RE link visit with Eithne Boyce. He said that most of DG's RE update covered the updates from his RE link visit. He also mentioned the following:</p> <ul style="list-style-type: none"> <li>● Proposed update of the SIF</li> <li>● Lesson observations completed</li> <li>● Recent school mass</li> <li>● Support provided by EB for the teaching staff on RE.</li> </ul> <p>NC handed out a proposed governor RE review timetable. This is available in the shared governor drive. RE link visit report available on the governor drive.</p>	<p><b>DG</b></p> <p><b>DG</b></p>
<b>6.2</b>	<p><u>Number on roll</u>            SL gave a quick overview of the number of children on roll in addition to the leavers and new admissions. There are currently 426 children on roll.</p> <p><i>GOV. Q (HU) - asked about vacancies on the analysis table provided in the HT's report. She queried why there is only one offer out but yet there are 4 vacancies.</i>            SL to investigate</p> <p>NC commented that the school is ten pupils short of numbers last year so this will have an impact on the budget this year. SL said the number on roll was 430 last year so there is a difference of six.</p> <p><i>GOV. Q. (AMS) - any feedback from prospective parents who attended the open evening?</i> SL advised governors that 20 families attended the open day. No feedback/place applications so far.</p>	

<p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p> <p><b>6.6</b></p> <p><b>6.7</b></p> <p><b>6.8</b></p>	<p>NC commended the school on the open evening delivery. The format of the evening was excellent and really showcased the school well.</p> <p><u>Attendance</u> DG went through attendance data with governors. He advised governors that it was very difficult to look at trends so early in the year. He pointed out that there seems to be more girls absent so far than boys – 4.7% vs. 1.8%. This trend is also visible in the persistently absent figures – 15.5% vs. 6.2%.</p> <p>GOV. Q. (AMS) – are the absences coming from any particular year group? DG to investigate.</p> <p>JH asked for an update on this at the next meeting. DG to action.</p> <p>DG also reviewed the number of penalty notice letters sent out so far this term.</p> <p><u>SEND</u> SL talked governors through the SEND updates since the last meeting. There are 105 SEND children in total – this represents about 33% of the school. SL advised governors that Reception this year is the most challenging ever due to the number of SEND children in the year group.</p> <p>DG informed governors that the SEND social and emotional group set up in the annex is working really well and the children are progressing well. Two of these children are awaiting EHCP's and two already have one.</p> <p><u>Safeguarding</u> DG reported on safeguarding updates since the last meeting. In total there are 38 children being monitored in the school. A safeguarding induction training has been completed for all relevant staff. The safeguarding policy has been updated in line with KCSiE and external audit is planned for the 14<sup>th</sup> of November.</p> <p><u>School Updates</u> DG went through a list of school updates with governors. He discussed the achievement of the Sandwell Chartermark in addition to school trips planned for the term for the various year groups.</p> <p><u>Quality of teaching</u> SL gave governors an update on quality of teaching and the new curriculum.</p> <ul style="list-style-type: none"> <li>• Class observation completed for one NQT teacher</li> <li>• RE teaching observations in 11 lessons (all good or better)</li> <li>• 3 x broader curriculum: Computing, Art and Music deep dive to take place before half term (lesson observation, pupil conferencing, crossing referencing progression planning... leading to an action plan).</li> </ul> <p><u>Behaviour</u></p>	<p><b>DG</b></p>
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	DG gave a brief overview of behaviour and went through a behaviour log with governors. He also provided a progress update on the two children (year 3 and year 6) who provide the most behavioural issues at the moment.	
<b>6.0</b>	<b>SIP Update</b>	
	<p>JL updated governors on SIP progress year to date. JL passed out examples of curriculum objectives and how these have been tailored to the school specifically. These objectives will be shared on the website for parents to see. She also informed governors that the Gospel values are intertwined throughout the curriculum. Teachers typically feel under pressure regarding the SIP but the planning approach adopted by the school has meant that teachers feel more empowered.</p> <p>DG mentioned that he had a meeting with Julia Coleman from BCP (year 4-19 strategic leader) regarding future arrangements / teams evolving in the new BCP Council.</p> <p><i>GOV. Q. (RC) – how are parents involvement in the objectives?</i> JL explained how this works with an example of a class performance that is available on the class webpage. She also mentioned that in DT the children would produce something to bring home. RC suggested displaying work in public places like doctors' surgery.</p>	
<b>7.0</b>	<b>Data</b>	
	<p>SL reviewed progress and attainment figures for both KS1 and KS2 with governors. Any scores below national scores were highlighted and discussed. KS2 scores were mostly above national and KS1 scores were mostly in line with national. SL highlighted boys combined reading writing and maths score which is amber and requires improvement in writing/reading. This is a focus for the school this term and JL discussed the steps being put in place to rectify this. Raising expectations and challenge are key to driving improvement from boys in writing and reading. Progress scores from KS1 to KS2 were also discussed - positive scores overall.</p> <p>JH asked for an update on this at the next meeting. SL to action.</p> <p>SL highlighted disadvantaged pupils scores at the end of KS2 - 55% were at GD compared to 24% nationally. Writing – 24% compared with 11% nationally; reading 45% compared with 17% nationally. These are excellent results for this group of children.</p>	<b>SL</b>
<b>8.0</b>	<b>Policies</b>	
<b>8.1</b>	<p><u>Admissions Policy</u></p> <p>DG advised governors of the diocesan advice that was published on Friday. He explained the school's policy on admissions to date. He also discussed proposals for policy changes which would need to be consulted on. Governors reviewed this policy together and discussed the proposed amends.</p> <p>NC expressed a preference to keep the SIF form. He cautioned changing the sibling policy as it puts Catholic faith criteria further down the priority list.</p> <p>AMS expressed her option that a LAC needs priority. She is in favour of the new sibling policy.</p>	

	<p>Governors also agreed to insert a paragraph in relation to LAC children coming from overseas.</p> <p>JH asked if governors were happy to support sibling as priority 2 and children who are Catholic as third in priority list.</p> <p>Governors agreed to hold an extraordinary meeting to carry out a further review of the admissions policy and proposed new ranking. The policy will be ratified after this meeting. Governors agreed to meet on Monday 14th at 5pm.</p>	
<b>8.2</b>	<p><u>Teaching and Learning Policy</u></p> <p>SL advised that there are some significant changes to this policy based on changes to the curriculum.</p> <p>Governors reviewed this policy together and discussed comments and suggestions.</p> <p>DECISION - governors agreed to ratify the policy subject to a review of an additional paragraph on resilience to be added by DG and circulated to governors.</p>	
<b>8.3</b>	<p><u>Safeguarding Policy</u></p> <p>SL talked governors through the policy additions and changes. Governors reviewed this policy together and discussed comments and suggestions.</p> <p>DECISION - governors agreed to ratify subject to various additions to be completed by SL.</p>	
<b>9.0</b>	<b>A.O.B</b>	
	RE SEF review - DG asked governors to review this quickly. New folder available in governors folder. SEF to be updated at each meeting going forward.	
<b>10.0</b>	Date of next meeting – 2nd December	
<b>11.0</b>	20:33 Meeting close	

## **SUMMARY OF ACTIONS**

### **Simon Lennon (SL)**

- SL to provide a progress report on boys KS1 writing/reading for next meeting.

### **Declan Goodwin (DG)**

- DG to send governors an invite to attend one of Sister Johanna's liturgy sessions with the children.
- DG to provide an update on the gender difference in absence figures at the next SIPS meeting.
- DG to consider requirements for a school motto further internally and with the school council.

**Approved**

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**Date**

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