



**CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL
THE GOVERNING BODY**

Chairman: Anna Murphy-Sullivan

Minutes of School SIPS Committee Meeting
Monday 2nd December 2019 – 6.30pm

Present:

Jo Hooper, Chair of SIPS Committee	JH	Foundation Governor
Anna Murphy-Sullivan, Chair of Governors	AMS	Foundation Governor
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
1.0	Welcome & prayers. SL led the prayers.	
2.0	Apologies	
	Apologies given by DG prior to the meeting.	
3.0	Pecuniary Interests	
	No updates to the existing record are required.	
4.0	Matters Arising	
	School moto action - SL gave an update on this action to governors in DG's absence. DG discussed school moto with staff first. Staff were still of the opinion that the children have perhaps enough to learn and remember with the mission statement. He subsequently discussed it with the school council who had mixed views. After a short discussion among governors, SL expressed his view which was that at present the focus should be on values and the moto should be re-visited in the next academic year during the summer term.	

	Year 3 data action - to be moved to the next SIPS meeting as data not available until later this week.	
5.0	Minutes of Previous Meeting (7th October 2019)	
	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.	
6.0	Headteacher Report	
6.1	<p><u>RE</u></p> <p>SL gave governors an overview of RE. All teachers have now been observed teaching RE. A detailed book scrutiny has been carried out too and RE books were compared to English books. Standards found to be equivalent and in some cases superior in the RE books. He summarised a RE report for governors.</p> <p>Y4 was identified as in need of some support in relation to expectations of output in particular in response to the big questions. This support has now been put in place (coaching with EB) and the teachers have a clear understanding of what is required.</p> <p>Some minor adjustments have been made in certain classes too in relation to writing learning objectives and cover sheets in order to ensure uniformity across the whole school.</p> <p>The next book moderation will be done as a whole school and an Inset day will be dedicated to further developing an understanding of Age Related Expectations.</p> <p>During the Parent Consultation evenings parents were asked to complete the RE / Catholic Life Survey in anticipation of the RE Inspection due this year. Well over 70% of parents responded. The results are shown in the <i>RE & Catholic Life Parent Survey Results - October 2019</i> spreadsheet in the meeting folder</p> <p><i>GOV. Q (RC) - what was Q3 on the survey? The results stand out.</i></p> <p>SL didn't have the questions to hand but thought from memory it was about different religions.</p> <p>SL went through the various actions being put in place to address feedback from the questionnaire.</p> <p>SL also spoke about a book look which was carried out to assess the children on See-Judge-Act. He invited NC, the RE governor, to come in and meet the children to assess their knowledge of See-Judge-Act too.</p> <p>SL/NC informed governors that the school has achieved the first level of the Oscar Romero award.</p> <p>JH commented on the impact on the church community and said how the mass attendance for these specific masses had increased significantly.</p> <p>JH passed on congratulations on behalf of the governors to the school for the achievement of the Oscar Romero level 1 award.</p>	
6.2	<u>Number on roll</u>	

<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>SL gave a quick overview of the number of children on roll. The school currently has 425 children on roll. One new starter in Year 3. There are a few more spaces available in year 3. Year 2 is now full.</p> <p><u>Attendance</u> DG went through attendance data with governors. CC has a higher absence rate than the national average.</p> <p><i>GOV. Q (AMS) - is it absence or punctuality? SL - absence.</i></p> <p>SL advised that at this time of year the stats look good for attendance. Unfortunately closer to summer and Christmas, there is a trend for families to add on days to the start and end of holidays which is something that is difficult to manage. The high proportion of EAL children on role has a factor in this as families travel to see family abroad.</p> <p>There is a higher absence rate for girls especially in Year 1. Analysis highlighted that the absence was prevalent in one class and in one particular group of girls. There is a tendency for absences on a Thursday/Friday. Five out of ten girls have more than six days of absence recorded so far this year. 75% of persistently absent are girls. Letters have been sent out to parents to address this issue.</p> <p><i>GOV. Q. (AMS) - what reason has been given for the absence by the girls families in year 1? Have the letters been responded to?</i> SL - parents have been invited to come in and discuss the issue. Some come in and some don't.</p> <p>SL informed governors that so far four penalty notices have been issued this year. Governors discussed penalties notice rules and the reaction of parents to the fines.</p> <p><u>SEND</u> SL talked governors through the SEND updates since the last meeting.</p> <p>There are currently four EHCP children in Reception. In total, the school has seven EHCP children with the possibility of two more children receiving this status/support imminently. Last year the school had a total of four EHCP children. This year, there are four EHCP children in Reception alone. The school feels the stretch of these extra children.</p> <p><i>GOV. Q. (JH) - do the Early Years teachers have capacity and support to cope?</i> SL - the staff are doing well. The Reception EHCP children have no behavioural problems so that helps. Year 1 EHCP child is more challenging in terms of behaviour.</p> <p><u>Safeguarding</u> DG reported on safeguarding updates since the last meeting. The LA (Sue Wickings) came in on 14th Nov to do an external audit. The audit went very well and SW is due to come back to complete it shortly. Governors discussed the audit findings.</p>	
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<p>6.6</p> <p>6.7</p> <p>6.8</p>	<p>AMS highlighted an error on the report. It should say external safeguarding 'audit' and not 'training'. SL to raise with SW.</p> <p><u>School Updates</u> SL discussed the Parent Consultations bookings with governors. 92.7% parents booked an appointment to see their child's teacher which is the highest attendance ever at a parent consultation.</p> <p><i>GOV. Q (JH) - are the non attenders consistent?</i> SL - yes.</p> <p><i>GOV. Q. (AMS) - do the non attending families match the absents lists too?</i> SL - yes</p> <p>The school was presented with the Sandwell Wellbeing Charter Mark. As CC is the first school in Bournemouth to achieve the award, it has been publicised widely via BCP channels and communications. There was also an article about our school in the Daily Echo on Saturday 2nd Nov as well as local radio.</p> <p><u>Quality of teaching</u> SL gave governors an update on quality of teaching.</p> <ul style="list-style-type: none"> ● RE book scrutiny as discussed in RE ● Book look: See-Judge-Act - also discussed in RE ● NQTs observations x 4 - both doing very well. ● Salary Direct observation x 2. Starting to make good progress and will soon have a placement in a local school (KS2). <p><i>GOV. Q. (JH) - what is planned for the staff inset day 6th jan?</i> SL - we are currently waiting for a reply from Oscar romero to see if they can come. It is hoped that they can run a session for support staff in particular so that they are up to date with what the school wants to achieve. Julie Colman is scheduled to come and present to middle leaders about what is expected from Ofsted.</p> <p>SL invited governors to attend any part of the day that they choose. NC asked SL to send an agenda with timings so that governors can pick which session to attend.</p> <p><u>Behaviour</u> DG gave a brief overview of behaviour and went through a behaviour log with governors. He discussed a Year 1 child who has been unsettled. The child had not done a Reception year and was finding the routine difficult. He has now settled in better. SL also provided a progress update on a Year 3 child with issues. His behaviour goes through good and bad patches. There is a team supporting the child in school and an agreed action plan in place.</p> <p><i>GOV. Q. (AMS) - what is happening in year 6 - seems to be a lot of incidences - 13 since Sept.?</i> SL - generally Year 6 is doing fine. There are three boys one in each class who cause issues. One boy in particular has the most issues. Another boy is troublesome (EHCP) but managed well in class. He is doing well academically.</p>	<p>SL</p>
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	Pastoral support working well with the boys. In summary the issues comprise of low level incidents which can be very time consuming for the teacher.	
7.0	Data	
	<p>SL gave an overview of progress and attainment data for key year groups.</p> <p><u>Year 6</u> Mock Stats tests have been completed by Year 6. It is important to bear in mind that it is very early and the tests are not representative. The purpose is to provide focus on the children who need help. There is a maths intervention in place and reading one starting after Christmas aimed at the children who are tracking just below EXP level. SL advised governors that at present he believes that Year 6 are on track to meet the same EXP standard as last year. GDS is possibly on track to be better as cohort stronger than last year.</p> <p><u>Year 2</u> Year 2 have also completed Sats mock tests. SL advised governors that it is far too early to judge year 2 children on expected results. The Sats mocks are done more as a shake up for teachers so that they realise how much work is required. It is important to mention too that sections of the curriculum have not yet been covered. Training to be given to new TA's so that they can carry out daily phonics and handwriting interventions as Yvonne works part time. SL estimates that there will be a higher proportion of GDS this year but also possibly a large group just at EXP.</p> <p><u>Year 1</u> Phonics data has highlighted that a certain group need phonics more regularly. Focus on getting parents to support too.</p> <p>RC highlighted the high proportion of EAL children in the cohort.</p> <p><u>Pupil Outcomes -IDSR Report</u> SL reviewed this very positive report with governors and advised that this report is what Ofsted reviews before they come into school. SL highlighted various stats in the report.</p> <ul style="list-style-type: none"> ● EAL proportion of children ● Diverse ethnicity of school ● Excellent attainment trend <p><i>GOV. Q. (JH) - is this report in the public domain? SL - yes.</i></p> <p>Governors discussed how to promote these good results and positive reports. It was agreed to add a piece to the newsletter and a banner on the bottom of the website.</p> <p>JH asked SL to pass on congratulations to all the staff on behalf of the governors.</p>	
8.0	Policies	

8.1	<u>Attendance Policy</u> SL informed governors that he wants to ensure this policy has adequate information about the fines. Governors reviewed this policy together and discussed comments and suggestions. DECISION - governors agreed to ratify the policy.	
8.2	<u>Exclusions Policy</u> HU advised governors that the latest guidance is to review Exclusions policies annually. Governors reviewed this policy together and discussed comments and suggestions. AMS expressed regret that an exclusion policy is necessary and felt that exclusions should never happen in primary school. DECISION - governors agreed to ratify the policy.	
8.3	<u>LAC Policy</u> SL talked governors through the policy additions and changes. Governors reviewed this policy together and discussed comments and suggestions. SL to ask DG prior to removing highlighted areas of the policy. DECISION - governors agreed to ratify the policy.	SL
9.0	A.O.B	
	SL invited governors to DG's assembly and tea/coffee afterwards. Governors were also invited to Nativity.	
10.0	Date of next meeting – tbc at next FGB	
11.0	20:33 Meeting close	

SUMMARY OF ACTIONS

Simon Lennon (SL)

- SL to provide an inset day agenda with timings for governors.
- SL to check various policy questions.

Approved

Date
