



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

**Chairman: Anna Murphy-Sullivan**

Minutes of School SIPS Committee Meeting  
Monday 3rd February 2020 – 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
Simon Lennon, Acting Headteacher	SL	
Jenna Lucas	JL	Staff Governor
Hayley Upton	HU	LA Governor
Rachael Cox	RC	Parent Governor

**In attendance:**

Eithne Boyce, Acting Deputy Head	EB
Elizabeth Fleming, Governance Clerk	EF

Item		Action
<b>1.0</b>	<b>Welcome &amp; prayers.</b> EB led the prayers.	
<b>2.0</b>	<b>Apologies</b>	
	No apologies 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>	
	None	
<b>5.0</b>	<b>Minutes of Previous Meeting (2nd December 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>Catholic Approach to the Curriculum Update</b>	

	<p>Anne-Marie Drummond (teacher) briefed governors on the school's Catholic approach to the curriculum. All of the staff have a commitment to Catholic social thinking. Planning is carried out so that each half term See-Judge-Act (S-J-A) is incorporated into teaching. S-J-A is focused on the spiritual training of children so that they can be responsive and proactive in making a difference in our world. One activity is planned per half term but opportunities are identified throughout the term. Anne-Marie spoke about the staff's overwhelming enthusiasm for instilling this concept/catholic approach in the children. There is a big focus on gospel values and this half term's gospel virtue is forgiveness. Next half term will concentrate on self-control to coincide with Lent. The mission statement and gospel virtues are now visible in the school hall and gospel virtues are on the walls throughout the school. A year group book-look was done with a focus on S-J-A. She thanked the governors for their support. She showed examples of work done by the children and their families and reported that the standard of work in class is of a phenomenal standard. She also spoke about the inspiring Inset Day which focused on Oscar Romero. Oscar Romero have since appointed CC as an ambassador school.</p> <p>NC told governors that he attended a pupil conferencing day on See-Judge-Act at the school and was impressed with the work done by teachers to integrate it into the curriculum.</p> <p>SL explained that the gospel virtues link into the liturgical calendar of the church. See-Judge-Act is being taught independently from RE. Teachers need more pedagogy on Catholic social principles.</p>	
<b>7.0</b>	<b>RE - Section D Inspection</b>	
	<p>EB gave governors an overview of RE Section D Leadership and Management inspection which was carried out internally. This was a very positive assessment and one of the recommendations of this inspection has already been initiated (CC to be an ambassador for Oscar Romero). Governors were also provided with the RE governor link visit report prior to the meeting.</p> <p>SL mentioned that St. Mary's in Poole have asked Muganei (Oscar Romero) to come to their school with a view to learning about Oscar Romero after seeing January's INSET at Corpus Christi on Twitter.</p>	
<b>8.0</b>	<b>Headteacher Report</b>	
<b>8.1</b>	<p>EB shared updates report on RE with all governors which included RE data.</p> <p><u>SIP Progress</u></p> <p>JL gave governors a brief overview of progress against SIP objectives to date. As part of her update, JL mentioned that Karen Ingleby and Karen Domeneghetti have developed a template to support EAL children to access the curriculum more effectively.</p> <p><i>GOV. Q (JH) - what is timescale for implementation of this template?</i> SL - Current and ongoing. Review will take place at the end of the Spring term.</p>	

8.2	<p><u>Attendance</u></p> <p>SL reported a controversial attendance issue that occurred in the school the week prior. Particularly low attendance was noted on the 24th of Jan in one particular year 2 class. It initially appeared to be caused by a vomiting bug. Both Year 2 classrooms were thoroughly cleaned. SL made the decision to notify parents by email on Saturday 25th. After consulting with BCP Council, school nurse and Public Health England a further email and letter were sent to parents. Social media helped to fuel a disproportionate level of concern among parents. SL discussed the sequence of events and the learning from his side. Governors discussed the reaction from parents and any lessons learned.</p> <p>AMS asked that governors be advised earlier of potential controversial issues so that they can be ready for parent questions. She also asked that the Chair of Governors be consulted prior to any potential controversial emails being sent to parents especially at a weekend.</p>	
8.3	<p>NC commented that the usual weekly round up email informing governors of all school letters sent out for that week from SS seems to have dropped off. He asked if this could be re-commenced? SL to request this from SS.</p> <p><u>SEND</u></p> <p>SL talked governors through the SEND updates since the last meeting.</p> <p>A couple more children have applied for EHCP's and if they receive the funding that would bring the total number of children in the school with EHCP's to 11.</p>	SL
8.4	<p><u>Safeguarding</u></p> <p>EB and SL are due to complete an internal safeguarding audit in February.</p> <p><i>GOV. Q (AMS) - is this in addition to sue wickings' audit?</i> SL - yes this is an internal audit for ourselves.</p> <p>AMS asked that Sue wickings be chased to finish her external audit on the school. SL to action.</p> <p>New safeguarding posters have been designed and are now visible in the school. The safeguarding leaflet for visitors has also been updated.</p>	SL
8.5	<p><u>School Updates</u></p> <p>SL referred governors to the Rainbows paper in the meeting papers and spoke briefly about the positive effect of the programme in school.</p> <p>SL updated governors on the maternity cover for the EYFS teacher. After advertising for a teacher in EYFS the school was unsuccessful in employing the right candidate for a maternity cover. In the meantime, Monika Holmes and Alice-Bailey Pearce will teach Reception in the Summer term. They both already teach Reception for PPA and leadership cover and will increase their presence further in the Spring term. A letter has been sent to the parents of the class and the school has had no responses from parents.</p> <p>SL spoke about the recent Nativity play. The performances were good and the school had live music for the first time. There is a lack of microphones and a</p>	

8.6	<p>powerful PA system. This is an area to be explored to improve concerts and class worship.</p> <p>SL discussed the positive feedback he received from parents regarding the carol service and the quality of performance.</p> <p><i>GOV. Q (AMS) - is the school doing a parental questionnaire during the parent-teacher consultations in the spring term?</i></p> <p>SL - normally we do only one in October. SL indicated that the new generic Ofsted questionnaire could be done if governors felt that it was necessary. Governors agreed that parent-teacher consultations evenings are an ideal time to ask parents to fill out a questionnaire as they are sitting waiting.</p> <p><u>Quality of Teaching</u></p> <p>SL gave governors an update on Quality of Teaching. Two NQT lesson observations have been done and a further fourteen teacher lesson observations are planned for the spring term. All teaching observed was good and better. SL gave governors an overview of the book-looks done:</p> <p><b>Science</b></p> <p>A book look was done on each year group. Overall the quality of tasks, challenges and questioning in books is good and better. Data shows a dip in GD standard. It has been identified that the right questions are not being asked by teachers to identify if a child is GD.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>● Key questions to match the assessment sheet (one given for each topic). Staff are meeting each half term to plan and discuss key questions.</li> <li>● One year group is too worksheet heavy (leads to a lack of independence). This to be addressed.</li> <li>● Experiment write-up to be given a better focus e.g. evaluation, results, conclusion etc.</li> </ul> <p><b>Maths</b></p> <p>Overall the quality of tasks, challenges and questioning in books is very good.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>● KS1 &amp; EYFS to regularly revisit number bonds</li> <li>● Upper KS2 and new staff to receive training in using manipulatives to improve the children's understanding of the structures of mathematics.</li> </ul> <p>SL reported that teachers are forthcoming about their development needs which is excellent.</p> <p>SL also reported that Year 2 writing needs improvement. Time has been allocated to teachers to sit with each child on a one-to-one basis to allow them to focus on each child.</p>	
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<b>8.7</b>	<p>SL mentioned that the phonics and reading scheme are to be looked at so that what has been taught in phonics can then be reinforced by a reading book.</p> <p><u>Behaviour</u> EB gave an update on behaviour. She discussed particular children (anonymised) who are causing disruption in school and discussed the measures being put in place to address this.</p>	
<b>9.0</b>	<b>Data</b>	
	<p>SL gave an overview per year group, by gender and by PP and EAL of the percentage of children at or above expected standard.</p> <p>He advised governors that GD science has shown a dip and as a result a book-look has been done.</p> <p>SL also informed governors that Year 1, 2 and 4 are showing a dip in GD writing. Greater focus will be put on writing to address this dip. A focus will be put on oral rehearsal which is a measure that has been used successfully previously.</p> <p>Results for Maths are strong except for Year 2 and Year 6. He reminded governors that assessment of these year groups was done early and therefore this result is not representative of the level. A further test is due this week and he expects that this will be more positive and reflect the true level of the children. Updated Y2 and Y6 data to be shared at the next meeting.</p>	<b>SL</b>
<b>10.0</b>	<b>Policies</b>	
<b>10.1</b>	<p><u>Admission Policy</u> SL informed governors that no comments were received after consultation so he proposed to ratify it. JH asked if governors they agreed to ratify.</p> <p>DECISION - governors agreed to ratify the policy.</p>	
<b>10.2</b>	<p><u>Uniform Policy</u> Governors reviewed this policy together and discussed comments and suggestions. RC advised governors about the recent press coverage on logo uniforms. Governors discussed whether enforcing school uniform bags was appropriate.</p> <p>DECISION - governors agreed to ratify the policy.</p>	
<b>10.3</b>	<p><u>Collective Worship Policy</u> Governors reviewed this policy together and discussed comments and suggestions.</p> <p>DECISION - governors agreed to ratify the policy.</p>	
<b>11.0</b>	<b>A.O.B</b>	
	SL informed governors that the Stations of the Cross will be performed by year 4 in the church. Year 3 will perform the Easter story in the school hall.	

	AMS spoke about standardising the link report form for governors. HU volunteered to send report examples to AMS. To be added to the next meeting agenda. AMS spoke about governor training. She feels that this should be discussed and the relevance and quality of available training should be explored.  NC spoke about the RE inspection and reiterated that governors have received both the inspection report and link visit report. JH asked if there is anything governors can do to support the RE inspection preparation at the school. EB explained that the framework is in place and will let governors know if anything is needed.	<b>HU</b>
<b>12.0</b>	Date of next meeting – 16th March 2020	
<b>13.0</b>	20:31 Meeting close	

### **SUMMARY OF ACTIONS**

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

- SL to ask SS to re-commence sending a weekly email containing all of the school letters for that week to governors.
- SL to chase Sue Wickings to complete her external safeguarding audit of the school.
- SL to share Year 2 and Year 6 Maths progress at the next meeting.

#### **Hayley Upton (HU)**

- HU to send examples of link visit reports to AMS.

#### **Approved**

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#### **Date**

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