

**Minutes of St Mary's & St Saviour's CofE Primary Schools
Local Governing Body Meeting
Thursday 24th March 2022 - 6.00PM VIA ZOOM**

Present:

Canon Ade Ademola (CAA) - Chair
Ms Alisha Anderson (AA) – Foundation Governor
Mr Amir Lemouchi (AL) – Executive Principal
Ms Bonnie Buckley (BB) – Staff Governor
Ms Emma Cherry (EC) – Head of School – St Saviour's
Mr Gabriel Gottlieb (GG) – Foundation Governor
Mr Iftakhar Latif (IL) – Foundation Governor
Ms Jenni Matthews (JM) – Head Teacher - St Mary's
Ms Victoria Howarth (VH) – Observer
Ms Stephanie Shaldas (SS) – Parent Governor
Ms Beverley Hall (BH) – CEO

Clerk to the Governors: Mr Neil Taylor

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.3	VH and SS be sent copies of the minutes of the last four Governing Body meetings	Governor Services	25/4/2022

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

1.1 Apologies for absence accepted

CAA welcomed everyone to the meeting and opened in prayer.

Apologies had been received from Elaine James, Ruth Keane and Rev Vanessa Conant

1.2 Apologies for absence not received / accepted

Apologies were not received from Father Slavador Telen

1.3 Quorum

The meeting was quorate.

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1.4 Notice of any other business / Confidential items

There was none.

2. DECLARATIONS OF INTEREST

2.1 No declarations made pertaining to any of the agenda items for this meeting.

3. LOCAL GOVERNING BODY

3.1 The Clerk confirmed that there were no vacancies at present.

3.2 The Chair welcomed Stephanie Shaldas to her first meeting.

3.3 The Chair requested that VH and SS be sent copies of the minutes of the last four Governing Body meetings. **Action: Governor Services**

4. MINUTES

4.1 The Minutes of the meeting held on 25th November 2021 were agreed to be an accurate record.

4.2 Matters arising: The actions had been completed.

5. CHAIRS ACTION

There was none to report.

6 SCHOOL ITEMS

6.1 SIAMS Presentation

6.1.1 Emma Cherry delivered a presentation, which had been circulated in advance to governors.

6.1.2 EC explained that the SIAMS inspection framework covered the religious vision and provision in Anglican and Methodist schools. It also reported on how effective schools were in making children and staff flourish.

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- 6.1.3 EC said that St Saviour's was last inspected in May 2015 and found to be outstanding. Inspections were expected every 5 years, though there had been a delay as a result of the pandemic. As a result, there could be an inspection of St Saviour's this academic year.
- 6.1.4 EC further reported that Heather Tetchner (Chelmsford Diocesan Advisor) had recently reviewed school provision. The RE curriculum appeared to be exceptional. Scripture was being used in every lesson; pupils had been learning to disagree well; and there was robust assessment, with unit goals plus assessment points at the end of each unit of work.
- 6.1.5 EC said that the inspection would consider a range of evidence, including collective worship, work in RE and Literacy books, and RE attainment. The inspection would also review how well the work of the school fitted into the CofE vision.
- 6.1.6 EC reported that St Saviour's vision was shared with all stakeholders, referenced in policies and thoroughly embedded in teaching, learning and behaviour. Pupil voice showed that pupils were not just able to articulate the vision, but also talk about the impact of the vision on them.
- 6.1.7 EC said that there were multiple examples of how staff flourish. These included: an open door policy, bespoke coaching, bespoke ECT training, moderation & collaboration across the trust, a revised marking policy for work-life balance, and time off for key events. There was also a trained mental health practitioner and first aider for staff to talk to.
- 6.1.8 In response to a question, EC said that parents had a key function in promoting the vision.
- 6.1.9 In response to another question, EC said that children had been raising money for Ukraine and were concerned about climate change issues.

6.2 Headteacher Report – St Mary's

- 6.2.1 Jenni Matthews reported that St Mary's had recently been inspected by OFSTED. The inspection had taken place on 7th & 8th March using the newest framework. The report had not yet been published, but she was pleased with the result.
- 6.2.2 JM said that areas which had been subjected to deep dives by OFSTED included: Reading, Phonics, History, Maths, STEM and SEND. The inspection had also looked at behaviour and safeguarding.
- 6.2.3 CAA expressed great thanks to all the staff and children for the OFSTED outcome.
- 6.2.4 JM reported that regular teacher training was resuming. There was bespoke training for staff, which was focussing on impact. There were also projects for leaders, based on the development plan.

- 6.2.5 JM said that there was additional provision for Year 2 and Year 6 in the form of an Easter School for 4 days. Saturday Plus was also continuing. Morning and after-school boosters were also taking place. It was very noteworthy that all those who had been attending the morning booster were now meeting the phonics threshold.
- 6.2.6 JM reported a considerable level of staff absence due to Covid. Creative steps continued to be taken to avoid having to move to remote learning.
- 6.2.7 JM reported on Safeguarding. There were no children on a CP plan; there was 1 child on a CIN plan; 10 children had social worker involvement, of whom 8 were receiving Early Help. There were also 5 children who were of concern.
- 6.2.8 JM reported that the most recent fire drill had resulted in a full evacuation completed in 3 minutes 50 seconds. The fire policy was subject to ongoing change as the building works continued.
- 6.2.9 JM reported on behaviour. 4 pupils were on a behaviour chart, and 1 was on a pastoral support plan. There had been no exclusions. There had been no racist incidents and no bullying incidents. There had been 4 instances of harmful sexual behaviour, 3 of these concerned children from the same family, and which took place out of school. There was social work involvement to support that family. The other case concerned inappropriate language, and a safety plan was in place.
- 6.2.10 In response to a question, JM said that where there was difficulty communicating with parents who speak little or no English, an interpreter or translator may be used.
- 6.2.11 In response to a question, JM said that all pupil premium students were taking part in the extended activities. All pupils were invited, with an exceptionally high number taking part.
- 6.2.12 In response to a question, JM confirmed that academic performance of the pupil premium students was being tracked. Their progress was being reviewed with teachers through half-termly progress meetings.
- 6.2.13 In response to a question, JM said that Year 2 and Year 6 pupils were expected to achieve well. Hard data was currently being collected, so there would be an update at the next meeting. Intervention for these pupils was in place.
- 6.2.14 In response to a question, JM said that there had been staff training on categorising and actioning HSB incidents.
- 6.2.15 Governors noted the SDP mid-year review, the Pupil Premium review and the Sports Premium Review.

6.3 Headteacher Report – St Saviour’s

- 6.3.1 Emma Cherry reported that there had been a visit by an external consultant, Sir Robin Boshier at the beginning of the Spring Term. The visit had confirmed a good picture of excellent engagement and behaviour by pupils. High quality teaching had

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been noted; the RE curriculum was the best he had ever seen; ECTs were being well supported.

- 6.3.2 EC also reported that there had been an external review of SEND by the local authority in February. Reviewers were impressed: provision was considered excellent, the expertise of the SENCO was very clear; there was meticulous planning by teachers.
- 6.3.3 EC also reported that a lot was being done to drive forward progress. Senior leaders were working within year groups where needed. Coaching cycles were in place to address areas of development, and thus support highly effective teaching. There was weekly CPD as well as bespoke ECT provision and senior leadership training too.
- 6.3.4 EC said that successful booster classes and interventions were being delivered. There was also a reading recovery programme.
- 6.3.5 EC reported that the parents evening on 15th & 16th had been well attended. Those unable to attend were telephoned or offered alternative appointments.
- 6.3.6 It was noted that IL, SS & VC had undertaken Governor visits.
- 6.3.7 EC reported that there had been an increasing number of pupil absences due to Covid. The situation was being monitored.
- 6.3.8 EC reminded governors that a SIAMS inspection was expected presently.
- 6.3.9 EC reported on safeguarding and behaviour. She said that 3 pupils – all siblings – were on a CP plan; there were currently 2 CLA pupils plus one previously looked after; there was social worker involvement in respect of 6 children from 3 families; and there were 10 children being monitored, with some Early Help involvement. 3 children were on a behaviour chart, and 2 were on pastoral support plans. There had been 3 exclusions all in respect of one particular child with very significant needs, and who subsequently moved to a different setting. Finally, there had been no bullying incidents, no racist incidents, but 2 instances of harmful sexual behaviour – both pupils involved were on safety plans and had parents who were supportive.
- 6.3.10 In response to a question, EC said that 3 referrals had been made to CAMHS, Place2Be counselling was starting in the summer term, which would be 75% subsidised. This would be targeted to support those who did not need a full referral or those who would not be getting full CAMHS support in timely manner.
- 6.3.11 Governors noted the SDP mid-year review, the Pupil Premium review and the Sports Premium Review.

6.4 Other Reports

- 6.4.1 Governors noted: the SEND report, the Maths Report, the Geography Report, the Science Report and the EYFS Report.

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6.5 Flood Attenuation Plans

- 6.5.1 Amir Lemouchi reported on the flood plans and the ongoing work at the St Mary's site.
- 6.5.2 AL said that work remained to be undertaken on the ground floor. Also, the mobile classrooms would need to be removed, followed by reinstatement work on the playground. Additionally, work was needed on drainage including the construction of 2 attenuation tanks on the playground.
- 6.5.3 AL reported that in order to ensure that there was sufficient time to complete the works during the summer break, pupils would return to school slightly later in September than usual.

IL left the meeting at 7.58pm

- 6.5.4 CAA thanked all staff for their work managing the flood situation.
- 6.5.5 In response to a question, BH said that all the INSET days for staff would be scheduled at the start of the year. Pupils would return to St Mary's on 12th September. As a result, there would be no loss of learning time. A letter explaining this had been sent to parents.

7 POLICIES

- 7.1 Business Continuity Plan
- 7.2 Curriculum Policy
- 7.3 Fire Procedures St Mary's
- 7.4 Fire Procedures St Saviour's
- 7.5 Complaints Policy
- 7.6 AFL, Marking and Presentation Policy
- 7.7 Exclusion of Pupils Policy
- 7.8 Lockdown Procedures

All the above policies were **agreed**.

8 DATE OF NEXT MEETING

- 8.1 The date of the next meeting was confirmed as **8th July 2022**.

9 ANY OTHER BUSINESS

- 9.1 There was none

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Spring Term 2022

CAA closed the meeting in prayer.

The meeting ended at 8.05pm

Chair: ...Canon Ade Ademola..... (print)

.....  (sign)

Date:24/03/2022.....

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